



**Board of Trustees - Regular Meeting
Board of Trustees Governance Committee,
Teaching and Learning Committee, Planning and
Operations Committee, Facilities Committee and
Resources Committee
Tuesday, May 07, 2013 6:00 PM
Room 101 Student Services, Moreno Valley
College 16130 Lasselle Street, Moreno Valley, CA
92551**

ORDER OF BUSINESS

Pledge of Allegiance

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

Anyone who requires a disability-related modification or accommodation in order to participate in any meeting should contact the Chancellor's Office at (951) 222-8801 as far in advance of the meeting as possible.

Any public records relating to an open session agenda item that is distributed within 72 hours prior to the meeting is available for public inspection at the Riverside Community College District Chancellor's Office, Suite 210, 1533 Spruce Street, Riverside, California, 92507 or online at www.rccd.edu/administration/board.

- I. COMMENTS FROM THE PUBLIC
Board invites comments from the public regarding any matters within the jurisdiction of the Board of Trustees. Due to the Ralph M. Brown Act, the Board cannot address or respond to comments made under Public Comment.
- II. PUBLIC HEARING (NONE)
- III. CHANCELLOR'S REPORT
 - A. [Chancellor's Communications](#)
Information Only
- IV. BOARD COMMITTEE REPORTS
 - A. Governance
 1. [Revised and New Board Policies - First Reading](#)
The Committee to review Administrative Procedure 3420 for first reading.
 2. [Presentation and Discussion on Minutes of the Board and Seconding Motions](#)
Information Only
 - B. Teaching and Learning
 1. [Proposed Curricular Changes](#)
The Committee to review the proposed curricular changes for inclusion in the college catalogs and the schedule of class offerings.
 2. [Presentation of Annual 2012 Report for the Office of Economic Development](#)
Information Only
 3. [Presentation of Grants Office Summary Report of 2012-2013](#)
Information Only

C. Planning and Operations (None)

D. Resources

1. [Budget Augmentation for Capital Project Management System](#)

The Committee to review a budget augmentation in the amount of \$38,250 for the Capital Project Management System.

2. [Project Budget Approval and Architect Agreement for Athletic Offices Remodel](#)

The Committee to review a project budget in the amount of \$96,030 for the Athletic Offices Remodel project at Wheelock Gym at Riverside City College, and the architectural services agreement with Higginson + Cartozain Architects in the amount of \$16,800.

3. [Adoption of Education Protection Account Funding and Expenditures](#)

The Committee to review the proposed use of the estimated \$20,365,183 of Education Protection Account proceeds resulting from the passage of Proposition 30 to partially fund instructional salaries and benefits.

E. Facilities

1. [Amendment 1 for Student Services Building with HMC Architects](#)

The Committee to review Amendment 1 for FF&E Services with HMC Architects in the amount of \$103,500.

2. [Amendment 1 for Lovekin Parking/Tennis Project with Higginson + Cartozian](#)

The Committee to review Amendment 1 with Higginson + Cartozian Architects, Inc. in the amount of \$27,375.

3. [Change Orders 1 and 2 for Wheelock Gymnasium, Seismic Retrofit Project w/ Siemens Industry, Inc.](#)

The Committee to review project Change Order No. 1 in the amount of \$29,738 and Change Order No. 2 in the amount of \$19,026, totaling \$48,764.

4. [Presentation of the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts and RCCD Renaissance Block by LPA](#)

Information Only

5. [Annual Presentation on Status Update of Project Labor Agreement by Padilla and Associates](#)

Information Only

V. OTHER BUSINESS

A. [Appointment of an Ad Hoc Board of Trustees Ethics Advisory Committee](#)

Recommend affirming the President's appointing of an Ad Hoc Board of Trustees Ethics Advisory Committee.

VI. CLOSED SESSION

A. [Pursuant to Government Code Section 54957, Public Employee Performance Evaluation: Title: Chancellor](#)

To Be Determined

B. [Pursuant to Government Code Section 54957.6, Conference with Labor Negotiator, District Negotiator: Bradley Neufeld, Gresham Savage, Unrepresented Employee: "Chancellor"](#)

To Be Determined

VII. ADJOURNMENT



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[Agenda Item](#)

Agenda Item (III-A)

Meeting 5/7/2013 - Committee/Regular Board

Agenda Item Chancellor's Report (III-A)

Subject Chancellor's Communications

College/District District

Information Only

Background Narrative:

Chancellor will share general information to the Board of Trustees, including federal, state and local interests and District information.

Prepared By: Greg Gray, Chancellor

Attachments:



Agenda Item (IV-A-1)

Meeting	5/7/2013 - Committee/Regular Board
Agenda Item	Committee - Governance (IV-A-1)
Subject	Revised and New Board Policies - First Reading
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees accept Administrative Procedure 3420 for first reading.

Background Narrative:

In keeping with our current process of updating our Board Policies and Administrative Procedures, the item below comes before the Board for first reading:

General Institution

Administrative Procedure 3420 Equal Employment Opportunity Plan - This is a new procedure for the District for which Title 5 requires Board approval.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Ruth Adams, General Counsel

Attachments:

[Policies for May BOT Meeting](#)

AP 3420: Equal Employment Opportunity Plan

Purpose of the Equal Employment Opportunity Plan

The Riverside Community College District Equal Employment Opportunity Plan (*Plan*) addresses the requirements of Education Code section 87106(b) for compliance with the Board of Governors regulations on equal employment opportunity hiring and applicable state and federal nondiscrimination statutes, and for guidance in improving the equality of opportunity.*

California community college districts are responsible for the preparation of an equal employment opportunity plan to be submitted and approved by the Chancellor's Office. "Equal Employment Opportunity" means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories listed in section 53004(a) of title 5. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to all individuals. An "Equal Employment Opportunity Plan" is a written document in which a District's workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.

Plan Component 1: Introduction

The Riverside Community College District Plan was adopted by the Board of Trustees on (date). The *Plan* implements the District's commitment established in Board Policy 3420: Equal Employment Opportunity. It is the District's belief that taking active and vigorous steps to ensure equal employment opportunity and creating a working and academic environment, which is welcoming to all, will foster diversity and promote excellence.

Through an educational experience in an inclusive environment, our students will be better prepared to work and live in an increasingly global society. The *Plan's* immediate focus is twofold: 1) to assure equal employment opportunity in its recruitment and hiring policies and practices pursuant to the applicable California Code of Regulations, title 5 section 53000 et seq. (hereinafter referred to as "Title 5") and, 2) to define the steps the District shall take to create an inclusive workplace that reflects our commitment to diversity.

The *Plan* contains an analysis of the demographic makeup of the District's workforce and outlines district efforts to recruit and retain a workforce that is sensitive to and knowledgeable of our diverse student body and community.

*The *Plan* is not intended to address all possible nondiscrimination laws. For example, the Chancellor's Office approval of a district's EEO Plan does not ensure that district's compliance with the California Fair Employment and Housing Act and related regulations to which all districts, as employers, must adhere. The Chancellor's Office has no authority over that law and does not enforce its provisions. Education Code section 87102 also requires the equal employment opportunity plan to address district progress in achieving the ratio of full-time to part-time faculty hiring (as indicated in Section 87482.6 of the Education Code) while ensuring equal employment opportunity.

The *Plan* also includes the requirements for a complaint procedure for noncompliance with the Title 5 provisions relating to equal employment opportunity programs; complaint procedures in instances of unlawful discrimination; establishment of an Equal Employment Opportunity Advisory Committee; methods to support equal employment opportunity and an environment which is welcoming to all; and procedures for dissemination of the *Plan*.

To properly serve our growing diverse community, and as a demonstration of commitment to equality, the District will endeavor to hire and retain faculty and staff who are sensitive to, and knowledgeable of, the needs of the continually changing student body and community it serves.

NOTE: Wherever a Title 5 section is mentioned throughout this document, it shall be referred to as “section _____” without the indication that it is Title 5. All other codes, regulations, etc., will be specifically identified (i.e. Government Code section _____, Education Code section _____, etc.).

Chancellor, Riverside Community College District

Plan Component 2: Definitions

Riverside Community College District uses the following definitions to provide clarification and understanding of specific terms used in the *Plan*. The definitions are taken from Title 5. The definition of “diversity” is not in Title 5, but it encompasses important considerations of inclusion that appear throughout the District’s *Plan*.

- a) *Adverse Impact*: a statistical measure (such as those outlined in the EEO Commission’s *Uniform Guidelines on Employee Selection Procedures*) that is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group protected from discrimination pursuant to Government Code section 12940. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.
- b) *Business Necessity*: circumstances which justify an exception to the requirements of section 53021(b)(1) because compliance with that section would result in substantial additional financial cost to the District or pose a significant threat to human life or safety. Business necessity requires greater financial cost than mere business convenience. Business necessity does not exist where there is an alternative that will serve business needs equally well.
- c) *Diversity*: a condition of broad inclusion in an employment environment that offers equality and respect for all persons. It requires both the presence, and the respectful treatment, of individuals from a wide range of ethnic, racial, age, national origin, religious, gender, sexual orientation, disability and socio-economic backgrounds.
- d) *Equal Employment Opportunity*: all qualified individuals have a full and fair opportunity to compete for hiring and promotional opportunities and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels of the seven job categories which include executive/administrative/managerial, faculty and other instructional staff, professional non faculty, secretarial/clerical, technical and paraprofessional, skilled crafts, and service maintenance. Equal employment opportunity also involves:
 - (1) identifying and eliminating barriers to employment that are not job related;
 - and (2) creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination by Government Code 12940.
- e) *Equal Employment Opportunity Plan*: a written document in which a District’s workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.

- f) *Equal Employment Opportunity Programs*: all the various methods by which equal employment opportunity is ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring and taking additional steps consistent with the requirements of section 53006.
- g) *Ethnic Minorities*: American Indian/Alaskan Natives, Asian/Filipinos, Pacific Islander/Native Hawaiian, Black/African-Americans, Hispanic/Latino, Two or More Races.
- h) *Ethnic Group Identification*: an individual's identification in one or more of the ethnic groups reported to the Chancellor pursuant to section 53004. These groups shall be more specifically defined by the Chancellor consistent with state and federal law.
- i) *Goals for Persons with Disabilities*: a statement that the District will strive to attract and hire additional qualified persons with a disability in order to achieve the level of projected representation for that group by a target date established by taking into account the expected turnover in the workforce and the availability of persons with disabilities who are qualified to perform a particular job. Goals are not "quotas" or rigid proportions.
- j) *In-house or Promotional Only Hiring*: means that only existing District employees are allowed to apply for a position.
- k) *Monitored Group*: Means those groups identified in section 53004(b) for which monitoring and reporting is required pursuant to section 53004(a).
- l) *Person with a Disability*: any person who: (1) has a physical or mental impairment as defined in Government Code, section 12926 that substantially limits one or more of such person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.
- m) *Reasonable Accommodation*: the efforts made on the part of the District in compliance with Government Code section 12926 that would allow the applicant or employee with a disability to perform the essential functions of the job.
- n) *Screening or Selection Procedures*: any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to traditional paper and pencil tests, performance tests, and physical, educational, and work experience requirements, interviews, and review of application forms and reference materials.

- o) *Significantly Underrepresented Group*: any monitored group for which the percentage of persons from that group employed by the District in any job category listed in section 53004(a) is below eighty percent (80%) of the projected representation for that group in the job category in question.
- p) *Target Date*: a point in time by which the District plans to meet an established goal for persons with disabilities and thereby achieve projected representation in a particular job category.
- q) *Timetable*: a set of specific annual hiring objectives that will lead to meeting a goal for persons with a disability by a projected target date.

Note: Authority cited: Sections 66271/1, 66700 and 70901, Education Code; and section 11138, Government code. Reference: Statutes 1988, chapter 923, section 4; sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; sections 11135-11139.5, 11092 and 12926, Government Code; title 29 Code of Federal Regulations sections 1602.48 and 1607; title 29 United States Code section 793; title 41 Code of Federal Regulations section 60-741.2.

Component 3: Policy Statement

The Riverside Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy, as stated in *BP 3420: Equal Employment Opportunity* and attached to this document, to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, genetic information, ancestry, sexual orientation, or physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code. or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas. An Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

Component 4: Delegation of Responsibility, Authority and Compliance

It is the goal of the Riverside Community College District that all employees promote and support equal employment opportunity. Equal employment opportunity requires a commitment and a contribution from every segment of the District. The general responsibilities for the prompt and effective implementation of this *Plan* are set forth below.

1. ***Board of Trustees***

The Riverside Community College District Board of Trustees (“Board”) is ultimately responsible for proper implementation of the District’s *Plan* at all levels of district operations, and for ensuring equal employment opportunity as described in the *Plan*. The District will submit the plan to the State Chancellor’s Office. The State Chancellor’s Office retains the authority to review the District’s plan.

2. ***Chancellor***

The Board delegates to the Chancellor of the District the responsibility for ongoing implementation of the *Plan* and for providing leadership in supporting the District’s Equal Employment Opportunity policies and procedures. The Chancellor shall evaluate the performance of all administrative staff who report directly to him/her on their ability to follow and implement the *Plan*.

3. ***Vice Chancellor of Diversity and Human Resources***

Under the supervision of the District Chancellor, the Vice Chancellor of Diversity and Human Resources directs implementation of the District’s equal employment and non-discrimination policies and procedures, as well as the communication and implementation of the *Plan* to the District’s executive administrators.

The Vice Chancellor advises the District Chancellor regarding statewide policy emanating from the Board of Governors of the California Community Colleges, and monitors annual review and publication of an annual report on *Plan* implementation.

4. ***Director of Diversity, Equity and Compliance***

The District has designated the Director of Diversity, Equity and Compliance as its Equal Employment Opportunity Officer and is under the direct supervision of the Vice Chancellor of Diversity and Human Resources. The Director of Diversity, Equity and Compliance is the individual responsible for the development, maintenance and day-to-day implementation of the *Plan*, as it affects district recruitment and employment including engagement of full time and part time faculty, staff, administrators, professional experts, independent contractors and temporary employees.

The Director of Diversity, Equity and Compliance is responsible for annual reporting of compliance with the requirements of Title 5, for receiving complaints

described in Plan Component 6 and for ensuring that applicant pools and selection procedures are properly monitored.

The Director of Diversity, Equity and Compliance works collaboratively with the Director of Diversity and Human Resources to develop and implement strategies to maximize the diversity of applicant pools, develop and implement the District's recruitment and hiring procedures, and institute retention strategies to ensure all employees feel welcomed and supported.

If the designation of the equal employment opportunity Officer changes before this *Plan* is next revised, the District will notify employees and applicants for employment of the new designee.

5. ***Director of Diversity and Human Resources***

Under the direct supervision of the Vice Chancellor of Diversity and Human Resources, the Director of Diversity and Human Resources is responsible for implementing the District's recruitment, screening, selection and hiring processes; development of job descriptions that reflect identified job-related criteria; and the collection of required EEO information from all District employees and qualified applicants,

The Director of Diversity and Human Resources works collaboratively with the Director of Diversity, Equity and Compliance to assure all employment and screening processes are fair, equitable, job related and conform to the District *Plan*.

6 ***District Council on Diversity and Equity***

The District will maintain a Council on Diversity and Equity that will take on the functions of the Equal Employment Opportunity Advisory Committee as outlined in Title 5. The Council on Diversity and Equity will act as an advisory body to the Director of Diversity, Equity and Compliance and the District as a whole to promote understanding and support policies and procedures as they relate to diversity and equity within the District, especially those addressing discrimination, harassment, retaliation and of equal employment opportunity. The Council on Diversity and Equity shall assist with the implementation and communication of the *Plan* in conformance with state and federal regulations and guidelines; monitor equal employment opportunity progress; and provide suggestions for *Plan* revisions as appropriate.

7. ***College Diversity Committees***

Each college shall maintain a committee to develop and coordinate activities relevant to diversity and equity at their college. The College committees will be made up of 10-15 individuals appointed by the College President. Committee composition is to be drawn from a cross section of constituencies at the college. The committee will meet monthly during academic semesters and be facilitated by the Director of Diversity, Equity and Compliance. The purpose of the

- committees at each college is to: promote communication; advise the College President on matters related to diversity and equity; conduct periodic assessments of the college's diversity-related climate; develop and monitor college strategic plans for diversity, equity and inclusiveness; develop and coordinate activities to promote diversity and address college-specific issues or concerns; advise the Director of Diversity, Equity and Compliance on EEO-related matters and to assure compliance with section 53021(b)(2) in the process of interim appointments for their college;
8. ***Agents of the District***
Any organization or individual, whether or not an employee of the District, who acts on behalf of the governing board with regard to the recruitment and screening of personnel, is an agent of the District and is subject to all the requirements of this *Plan*.
 9. ***Good Faith Effort***
The District shall make a continuous good faith effort to comply with all the requirements of this *Plan*.

Component 5: Advisory Committee

The District shall maintain the Council on Diversity and Equity as the advisory body to the District in the implementation of its *Plan*. The committee may also assist in promoting understanding and support of equal opportunity and nondiscrimination policies and procedures. The District Council on Diversity and Equity may recommend events, training, or other activities that promote equal employment opportunity, nondiscrimination, retention and diversity. The Director of Diversity, Equity and Compliance shall train the Council members on equal employment compliance and the *Plan* itself.

The Council on Diversity and Equity shall be composed by nominations from College Diversity Committees; three members from each college nomination list and three employees from the District support offices will be seated and approved by the Vice Chancellor of Diversity and Human Resources. The Council on Diversity and Equity as a whole may recommend, for Vice Chancellor approval, appointment of up to three community members to the Council. The committee shall include a diverse membership whenever possible including representation from District committees of shared governance. A substantial good faith effort to maintain a diverse membership is expected. If the District has been unable to meet this requirement, it will document that efforts were made to recruit advisory committee members who are members of monitored groups. Efforts will also be made to include representation from faculty, students, classified, confidential staff and administrative classifications in the composition of the committee.

The Director of Diversity, Equity and Compliance and the Director of Diversity and Human Resources will serve as ex-officio members of the committee. The District Council on Diversity and Equity will be convened by the Director of Diversity, Equity and Compliance and shall hold a minimum of four (4) meetings per academic year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress. When appropriate, the Council shall make recommendations to the Vice Chancellor of Diversity and Human Resources, and the Director of Diversity, Equity and Compliance.

Component 6: Complaints

The Director of Diversity, Equity and Compliance is the person designated by the District to receive and process all complaints alleging violations of equal employment opportunity regulations (Section 53026) and unlawful discrimination, harassment and retaliation (Section 59300 et seq.). If the complaint involves the Director of Diversity, Equity and Compliance, the complaint may be filed with the Vice Chancellor of Diversity and Human Resources.

In the event that a complaint filed under section 53026 alleges unlawful discrimination, it will be processed according to the District's *AP 3435: Handling Complaints of Unlawful Discrimination, Harassment and Retaliation*.

1. Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Section 53026)

The District has established the following process permitting any person to file a complaint alleging that the requirements of the equal employment opportunity regulations have been violated. Any person who believes that the equal employment opportunity regulations have been violated may file a written complaint describing in detail the alleged violation. All complaints shall be signed and dated by the complainant and shall contain, to the best of the complainant's ability, the names of the individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation. Complaints involving current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than sixty (60) days after such occurrence unless the complainant can verify a compelling reason for the District to waive the sixty (60) day limitation. Complaints alleging violations of the *Plan* that do not involve current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than ninety (90) days after such occurrence unless the violation is ongoing. A complainant may not appeal the District's determination pursuant to section 53026 to the State Chancellor's Office, but under some circumstances, violations of the equal opportunity regulations in Title 5 may constitute a violation of a minimum condition for receipt of state aid. In such a case, a complaint can be filed with the State Chancellor's Office, but the complainant will be required to

demonstrate that he/she made previous reasonable, but unsuccessful, efforts to resolve the alleged violation at the District level using the process provided by section 53026. (See *California Community Colleges Chancellor's Office Guidelines for Minimum Conditions Complaints* at:

<http://extranet.cccco.edu/Divisions/Legal/Discrimination.aspx>

The District may return without action any complaints that are inadequate because they do not state a clear violation of the EEO regulations. All returned complaints must include a District statement of the reason for returning the complaint without action.

2. Complaints Alleging Unlawful Discrimination or Harassment (Section 59300 et seq.)

The District has adopted procedures for complaints alleging unlawful discrimination or harassment in *AP 3435: Handling Complaints of Unlawful Discrimination, Harassment and Retaliation*. The Director of Diversity, Equity and Compliance is responsible for receiving and investigating such complaints. The District's discrimination and harassment complaint procedures are available on the District's web site

<http://www.rccd.edu/administration/board/New%20Board%20Policies/3435AP.pdf> or by contacting the office of Diversity, Equity and Compliance:

Ms. Chani Beeman
Director of Diversity Equity and Compliance
450 E. Alessandro Blvd.
Riverside, CA 92508
(951) 222-8039

Component 7: Notification to District Employees

The commitment of the Board of Trustees and the Chancellor to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity Policy and the *Plan*. The policy statement will be provided in the college catalogs and class schedules. The *Plan* and subsequent revisions will be distributed to the Board, the Chancellor, administrators, the academic senate leadership, union representatives and members of the District Council on Diversity and Equity. The *Plan* will be available on the District's website and, when appropriate, may be distributed via email. The Diversity and Human Resources Department will provide all new employees with a copy of the District's Equal Employment Policy Statement when they commence their employment with the District. The annual notice will contain the following provisions:

- 1) The importance of the employee's participation and responsibility in ensuring the *Plan*'s implementation.

- 2) A list of locations where complete copies of the *Plan* are available, including in every college library, in the District's public folders, on the District internet site, the offices of the Chancellor and the Diversity and Human Resources Department.

Component 8: Training for Screening/Selection Committees

Any organization or individual, whether or not an employee of the District, who is involved in the recruitment and screening/selection of personnel shall receive appropriate training on the requirements of the Title 5 regulations on equal employment opportunity; the requirements of federal and state nondiscrimination laws; the requirements of the District's *Plan*; the District's policies on nondiscrimination, recruitment, and hiring; principles of diversity and cultural proficiency; the value of a diverse workforce; and recognizing bias. Persons serving in the above capacities will be required to receive training within the 24 months prior to service. This training is mandatory; individuals who have not received this training will not be allowed to serve on screening/selection committees.

The Director of Diversity of Equity and Compliance is responsible for developing the required training and monitoring training compliance for all screening/selection committee members. Any individual whether or not an employee of the District that is acting on behalf of the District, with regard to recruitment and screening of employees is subject to the equal employment opportunity requirements of Title 5 and the District's *Plan*.

In addition to requiring all committee members attend the mandatory training, the District shall strive toward the goal of having at least one committee member be an "Equity Monitor." An Equity Monitor is an individual who has attended and fulfilled the requirements of the Equity Monitor training program. This specialized training program will prepare monitors to identify and address implicit bias as they may occur during the screening and interview process. Equity Monitors are trained in discussion facilitation techniques and strategies for assuring the District's process and commitment to equal employment opportunity are fulfilled. The Equity Monitors training program shall be implemented and monitored by the Director of Diversity, Equity and Compliance.

Component 9: Annual Written Notice to Community Organizations

The Director of Diversity, Equity and Compliance will provide annual notification to appropriate community-based and professional organizations concerning the *Plan*. The notice will inform these organizations that they may obtain a copy of the *Plan*, and shall solicit their assistance in identifying diverse qualified candidates. The notice will include a summary of the *Plan*. The notice will also include the internet address where the District advertises its job openings and provides online application submission. The notice will also include the telephone number for the department of Diversity and Human

Resources. The District will actively seek to reach those institutions, organizations, and agencies that may be recruitment sources. A list of organizations, which will receive this notice, is attached to this *Plan*. This list may be revised from time to time as necessary.

Component 10: Analysis of District Workforce and Applicant Pool

The Director of Diversity, Equity and Compliance will survey the District's workforce and employment applicant composition for employment on an ongoing basis to evaluate the District's progress in implementing the *Plan* and to provide data needed for the reports required by this *Plan*. The monitored groups for the reports are men, women, American Indians/Alaskan Natives, Asians or Pacific Islanders, Blacks/African-Americans, Hispanics/Latinos, Caucasians, and persons with disabilities.

Each job applicant and all employees will be afforded an opportunity to voluntarily identify her or his gender, ethnic group identification and, if applicable, her or his disability for the purposes of the workforce and applicant pool demographic reports. Persons may designate as many ethnicities as they identify with, but shall be counted in only one ethnic group for reporting purposes. This information will be kept confidential and will be separated from the applications that are forwarded to the screening/selection committee and hiring administrator(s). This survey will be done for each college in the District and the district offices. The District will annually report to the State Chancellor the results of its survey of employees. At least every three years the *Plan* will be reviewed and, if necessary, revised based on an analysis of the ethnic group identification, gender, and disability composition of existing staff and of those who have applied for employment in each of the following identified job categories:

- 1) Executive/Administrative/Managerial
- 2) Faculty and other Instructional Staff:
 - Career-Technical Education
 - English
 - Kinesiology
 - Humanities
 - Instructional and Support Services
 - Mathematics
 - Natural Sciences
 - Social Sciences
 - Part-Time
- 3) Professional Non faculty
- 4) Secretarial/Clerical
- 5) Technical and Paraprofessional
- 6) Skilled Crafts
- 7) Service and Maintenance

Tables reflecting the District's workforce survey for fall of 2012 and applicant pools for July 1, 2011 – June 30, 2012 are provided in Appendix A.

Workforce Data Analysis

Riverside Community College District serves an area that has more racial and ethnic balance than anywhere else in the Southern California region making it arguably the most diverse part of the nation, according to Dowell Mayer a USC demographer who oversaw research that examined 2010 U.S. Census data (source: “USC Study Finds Inland Area Racially Balanced”, *The Press-Enterprise*, March 14, 2012). As such, our commitment to diversity is integral to effectively serving our community.

RCCD strives to develop a workforce that draws upon the richness of diversity in our surrounding community and hire employees who understand and are prepared to teach and support our students. During the past 10 years the State Chancellor’s Office has searched for a source of reliable applicant availability data but has been unsuccessful in that search. Therefore, this analysis draws on comparisons with the statewide average for California Community Colleges and our service area census demographic data.

District Workforce Demographic Profile Summary (Tables 1)

The RCCD workforce is comprised of employees in the following categories: American Native/Alaskan (1%), Asian (7%), Black/African American (9%), Hispanic/Latino (20%), White (58%) and 2 or more Races (5%). The sex/gender distribution is Female (57%) and Male (43%).

The Moreno Valley College workforce is comprised of employees in the following categories: American Native/Alaskan (1%), Asian (6%), Black/African American (9%), Hispanic/Latino (20%), White (58%) and 2 or more Races (6%). The sex/gender distribution is Female (48%) and Male (52%).

The Norco College workforce is comprised of employees in the following categories: American Native/Alaskan (1%), Asian (8%), Black/African American (13%), Hispanic/Latino (22%), Hawaiian Native/Pacific Islander (1%), White (52%) and 2 or more Races (4%). The sex/gender distribution is Female (50%) and Male (50%).

The Riverside City College workforce is comprised of employees in the following categories: American Native/Alaskan (1%), Asian (7%), Black/African American (8%), Hispanic/Latino (19%), White (61%) and 2 or more Races (4%). The sex/gender distribution is Female (55%) and Male (45%).

The district-level staff (not assigned to colleges) is comprised of employees in the following categories: American Native/Alaskan (1%), Asian (6%), Black/African American (3%), Hispanic/Latino (21%), Hawaiian Native/Pacific Islander (1%), White (60%) and 2 or more Races (7%). The sex/gender distribution is Female (54%) and Male (46%).

District Comparison to Statewide Community College Districts (Table 2)

A comparison of the 2012 RCCD workforce to statewide CCD shows that RCCD is higher for American Indian/Alaskan (.2%), Black/African American (2.6%),

Hispanic/Latino (4.5%), 2 or more Races (4.6%) and Male (3%) categories. The RCCD workforce is lower than statewide averages for Asian (2.5%), White (2.1%) and Female (3%) categories.

Comparison of the 2012 Moreno Valley College workforce to statewide CCD averages shows that MVC is higher for American Indian/Alaskan (.2%), Hispanic/Latino (4.5%), 2 or more Races (5.6%) and Male (7%) categories. The MVC workforce is lower than statewide averages for Asian (3.5%), Black/African American (.5%), White (2.1%) and Female (7%) categories.

Comparison of the 2012 Norco College workforce to statewide CCD averages shows that NC is higher for American Indian/Alaskan (.2%), Black/African American (6.6%) Hispanic/Latino (6.5%), 2 or more Races (3.6%) and Male (5%) categories. The NC workforce is lower than statewide averages for Asian (.5%), White (8.1%) and Female (5%) categories.

Comparison of the 2012 Riverside City College workforce to statewide CCD averages shows that RCC is higher for American Indian/Alaskan (.2%), Black/African American (1.6%), Hispanic/Latino (3.5%), White (.9%) and 2 or more Races (3.6%) categories. The RCC workforce is lower than statewide averages for the Asian (2.5%) category.

Comparison of the 2012 district staff (not assigned to colleges) workforce to statewide CCD averages shows that district staff is higher for American Indian/Alaskan (.2%), Hispanic/Latino (5.5%), 2 or more Races (6.6%) and Male (1%). The district staff workforce is lower than statewide averages for Asian (2.5%), Black/African American (3.4%), White (.1%) and Female (1%) categories.

District Comparison to Service Area Demographics (Table 3)

Comparison of RCCD's workforce profile to the average demographic profile of the 6 cities that make up the district's service area is detailed in Table 3. This table also compares RCCD to Riverside County demographics and shows that the district workforce is represented higher in the categories of Asian (.1%), Black/African American (2%), White (18.9%) and 2 or More Races (1.7%) categories. The district workforce is lower than the service area averages for the American Indian/Alaskan (.9%), Hispanic/Latino (26.1%) categories.

5-Year Comparison of Workforce Demographics (Table 4)

The racial and ethnic demographics of the district workforce have been relatively consistent over the 5-year period. There were small gains in representation for Asian, (1%), Black/African-American (1%), Hispanic/Latino (2%) and 2 or more Races (1%). The percentage of employees declined in the White category (8%).

Analysis of District-wide Data:

- Compared to statewide CCD averages RCCD is under represented in the category of Asian across employment groups with the exception of Part-time faculty.

- Compared to statewide CCD averages RCCD overall workforce is under represented in the category of Female; the only employment group with a higher average is Classified (8%) employees.
- Compared to the district's service area RCCD's representation of Asian was lower (3.3%) but higher than the county (.1%).
- Compared to the district's service area RCCD's representation of Black/African American was lower (2.9%) but equal to that of the county.
- Compared to the district's service area RCCD's representation of Hispanic/Latino was lower (38%) and was also lower than the county (26.1%).
- Compared to the district's service area RCCD's representation of White was higher (21.6%) and higher than the county (18.9%).

Analysis of Moreno Valley College Data:

- Compared to statewide CCD averages MVC is under represented in the category of Asian across all employment groups. The closest employment group was Full-time faculty (.8%).
- Compared to statewide CCD averages MVC is above representation in the category of Hispanic/Latino across employment groups.
- Compared to statewide CCD averages MVC is below the average in the category of White except in Part-time Faculty (3.4%).
- Compared to statewide CCD averages MVC is above representation in the category of Female across employment groups except among Part-time Faculty.
- Compared to the demographics for the city of Moreno Valley MVC's representation of American Indian/Alaskan is higher (.1%) and lower than the county (.9%).
- Compared to the demographics for the city of Moreno Valley MVC's representation of Asian is lower (.7%) and lower than the county (.1%).
- Compared to the demographics for the city of Moreno Valley MVC's representation of Black/African American is lower (9%) but higher than the county (2%).
- Compared to the demographics for the city of Moreno Valley MVC's representation of Hispanic/Latino is lower (34.4%) and lower than the county (26.1%)
- Compared to the demographics for the city of Moreno Valley MVC's representation of White is higher (39.1%) as well as in the county (18.9%).

Analysis of Norco College Data:

- Compared to statewide CCD averages NC is under represented in the category of Asian across all employment groups except among Part time Faculty (2.2%).
- Compared to statewide CCD averages NC is above representation in the category of Black/African American across employment groups except Full time Faculty in which it is equal
- Compared to statewide CCD averages NC is above representation in the category of Hispanic/Latino across employment groups except Full Time Faculty in which it is equal.
- Compared to statewide CCD averages MVC is below the average in the category of White except in the categories of Full time Faculty (4.4%) and Part-time Faculty (.4%).

- Norco College has an equal number of Female and Male employees.
- Compared to the demographics for the city of Norco NC's representation of American Indian/Alaskan is lower (.1%) and lower (.9%) than the county.
- Compared to the demographics for the city of Norco NC's representation of Asian is higher (5.7%) and higher than the county (2.1%).
- Compared to the demographics for the city of Norco NC's representation of Black/African American is higher (6%) and higher than the county (6%).
- Compared to the demographics for the city of Norco NC's representation of Hispanic/Latino is lower (9.1%) and lower than the county (24.1%)
- Compared to the demographics for the city of Norco NC's representation of White is lower (4.4%) and higher than the county (12.9%).

Analysis of Riverside City College Data:

- Compared to statewide CCD averages RCC is under represented in the category of Asian across all employment groups except among Part time Faculty (1.2%).
- Compared to statewide CCD averages RCC is above representation in the category of Black/African American among Classified, Administration and Part time Faculty employment groups, but lower in the Full time Faculty group (1.8%)
- Compared to statewide CCD averages RCC is above representation in the category of Hispanic/Latino among Classified, Administration and Part time Faculty employment groups, but lower in Full time Faculty (1%)..
- Compared to statewide CCD averages RCC is below the average in the category of White for Administrator employment group (16.6%) but above the average in the categories of Classified (3%), Full time Faculty (4.4%) and Part-time Faculty (2.4%).
- RCC is equal to the Statewide CCD averages for Female and Male employees.
- Compared to the demographics for the city of Riverside RCC's representation of American Indian/Alaskan is lower (.1%) and lower than the county (.9%).
- Compared to the demographics for the city of Riverside RCC's representation of Asian is lower (.8%) and higher than the county (.1%).
- Compared to the demographics for the city of Riverside RCC's representation of Black/African American is higher (1%) and higher than the county (1%).
- Compared to the demographics for the city of Riverside RCC's representation of Hispanic/Latino is lower (30%) and lower than the county (27.1%)
- Compared to the demographics for the city of Riverside RCC's representation of White is higher (27%) and higher than the county (21.9%).

Analysis of District Staff Data:

- Compared to statewide CCD averages District Offices (DO) is under represented in the category of Asian across both employment groups Classified (4%) and Administrator (1.8%).
- Compared to statewide CCD averages DO is under represented in the category of Black/African American among both employment groups Classified (4.9%) and Administrator (4%).
- Compared to statewide CCD averages DO is under represented in the category of Hispanic/Latino in the category Administrator (.5%) and equal in Classified.

- Compared to statewide CCD averages DO is above the average in the category of White for both employment groups Classified (14%) Administrator (3.4%).
- Compared to statewide CCD averages DO is lower among Female (1%) and higher among Male (1%) employees.
- Compared to the demographics for the Service Area DO's representation of American Indian/Alaskan is higher (.2%) and lower than the county (.9%).
- Compared to the demographics for the Service Area DO's representation of Asian is lower (4.3%) and higher than the county (.1%).
- Compared to the demographics for the Service Area DO's representation of Black/African American is lower (8.9%) and lower than the county (4%).
- Compared to the demographics for the Service Area DO's representation of Hispanic/Latino is lower (37%) and lower than the county (25.1%)
- Compared to the demographics for the Service Area DO's representation of White is higher (23.6%) and higher than the county (20.9%).

Job Applicant Data Analysis

Recruitment

During the 2012 Academic Year RCCD processed 1,064 applications and hired 42 individuals. The distribution of the applicants from monitored groups (American Native/Alaskan, Asian, Black/African American, Hispanic/Latino, 2+ Race and Female) was as follows:

- District-wide recruitment totals were 85% from monitored group applicants.
- District-wide recruitment totals were 64% from monitored group applicants excluding Female.
- For Part time Classified recruitments 96% were from monitored group applicants.
- For Part time Classified recruitments 70% were from monitored groups excluding Female.
- For Full time Classified recruitments 88% were from monitored group applicants.
- For Full time Classified recruitments 64% were from monitored groups excluding Female.
- For Classified Manager recruitments 68% were from monitored group applicants.
- For Classified Manager recruitments 49% were from monitored group applicants excluding Female.
- For Academic Manager recruitments 73% were from monitored group applicants.
- For Academic Manager recruitments 62% were from monitored group applicants excluding Female.
- For Full time Faculty recruitments 67% were from monitored group applicants.
- For Full time Faculty recruitments 49% were from monitored group applicants excluding Female.

This data reflects that the District's recruitment efforts reach a diverse population.

Selection

During the 2012 Academic Year RCCD recruited 49 job openings and filled 42 of those positions. The distribution of monitored group applicants (American Native/Alaskan, Asian, Black/African American, Hispanic/Latino, 2+ Race and Female) through the application process is as follows:

- District-wide 76% of positions were filled by a monitored group applicant.
- District-wide 55% of positions were filled by monitored group applicant excluding Female.
- For Part time Classified 65% of positions were filled by a monitored group applicant.
- For Part time Classified 47% of positions were filled by monitored group applicant excluding Female.
- Full time Classified 100% of positions were filled by a monitored group applicant.
- Full time Classified 86% of positions were filled by monitored group applicant excluding Female.
- For Academic Management 100% of positions were filled by a monitored group applicant.

- For Academic Management 100% of positions were filled by monitored group applicant excluding Female.
- For Classified Management 60% of positions were filled by a monitored group applicant.
- For Classified Management 0% of positions were filled by monitored group applicant excluding Female.
- For Full time Faculty 67% of positions were filled by a monitored group applicant.
- For Full time Faculty 33% of positions were filled by monitored group applicant excluding Female.

The 5-year history of applicant tracking reflect an overall high percentage of monitored group applicants and hiring. The percentage changes have been up and down by small percentages.

Plan Component 11: Analysis of Degree of Underrepresentation and Significant Underrepresentation

Per the latest guidance from the State Chancellor's Office, memo from Steven Bruckman, Executive Vice Chancellor of Operations and General Counsel, dated April 25, 2012, districts are advised that due to lack of demographic availability data, EEO Plan components 11-13 and 15 are not required to be worked on until such information is provided.

Plan Component 12: Methods to Address Underrepresentation

Per the latest guidance from the State Chancellor's Office, memo from Steven Bruckman, Executive Vice Chancellor of Operations and General Counsel, dated April 25, 2012, districts are advised that due to lack of demographic availability data, EEO Plan components 11-13 and 15 are not required to be worked on until such information is provided.

The District will continue to implement its hiring procedures and policies in compliance with EEO regulations.

Plan Component 13: Additional Steps to Remedy Significant Underrepresentation

Per the latest guidance from the State Chancellor's Office, memo from Steven Bruckman, Executive Vice Chancellor of Operations and General Counsel, dated April 25, 2012, districts are advised that due to lack of demographic availability data, EEO Plan components 11-13 and 15 are not required to be worked on until such information is provided.

Component 14: Other Measures Necessary to Further Equal Employment Opportunity

The District recognizes that multiple approaches are appropriate to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse workforce. Equal employment opportunity means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination. To that end, the District will implement a diversity program. Having a district that has accepted principles of

diversity and multiculturalism can make implementation and maintenance of an effective equal employment opportunity program much easier. For that reason, institutionalizing a diversity program that is well-planned, well-funded, and supported by the leadership throughout the District can be of great value. The District will sponsor cultural events and speakers on issues dealing with diversity, and explore how to infuse diversity into the classroom and curriculum. The District will promote the concept of cultural proficiency and it will develop an performance evaluation tools that integrate diversity into the evaluation of employees. The District will also promote learning opportunities and personal growth in the area of diversity and evaluate how the physical environment can be responsive to its diverse employee and student populations. In implementing a diversity program, the District shall do the following:

- 1) Commit to maintaining an Office of Diversity, Equity and Compliance and a diversity and equity program that is part of the District structure and supported by the District and college leadership.
- 2) Conduct diversity climate studies to identify barriers and guide the development of the diversity program.
- 3) Maintain an Equity Monitors program to infuse the screening and interview committee process with the knowledge and techniques for identifying and addressing implicit barriers to diversity.
- 4) Establish and maintain college-based diversity committees to recommend and advise presidents and the Director of Diversity, Equity and Compliance on matters related to diversity.
- 5) Include guest speakers in leadership positions who recognize and reflect commitment to diversity and who may inspire students and employees alike.
- 6) Highlight the District's equal employment opportunity and diversity policies in job announcements and in its recruitment, marketing, and other publications. Include in job announcements language indicating that candidates are required to demonstrate that they can infuse diversity into their major job duties.
- 7) Conduct diversity dialogues, forums, and cross-cultural workshops that engage employees and students.
- 8) Work with the college Curriculum Committee to assist in the development of a "Diversity Instructional Tool Kit" as a resource for faculty interested in infusing diversity and multiculturalism into their instruction or services to students.
- 9) Review and revise college/district publications and other marketing tools to reflect diversity in pictures, graphics, and text to project an inclusive image.

- 10) Recognize and value staff and faculty who have promoted diversity and equal employment opportunity principles by awarding a yearly diversity recognition award.
- 11) Offer EEO/diversity workshops at all instructional improvement days (flex week or staff development day).
- 12) Implement and maintain an evaluation process that evaluates administrators yearly on their ability and efforts to meet the District's equal employment opportunity and diversity efforts.
- 13) Establish an "Equal Employment Opportunity and Diversity" online presence by highlighting the District's diversity and equal employment opportunity, ADA, sexual harassment and nondiscrimination policies, procedures and programs on the District's website. The website will also list contact persons for further information on all of these topics.
- 14) Recognize multilingualism and knowledge of multiculturalism as a desired, and when appropriate, required skill and qualification for community college employees.
- 15) Maintain college-based diversity committees that are visible, valued and adequately funded.
- 16) Develop leadership opportunities with current staff focusing on diversity.
- 17) Establish a District Council on Diversity and Equity to involve community-based organizations in the recruitment and other equal employment opportunity efforts of the District. Recommended membership will be from various constituencies at all levels of the district and, include representatives from local business and industry as well as from diverse groups such as MALDEF, NAACP, Chambers of Commerce, and local community groups.
- 18) Ensure that top administrative staff support diversity objectives and that the diversity and/or equal employment opportunity officer position is maintained as a cabinet or other high-level administrative position.
- 19) Seek direct contact with student, professional, community and other organizations that represent the diverse community we serve. These organizations can serve as resources for referring potential candidates.

Plan Component 15: Persons with Disabilities: Accommodations and Goals for Hiring

Per the latest guidance from the State Chancellor's Office, memo from Steven Bruckman, Executive Vice Chancellor of Operations and General Counsel, dated April 25, 2012, districts are advised that due to lack of demographic availability data, EEO Plan components 11-13 and 15 are not required to be worked on until such information is provided.

The District is committed to providing reasonable accommodations to qualified individuals with disabilities in accordance with applicable laws and statutes, including the ADA Amendment Act of 2008 and California Fair Employment and Housing Act (Government Code § 12940)

Component 16: Graduate Assumption Program of Loans for Education

The District will encourage community college students to become qualified for, and seek employment as, community college employees. The District shall research and inform students about programs that may assist them to complete their graduate studies and become community college employees. The District will post informational flyers on the college campuses concerning such programs, and make information available in student newspapers, the course catalog, and in locations accessible to students, including but not limited to, Counseling, Financial Aid, Admissions and Records, the Bookstore, and the Student Center. Efforts will be made to inform graduate students in local colleges and universities about the benefits of employment at a community college.

Diversity & Human Resources
Diversity, Equity & Compliance EEO Report

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Table 1

District-Wide Workforce Demographic Profile Summary Fall 2012 : PERCENTAGES

Totals shown for the individual colleges or locations will not equal the totals shown for the district due to multiple positions held by some individuals.

Category	FAN	MAN	FA	MA	FB	MB	FH	MH	FPI	MPI	FW	MW	F2+	M2+	Total F	Total M	Total
Professional/Nonfaculty	0%	0%	5%	13%	5%	0%	26%	25%	0%	0%	63%	63%	0%	0%			
sub	0%		7%		4%		26%		0%		63%		0%		70%	30%	
Secretarial/Clerical	1%	0%	1%	5%	13%	20%	35%	32%	0%	0%	39%	39%	11%	5%			
sub	1%		2%		14%		34%		0%		39%		10%		83%	17%	
Technical & Paraprofessional	0%	1%	6%	12%	14%	4%	22%	21%	0%	0%	57%	59%	2%	3%			
sub	1%		10%		8%		21%		0%		58%		2%		40%	60%	
Skilled Craft	0%	0%	0%	11%	0%	0%	0%	37%	0%	0%	100%	47%	0%	5%			
sub	0%		8%		0%		29%		0%		58%		4%		21%	79%	
Service and Maintenance	0%	0%	3%	2%	17%	33%	48%	37%	3%	3%	21%	22%	7%	3%			
sub	0%		2%		29%		40%		3%		22%		4%		23%	77%	
Classified	1%	0%	2%	7%	13%	18%	33%	31%	1%	1%	42%	40%	8%	3%			
Subtotal	1%		4%		15%		32%		1%		41%		6%		57%	43%	30%
Academic Managers	0%	0%	12%	11%	4%	14%	19%	21%	0%	0%	46%	54%	15%	0%			
sub	0%		11%		11%		20%		0%		50%		7%		48%	52%	
Classified Managers	3%	0%	0%	7%	3%	12%	34%	21%	0%	0%	52%	52%	3%	7%			
sub	1%		4%		10%		27%		0%		52%		6%		41%	59%	
Executive/Administrative	2%	0%	5%	9%	7%	13%	27%	21%	0%	0%	49%	53%	9%	4%			
Subtotal	1%		7%		10%		24%		0%		51%		6%		44%	56%	7%
Faculty--Adult Education	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%			
sub	0%		0%		0%		0%		0%		0%		0%		0%	0%	
Faculty--Career Education	2%	2%	5%	5%	9%	9%	5%	16%	0%	0%	74%	64%	5%	5%			
sub	2%		5%		9%		10%		0%		69%		5%		49%	51%	
Faculty--English	0%	0%	6%	0%	0%	0%	12%	24%	0%	0%	79%	65%	3%	12%			
sub	0%		4%		0%		16%		0%		74%		6%		66%	34%	
Faculty--Health & PE	0%	0%	0%	0%	0%	13%	0%	13%	0%	0%	100%	75%	0%	0%			
sub	0%		0%		7%		7%		0%		87%		0%		47%	53%	
Faculty--Humanities	0%	0%	11%	17%	3%	4%	14%	4%	0%	0%	71%	75%	0%	0%			
sub	0%		14%		3%		10%		0%		73%		0%		59%	41%	
Faculty--Instructional & Support Services	4%	0%	4%	0%	17%	0%	39%	30%	0%	0%	30%	60%	4%	10%			
sub	2%		2%		9%		35%		0%		44%		7%		53%	47%	
Faculty--Mathematics	0%	0%	14%	30%	0%	5%	7%	25%	0%	0%	71%	40%	7%	0%			
sub	0%		24%		3%		18%		0%		53%		3%		41%	59%	
Faculty--Natural Sciences	0%	0%	0%	10%	0%	5%	11%	15%	0%	0%	83%	70%	6%	0%			
sub	0%		5%		3%		13%		0%		76%		3%		47%	53%	
Faculty--Social Sciences	0%	5%	0%	5%	11%	5%	0%	21%	0%	0%	67%	63%	22%	0%			
sub	4%		4%		7%		14%		0%		64%		7%		32%	68%	
Full Time Faculty	1%	1%	6%	9%	5%	5%	13%	18%	0%	0%	70%	63%	4%	3%			
sub	1%		7%		5%		15%		0%		67%		4%		51%	49%	19%
Part Time Faculty	1%	1%	11%	7%	8%	5%	14%	14%	0%	0%	63%	70%	4%	3%			
sub	1%		9%		6%		14%		0%		67%		3%		49%	51%	45%
Faculty	1%	1%	10%	8%	7%	5%	13%	15%	0%	0%	65%	68%	4%	3%			
Subtotal	1%		9%		6%		14%		0%		67%		4%		50%	50%	64%
TOTAL EMPLOYEES	1%	1%	7%	7%	9%	9%	21%	20%	0%	0%	57%	60%	6%	3%			
Total	1%		7%		9%		20%		0%		58%		5%		52%	48%	100%
Persons with Reported Disabilities	0%	0%	12%	4%	6%	4%	29%	21%	0%	4%	53%	68%	0%	0%			
sub	0%		7%		4%		24%		2%		62%		0%		38%	62%	100%

Diversity & Human Resources
 Diversity, Equity & Compliance EEO Report
 Moreno Valley College Workforce Demographic Profile Summary Fall 2012: **PERCENTAGES**

EEO Plan
 Table 1

Totals shown for the individual colleges or locations will not equal the totals shown for the district due to multiple positions held by some individuals.

Category	FAN	MAN	FA	MA	FB	MB	FH	MH	FPI	MPI	FW	MW	F2+	M2+	Total F	Total M	Total
Professional/Nonfaculty	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%			
sub	0%		0%		0%		100%		0%		0%		0%		100%	0%	
Secretarial/Clerical	2%	0%	2%	8%	13%	42%	47%	17%	0%	0%	28%	25%	9%	8%			
sub	2%		3%		19%		41%		0%		27%		8%		80%	20%	
Technical & Paraprofessional	0%	0%	0%	0%	0%	20%	0%	40%	0%	0%	0%	40%	0%	0%			
sub	0%		0%		18%		36%		0%		45%		0%		55%	45%	
Skilled Craft	0%	0%	0%	50%	0%	0%	0%	50%	0%	0%	0%	0%	0%	0%			
sub	0%		50%		0%		50%		0%		0%		0%		0%	100%	
Service and Maintenance	0%	0%	0%	0%	40%	21%	20%	29%	0%	7%	0%	36%	40%	7%			
sub	0%		0%		26%		26%		5%		26%		16%		26%	74%	
Classified	2%	0%	2%	6%	15%	27%	44%	27%	0%	3%	27%	30%	10%	6%			
Subtotal	1%		3%		20%		38%		1%		28%		9%		64%	36%	18%
Academic Managers	0%	0%	14%	0%	10%	33%	14%	33%	0%	0%	43%	33%	14%	0%			
sub	0%		10%		20%		20%		0%		40%		10%		70%	30%	
Classified Managers	0%	0%	0%	0%	0%	33%	20%	50%	0%	0%	60%	17%	20%	0%			
sub	0%		0%		18%		36%		0%		36%		9%		45%	55%	
Executive/Administrative	0%	0%	8%	0%	8%	33%	17%	44%	0%	0%	50%	22%	17%	0%			
Subtotal	0%		5%		19%		29%		0%		38%		10%		57%	43%	4%
Faculty--Adult Education	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%			
sub	0%		0%		0%		0%		0%		0%		0%		0%	0%	
Faculty--Career Education	11%	0%	0%	10%	33%	10%	0%	30%	0%	0%	44%	50%	11%	0%			
sub	5%		5%		21%		16%		0%		47%		5%		47%	53%	
Faculty--English	0%	0%	0%	0%	0%	0%	50%	0%	0%	0%	25%	100%	25%	0%			
sub	0%		0%		0%		25%		0%		63%		13%		50%	50%	
Faculty--Health & PE	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%			
sub	0%		0%		0%		0%		0%		100%		0%		100%	0%	
Faculty--Humanities	0%	0%	13%	0%	0%	0%	25%	0%	0%	0%	63%	100%	0%	0%			
sub	0%		8%		0%		17%		0%		75%		0%		67%	33%	
Faculty--Instructional & Support Services	0%	0%	0%	0%	33%	0%	33%	67%	0%	0%	33%	0%	0%	33%			
sub	0%		0%		22%		44%		0%		22%		11%		67%	33%	
Faculty--Mathematics	0%	0%	25%	50%	0%	0%	0%	0%	0%	0%	75%	50%	0%	0%			
sub	0%		38%		0%		0%		0%		63%		0%		50%	50%	
Faculty--Natural Sciences	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	100%	0%	0%			
sub	0%		0%		0%		0%		0%		100%		0%		63%	38%	
Faculty--Social Sciences	0%	0%	0%	25%	0%	0%	0%	25%	0%	0%	50%	50%	50%	0%			
sub	0%		17%		0%		17%		0%		50%		17%		33%	67%	
Full Time Faculty	3%	0%	5%	13%	13%	3%	15%	19%	0%	0%	58%	63%	8%	3%			
sub	1%		8%		8%		17%		0%		60%		6%		56%	44%	14%
Part Time Faculty	1%	1%	7%	5%	7%	5%	15%	15%	0%	0%	64%	71%	6%	3%			
sub	1%		6%		6%		15%		0%		68%		4%		40%	60%	63%
Faculty	1%	1%	7%	6%	8%	5%	15%	16%	0%	0%	62%	70%	7%	3%			
Subtotal	1%		6%		6%		15%		0%		66%		5%		43%	57%	77%
TOTAL EMPLOYEES	1%	1%	5%	6%	10%	8%	22%	18%	0%	0%	53%	63%	8%	3%			
Total	1%		6%		9%		20%		0%		58%		6%		48%	52%	100%
Persons with Reported Disabilities	0%	0%	0%	0%	0%	0%	0%	50%	0%	10%	100%	40%	0%	0%			
sub	0%		0%		0%		45%		9%		45%		0%		9%	91%	100%

Diversity & Human Resources
Diversity, Equity & Compliance EEO Report
Norco College Workforce Demographic Profile Summary Fall 2012: **PERCENTAGES**

EEO Plan
Table 1

Totals shown for the individual colleges or locations will not equal the totals shown for the district due to multiple positions held by some individuals.

Category	FAN	MAN	FA	MA	FB	MB	FH	MH	FPI	MPI	FW	MW	F2+	M2+	Total F	Total M	Total
Professional/Nonfaculty	0%	0%	0%	0%	0%	0%	50%	0%	0%	0%	50%	0%	0%	0%			
sub	0%	0%	0%	0%	0%	0%	33%	0%	0%	0%	67%	0%	0%	0%	67%	33%	
Secretarial/Clerical	3%	0%	0%	0%	13%	22%	50%	56%	0%	0%	25%	22%	10%	0%			
sub	2%	0%	0%	0%	14%	22%	51%	56%	0%	0%	24%	22%	8%	0%	82%	18%	
Technical & Paraprofessional	0%	0%	0%	43%	10%	0%	40%	0%	0%	0%	40%	43%	10%	14%			
sub	0%	0%	18%	43%	6%	0%	24%	0%	0%	0%	41%	43%	12%	14%	59%	41%	
Skilled Craft	0%	0%	0%	0%	0%	0%	0%	67%	0%	0%	0%	33%	0%	0%	0%	100%	
sub	0%	0%	0%	0%	0%	0%	67%	67%	0%	0%	0%	33%	0%	0%	0%	100%	
Service and Maintenance	0%	0%	17%	3%	17%	63%	50%	14%	17%	3%	0%	11%	0%	6%			
sub	0%	0%	5%	3%	56%	63%	20%	14%	5%	3%	10%	11%	5%	6%	15%	85%	
Classified	2%	0%	2%	7%	12%	44%	48%	22%	2%	2%	26%	20%	9%	5%			
Subtotal	1%	0%	4%	7%	27%	44%	35%	22%	2%	2%	23%	20%	7%	5%	51%	49%	29%
Academic Managers	0%	0%	22%	0%	7%	0%	22%	20%	0%	0%	33%	80%	11%	0%			
sub	0%	0%	14%	0%	7%	0%	21%	20%	0%	0%	50%	80%	7%	0%	64%	36%	
Classified Managers	0%	0%	0%	0%	0%	33%	100%	17%	0%	0%	0%	50%	0%	0%			
sub	0%	0%	0%	0%	20%	33%	50%	17%	0%	0%	30%	50%	0%	0%	40%	60%	
Executive/Administrative	0%	0%	15%	0%	8%	18%	46%	18%	0%	0%	23%	64%	8%	0%			
Subtotal	0%	0%	8%	0%	13%	18%	33%	18%	0%	0%	42%	64%	4%	0%	54%	46%	6%
Faculty--Adult Education	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%			
sub	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Faculty--Career Education	0%	0%	0%	0%	0%	13%	0%	13%	0%	0%	100%	63%	0%	13%			
sub	0%	0%	0%	0%	8%	13%	8%	13%	0%	0%	77%	63%	8%	13%	38%	62%	
Faculty--English	0%	0%	0%	0%	0%	0%	11%	20%	0%	0%	89%	60%	0%	20%			
sub	0%	0%	0%	0%	0%	0%	14%	20%	0%	0%	79%	60%	7%	20%	64%	36%	
Faculty--Health & PE	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	100%	0%	0%			
sub	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	100%	0%	0%	50%	50%	
Faculty--Humanities	0%	0%	0%	0%	20%	0%	0%	0%	0%	0%	80%	100%	0%	0%			
sub	0%	0%	0%	0%	17%	0%	0%	0%	0%	0%	83%	100%	0%	0%	83%	17%	
Faculty--Instructional & Support Services	0%	0%	25%	0%	50%	0%	25%	50%	0%	0%	0%	50%	0%	0%			
sub	0%	0%	13%	0%	25%	0%	38%	50%	0%	0%	25%	50%	0%	0%	50%	50%	
Faculty--Mathematics	0%	0%	33%	33%	0%	0%	0%	17%	0%	0%	67%	50%	0%	0%			
sub	0%	0%	33%	33%	0%	0%	11%	17%	0%	0%	56%	50%	0%	0%	33%	67%	
Faculty--Natural Sciences	0%	0%	0%	33%	0%	0%	40%	0%	0%	0%	60%	67%	0%	0%			
sub	0%	0%	13%	33%	0%	0%	25%	0%	0%	0%	63%	67%	0%	0%	63%	38%	
Faculty--Social Sciences	0%	0%	0%	0%	0%	0%	0%	33%	0%	0%	100%	67%	0%	0%			
sub	0%	0%	0%	0%	0%	0%	17%	33%	0%	0%	83%	67%	0%	0%	50%	50%	
Full Time Faculty	0%	0%	6%	10%	9%	3%	11%	19%	0%	0%	74%	61%	0%	6%			
sub	0%	0%	8%	10%	6%	3%	15%	19%	0%	0%	68%	61%	3%	6%	53%	47%	17%
Part Time Faculty	1%	0%	11%	11%	6%	7%	17%	11%	0%	0%	62%	67%	2%	4%			
sub	1%	0%	11%	11%	7%	7%	14%	11%	0%	0%	65%	67%	3%	4%	48%	52%	49%
Faculty	1%	0%	9%	11%	7%	6%	16%	13%	0%	0%	66%	65%	2%	5%			
Subtotal	0%	0%	10%	11%	7%	6%	14%	13%	0%	0%	66%	65%	3%	5%	50%	50%	65%
TOTAL EMPLOYEES	1%	0%	8%	9%	9%	17%	27%	16%	1%	1%	51%	53%	4%	5%			
Total	1%	0%	8%	9%	13%	17%	22%	16%	1%	1%	52%	53%	4%	5%	50%	50%	100%
Persons with Reported Disabilities	0%	0%	0%	0%	0%	50%	40%	0%	0%	0%	60%	50%	0%	0%			
sub	0%	0%	0%	0%	14%	50%	29%	0%	0%	0%	57%	50%	0%	0%	71%	29%	100%

Diversity & Human Resources
Diversity, Equity & Compliance EEO Report
Riverside City College Workforce Demographic Profile Summary Fall 2012: PERCENTAGES

EEO Plan
Table 1

Totals shown for the individual colleges or locations will not equal the totals shown for the district due to multiple positions held by some individuals.

Category	FAN	MAN	FA	MA	FB	MB	FH	MH	FPI	MPI	FW	MW	F2+	M2+	Total F	Total M	Total
Professional/Nonfaculty	0%	0%	11%	25%	20%	0%	22%	0%	0%	0%	56%	75%	0%	5%			
sub	0%	0%	15%		8%		15%		0%		62%		0%		69%	31%	
Secretarial/Clerical	0%	0%	0%	5%	20%	0%	27%	32%	0%	0%	42%	47%	12%	5%			
sub	0%	0%	1%		18%		28%		0%		43%		10%		82%	18%	
Technical & Paraprofessional	0%	0%	4%	10%	17%	0%	17%	24%	0%	0%	63%	66%	0%	0%			
sub	0%	0%	8%		8%		21%		0%		64%		0%		45%	55%	
Skilled Craft	0%	0%	0%	7%	0%	0%	0%	29%	0%	0%	100%	57%	0%	7%			
sub	0%	0%	6%		0%		22%		0%		67%		6%		22%	78%	
Service and Maintenance	0%	0%	0%	2%	12%	14%	53%	55%	0%	2%	35%	26%	0%	0%			
sub	0%	0%	2%		14%		54%		2%		29%		0%		29%	71%	
Classified	0%	0%	1%	6%	17%	7%	27%	37%	0%	1%	47%	46%	7%	2%			
Subtotal	0%	0%	4%		13%		31%		0%		47%		5%		56%	44%	27%
Academic Managers	0%	0%	18%	0%	0%	33%	18%	33%	0%	0%	55%	33%	9%	0%			
sub	0%	0%	10%		15%		25%		0%		45%		5%		55%	45%	
Classified Managers	0%	0%	0%	9%	6%	9%	29%	36%	0%	0%	57%	45%	0%	0%			
sub	0%	0%	6%		11%		33%		0%		50%		0%		39%	61%	
Executive/Administrative	0%	0%	11%	5%	6%	20%	22%	35%	0%	0%	56%	40%	6%	0%			
Subtotal	0%	0%	8%		13%		29%		0%		47%		3%		47%	53%	4%
Faculty--Adult Education	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%			
sub	0%	0%	0%		0%		0%		0%		0%		0%		0%	0%	
Faculty--Career Education	0%	0%	7%	4%	3%	8%	7%	12%	0%	0%	79%	72%	3%	4%			
sub	0%	0%	6%		6%		9%		0%		76%		4%		54%	46%	
Faculty--English	0%	11%	10%	0%	0%	0%	5%	33%	0%	0%	85%	0%	0%	56%			
sub	3%		7%		0%		14%		0%		59%		17%		69%	31%	
Faculty--Health & PE	0%	0%	0%	0%	0%	14%	0%	14%	0%	0%	100%	71%	0%	0%			
sub	0%	0%	0%		9%		9%		0%		82%		0%		36%	64%	
Faculty--Humanities	0%	0%	14%	21%	0%	5%	14%	5%	0%	0%	73%	68%	0%	0%			
sub	0%	0%	17%		2%		10%		0%		71%		0%		54%	46%	
Faculty--Instructional & Support Services	8%	0%	0%	0%	0%	0%	46%	15%	0%	0%	38%	77%	8%	8%			
sub	4%		0%		0%		31%		0%		58%		8%		50%	50%	
Faculty--Mathematics	0%	0%	0%	20%	0%	10%	14%	40%	0%	0%	71%	30%	14%	0%			
sub	0%	0%	12%		6%		29%		0%		47%		6%		41%	59%	
Faculty--Natural Sciences	0%	0%	0%	0%	0%	7%	0%	14%	0%	0%	88%	79%	13%	0%			
sub	0%	0%	0%		5%		9%		0%		82%		5%		36%	64%	
Faculty--Social Sciences	0%	8%	0%	0%	25%	8%	0%	17%	0%	0%	50%	67%	25%	0%			
sub	6%		0%		13%		13%		0%		63%		6%		25%	75%	
Full Time Faculty	1%	2%	7%	6%	2%	6%	12%	17%	0%	0%	74%	62%	5%	6%			
sub	1%		6%		4%		14%		0%		68%		6%		50%	50%	24%
Part Time Faculty	1%	1%	12%	7%	9%	4%	12%	15%	0%	0%	64%	72%	3%	2%			
sub	1%		10%		7%		13%		0%		67%		2%		58%	42%	45%
Faculty	1%	1%	10%	7%	7%	5%	12%	15%	0%	0%	67%	68%	3%	4%			
Subtotal	1%	1%	9%		6%		14%		0%		67%		3%		55%	45%	69%
TOTAL EMPLOYEES	1%	1%	8%	7%	10%	6%	17%	22%	0%	0%	61%	61%	4%	3%			
Total	1%	1%	7%		8%		19%		0%		61%		4%		55%	45%	100%
Persons with Reported Disabilities	0%	0%	20%	0%	10%	0%	30%	7%	0%	0%	40%	93%	0%	0%			
sub	0%	0%	8%		4%		17%		0%		71%		0%		42%	58%	100%

Diversity & Human Resources
Diversity, Equity & Compliance EEO Report

EEO Plan
Table 1

District Offices Workforce Demographic Profile Summary Fall 2012: **PERCENTAGES**

Totals shown for the individual colleges or locations will not equal the totals shown for the district due to multiple positions held by some individuals.

Category	FAN	MAN	FA	MA	FB	MB	FH	MH	FPI	MPI	FW	MW	F2+	M2+	Total F	Total M	Total
Professional/Nonfaculty	0%	0%	0%	0%	0%	0%	14%	67%	0%	0%	86%	33%	0%	0%			
sub	0%		0%		0%		30%		0%		70%		0%		70%	30%	
Secretarial/Clerical	0%	0%	4%	0%	2%	0%	25%	25%	2%	0%	54%	75%	13%	0%			
sub	0%		4%		2%		25%		2%		56%		12%		92%	8%	
Technical & Paraprofessional	0%	3%	4%	0%	9%	6%	9%	21%	0%	0%	64%	59%	0%	3%			
sub	2%		11%		7%		18%		0%		60%		2%		24%	76%	
Skilled Craft	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%			
sub	0%		0%		0%		0%		0%		100%		0%		100%	0%	
Service and Maintenance	0%	0%	0%	0%	0%	0%	100%	75%	0%	0%	0%	25%	0%	0%			
sub	0%		0%		0%		80%		0%		20%		0%		20%	80%	
Classified/Confidential	0%	2%	4%	7%	3%	4%	22%	29%	1%	0%	59%	56%	9%	2%			
Total	1%		6%		4%		25%		1%		58%		6%		60%	40%	73%
Academic Managers	0%	0%	0%	0%	0%	0%	0%	13%	0%	0%	50%	75%	50%	0%			
sub	0%		10%		0%		10%		0%		70%		10%		20%	80%	
Classified Managers	8%	0%	0%	0%	8%	0%	23%	5%	0%	0%	62%	68%	0%	16%			
sub	3%		6%		3%		13%		0%		66%		9%		41%	59%	
Executive/Administrative	7%	0%	0%	7%	7%	0%	20%	7%	0%	0%	60%	70%	7%	11%			
Total	2%		7%		2%		12%		0%		67%		10%		36%	64%	27%
TOTAL EMPLOYEES	1%	1%	5%	8%	4%	3%	22%	21%	1%	0%	59%	61%	8%	6%			
Total	1%		6%		3%		21%		1%		60%		7%		54%	46%	100%
Persons with Reported Disabilities	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%	1%	1%	0%	0%			
Total	0%		33%		0%		0%		0%		67%		0%		33%	67%	100%

INCLUDED IN DATA: Permanent FT and PT Classified/Confidential
All RCCD Faculty Titles, including OYT, ECE, Student Activities
Coordinator, & Non-Instructional Faculty.

DATA SOURCE: Datatel XDCC Reports run December 11, 2012

FEMALE		LEGEND		MALE	
FAN	American Indian/Alaskan Native	MAN		MAN	
FA	Asian(includes Filipino)	MA		MA	
FB	Black/African American	MB		MB	
FH	Hispanic/Latino	MH		MH	
FPI	Native Hawaiian/Pacific Islander	MPI		MPI	
FW	White (Non-Hispanic)	MW		MW	
F2+	Two or More Races	M2+		M2+	

District Comparison to Statewide Community College District Fall 2012

Table 2

RCCD	American Indian/ Alaska		Asian		Black / African American		Hispanic/ Latino		White		2+		Female		Male	
	RCCD	CCC	RCCD	CCC	RCCD	CCC	RCCD	CCC	RCCD	CCC	RCCD	CCC	RCCD	CCC	RCCD	CCC
Classified	0%	0.8%	4%	12%	15%	8.9%	32%	25%	41%	44%	6%	0.8%	57%	49%	43%	40.7%
Executive/Administrative	1%	0.9%	7%	8.8%	10%	6%	24%	13.5%	51%	63.6%	6%	0.9%	44%	53.4%	56%	46.5%
FT Faculty	1%	0.9%	7%	8.8%	6%	6%	15%	15%	67%	63.6%	4%	0.9%	51%	54.2%	49%	45.7%
PT Faculty	1%	1%	9%	9%	9%	5%	14%	12%	67%	65%	3%	1%	49%	52%	51%	48%
TOTAL	1%	0.8%	7%	9.5%	9%	6.4%	20%	15.5%	58%	60.1%	5%	0.4%	52%	55.0%	48%	45.0%
Moreno Valley College	MVC	CCC	MVC	CCC	MVC	CCC	MVC	CCC	MVC	CCC	MVC	CCC	MVC	CCC	MVC	CCC
Classified	1%	0.8%	3%	12%	20%	8.9%	38%	25%	28%	44%	9%	0.8%	64%	49%	36%	40.7%
Executive/Administrative	0%	0.9%	5%	8.8%	19%	6%	29%	13.5%	38%	63.6%	10%	0.9%	57%	53.4%	43%	46.5%
FT Faculty	1%	0.9%	8%	8.8%	8%	6%	17%	15%	60%	63.6%	6%	0.9%	56%	54.2%	44%	45.7%
PT Faculty	1%	0.6%	6%	8.8%	6%	5.2%	15%	11.7%	68%	64.6%	4%	0.6%	40%	52%	60%	47.9%
TOTAL	1%	0.8%	6%	9.5%	9%	9.5%	20%	15.5%	58%	60.1%	6%	0.4%	48%	55%	52%	45.0%
Norco College	NC	CCC	NC	CCC	NC	CCC	NC	CCC	NC	CCC	NC	CCC	NC	CCC	NC	CCC
Classified	1%	0.8%	6%	12%	27%	8.9%	35%	25%	23%	44%	7%	0.8%	51%	49%	49%	40.7%
Executive/Administrative	0%	0.9%	8%	8.8%	13%	6%	33%	13.5%	42%	63.6%	4%	0.9%	54%	53.4%	46%	46.5%
FT Faculty	0%	0.9%	8%	8.8%	6%	6%	15%	15%	68%	63.6%	3%	0.9%	53%	54.2%	47%	45.7%
PT Faculty	1%	0.6%	11%	8.8%	7%	5.2%	14%	11.7%	65%	64.6%	3%	0.6%	48%	52%	52%	47.9%
TOTAL	1%	0.8%	9%	9.5%	13%	6.4%	22%	15.5%	52%	60.1%	4%	0.4%	50%	55%	50%	45.0%
Riverside City College	RCC	CCC	RCC	CCC	RCC	CCC	RCC	CCC	RCC	CCC	RCC	CCC	RCC	CCC	RCC	CCC
Classified	0%	0.8%	4%	12%	13%	8.9%	31%	25%	47%	44%	5%	0.8%	56%	49%	44%	40.7%
Executive/Administrative	0%	0.9%	8%	8.8%	13%	6%	29%	13.5%	47%	63.6%	3%	0.9%	47%	53.4%	53%	46.5%
FT Faculty	1%	0.9%	6%	8.8%	4%	6%	14%	15%	68%	63.6%	6%	0.9%	50%	54.2%	50%	45.7%
PT Faculty	1%	0.6%	10%	8.8%	7%	5.2%	13%	11.7%	67%	64.6%	2%	0.6%	58%	52%	42%	47.9%
TOTAL	1%	0.8%	7%	9.5%	8%	6.4%	19%	15.5%	61%	60.1%	4%	0.4%	55%	55%	45%	45.0%
District Offices	DO	CCC	DO	CCC	DO	CCC	DO	CCC	DO	CCC	DO	CCC	DO	CCC	DO	CCC
Classified	1%	0.8%	7%	12%	4%	8.9%	25%	25%	58%	44%	6%	0.8%	60%	49%	40%	40.7%
Executive/Administrative	2%	0.9%	7%	8.8%	2%	6%	12%	13.5%	67%	63.6%	10%	0.9%	36%	53.4%	64%	46.5%
TOTAL	1%	0.8%	7%	9.5%	3%	6.4%	21%	15.5%	60%	60.1%	7%	0.4%	54%	55%	46%	45.0%

District Comparison to Statewide Community College Districts

Table 3

Riverside Community College District Service Area Profiles 2010 Census

Ethnicity	Corona	Eastvale	Moreno Valley	Norco	Perris	City of Riverside	Service Area Avg	Workforce RCCD
American Indian/Alaska Native	0.8%	0.5%	0.9%	0.9%	0.9%	1.1%	.8%	1%
Asian	10.3%	24.6%	6.7%	3.3%	4%	7.8%	11.3%	7%
Black/African American	5.9%	9.7%	18%	7%	12.1%	7%	11.9%	9%
Hispanic/Latino	43.6%	40%	54.4%	31.1%	71.8%	49%	58%	20%
White/Caucasian	38.1%	23.7%	18.9%	56.4%	11%	34%	36.4%	58%
Two or More	5.1%	5.2%	5.7%	3.2%	5.1%	5.1%	5.9%	5%

Riverside Community College District Service Area Demographic Characteristics 2010 Census

Ethnicity	Riverside County	Workforce RCCD
American Indian/Alaska Native	1.9%	1%
Asian	6.9%	7%
Black/African American	7%	9%
Hispanic	46.1%	20%
White/Caucasian	39.1%	58%
Two or More	3.3%	5%

5-Year Comparison of Workforce Demographics

Table 4

	Classified	Aminstration	FT Faculty	PT Faculty	Total
2008					
American Indian/Alaskan	17%	9.00%	11%	63%	1%
Asian	13%	4.00%	20%	63.00%	6%
Black/African American	29%	9.00%	12%	50.00%	8%
Hispanic/Latino	39%	6%	14%	41%	18%
Native Hawaiian/Pacific Isl.	43%	0%	0%	57%	<1%
Two or More	N/A	N/A	N/A	N/A	N/A
White	17%	5%	16%	62%	66%
2009					
American Indian/Alaskan	24%	8%	2%	48%	1%
Asian	19%	4%	22%	55%	7%
Black/African American	33%	8%	15%	44%	8%
Hispanic/Latino	41%	7%	14%	38%	19%
Native Hawaiian/Pacific Isl.	N/A	N/A	N/A	N/A	N/A
Two or More	N/A	N/A	N/A	N/A	N/A
White	18%	5%	19%	58%	65%
2010					
American Indian/Alaskan	26%	9%	22%	43%	1%
Asian	17%	6%	19%	58%	7%
Black/African American	37%	8%	12%	43%	8%
Hispanic/Latino	45%	7%	15%	33%	19%
Native Hawaiian/Pacific Isl.	N/A	N/A	N/A	N/A	N/A
Two or More	37%	6%	19%	38%	4%
White	20%	5%	20%	55%	61%
2011					
American Indian/Alaskan	56%	0%	44%	0%	<1%
Asian	17%	5%	18%	60%	8%
Black/African American	44%	6%	12%	38%	8%
Hispanic/Latino	50%	8%	13%	29%	20%
Native Hawaiian/Pacific Isl.	80%	20%	0%	0%	<1%
Two or More	37%	7%	17%	39%	5%
White	21%	6%	21%	52%	59%
2012					
American Indian/Alaskan	19%	6%	25%	50%	1%
Asian	18%	6%	19%	57%	7%
Black/African American	49%	8%	11%	32%	9%
Hispanic/Latino	47%	8%	14%	31%	20%
Native Hawaiian/Pacific Isl.	100%	0%	0%	0%	<1%
Two or More	40%	9%	16%	35%	5%
White	21%	6%	21%	52%	58%

Diversity & Human Resources
Diversity, Equity & Compliance EEO Report
Applications Received / Applications Forwarded for Committee Review 2011-2012

Table 5

Classification	Total	F	M	American Indian/Alaskan Native		Asian/ Includes Filipino		Black/ African American		Hispanic/ Latino		Native Hawaiian/Pacific Islander		White		Two or More		Unknown Race M/F		Not Declared N/A
				F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	
Academic Management	239	95	142	1	2	8	11	31	42	18	23	0	0	24	55	10	3	3	6	2
FORWARDED	210	79	129	1	2	5	11	25	39	16	20	0	0	23	49	8	3	1	5	2
Classified Management	118	47	69	0	0	3	4	15	15	6	13	0	0	21	32	1	4	1	1	2
FORWARDED	103	41	60	0	0	3	4	12	10	5	12	0	0	19	30	1	3	1	1	2
Professional/Nonfaculty	185	119	57	0	1	22	7	6	7	33	10	1	0	53	31	2	0	2	1	9
FORWARDED	121	74	40	0	0	16	5	2	5	15	5	1	0	37	25	1	0	2	0	7
Secretarial/Clerical	504	381	111	1	0	22	1	62	18	153	52	0	0	113	30	17	8	13	2	12
FORWARDED	387	297	79	1	0	17	0	51	13	118	38	0	0	90	20	11	6	9	2	11
Technical & Paraprofessional	176	88	85	1	1	7	11	11	4	30	28	0	0	25	35	9	5	5	1	3
FORWARDED	154	79	72	1	0	5	9	11	3	28	22	0	0	21	32	8	5	5	1	3
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FORWARDED	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Service & Maintenance	48	29	19	0	0	0	2	11	0	7	9	0	0	9	5	0	2	2	1	0
FORWARDED	38	24	14	0	0	0	2	10	0	5	6	0	0	7	3	0	2	2	1	0
Faculty-Adult Education	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FORWARDED	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Faculty-Career Education	54	24	29	1	0	2	4	4	0	3	6	0	0	10	16	2	3	2	0	1
FORWARDED	49	20	28	1	0	2	4	4	0	2	6	0	0	7	15	2	3	2	0	1
Faculty-English	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FORWARDED	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Faculty-Health & P.E.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FORWARDED	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Faculty-Humanities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FORWARDED	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Faculty-Instructional & Support Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FORWARDED	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Faculty-Mathematics	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FORWARDED	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Faculty-Natural Sciences	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FORWARDED	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Faculty-Social Sciences	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FORWARDED	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Source: People Admin 11/30/12.

Not Included: PT Faculty Applications.

Legend: Red numbers designates a change between received and forwarded applications. An empty FORWARDED row indicates no change between the number of received and forwarded applications.

Diversity & Human Resources
Diversity, Equity & Compliance EEO Report
Applicants and Hired Report 2008–2012

Table 6

Category	Total Applications				Number of hired Individuals				Monitored Group (MG) Applications								Filled by Monitored Group (MG)							
	08/09	09/10	10/11	11/12	08/09	09/10	10/11	11/12	Number & Percent of total								Number & Percent of Total							
									08/09		09/10		10/11		11/12		08/09		09/10		10/11		11/12	
All MG	w/o WF,UF	All MG	w/o WF,UF	AllMG	w/o WF,UF	AllMG	w/o WF,UF	All MG	w/o WF,UF	All MG	w/o WF,UF	All MG	w/o WF,UF	All MG	w/o WF,UF	All MG	w/o WF,UF	All MG	w/o WF,UF	All MG	w/o WF,UF			
PT Classified	1,429	604	3,014	404	10	19	50	17	1,294	798	560	378	2,782	1,892	386	284	6	7	19	16	44	38	11	8
									91%	56%	93%	63%	92%	63%	96%	70%	75%	70%	100%	84%	90%	76%	65%	47%
FT Classified	4,793	678	1,817	298	41	14	29	7	4,186	2,316	578	468	1,579	1,103	263	192	42	29	11	8	27	21	6	5
									87%	48%	85%	69%	87%	61%	88%	64%	95%	70%	79%	57%	93%	72%	86%	71%
Classified Managers	532	21	666	103	13	3	13	5	272	182	17	12	529	398	70	50	9	5	3	3	12	9	3	0
									51%	34%	81%	57%	79%	60%	68%	49%	69%	38%	100%	100%	83%	69%	60%	0%
Academic Managers	349	332	416	210	7	4	13	7	262	176	196	151	327	243	154	130	6	4	2	2	11	7	7	7
									75%	50%	59%	45%	79%	58%	73%	62%	86%	57%	50%	50%	92%	54%	100%	100%
FT Faculty	966	23	1,041	49	34	1	20	6	684	594	10	5	830	568	33	24	26	12	1	0	16	10	4	2
									71%	61%	43%	22%	80%	55%	67%	49%	76%	35%	100%	0%	84%	50%	67%	33%
TOTALS	8,069	1,658	6,954	1,064	105	41	125	42	6,698	4,066	1,361	1,014	6,047	4,204	906	680	89	57	36	29	110	85	31	22
									83%	50%	82%	61%	87%	60%	85%	64%	85%	54%	88%	71%	88%	68%	74%	52%

INCLUDES: Recruitment information for all positions opened from 7/1 – 6/30 of the FY reported. ***Does not include the applications for the Chancellor or Presidents recruitments.**

SOURCE: DHR Certificated and Classified Recruitment Logs; People Admin as of 11/30/12.

Diversity & Human Resources
Diversity, Equity & Compliance EEO Report

Table 7

Recruitments and Applications 2011-2012 *Monitored Group Numbers Include Female White and Female Unknown*

# Postings	# Filled Positions	# Apps	Female	Male	American Indian/Alaskan Native		Asian/Includes Filipino		Black/African American		Hispanic/ Latino		Native Hawaiian/ Pacific Islander		White		Two or More		Unknown		Unknown Race/Sex	Hires/Notes
					F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M		
PT Classified: 96% (386) All Monitored Group Apps, 65% filled / 70% (284) W/O WF and UF Monitored Group Apps, 47% filled																						2 Female Asian, 3 Female Black, 2 Female Hispanic, 3 Female White, 1 Male Two or More, 6 Male White
19	17	404	269	120	2	0	24	15	37	9	89	35	0	0	91	50	15	7	11	4	15	
	TOTAL		67%	30%	2		39		46		124		0		141		22		15			1 position (L3583) was in interview process at time of report. Person hired not included.
FT Classified: 88% (263) All Monitored Group Apps, 100% filled / 64% (192) W/O WF and UF Monitored Group Apps, 86% filled																						2 Female Hispanic, 1 Female White, 3 Male Hispanic, 1 Male White
12	7	298	207	86	0	0	14	1	37	12	77	38	1	0	62	29	7	5	9	1	5	
	TOTAL		69%	29%	0		15		49		115		1		91		12		10			
Academic Mgmt: 73% (154) All Monitored Group Apps, 100% filled / 62% (130) W/O WF and UF Monitored Group Apps, 100% filled																						1 Female Black, 1 Female Hispanic, 3 Male Black, 2 Male Hispanic
7	7	210	79	129	1	2	5	11	25	39	16	20	0	0	23	49	8	3	1	5	2	
	TOTAL		38%	61%	3		16		64		36		0		72		11		6			
Classified Mgmt: 68% (70) All Monitored Group Apps, 60% filled / 49% (50) W/O WF and UF Monitored Group Apps, 0% filled																						3 Female White, 2 Male White
5	5	103	41	60	0	0	3	4	12	10	5	12	0	0	19	30	1	3	1	1	2	
	TOTAL		40%	58%	0		7		22		17		0		49		4		2			
FT Faculty: 67% (33) All Monitored Group Apps, 67% filled / 49% (24) W/O WF and UF Monitored Group Apps, 33% filled																						1 Female Black, 2 Female White, 1 Male Asian, 2 Male White
6	6	49	20	28	1	0	2	4	4	0	2	6	0	0	7	15	2	3	2	0	1	
	TOTAL		41%	57%	1		6		4		8		0		22		5		2			
TOTALS: 85% (906) All Monitored Group Apps, 76% filled / 64% (680) W/O WF and UF Monitored Group Apps, 55% filled																						2 Female Asian, 5 Female Black, 5 Female Hispanic, 9 Female White, 1 Male Asian, 3 Male Black, 5 Male Hispanic, 1 Male Two or More, 11 Male White
49	42	1064	616	423	4	2	48	35	115	70	189	111	1	0	202	173	33	21	24	11	25	
	TOTAL		58%	40%	6		83		185		300		1		375		54		35			

SOURCE: Recruitment logs on DHR shared drive, reports from People Admin--November 30, 2012 download

NOTE: The above figures include all recruitments opened 7-1-11 through 6-30-12.

MONITORED GROUP NUMBERS: Include FW and F Unknown

Diversity & Human Resources
Diversity, Equity & Compliance EEO Report

Table 8

Recruitments and Applications 2011-2012 *Monitored Group Numbers Do Not Include Female White or Female Unknown*

# Postings	# Filled Positions	# Apps	Female	Male	American Indian/Alaskan Native		Asian/Includes Filipino		Black/African American		Hispanic/ Latino		Native Hawaiian/ Pacific Islander		White		Two or More		Unknown		Unknown Race/Sex	Hires/Notes
					F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M		
PT Classified: 70% (284) W/O WF and UF Monitored Group Apps, 47% filled																						2 Female Asian, 3 Female Black, 2 Female Hispanic, 3 Female White, 1 Male Two or More, 6 Male White 1 position (L3583) was in interview process at time of report. Person hired not included.
19	17	404	269	120	2	0	24	15	37	9	89	35	0	0	91	50	15	7	11	4	15	
	TOTAL		67%	30%	2		39		46		124		0		141		22		15			
FT Classified: 64% (192) W/O WF and UF Monitored Group Apps, 86% filled																						2 Female Hispanic, 1 Female White, 3 Male Hispanic, 1 Male White
12	7	298	207	86	0	0	14	1	37	12	77	38	1	0	62	29	7	5	9	1	5	
	TOTAL		69%	29%	0		15		49		115		1		91		12		10			
Academic Mgmt: 62% (130) W/O WF and UF Monitored Group Apps, 100% filled																						1 Female Black, 1 Female Hispanic, 3 Male Black, 2 Male Hispanic
7	7	210	85	123	1	2	11	5	25	39	16	20	0	0	23	49	8	3	1	5	2	
	TOTAL		40%	59%	3		16		64		36		0		72		11		6			
Classified Mgmt: 49% (50) W/O WF and UF Monitored Group Apps, 0% filled																						3 Female White, 2 Male White
5	5	103	41	60	0	0	3	4	12	10	5	12	0	0	19	30	1	3	1	1	2	
	TOTAL		40%	58%	0		7		22		17		0		49		4		2			
FT Faculty: 49% (24) W/O WF and UF Monitored Group Apps, 33% filled																						1 Female Black, 2 Female White, 1 Male Asian, 2 Male White
6	6	49	20	28	1	0	2	4	4	0	2	6	0	0	7	15	2	3	2	0	1	
	TOTAL		41%	57%	1		6		4		8		0		22		5		2			
TOTALS: 64% (680) W/O WF and UF Monitored Group Apps, 55% filled																						2 Female Asian, 5 Female Black, 5 Female Hispanic, 9 Female White, 1 Male Asian, 3 Male Black, 5 Male Hispanic, 1 Male Two or More, 11 Male White
49	42	1064	622	417	4	2	54	29	115	70	189	111	1	0	202	173	33	21	24	11	25	
	TOTAL		58%	39%	6		83		185		300		1		375		54		35			

SOURCE: Recruitment logs on DHR shared drive, reports from People Admin--November 30, 2012 download
Monitored Group Numbers: Do not include MW, FW, M/F Unknown, or Unknown Race/Sex

NOTE: The above figures include all recruitments opened 7-1-11 through 6-30-12.



[e-board](#) › [Agenda Item](#)

[Agenda Item](#)

Agenda Item (IV-A-2)

Meeting 5/7/2013 - Committee/Regular Board

Agenda Item Committee - Governance (IV-A-2)

Subject Presentation and Discussion on Minutes of the Board and Seconding Motions

College/District District

Information Only

Background Narrative:

The District's General Counsel will present information on minutes of the Board and seconding motions.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Ruth Adams, General Counsel

Attachments:

[Presentation on Minutes and Seconding Motions](#)

Riverside Community College District Board of Trustees

Meeting Minutes & Seconding Motions Discussion

Ruth Adams
General Counsel
Riverside Community College District

Meeting Minutes

Meeting Minutes Should Contain:

- Basic info (date, location, attendees)
- Description of each item, name of mover, the motion and the vote
- Minutes should reflect a record of what was *DONE* and all actions taken- not what was *SAID*
- Minutes should not reflect an opinion
- Minutes that go beyond action and try to encapsulate the discussion calls for an interpretation, and as a matter of public record, should be left factual.
- Minutes serve as legal documents
 - Open to examination through investigation or litigation



Seconding Motions

RCCD Operates as a Small Board (12 or less)

- All motions need to be specifically stated by the mover
- Per Roberts Rules of Order:
 - Motions need not be seconded
 - Less attention is paid to the requirement of a second for routine motions.
 - The purpose is to prevent time from being consumed by the assembly having to dispose of a motion that only one person wants to see introduced



Seconding Motions (continued)

- If a motion is considered and adopted without a second, the absence of the second does not invalidate the motion's adoption
- Until discussion begins, a point of order can be raised that the motion has not been seconded.
- The chair must then proceed formally and ask if there is a second.




Conclusions / Recommendations

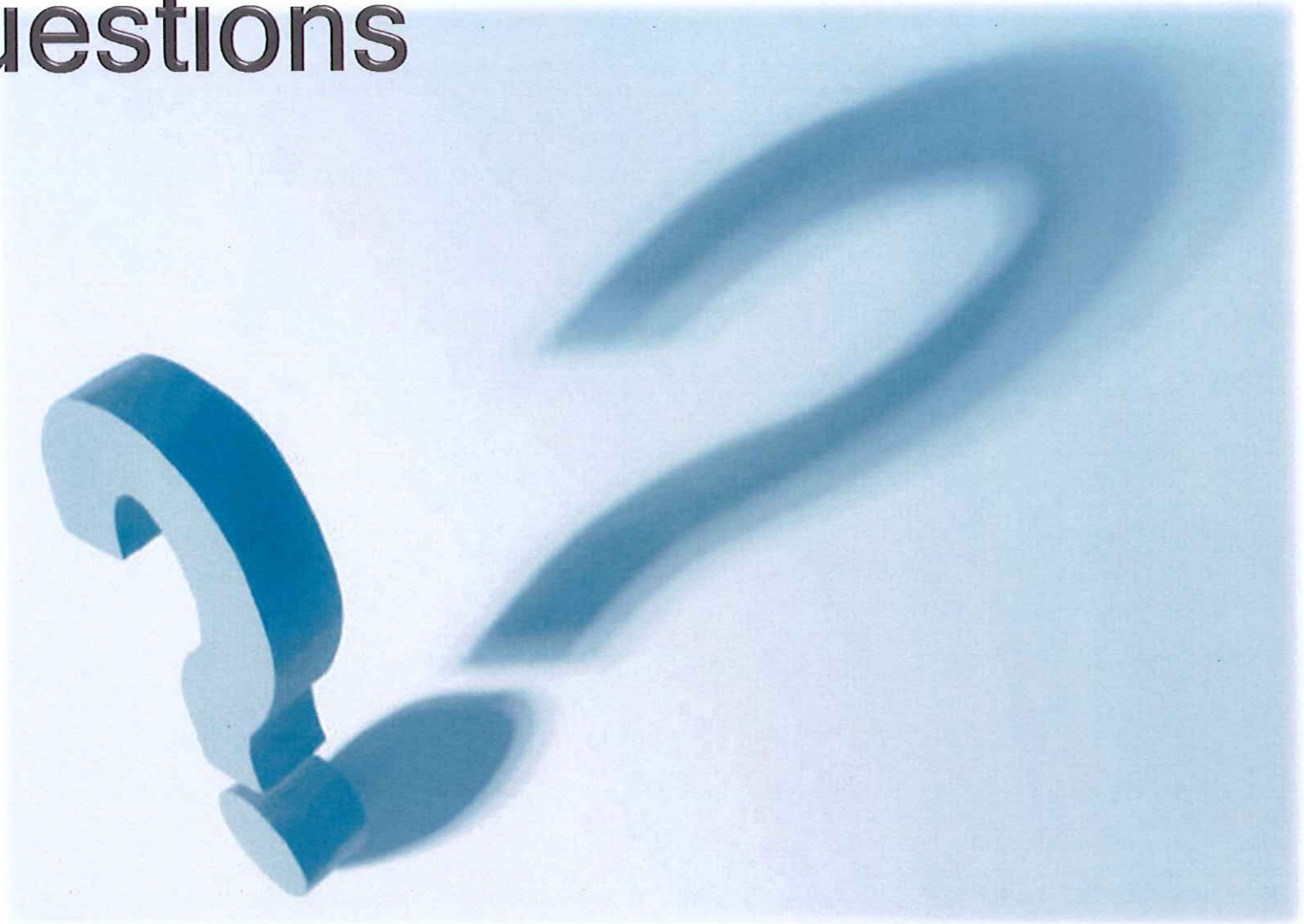
- ▶ Basic Content of Minutes Has Not Changed in Nearly 50 Years
- ▶ Including More Discussion in the Minutes Leaves the Board of Trustees Open to Litigation
- ▶ Seconding Motions is NOT Required



References

- ▶ AP 2345
 - ▶ AP 2365
 - ▶ AP/BP 2360
 - ▶ Roberts Rules of Order
 - Section 4
 - Section 48
 - Section 49
 - ▶ California Education Code
 - Section 72121(a)
 - ▶ Government Code
 - Section 54953.5
- 

Questions





Agenda Item (IV-B-1)

Meeting	5/7/2013 - Committee/Regular Board
Agenda Item	Committee - Teaching and Learning (IV-B-1)
Subject	Proposed Curricular Changes
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the proposed curricular changes for inclusion in the college catalogs and the schedule of class offerings.

Background Narrative:

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

Prepared By: Ray Maghroori, Provost/Vice Chancellor, Educational Services
Sylvia Thomas, Associate Vice Chancellor, Educational Services

Attachments:

[Proposed Curricular Changes May_backup 042913](#)

Course	Title	Location
--------	-------	----------

1. New Courses:

The following courses are proposed to address repeatability issues by defining the levels:

ART-50A	Beginning Storyboarding	NR
ART-50B	Intermediate Storyboarding	NR
ART-51A	Beginning Animation Production	MNR
ART-51B	Intermediate Animation Production	MNR

The following courses will replace KIN-21 in order to transform a previously repeatable course into leveled courses:

KIN-21A	Athletic Training Applications A	R
KIN-21B	Athletic Training Applications B	R
KIN-21C	Athletic Training Applications C	R
KIN-21D	Athletic Training Applications D	R

The following courses will replace MUC-1 in order to transform a previously repeatable course into leveled courses:

MUC-1A	Beginning Performance Techniques For Studio Recording	N
MUC-1B	Intermediate Performance Techniques For Studio Recording	N
MUC-1C	Advanced Performance Techniques For Studio Recording	N
MUC-1D	Master Performance Techniques For Studio Recording	N

The honors program currently doesn't have any honors Music classes, and because this class will transfer as IGETC and can be taken by a non-major, it is a perfect fit for the Honors Program:

MUS-89H	Honors Music of Multicultural America	NR
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2. Major Course Modifications:

The following modification is proposed to remove ART-22 from the prerequisites, update the course description, advisory skills, SLOs, course content, MOI, MOE, course materials and sample assignments:

ART-26	Beginning Painting	MNR
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The following modification is proposed to update the course description, advisory skills, SLOs, course content, MOI, MOE, course materials and sample assignments:

ART-27	Intermediate Painting	MNR
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The following modification is proposed to update advisory skills, SLOs, course content, MOI, MOE, course materials and add sample assignments and remove repeatability:

DAN-7	Choreography I	R
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The following modification is proposed to update course description, advisory skills, SLOs, course materials and add sample assignments:

DAN-8	Choreography II	R
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The following modifications are proposed to update the SLOs, course content, MOI, MOE, course materials, add sample assignments and remove repeatability:

DAN-D13	Dance Repertoire, Modern	R
DAN-D14	Dance Repertoire, Jazz	R
DAN-D15	Dance Repertoire, Ballet	R
DAN-D16	Dance Repertoire, Tap	R
DAN-D17	Dance Repertoire, Ethnic	R

Course	Title	Location
The following modification is proposed to update the course content to be C-ID compliant:		
EAR-20	Child Growth and Development	MNR
The following modification is proposed to update the course content and SLOs to be C-ID compliant:		
EAR-42	Child, Family and Community	MNR
The following modifications are proposed to add the prerequisite of MAT-52 and add an advisory of MAT-35 as well as update advisory skills, course content and course materials:		
ECO-7	Principles of Macroeconomics	MNR
ECO-7H	Honors Principles of Macroeconomics	MNR
ECO-8	Principles of Microeconomics	MNR
The following modification is proposed to update the SLOs, course content, course materials and add sample assignments:		
GEG-5	Weather and Climate	NR
The following modifications are proposed to update the course description, SLOs, course content, MOI, MOE, course materials and add sample assignments:		
GUI-45	Introduction to College	MNR
GUI-46	Introduction to the Transfer Process	MNR
GUI-47	Career Exploration and Life Planning	MNR
The following modifications are proposed to update the SLOs, course content, MOI, MOE, course materials and add sample assignments:		
GUI-48	College Success Strategies	MNR
The following course is being modified to be C-ID compliant, update to course description, SLOs, course content, MOE, sample assignments and course materials:		
KIN-30	First Aid and CPR	MNR
The following modification is proposed to remove MUS-32 as an advisory and to update the course description, course content, MOI, MOE, course materials and sample assignments to be C-ID compliant:		
MUS-3	Fundamentals of Music	MNR
The following modification is proposed to remove MUS-32 and 53 as prerequisites and to update the advisory, course content, course materials to be C-ID compliant:		
MUS-4	Music Theory I	MNR
MUS-5	Music Theory II	MNR
MUS-6	Music Theory III	MR
The following modification is proposed to add the prerequisite of MUS-32D as well as update the course description, SLOs, course content, MOI, MOE, course materials, sample assignments and remove repeatability:		
MUS-53	Keyboard Proficiency	MR
The following modification is proposed to tie the SLOs to the new GESLOs and update the course content and course materials:		
PHI-10	Introduction to Philosophy	MNR
The following modification is proposed to update the SLOs, course content, course materials and add sample assignments:		
PHS-5	Weather and Climate	NR

Course	Title	Location
The following modification is proposed to add a prerequisite of PHY-4A and remove the co-requisite of PHY-4C as well as to update the course description, SLOs, course materials and add sample assignments:		
PHY-4D	Modern Physics	MR

3. Course Deletions:

The following courses have not been offered for several years:

KIN-A15	Bowling, Beginning	MNR
KIN-A16	Bowling, Intermediate	MNR
KIN-A17	Bowling, Advanced	MR
KIN-A36	Cross Country Skiing	MR
KIN-A63	Ultimate Frisbee	NR
KIN-A85	Bicycling	MR

The following courses have been replaced with new updated courses:

NRN-1	Introduction to Nursing Concepts and Practice	R
NRN-2	Beginning Nursing Concepts of Health and Illness	R
NRN-3	Intermediate Nursing Concepts of Health and Illness	R
NRN-4	Advanced Nursing Concepts of Health and Illness	R
NRN-15	Introduction to Nursing Roles and Relationships	R
NRN-16	Dimensions of AD - Registered Nursing	R
NRN-17	Transition Course for Nursing Advanced Placement/Transfer Students	R

This course has never been offered:

PHI-16	Moral Reasoning in Business	R
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4. New State Approved Certificates/Degrees:

Associate in Science in Anthropology for Transfer Degree (Attachment A)	M
Associate in Arts in Mathematics for Transfer Degree (Attachment B)	M
Associate in Arts in Studio Art for Transfer Degree (Attachment C)	M

5. Modification to State/Locally Approved Certificates/Degrees:

The following degree/certificate is being modified to address repeatability by adding new leveled courses MUC-1A, B, C to replace MUC-1, as well as the addition of MUS-4 and 5 as elective options to comply with the Title V grant requirements:

Associate in Arts in Commercial Music (Attachment D)	N
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The following degrees/certificates are being modified with new course numbers in order to comply with the new Title 5 changes to intercollegiate activities:

Associate in Science in Kinesiology Athletic Training Emphasis (Attachment E)	R
Associate in Science in Kinesiology Coaching Emphasis (Attachment E)	R

The following degree is being modified to replace MUS-32 with the new courses MUS-32A, B, C, D, and the addition of the new course MUS-87:

Associate in Arts in Music (Attachment F)	R
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The following certificate has been modified to replace MUS-32 with MUS-32A, B, C, and D:

Music Technology (Attachment G)	R
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Course	Title	Location
	The following degree is being modified in response to national safety initiatives in healthcare with changes to increase in the units from 72 to 74 and the addition of NRN-11, 11A, 12, 12A, 13, 21, 21A, 22, 22A and the removal of NRN-1, 2, 3, 4, 15 and 16 as well as to update to program description and PLOs:	
	Associate in Science in Registered Nursing Program (Attachment H)	R
	The following areas of emphasis are being modified to add new courses:	
	ADMINISTRATIVE & INFORMATION SYSTEMS (Attachment I)	MNR
	AMERICAN STUDIES(Attachment J)	MR
	COMMUNICATIONS, MEDIA & LANGUAGES (Attachment K)	MNR
	FINE & APPLIED ARTS (Attachment L)	MNR
	HUMANITIES, PHILOSOPHY & ARTS (Attachment M)	MNR
	SOCIAL & BEHAVIORAL STUDIES (Attachment N)	MNR

ATTACHMENT A
PROGRAM OUTLINE OF RECORD
NEW DEGREE

Associate in Arts Degree in Anthropology for Transfer

College: M

The Associate in Arts in Anthropology for Transfer Degree is designed to prepare the student for transfer to four-year institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Anthropology at a California State University. It will also provide the student with a sufficient academic basis from which to pursue a career in the social science professions. The student will be afforded the opportunity to study the nature of the human diversity from a genetic, archeological, linguistic and cultural basis. The breadth of Anthropology will be examined to include the historical and contemporary theory and research as the basis from which to gain an in-depth awareness and understanding of the humans and the world in which we live.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Apply the holistic and comparative perspective inherent in anthropological knowledge to real world problems
- Use information resources and technology to research current issues in all four subfields of anthropology
- Synthesize and integrate theoretical perspectives specific to anthropology and general to the social and natural sciences

<u>Required Courses (18-19 units)</u>		<u>Units</u>
ANT-1	Physical Anthropology	3
ANT-2	Cultural Anthropology	3
ANT-6	Introduction to Archaeology	3
List A	Choose from the list below	3
List B	Choose from the list below	3-4
List C	Choose from the list below	3

List A: Choose a minimum of 3 units from the following:

ANT-3	Prehistoric Cultures	3
MAT-12/12H	Statistics	3

List B: Choose 3-4 units from the following:

GEG-1	Physical Geography	3
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List C: Choose a minimum of 3 units from the following:

ANT-4	Native American Cultures	3
ANT-5	Cultures of Ancient Mexico	3
ANT-7	Anthropology of Religion	3
ANT-8	Language and Culture	3

Associate in Arts for Transfer Degree

The Associate in Arts in Anthropology for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development)

ATTACHMENT B
PROGRAM OUTLINE OF RECORD
NEW DEGREE

Associate in Science Degree in Mathematics for Transfer

College: M

The Associate in Science Degree in Mathematics for Transfer is designed to prepare the student for transfer to four-year institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Mathematics at a California State University (but does not guarantee acceptance to a particular campus or major). It will also provide the student with a sufficient academic basis from which to pursue a career in the mathematics, statistics, actuarial, and education.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Reason mathematically both abstractly and computationally.
- Create and analyze mathematical models.

Required Courses: (18-20 units)		Units
MAT-1A*	Calculus I	4
MAT-1B*	Calculus II	4
MAT-1C*	Calculus III	4
Electives	CHOOSE 2 FROM THE FOLLOWING WITH AT LEAST 1 FROM GROUP A	6-8
Group A		
MAT-2*	Differential Equations	4
MAT-3*	Linear Algebra	3
Group B		
PHY-4A*	Mechanics	4
CIS/CSC-5	Fundamentals of Programming Logic using C++	3

*course may be double counted as CSUGE/IGETC

Associate in Science for Transfer Degree

The Associate in Science for Transfer degree in Mathematics will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development)

ATTACHMENT C
PROGRAM OUTLINE OF RECORD
NEW DEGREE

Associate in Arts in Studio Arts Degree for Transfer

College: M

The Associate in Arts in Studio Arts for Transfer Degree is designed to facilitate the student's passage from Moreno Valley College to the California State University System with an Associate Degree in Art. This degree is intended to satisfy the lower division requirements for the Baccalaureate Degree in Art at a California State University. It will also provide the student with a sufficient academic basis from which to pursue a career in the studio art professions.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Articulate ideas utilizing art terminology for critical discussion.
- Demonstrate proficient technical and creative skills with a variety of art materials.
- Describe and discuss art in its cultural and historical context.
- Demonstrate accurate visual perception, working in an observational context.

<u>Required Courses (24 units)</u>		<u>Units</u>
ART-2*	History of Western Art: Renaissance through Contemporary	3
ART-22	Basic Design	3
ART-24	Three Dimensional Design	3
ART-17	Beginning Drawing	3
Electives	Choose from List A	3
Electives	Choose from List B	9

List A: Choose 3 units from the following:

ART-1*	History of Western Art: Pre-Historic, Ancient, and Medieval	3
ART-12*	Asian Art History	3
ART-5*	Non Western Art History	3

List B: Choose one course from any three of the following areas for a maximum of 9 units:

<u>Curricular Area*</u>			
<u>Drawing</u>	ART-40	Figure Drawing	3
	ART-18	Intermediate Drawing	3
	ART-44	Animation Principles	3
<u>Painting</u>	ART-26	Beginning Painting	3
	ART-41	Figure Painting	3
	ART-43	Studio Figure Painting	3
<u>Digital Art</u>	ART-36	Computer Art	3
<u>Color</u>	ART-23	Design and Color	3
Second Semester	ART-27	Intermediate Painting	3
	ART-28	Studio Painting	3
	ART-42	Studio Figure Painting	3
	ART-45	Studio Watercolor Painting	3
	ART-48	Studio Drawing	3

*courses may be double-counted for 6 units in CSU GE, C-1

Total units: 24

The Associate in Arts in Studio Arts for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development).

ATTACHMENT D
PROGRAM OUTLINE OF RECORD
DEGREE/CERTIFICATE MODIFICATION

Commercial Music: Performance

College: N

The Commercial Music: Performance certificate is a program designed to provide students with the knowledge and skills necessary for studio recording and live performance in the commercial music industry. Courses allow students to become proficient on an instrument or voice, gain experience as an ensemble member, study the fundamentals of music including sight-reading and piano skills, become familiar with music technology and record in a state-of-the-art recording studio. Classes are taught utilizing industry-standard software and equipment in state-of-the-art facilities. The program prepares students for a wide variety of careers as instrumentalists and vocalists in studio or live performance settings.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Understand and employ fundamentals of music and musicianship such as melody, harmony, chord structure, rhythm, key signatures, phrasing, sight-singing and scalar patterns
- Identify and discuss the origins of commercial music and explain how it relates to society today
- Create and manipulate vocal or instrumental technique in a studio and live performance setting such as fingerings, dynamics, diction, breathing, rhythm, phrasing and vowel or finger placement
- Memorize and recall standard commercial music literature in a live ensemble performance

<u>Required Courses (34-36 units)</u>		<u>Units</u>
MUC-1A	Beginning Performance Techniques for Studio Recording	2
MUC-1B	Intermediate Performance Techniques for Studio Recording	2
MUC-1C	Advanced Performance Techniques for Studio Recording	2
MUC-7	Introduction to Music Technology	3
MUS-3	Fundamentals of Music	4
MUS-32	Class Piano	1
MUS-38	*Beginning Applied Music Training (2 units p/c)	8
MUS-65	Basic Musicianship	2
Group A	Choose from the list below	6-8
Group B	Choose from the list below	4

GROUP A Electives (6-8 units required from list below)

MUC-3	Introduction to Pro Tools: MIDI and Audio Production	3
MUS-4	Music Theory I	4
MUS-5	Music Theory II	4
MUS-19	Music Appreciation	3
MUS-23	History of Rock and Roll	3
MUS-93	The Business of Music	3

GROUP B Electives (4 units required from list below)

MUC-10	Norco Choir	2
MUC-11	Studio Arts Ensemble	2

*Students must successfully complete MUS-38 four (4) times

Associate in Arts Degree

The Associate in Arts Degree in Commercial Music: Performance will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

ATTACHMENT G
PROGRAM OUTLINE OF RECORD
DEGREE/CERTIFICATE MODIFICATION

This program prepares individuals to apply business, coaching and physical education principles to the organization, administration and management of athletic programs and teams, fitness/rehabilitation facilities and health clubs, sport recreation services, and athletic training programs. This includes instruction in program planning and development; business and financial management principles; sales, marketing and recruitment; event promotion, scheduling and management; facilities management; public relations; legal aspects of sports; and applicable health and safety standards.

EXERCISE, SPORT, AND WELLNESS

Certificate Program

Major Core Requirements:

Required Courses (21 units)		Units
KIN-4	Nutrition	3
KIN-10	Introduction to Kinesiology	3
KIN-12	Sport Psychology	3
KIN-14	Athletic and Fitness Organization and Admin	3
KIN-16	Introduction to Athletic Training	3
KIN-30	First Aid and CPR	3
KIN-35	Foundations for Fitness and Wellness	3

In addition, choose and complete courses from one 3-10 unit emphasis below:

Athletic Training Emphasis AS597/CE597

COLLEGE: R

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Construct an injury prevention program for an athletic team based on knowledge of strength/conditioning, nutrition, health and safety, and protective equipment.
- Utilize appropriate knowledge and strategies to create an emergency action plan for an athletic team or teams.
- Apply the technical skills of taping and wrapping techniques.
- Demonstrate an appropriate and organized approach to event management.
- Identify and evaluate appropriate strategies for rehabilitation of athletic injuries.
- Demonstrate appropriate communication and behavioral skills and social attitudes necessary in an athletic training environment.

(Total of 29 units)

Core Requirements		21
Take two of the following		
KIN-21A	Athletic Training Applications A	2
KIN-21B	Athletic Training Applications B	2
KIN-21C	Athletic Training Applications C	2
KIN-21D	Athletic Training Applications D	2
and		
Take <u>two</u> of the following:		
KIN-17	Athletic Training, Fall Sports, Lower Extremity	2
KIN-18	Athletic Training, Spring Sports, Upper Extremity	2
KIN-19	Athletic Training, Fall Sports, Head, Neck, Spine, Torso, and Hip	2
KIN-20	Athletic Training, Spring Sports, General Medical	2

Coaching Emphasis AS599/CE599

COLLEGE: R

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Identify and apply appropriate principles of coaching and an advanced level of knowledge and skill in at least one sport or physical activity.
- Demonstrate appropriate decisions relative to legal liability in coaching situations and circumstances.
- Apply appropriate strategies, tactics, and conditioning activities for the age and skill level of their athletes.
- Demonstrate an understanding of administrative practices in sports management.
- Identify, explain, and apply appropriate principles of problem solving for one or more problem, challenge, or difficulty associated with a sport.
- Recognize the principles of health care and safety for student athletes in relation to athletic training and sports medicine issues.

(Total of 30-31 units)

Core Requirements 21		
Elective from Group 1 Electives		3
Elective from Group 2 Electives		3-4
Elective from Group 3 Electives		1
Elective from Group 4 Electives		1
Elective from Group 5 Electives		1

Group 1 Electives (3 units)

KIN-24	Sports Officiating, Fall Sports	3
KIN-25	Sports Officiating, Spring Sports	3

Group 2 Electives (3-4 units)

KIN-26	Foundations of Coaching	3
KIN-27	Football Theory	3
KIN-28	Basketball Theory	3
KIN-29	Soccer Theory	3
KIN-33	Baseball Theory	3
KIN-34	Softball Theory	3
KIN-42	Lifeguarding/Title 22 First Aid/Water Safety Instructor	4

Group 3 Electives - Individual Activity Courses (1 unit)

KIN-A11	Tennis, Beginning	1
KIN-A12	Tennis, Intermediate	1
KIN-A13	Tennis Advanced	1
KIN-A20	Golf, Beginning	1
KIN-A21	Golf, Intermediate	1
KIN-A28	Swimming, Basic Skills and Aquatic Exercise	1
KIN-A29	Swimming, Intermediate Skills	1
KIN-A30	Swimming, Advanced Skills and Conditioning	1
KIN-V33	Track and Field: Running Event Techniques	1
KIN-V34	Track and Field: Field Event Techniques	1

Group 4 Electives - Team Activity Courses (1 unit)

KIN-V50	Baseball Fundamentals, Defensive	1
KIN-V51	Baseball Fundamentals, Offensive	1
KIN-V52	Fast Pitch Fundamentals, Offensive	1
KIN-V53	Fast Pitch Fundamentals, Defensive	1

KIN-A54	Fast Pitch Softball Fundamentals	1
KIN-A57	Basketball	1
KIN-V60	Football Fundamentals, Defensive	1
KIN-V61	Football Fundamentals, Offensive	1
KIN-A62	Flag Football	1
KIN-A64	Soccer	1
KIN-A67	Volleyball, Beginning	1
KIN-A68	Volleyball, Intermediate	1
KIN-A69	Volleyball, Advanced	1

Group 5 Electives - Fitness Activity Courses (1 unit)

KIN-A31	Water Aerobics and Deep Water Exercise	1
KIN-A74	Hiking and Backpacking	1
KIN-A75	Walking for Fitness	1
KIN-A77	Jogging for Fitness	1
KIN-V78	Long Distance Running	1
KIN-A80	Triathlon Techniques	1
KIN-A81	Physical Fitness	1
KIN-A86	Step Aerobics	1
KIN-A87	Step Aerobics, Intermediate	1
KIN-A88	Step Aerobics, Advanced	1
KIN-A90	Weight Training	1
KIN-A92	Weight Training, Advanced	1

Associate in Science Degree

The Associate in Science Degree in Kinesiology will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

ATTACHMENT F
PROGRAM OUTLINE OF RECORD
DEGREE MODIFICATION

MUSIC AA680

COLLEGE: R

An Associate in Arts degree in Music from Riverside City College represents the attainment of a high level of musical proficiency, a level that prepares students for careers in music. The program also serves students interested in transferring to four-year universities.

Associate in Arts Degree

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate the ability to hear, identify and work conceptually with all elements of music through dictation, sight-reading, musical analysis and basic keyboard proficiency.
- Perform standard repertoire appropriate to their performance area as individuals or members of ensembles.
- Create derivative or original music in both extemporaneous and written form.

Required Courses (18-22) Units

Applied Music*

Select a minimum of 6 units from the following:

MUS-12	Advanced Applied Piano	3
MUS-38	Beginning Applied Music Training	2
MUS-39	Intermediate Applied Music	3
MUS-78	Beginning Applied Music Training II	2
MUS-79	Advanced Applied Music	3
MUS-87	Applied Music Training	1
MUS-P12	Intermediate Applied Piano	3

Keyboard Skills

Select a minimum of 1 unit from the following:

MUS-12	Advanced Applied Piano	3
MUS-32A	Class Piano I	1
MUS-32B	Class Piano II	1
MUS-32C	Class Piano III	1
MUS-32D	Class Piano IV	1
MUS-53	Keyboard Proficiency	1
MUS-P12	Intermediate Applied Piano	3
MUS-P36	Piano Ensemble	1

Music Theory and Music Literature

Select 8 units from the following:

MUS-3	Fundamentals of Music	4
MUS-4	Music Theory I	4
MUS-5	Music Theory II	4
MUS-6	Music Theory III	4

Performing Ensembles*

Select a minimum of 3 units from the following:

MUS-28	Riverside Community Symphony	2
MUS-29	Concert Choir	1
MUS-31	College Choir	1
MUS-33	Vocal Jazz Ensemble	2
MUS-34	Vocal Jazz Lab	1

MUS-35	Vocal Music Ensembles	1
MUS-41	Chamber Singers	2
MUS-42	Wind Ensemble	2
MUS-44	Jazz Ensemble	2
MUS-48	Marching Band	2
MUS-50	Master Chorale	1
MUS-51	Men's Ensemble	1
MUS-54	Community Jazz Ensemble	0.5
MUS-55	Community Concert Band	1
MUS-56	Summer Concert Band	0.5
MUS-57	Gospel Singers	1
MUS-58	Gospel Choir	1
MUS-68	Community Symphony	2
MUS-69	Festival Choir	1
MUS-71	College Chorus	1
MUS-73	Vocal Jazz Singers	2
MUS-75	Advanced Vocal Ensembles	1
MUS-77	Guitar Ensemble	2
MUS-80	Master Singers	1
MUS-81	Consort Singers	2
MUS-82	Wind Symphony	2
MUS-83	Advanced Chamber Choir	1
MUS-84	Jazz Orchestra	2
MUS-94	Community Jazz Orchestra	0.5
MUS-95	Community Symphony Band	1
MUS-P28	Symphony Strings	2
MUS-P36	Piano Ensemble	1
MUS-P44	Jazz Lab Band	1
MUS-P77	Advanced Guitar Ensemble	2
MUS-P84	Jazz Lab Orchestra	1

**Applied Music and Performance Ensemble courses may each be taken four times for credit.*

Associate in Arts Degree

The Associate in Arts Degree in Music will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

NOTE REGARDING TRANSFER: Most four-year universities require that a music student's first two years of study include: 1) music theory (including musicianship), 2) music history, 3) private study of voice or an instrument, 4) participation in a performance group, and 5) piano skills. Placement exams are given by these institutions to determine student comprehension and eligibility for enrollment. Additional courses beyond the RCC Music AA degree may be required to meet four-year university lower division requirements. Students planning to transfer to a four-year college or university should complete that school's lower division music major curriculum and the appropriate general education pattern. Course requirements at the transfer institution are subject to change and may be verified by a counselor or by consulting the current university catalog.

ATTACHMENT G
PROGRAM OUTLINE OF RECORD
CERTIFICATE MODIFICATION

MUSIC TECHNOLOGY CE850

COLLEGE: R

Prepares individuals for careers in music recording, music composition and music production using state-of-the-art music technology. Fulfills a portion of the Associate in Arts degree in Music.

Certificate Program

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Assemble, mix and master complete MIDI/Digital Audio compositions and film scores.
- Utilize MIDI/Digital audio software and hardware including computers, controllers, synthesizers, sequencers, samplers, effects processors, microphones and mixers.
- Communicate effectively and work cooperatively with film directors and music producers.

<u>Required Courses (17 units)</u>		<u>Units</u>
MUS-3	Fundamentals of Music	4
MUS-8A	Music Technology I	3
MUS-8B	Music Technology II	3
MUS-9	MIDI/Digital Audio Composition and Film Scoring	3
MUS-10	MIDI/Digital Audio Music Production	3

Keyboard Skills Select 1 unit from the following

MUS-32A	Class Piano I	1
MUS-32B	Class Piano II	1
MUS-32C	Class Piano III	1
MUS-32D	Class Piano IV	1

ATTACHMENT H
PROGRAM OUTLINE OF RECORD
DEGREE MODIFICATION

Registered Nursing Program

College: R

The School of Nursing is a vital component of Riverside City College and embraces the mission, values, and traditions of both the RCC District and the College. The School of Nursing prepares quality nursing healthcare providers using a student-centered approach through teaching excellence in an environment conducive to learning. The Associate Degree Nursing (ADN) program prepares individuals for professional generalist nursing roles and for collaboration with other professionals and consumers in the delivery of holistic healthcare.

Associate in Science Degree in Registered Nursing

Program Learning Outcomes

- Provide quality, safe, patient-centered nursing care using evidence-based practices.
- Function as a professional and competent nurse generalist while assimilating all ethical and legal principles.
- Integrate caring relationships into nursing interventions that positively influence health outcomes and demonstrate sensitivity to the values of others.
- Participate in collaborative relationships through communication with members of the interprofessional healthcare team for the purpose of providing and improving patient care.
- Incorporate critical thinking principles using reasoning and adaptability to make sound clinical judgments necessary for the provision of quality patient care and continuous quality improvement.
- Employ technology to effectively communicate, manage knowledge, prevent errors, and support decision-making.

The Associate in Science Degree in Registered Nursing will be awarded upon successful completion of the following courses:

Required Courses (74 units)	Units
AMY-2A Anatomy and Physiology I	4
AMY-2B Anatomy and Physiology II	4
MIC-1 Microbiology	4
Nursing 18 is required within one year prior to enrollment for all advanced placement/transfer students.	
PSY-9 Developmental Psychology	3
SOC-1 Introduction to Sociology	3
or	
ANT-2 Cultural Anthropology	3
ENG-1A/1AH English Composition	4
American Institutions	3
Analytical Thinking	3
COM-1/1H or COM-9/9H Public Speaking or Interpersonal Communication	3
Elective Humanities	3
NRN-11 Foundations of Nursing Practice Across the Lifespan	9.5
NRN-11A Nursing Learning Lab	0.5
NRN-12 Chronic Illness/Acute Maternal-Child Specialty	8
NRN-12A Nursing Learning Lab	0.5
NRN-13 Acute and Chronic Illness I	2.5
NRN-21 Acute and Chronic Care II/Mental Illness	9
NRN-21A Nursing Learning Lab	0.5
NRN-22 Integrated Care Across the Lifespan	9
NRN-22A Nursing Learning Lab	0.5

ATTACHMENT I
PROGRAM OUTLINE OF RECORD
DEGREE MODIFICATION

ADMINISTRATION AND INFORMATION SYSTEMS

COLLEGE: MNR

MAA494/NAA494/AA494

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

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

PROGRAM LEARNING OUTCOMES:

Students possessing an associate degree in Administration/Information Systems can be expected to demonstrate achievement of the following learning outcomes:

1. Categorize basic administrative terms, theories and principles;
2. Demonstrate basic understanding of economic systems, i.e., the manner in which goods are produced and distributed in a society and the means by which economic growth is achieved and sustained;
3. Understand and apply fundamental management principles, such as profit/loss, balancing accounts, conflict resolution, effective customer relations and time management;
4. Perform functions such as preparation of memoranda, utilization of spreadsheets, adherence to schedules and responding effectively to changes in the work environment;
5. Implement the fundamental concepts from courses in business, public administration, economics and/or information systems; and
6. Locate, process, and utilize information effectively.

The student must complete 18 units of study with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.

INCLUDED DISCIPLINES AND COURSES:

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

Accounting (ACC): 1A

Business Administration (BUS): 10, **18A

Computer Information Systems (CIS): 1A

Economics (ECO): 7, 7H, 8

Political Science (POL): 8

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

Accounting (ACC): 1A, 1B, 38

Business Administration (BUS): 10, **18A, **18B, 20, 22, 80

Communication Studies (COM): 1, 1H, 6, 9, 9H, 12, 13

Computer Information Systems (CIS): 1A, 1B, 2, 3, 5

Computer Applications and Office Technology (CAT): 3, 31

Economics (ECO): 4, 6, 7, 7H, 8

Library (LIB): 1

Management (MAG): 44

Marketing (MKT): 20

Political Science (POL): 6, 8

A course may only be counted once.

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

ATTACHMENT J
PROGRAM OUTLINE OF RECORD
DEGREE MODIFICATION

AMERICAN STUDIES

COLLEGE: MR

MAA492/AA492

American Studies examines the American experience from the colonial period of the United States to the present. Students will study, interpret, and evaluate events, cultural products, and trends in American economic, political, and social history as well as in American architecture, art, literature, music, religion, and they will evaluate questions to which there are multiple plausible interpretations. Students pursuing the program in American Studies will enhance their skills in critical thinking and both oral and written communication. The American Studies program prepares students for further study in the English/literature, history, political science, and sociology at a four-year baccalaureate institution and provides an excellent foundation for students interested in administration, communications, law, public service, and teaching.

PROGRAM LEARNING OUTCOMES:

Students possessing an associate degree in American Studies can be expected to demonstrate achievement of the following learning outcomes:

1. Critically analyze the history, culture, politics and society of the United States.
2. Interpret American history, culture, politics and society orally and in written form.
3. Understand of a range of academic disciplines around a core of American history, culture, politics and society.
4. Describe and analyze of the diversity of the American people as a society of immigrants developing national traditions and culture.

The student must complete 18 units of study across a maximum of three disciplines including at least one two-semester sequence with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

Take one of these two-semester sequences (6 units):

English (ENG): 14 and 15

History (HIS): 6/6H and 7/7H, 11 and 12, 14 and 15, 28 and 29, 30 and 31

Elective courses: (12 additional units, selected from the following):

American Sign Language (AML): 22

Economics (ECO): 7, 7H

English (ENG): 14, 15, 18, 20, 25, 47

Film, Television and Video (FTV): 12

History (HIS): 6/6H, 7/7H, 11, 12, 14, 15, 26, 28, 29, 30, 31, 34

Humanities (HUM): 9, 11, 16

Military Science (MIL): 1, 2

Music (MUS): 25, 26, 89

Philosophy (PHI): 19

Political Science (POL): 1/1H, 5, 12, 13

Sociology (SOC): 2, 3, 15, 22

ATTACHMENT K
PROGRAM OUTLINE OF RECORD
DEGREE MODIFICATION

COMMUNICATION, MEDIA, AND LANGUAGES

COLLEGE: MNR

MAA495/NAA495/AA495

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

PROGRAM LEARNING OUTCOMES:

Students possessing an associate degree in Communication, Media and Languages can be expected to demonstrate achievement of the following learning outcomes:

1. Analyze college level texts to understand and apply themes and evidence in appropriate communication formats.
2. Evaluate purpose and audience to create well-developed, supported, and stylistically fluent responses in written or verbal form.
3. Evaluate and apply appropriate evidence in support of arguments made in different forms of communication.
4. Recognize and understand the role of nonverbal, verbal, interpersonal, visual, mass media, and cultural indicators inherent in different communication mediums.
5. Understand how socioeconomic and cultural factors work in constructing knowledge in different forms of communication.
6. Use a variety of research methods to collect and evaluate sources and evidence to apply in various forms of communication.

The student must complete 18 units of study across 3 disciplines; 9 units must be taken in a single discipline with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

INCLUDED DISCIPLINES AND COURSES:

Anthropology (ANT): 8

Applied Digital Media (ADM): 1

Communication Studies (COM): 1, 1H, 2, 3, 5, 6, 7, 9, 9H, 11, 12, 13, 19

English (ENG): 1A, 1AH, 1B, 1BH, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 23, 25, 26, 30, 35, 38, 39, 40, 41, 44, 45, 48, 49

Film, Television and Video (FTV): 12, 44, 45, 65

Film Studies (FST): 1, 2, 3, 4, 5, 6, 7, 8

Journalism (JOU): 1, 2, 7, 12, 20A, 20B, 20C, 20D, 52A, 52B, 52C, 52D

Library (LIB): 1

Photography (PHO): 12

World Languages includes:

Arabic (ARA): 1, 2, 3, 8, 11

American Sign Language (AML): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 21, 22,

Chinese (CHI): 1, 2, 11

French (FRE): 1, 2, 3, 4, 8, 11

German (GER): 1, 2, 3, 11

Greek (GRK): 1, 2

Italian (ITA): 1, 2, 3, 11

Japanese (JPN): 1, 2, 3, 4, 11

Korean (KOR): 1, 2, 11

Latin (LAT): 1, 2

Portuguese (POR): 1, 2

Russian (RUS): 1, 2, 3, 11

Spanish (SPA): 1, 1A, 1B, 1H, 2, 2H, 3, 3N, 4, 8, 11, 12, 13, 51, 52, 53

ATTACHMENT L
PROGRAM OUTLINE OF RECORD
DEGREE MODIFICATION

FINE AND APPLIED ARTS

COLLEGE: MNR

MAA496/NAA496/AA496

The Associate Degree in Fine and Applied Arts offers a rich variety of courses to acquaint students with the creation of and performance in the arts from a global perspective. The courses in this area examine the nature of the fine and applied arts through analysis, synthesis, composition, performance and technical development. Students will develop techniques appropriate to the art form, engage in the production and performance of the arts, examine aesthetic valuing, and participate in creative expression.

This area of emphasis is designed for students interested in exploring a variety of art forms including digital media, creative writing, dance, film, graphic design, music, photography, communication studies, television, theatre, video and the visual arts.

PROGRAM LEARNING OUTCOMES:

Students possessing an Associate in Arts Degree in Fine and Applied Arts can be expected to demonstrate achievement of the following program learning outcomes:

1. Demonstrate basic knowledge and skills (technique) in one discipline of the fine and applied arts. These include fundamentals of the field in terms of practice, history, analysis and their applications and technical ability in one discipline to create, sustain, and evolve a personal vision and/or purpose.
2. Develop a personal vision and/or purpose—sometimes called “artistic voice”—that is evident in terms of work produced and manifested in a portfolio, performance, exhibition, or other presentation.
3. Generate and apply original ideas and methods to discover, create and communicate specific artistic content.
4. Demonstrate conceptual acuity, clarity, imagination, and technical ability to combine, integrate, and synthesize elements into works in ways that enhance their communicative powers.

The student must complete 18 units of study across a maximum of 3 disciplines with 9 units from a single discipline and with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

INCLUDED DISCIPLINES AND COURSES:

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

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

Communication Studies (COM): 1, 1H, 2, 3, 7, 11, 19

Dance (DAN): 3, 4, 5, 6, 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D31, D32, D33, D34, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D50, D51, D60

English (ENG): 11, 12, 13, 17, 38, 39, 49

Film, Television, and Video (FTV): 38, 41, 42, 43, 44, 45, 46, 48, 51, 52, 53, 60, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72

Music (MUS): 3, 4, 5, 6, 8A, 8B, 9, 10, 19, 22, 23, 25, 26, 27, 28, 29, 30, 31, 32A, 32B, 32C, 32D, 33, 35, 36, 37, 38, 39, 41, 42, 43, 44, 48, 49, 50, 51, 52, 53, 54, 55, 57, 58, 61, 65, 68, 69, 70, 73, 77, 81, 82, 83, 84, 87, 89, 92, 93, 94, P12, P36, P44, P84

Photography (PHO): 8, 9, 10, 17, 20, 200

Theatre (THE): 2, 3, 4, 5, 6, 25, 26, 29, 30, 32, 33, 34, 35, 36, 37, 38, 39, 41, 44, 46, 48, 49, 54

ATTACHMENT M
PROGRAM OUTLINE OF RECORD
DEGREE MODIFICATION

HUMANITIES, PHILOSOPHY, AND ARTS

COLLEGE: MNR

MAA497/NAA497/AA497

Humanities, Philosophy, and Arts examines human values and experience within a wide range of cultures, across the globe, and over the course of history. Students will study, interpret, and evaluate classic works in architecture, art, literature, music, philosophy, religion, rhetoric and the theater, and they will encounter questions to which there are multiple plausible answers. The study of language, philosophy, and rhetoric provides crucial tools for understanding and interpreting human knowledge and experience. Students pursuing the program in the *Humanities, Philosophy, and Arts* will enhance their skills in critical thinking and both oral and written communication. The *Humanities, Philosophy, and Arts* program prepares students for further study in the arts, history, humanities, literature, philosophy, speech communication and/or world languages at a four-year baccalaureate institution and provides an excellent foundation for students interested in administration, communications, law, public service, and teaching.

PROGRAM LEARNING OUTCOMES:

Upon completion of this program, students will be able to:

1. Interpret key philosophical, religious and literary texts, as well as creative works, in historical and cultural contexts and express that interpretation persuasively in oral and/or written form.
2. Analyze the role and use of language, rhetoric and/or the arts in informing and contextualizing human experience.
3. Analyze the role and use of the arts (literature, music, theatre, dance, and the fine arts) as a reflection of the culture in which it appears.
4. Evaluate the role of individual human agency in history.
5. Research and write critical interpretive essays demonstrating a high skill level.

The student must complete 18 units of study across 3 disciplines; 9 units must be taken in a single discipline. Up to 3 units may be taken in a studio course. The 18 units must be completed with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

INCLUDED DISCIPLINES AND COURSES:

Anthropology (ANT): 7, 8

Architecture (ARE): 36

Art (ART): 1, 2, 2H, 5, 6, 6H, 7, 8, 9, 10, 12

Communication Studies (COM): 1, 1H, 2, 3, 5, 7, 9, 9H, 11, 12, 13, 19

Dance (DAN): 3, 6,

English (ENG): 1B, 1BH, 6, 7, 8, 9, 10, 14, 15, 16, 18, 23, 25, 26, 30, 35, 40, 41, 44, 45, 48

Film, Television and Video (FTV): 12, 65

Film Studies (FST): 1, 2, 3, 4, 5, 6, 7, 8

History (HIS): 1, 2, 4, 5, 6, 6H, 7, 7H, 8, 9, 14, 15, 21, 22, 25, 26, 28, 29, 30, 31, 34, 35

Humanities (HUM): 4, 4H, 5, 5H, 8, 9, 10, 10H, 11, 16, 18, 23, 35

Library (LIB): 1

Music (MUS): 19, 20, 21, 22, 25, 26, 89, 93

Philosophy (PHI): 10, 10H, 12, 13, 14, 15, 19, 20, 21, 22, 32, 33, 35

Political Science (POL): 11

Simulation and Game Development (GAM): 21

Theatre (THE): 3, 29

World Language, including:

Arabic (ARA): 1, 2, 3, 8, 11

American Sign Language (AML): 1, 2, 3, 4, 5, 10, 11, 12,
13, 14, 20, 21, 22

Chinese (CHI): 1, 2, 11

French (FRE): 1, 2, 3, 4, 8, 11

German (GER): 1, 2, 3, 11

Greek (GRK): 1, 2
Italian (ITA): 1, 2, 3, 11
Japanese (JPN): 1, 2, 3, 4, 11
Korean (KOR): 1, 2, 11
Latin (LAT): 1, 2
Portuguese (POR): 1, 2
Russian (RUS): 1, 2, 3, 11
Spanish (SPA): 1, 1A, 1B, 1H, 2, 2H, 3, 3N, 4, 8, 11, 12, 13,
51, 52, 53

Applicable studio courses include (Note that some classes are less than three units.):

Art (ART): 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28,
30, 34, 35, 36, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 200
Dance (DAN): 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25,
D30, D31, D32, D33, D34, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D50, D51, D60-67
English (ENG): 11, 12, 17, 38
Music (MUS): 8A, 8B, 9, 10, 12, 28, 29, 30, 31, 32A, 32B, 32C, 32D, 33, 35, 36, 37, 38, 39, 41, 42, 43, 44, 48, 49,
50, 51, 52, 53, 55, 57, 58, 61, 65, 68, 69, 70, 71, 73, 77, 78, 79, 81, 82, 83, 84, 92, 94, P12, P36, P44, P84
Theatre (THE): 2, 4, 5, 6, 25, 26, 30, 32, 33, 34, 35, 36, 37, 38, 41, 54

ATTACHMENT N
PROGRAM OUTLINE OF RECORD
DEGREE MODIFICATION

SOCIAL AND BEHAVIORAL STUDIES

COLLEGE: MNR

MAA499/NAA499/AA499

Social and Behavioral Studies is a collection of academic disciplines dedicated to the scholarly study of the human experience. As a comprehensive and multidisciplinary area of study, Social and Behavioral Studies will afford the student an opportunity to explore and examine the nature and multitude of interactive relationships amongst and between individuals and between the individual and their social environment; ranging from the development of the individual, to the nuances of interpersonal interaction, to the dynamic structures of national and global communities. Ultimately, the student of Social and Behavioral Studies will gain a heightened awareness of the nature of their individuality, attain a greater understanding and appreciation of the complexities and diversity of the world in which they live and, become better equipped to succeed in an increasingly diverse and complex society.

Career paths typically chosen by undergraduate students emphasizing Social and Behavioral Studies include: Law Enforcement, Law, Human Relations, Human Resources, Social Work, Professional Childcare and Public Service Agencies, Teaching across the educational and academic spectrum, Consultation in the public and private sectors, Governmental Advisors, Speechwriting, and both domestic and international business professions.

PROGRAM LEARNING OUTCOMES:

Upon completion of this area of emphasis, the successful student should be able to:

1. Demonstrate a knowledge and understanding that the development, maintenance, and adaptation of the individual self and the personality is a product of the interaction between the individual and their social environment.
2. Demonstrate a breadth of knowledge of the social and cultural environments at the local, regional and global levels.
3. Demonstrate a working knowledge of the many facets and intricacies of social interaction from the intrapersonal, to the interpersonal to the societal levels.
4. Demonstrate an ability to apply the theories and principles of human development, human interaction, cultural diversity, and global awareness to their everyday lives.

The student must complete 18 units of study across a minimum of 3 disciplines listed below with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

INCLUDED DISCIPLINES AND COURSES:

Administration of Justice/Justice Studies (ADJ): 1, 2, 3, 4, 5, 8, 9, 13, 14, 15, 30

Administration of Justice/Law Enforcement (ADJ): 6, 16, 18, 20, 21, 22, 23, 25

Anthropology (ANT): 1, 2, 3, 4, 5, 6, 7, 8, 10, 21

Communication Studies (COM): 1, 1H, 2, 3, 5, 6, 9, 9H, 12, 13

Early Childhood Education (EAR): 19, 20, 25, 28, 33, 40, 42, 43, 47

Economics (ECO): 4, 5, 6, 7, 7H, 8

Geography (GEG): 2, 3, 4, 6

Guidance (GUI): 47

History (HIS): 1, 2,

Human Services (HMS): 4, 5, 6, 7, 8, 13, 14, 16, 18, 19

Library Science (LIB): 1

Political Science (POL): 1, 1H, 2, 2H, 3, 4, 4H, 5, 6, 7ABCD, 8, 10A, 10B, 10C, 10D, 11, 12, 13, 14

Psychology (PSY): 1, 2, 8, 9, 33, 35

Sociology (SOC): 1, 1H, 2, 3, 10, 12, 15, 20, 22, 25, 45



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Agenda Item (IV-B-2)

Meeting 5/7/2013 - Committee/Regular Board

Agenda Item Committee - Teaching and Learning (IV-B-2)

Subject Presentation of Annual 2012 Report for the Office of Economic Development

College/District District

Information Only

Background Narrative:

As the business development component of Riverside Community College District, the Office of Economic Development partners and collaborates with community stakeholders to provide business development and career training services for the economic growth and diversity of our region. This annual report outlines the work being done in the last year with information on newly-created jobs, jobs saved, specific services offered at no cost or minimal cost, and the generation of millions of dollars in new capital and new sales.

Prepared By: Ray Maghroori, Provost/Vice Chancellor, Educational Services
 John Tillquist, Associate Vice Chancellor, Economic Development

Attachments:

[OED Annual Report 2012](#)
[OED Presentation for Annual Report](#)



Fueling Economic Growth

Workforce Development

Creating Jobs

**Creating
Solutions**

RCCD Office of Economic Development

2012 Annual Report

Contents

The mission of Community College Economic Development programs is to advance California's economic growth and global competitiveness and to work with representatives of business, labor, and professional trade organizations to explore and develop new alternatives for assisting incumbent workers.

From the California Education Code §88500

page 3	Message from the Associate Vice Chancellor
5	Executive Overview
8	Performance and Results
19	Sponsors and Stakeholders



Message from the Associate Vice Chancellor

The past four years have been challenging. Over four million workers in the U.S. are chronically unemployed, housing is still underwater for many homeowners, and major cuts loom for city, state and federal budgets. I am proud that Riverside Community College District has led the way in these tough times for many new businesses to open, for existing businesses to get access to new markets and to get government contracts. We have helped create 196 new jobs and to save another 353 this year alone.

As the business development and public outreach arm of the Riverside Community College District, we are committed to collaborating and partnering with community stakeholders to provide an array of business development and career training services empowering the economic and social life of our region. Most of the services we offer are at no cost and are of great benefit to workers and their businesses, to cities and counties, and to our region overall. Working with \$5 million dollars in federal and state grants, this year we have been able to help local businesses grow over \$79 million dollars in new capital and \$36 million in new sales. With a return on investment of 20-to-1, this is a tremendous success.

Our ability to create living wage jobs, to develop a broad base of diversified businesses, and to leverage our region's culture of public-private collaboration has served to weave together many of the disparate resources in our region to provide our clients with unparalleled assistance and support for their growing businesses.

So I am pleased to provide you with a look at the progress we have made in the past year. I hope that you will find the report informative and helpful.

There is much more to be done. There are many businesses and under- and unemployed workers that need help. With your help in spreading the word, we can bring our services to even more of our region's workers and businesses. It is our stakeholders like you that are our best evangelists and our strongest advertising.

- John Tillquist

The Office of Economic Development

What We Provide

- ▣ Workforce retraining
- ▣ Technical skills development
- ▣ New business support
- ▣ Network of service resources

Services

- ▣ Giving local businesses training and counseling on:
 - Management and Employee Skills
 - Manufacturing Processes
 - Workforce Training
 - Starting a Business
 - Accessing Financial Capital
 - Technical Skills

Target Industry Clusters

- ▣ Logistics and Goods Movement
- ▣ Nursing and Health Care
- ▣ BioMed and High Tech Start Ups
- ▣ Light Manufacturing
- ▣ Green Businesses
- ▣ Suppliers to Government Procurement

Follow us on



Executive Overview

Grants

- \$339,902 for California State Trade and Export Promotion (Center for International Trade Development)
- \$254,000 for workforce training to manufacturers in Corona, Riverside, Norco, Moreno Valley and Perris
- \$428,000 Responsive Training Fund grant for workforce training
- \$838,248 for Southern California Logistics Training grant
- \$343,246 in Small Business Job Bill funding from the State of California

AT A GLANCE

New Capital for Clients	\$79,764,719
Clients Served	814
New Businesses Started	6
New Jobs Created	196
Jobs Retained	353
Clients Trained	9,241

Significant Events

- Creation and validation of the Index of Post-Industrial Innovation
- Execution of a National Science Foundation grant created three new courses in Logistics and articulation pathways to California State University
- Creation of new on-line video forums helping start-up businesses
- Hosting of California pavilions at China Medical Equipment Fair; Expo Hospital in Santiago, Chile; Hong Kong Wine & Spirits Fair
- Partnership with County of Riverside and the Tech Coast Angels to create the *Riverside County Innovation Alliance*
- New 25-seat classroom at the Corona office site
- “Power of Innovation” event at City of Riverside’s Long Night of Arts and Innovation
- Outreach event for service-disabled veteran-owned small businesses in collaboration with Jet Propulsion Laboratory
- Funding, development, and implementation of the Supply Chain Technology Laboratory at Norco College

YEAR IN

CalGRIP Grant awarded to fund computer skills training

Foundation of InSoCal Connect

Creation of Rehabilitation Instructor Training

Award of \$2.5M US SBA State Trade and Export Promotion (STEP) Grant

Cash sponsorship exceeds \$150,000

9th Annual Veterans' Business and Economic Summit at Corona City Center



July

August

September

October

November

December

SBIR/STTR Grant Writing Workshop



Customized Training Solutions awarded \$204,000 grant



Over 230 entrepreneurs and businesses attend Funding The Big Idea Annual Conference at Riverside Convention Center



REVIEW



New TriTech satellite office opened in Temecula & Murrieta

Awarded \$838K grant for workforce training and certification



Three new courses in Supply Chain Management created for Norco College

OED formalizes the Innovation Alliance with the County of Riverside and the Tech Coast Angels capital group

Introduction of the Innovation Index at Riverside Chamber

YEAR IN REVIEW

January

Awarded \$254K grant to provide manufacturing workforce training

February

Start of monthly Freestyle Forums with free "meet the experts" sessions

March



April

Organized California representation and companies to the 2012 CeBIT conference in Germany

May

"Managing Your Innovation" conference with Metropolitan Water District

June



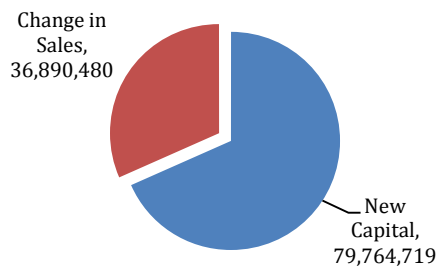
Performance and Results

The Office of Economic Development integrates five major centers and eight on-going grants into a center for workforce training, business development, incumbent worker training, personal and vocational courses, and regional economic growth. We offer one-on-one client counseling to help business owners to expand opportunities. We offer workshops and web-based seminars to keep clients informed and up-to-date. We have two major annual conferences for clients, professional service providers, and customers to meet, network, and discover. We also provide in-bound and out-bound international delegations to match businesses with foreign markets, suppliers, and partners.

The business development centers – the TriTech Small Business Development Center, the Procurement Assistance Center, Customized Training Solutions and the Statewide Center for International Trade Development – work directly with businesses and employees. Our Community Education department provides affordable vocational and personal development courses for local residents. “Young At Heart”, our senior citizen education program, offers personal enrichment and educational training for clients over 55 years of age.

On the following pages are individual reports for each of these programs for 2011 and 2012. Some programs, like TriTech and the Procurement Assistance Center, operate on calendar-based performance years while other programs operate on July-June fiscal years.

New Client Revenues 2012 Office of Economic Development



TriTech Small Business Development Center

The TriTech SBDC is a Small Business Development Center focusing on fast growth firms. TriTech offers consulting to entrepreneurs and businesses looking for go-to-market strategies that will accelerate the growth of their enterprise. TriTech has a team of subject matter experts assisting small businesses with funding presentations, strategies for securing equity capital and debt financing, plus providing high level referrals to service providers and resources that give companies a competitive advantage.



“TriTech is the catalyst for economic development in our region by assisting, educating and connecting high impact companies.”

Mark Mitchell, Director

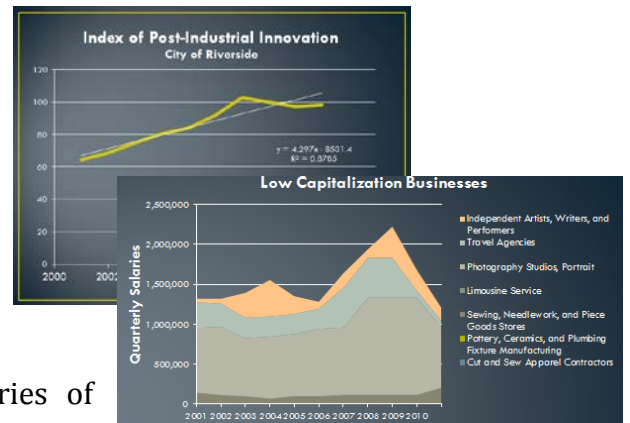
- Economic Impact 2012
 - 123 long-term clients served
 - 9 new business startups
 - \$53,542,272 in new capital for clients
 - 246 new jobs created
 - 353 jobs retained
 - 3,345 counseling hours
 - 327 clients counseled
 - 15 training events
 - 516 attendees trained
 - \$10,668,033 in change-in-sales for client companies
 - 181 new clients

- TriTech awarded \$343,246 for a two-year period from the U.S. SBA Jobs Bill Grant to provide technical assistance and training to regional startup companies and entrepreneurs.

- Hosts the annual funding forum ‘Funding the Big Idea’, the Inland Southern California conference for high-growth business startups.

- In 2011, the event brought in 238 attendees, 80 entrepreneurs and 25 angel investors.
- There were four finalists selected from the Speed Dating program and the first place winner awarded \$1000 in cash and \$19,850 in services, followed by 2nd place \$11,505 in services, 3rd place \$6,200 in services and 4th place with \$2,250 in services.
- The 2011 forum was preceded by a webinar on Funding Strategies that brought over forty attendees
- In 2012 TriTech established Murrieta and Temecula satellite operations in addition to the Riverside, Corona, and Irvine operation centers

- Developed and implemented new economic development measurement, the Index for Post-Industrial Innovation. Interest by the County of Riverside, the City of Riverside, and the City of Temecula in using the index to track and compare regional innovative performance



- Hosting monthly “Freestyle” events, a series of informal meetings between entrepreneurs and local service providers such as lawyers, accountants, and marketing experts
- Created video series on professional service providers for entrepreneurs, broadcast on Riverside Public Access and available on TriTech’s video library
- Memorandum of Understanding executed with the County of Riverside, TriTech SBDC, and the Tech Coast Angels to establish the **Riverside County Innovation Alliance**
- Working with UCR, Temecula, Murrieta to establish **InSoCal Connect**, a joint city-higher education collaboration to foster business development
- A centerpiece event at the City of Riverside’s “Long Nights of Art and Innovation”, TriTech’s “Power of Innovation” included 8 fast pitches by Inland Empire entrepreneurs, 3 dynamic TedX style presentations, and a deal review similar to the TV show Shark Tank

Customized Training Solutions

Customized Training Solutions provides training and assistance for quality employee performance, state-of-the-art technology and work environment solutions to increase the capacity of Riverside Community College District's businesses to expand and grow. Customized Solutions provides tailor-made services to improve employee performance. This customized approach supports client business in today's competitive marketplace by increasing the knowledge and skill of client employees. The Customized Solutions process focuses on what people do on the job, contrasted with traditional training that focuses on what people need to learn. Customized Solutions offers clients a full-service consulting program.



“A highly skilled, well trained workforce will expand and sustain the region’s economy.”

Robert Grajeda, Director

- Created three new Supply Chain Technology courses at Norco College that are articulated to Cal Poly Pomona, and funded RCCD JFK Middle College HS to bring HS seniors to enroll in these courses at Norco College and provided 50 of these students a guided tour to Sketchers facilities in Moreno Valley
- Funded the development and implementation of a Supply Chain Technology Laboratory at Norco College
- Worked with RCC Nursing to develop and deliver fee-based, credit -bearing contract classes to Kaiser Permanente
- Awarded \$838,248 in funding from Southern California Logistics Training grant to provide workforce training and placement services. In 2012, the results included:
 - Logistics employment training for displaced and underemployed workers in the local region, including 15 returning veterans.

- 794 of 970 participants received 96 hours of Logistics employment training from Customized Training. 254 passed the Certified Logistics Technician test and received national Manufacturing Skills Standards Council certification
- 398 participants were referred for hire at employers including Schneider Logistics, Ralphs distribution centers, Petco, Walgreens, Penske Logistics, and others. 298 participants were placed in new jobs by Customized Training Solutions over a 2 year period of this grant.
- Provided computer skills training to 60 at-risk youth under Customized Solutions' CalGRIP grant in partnership with Riverside County Workforce Development Board
- Trained 6,818 workers in job skills, technical skills, managerial skills, and technology training
- Awarded a \$428,000 in 2 Responsive Training Fund grants from the State Chancellor's Office to serve 30 manufacturers in Corona, Norco, Riverside, Moreno Valley. Partners include the City of Corona, Riverside County WIB, Corona Mfg Technology Council, San Bernardino Community College District and El Camino College
- Partnered with City of Moreno Valley, Sketchers', Walgreens and Ryder Logistics operations managers to create customized workforce training for jobs in automated distribution centers in the Moreno Valley area
- Worked in partnership with Norco College and Mt San Jacinto College to create a model to offer academic credit, fee-based programs to industry, including an on-site degree program for a large business in Temecula.

Procurement Assistance Center

The Procurement Assistance Center (PAC) maximizes participation of regional businesses in government markets by: (1) providing businesses with an understanding of the requirements of government contracting and the marketing know-how they need to obtain and successfully perform federal, state, and local government contracts, and (2) supporting government agencies in reaching and working with the suppliers they need.



“Our mission is to help local businesses seeking to pursue, complete and successfully perform contracting and subcontracting opportunities with federal, state and local government.”

Julie Padilla, Director

- Economic Impact 2012
 - 487 active clients, including 61 woman-owned, 27 service-disabled veteran-owned, and 84 minority-owned small businesses
 - 25 sponsored outreach events
 - 3,957 attendees
 - 232 new contracts to clients
 - \$26,222,447 in new contracts to clients
- The PAC hosts the annual Veterans Economic and Business Summit, matching local small businesses with prime contractors and government procurement officials. The Summit has been held for ten years through the RCCD PAC. In 2011, this included approximately 170 attendees and 20 exhibitors with representatives from local, state and federal government in attendance. Speakers provided information regarding how to market their businesses to the government market, how to look for business opportunities and joint ventures and partnership agreements
- In 2012 the Procurement Assistance Center launched the Mentor and Collaboration Program, providing businesses a platform for interaction, where in the first meeting seventeen businesses had the opportunity to hear

from four successful business people about proposal writing, how to market the government and how to manage service contracts

- Success Stories:
 - PAC client Premier Group (Barstow, CA; a Service Disabled Veteran Owned Small Business) received an award from Army & Air Force Exchange Service for \$1,440,000.00 to provide moving services and office supplies services
 - PAC client Rise Above Trucking, Inc. received its first federal contract award from the Department of Fish and Game for the amount of \$119,312.90

Statewide Centers for International Trade Development

The Center for International Trade Development (CITD) at RCCD provides leadership over all the CITD centers throughout California. The CITDs provide value-added services such as counseling to companies seeking export and import assistance; international business events designed to provide information and tools to help enterprises and organizations capitalize on global business; reference and referral services for specific customs, regulatory, and operational challenges; international matchmaking services to include introducing California companies to potential trading partners through overseas trade missions, hosting of inbound delegations and trade leads distribution; and assisting community colleges in internationalizing their curricula and developing specialized programs and courses in international trade.



“As global consumption shifts more towards the developing world, we have to rethink where our next customer is coming from and be prepared to serve them, opening young minds to the potential of the global economy and equipping our current workforce with the tools to succeed in the global economy are essential for economic sustainability”

Jeff Williamson, Statewide Director

- In cooperation between the Centers for International Trade Development and the California Governor’s Office of Business and Economic Development, CITD and the State Chancellor’s office awarded \$2.5 million dollar from the U.S. Small Business Administration for State Trade and Export Promotion (STEP) dollars for 2011-2012, including approximately \$280,000 to RCCD.
- Statewide leadership for the California State Trade and Export Promotion (STEP) project, which in the 2011-2012 year exceeded all project goals under budget including, serving over 800 businesses in California and generating over \$26 million in exports.
- Promoted RCCD and California businesses at *Hannover Messe* (Germany), the CeBIT conference (Germany) on international exports of information, computer, and telecommunications technologies, the “Expo Hospital” trade show (Chile), the Eco Expo Asia Trade Show (Hong Kong, Vietnam and China), the Natural

Products Expo Asia (China), and the China Medical Equipment Fair (China) to establish local strategic partners and to facilitate future trade missions to the region. This included local companies such as:

- **International Immunology Company** of Murietta and eight other medical equipment companies;
- **KPI Ultrasound**, a Riverside CA based company, exhibited in the Expo Hospital trade show, alongside 6 other California medical products companies and participated in matchmaking meetings arranged in Chile;
- **Pacific Consolidated Industries** (PCI Gases), a Riverside-based manufacturer of gas purification equipment, was provided support to participate in the MEDICA trade show in Duesseldorf, Germany, the world's largest medical equipment trade fair. The meetings at MEDICA were part of a set of marketing activities that are projected to result in \$500,000 in on-going and new business in the coming year, which helps support more than 50 employees at its manufacturing plant in Riverside;
- **Harvest 2000**, a Riverside-based company making seasonings for Chinese food, joined eight other California companies to attend the Natural Products Expo in China.

CITD Director Jeff Williamson worked with the Brookings Institution in the Living Cities Collaborative meeting in Washington, DC and is part-time member of the Governor's Office of Business and Economic Development (GoBIZ). Jeff was also recently appointed to the Advisory Committee for the University of Southern California (USC), Center for International Business Education and Research (CIBER).

Community Education

Community Education provides vocational and personal growth courses for workers, community residents, and retirees. Programs and courses for senior citizen education are free to qualified residents, with costs of the courses covered by state appropriation of not-for-credit classes. Community Education also offers fee-based courses in a variety of forms and subjects. These community education programs and the quarterly catalog are well recognized and received by the community.



“Our mission is to offer opportunities designed to enrich peoples’ lives through vocational and personal growth learning programs and experiences.”

Cyndi Pardee, Community Education Supervisor

- Young@Heart program received a \$25,000 grant from the Riverside Community Health Foundation to fund senior citizen health & activity classes during November and December of 2010. This funding provided 23 classes to 477 seniors in the Riverside area.
- Annual results

Community Education

YTD Income: \$570,598
Net Income: \$11,686
Students Registered: 4,019

Young@Heart

Students: 749 in current term
Classes: 23 ending in August

Events @ The Office of Economic Development

Color Guard at Veterans' Business Summit



SBIR / STTR Workshop



Graduating Class in Logistics



Workforce Training at PlyGem

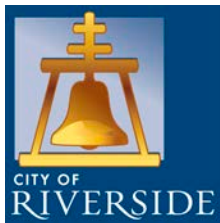


Free Mentoring for Entrepreneurs

"Speed Dating" - Meet the Investors



Sponsors and Stakeholders



Riverside Community College District

BOARD OF TRUSTEES

Virginia Blumenthal, President

Janet Green, Vice President

Samuel Davis, Secretary

Mary Figueroa, Trustee

Nathan Miller, Trustee

Noemi Jubaer, Student Trustee, 2012-13

Chancellor Gregory W. Gray





Fueling Economic Growth

Workforce Development

Creating Jobs

**Creating
Solutions**

RCCD Office of Economic Development

2012 Annual Report

Our Mission

The mission of Community College Economic Development programs is to advance California's economic growth and global competitiveness and to work with representatives of business, labor, and professional trade organizations to explore and develop new alternatives for assisting incumbent workers.

From the California Education Code §88500

Creating Local Jobs and Growing Business

Workforce Training

Business Development

Technical Skills

Business Startup

Professional Training

Sources of Funding

FUNDING

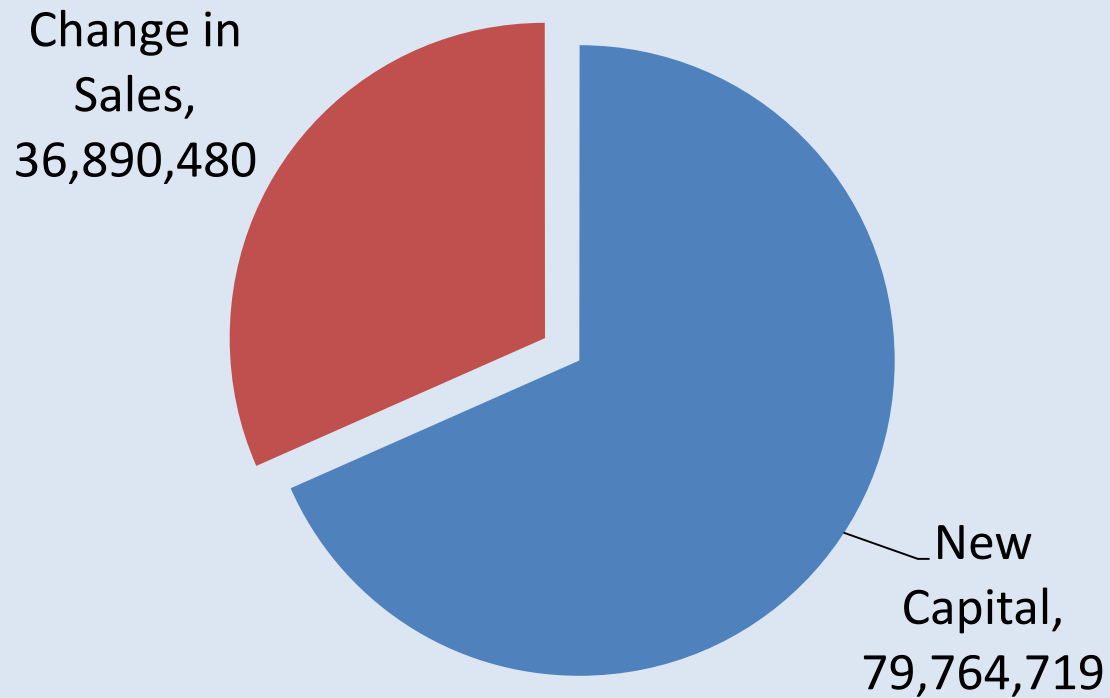
\$339,902	California State Trade and Export Promotion
\$254,000	Workforce Training
\$428,000	Responsive Training Fund
\$838, 248	Southern California Logistics Training grant
\$343,246	Small Business Job Bill
\$300,000	Department of Defense
\$295,000	US Small Business Administration
\$160,000	Business Sponsorship
\$365,000	In-Kind Sponsorship
\$657,875	Fee-Based Programs

Annual Performance Results

AT A GLANCE	
New Capital for Clients	\$79,764,719
Clients Served	814
New Businesses Started	6
New Jobs Created	196
Jobs Retained	353
Clients Trained	9,241

Funding Business Growth

New Client Revenues 2012 Office of Economic Development



RCCD's Business Connection



Academic Support

- Logistics and Supply Chain Management
- RFID Laboratory
- Articulation
- Curriculum Development

Events



The Team

CENTERS



**Mark
Mitchell**

TriTech SBDC



**Robert
Grajeda**

Customized
Training
Solutions



**Julie Ann
Padilla**

Procurement
Assistance
Center



**Jeffrey
Williamson**

Statewide
International
Trade
Development



**Cyndi
Pardee**

Community
Education

Current & Upcoming Events



VIP
Luncheon
Riverside
Auditorium

TriTech
Annual
Conference



May 30 Naval Surface Warfare Group Conference

Oct 10 Riverside Long Night of Arts & Innovation

Nov 8 Veterans' Business Summit Conference



MORENO VALLEY COLLEGE

Riverside County Regional Medical Center and Kaiser – Clinical positions for our Physician’s Assistant Program

Moreno Valley Chamber of Commerce’s Board of Directors: Dr. Sandra Mayo

Recent activity: Fall 2012 Business Expo, annual installation event, Board meetings and monthly mixers

Moreno Valley Hispanic Chamber of Commerce’s Board of Directors: Dr. Greg Sandoval

Recent activity: Monthly mixers, Board meetings, Cinco de Mayo Community celebration

Moreno Valley Black Chamber of Commerce:

Recent activity: Monthly mixers and annual gala event; Moreno Valley College recognized as a community partner



MORENO VALLEY COLLEGE

City of Moreno Valley Community Leadership Training Program

Graduates: Dr. Greg Sandoval (2011), Ms. Eugenia Vincent (2012),
Dr. Sandra Mayo (2013)

Moreno Valley Noon Rotary: Dr. Sandra Mayo

The President also speaks for local business groups and attends meetings with local business officials

Working with Moreno Valley Unified, Val Verde Unified and Nuview Bridge Academy



Career & Job Fairs

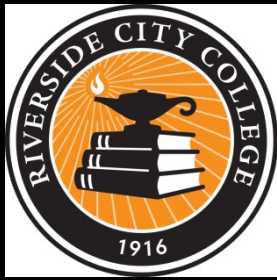
Over 70 employers & community partners and 1,800+ documented student interactions

Adecco	Home Depot	Riverside Sheriff
Aerotek	Horace Mann Insurance Co	Riverside Superior Court
Aflac	IBEW Local 440	Sam's Club
Air Force Recruiting Service	Iron Workers Local 416	Securitas
Air Force Reserve	Iron Workers Local 433	SMWIA Local 105
Air National Guard	IRS	So Cal Cement Masons Apprenticeship Local 600 & 500
Alternatives Unlimited	Knowledge Universe	So Cal Sheet Metal JATC
Altura Credit Union	LA/Ontario International Airport	Southern CA Regional Banking Recruiting
Amtrak Rail Transportation	Labor Ready	Technical Employment Training
Avante-Garde Foster Family Agency	LAPD	TEKsystems
Avon	Los Angeles World Airport Police	The Art Institute of CA
Barbeques Galore	Lowes	The Pampered Chef
California Conservation Corps	Mary Kay	Think Together
Cambrian Homecare	Masonry Industry Training Association	United States Border Patrol
Cardinal Health	NSWC Corona	Unlimited Services Building Maintenance
Cement Masons Union Local No. 500	Odyssey Healthcare	UPS
ChildCare Careers	Painters & Allied Trades DC 36	US Army
City of Los Angeles Fire Dept	Pavement Stripers Apprenticeship	UTC Aerospace Systems
Contemporary Services Corp	Primerica Financial Services	Vektor Marketing
Converse	Radio Shack	Visterra Credit Union
FedEx Smart Post	RCOE	Western Southern Financial Group
Global Economic & Workforce Development Coalition	Riverside County Flood Control	
Home Depot	Riverside Medical Clinic	
	Riverside -San Bernardino Co. Indian Health	



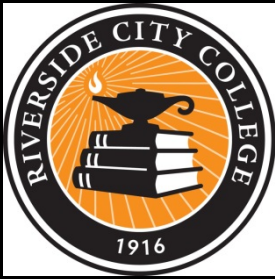
Business/Service Organizations

- Greater Corona Valley Chamber of Commerce
- Norco Area Chamber of Commerce
- Eastvale Chamber of Commerce
- Greater Corona Hispanic Chamber of Commerce
- Transportation NOW Coalition
- Soroptimist International of Corona
- SR-19 and I-15 Corridor Improvement
- United Way



RCC Business Partnerships

- Air Care USA, Inc.
- Advanced Weldtec, Inc.
- Apple Computer
- A-Z Printers
- Bank of America
- Boeing
- California Pizza Kitchen
- Canyon Crest Athletic Club
- Fender USA Corporation
- Grano Welding
- Great Clips
- Hawaii Swimwear
- High Moon Studios
- Inland Printworks
- J & D Fabrication
- Merrill Lynch
- Office Depot
- Oscar Capilli Salon



RCC Business Partnerships

- Phood on Main
- Press Enterprise
- Raceway Ford
- Ralphs Grocery
- Redlands Color Lab
- Riverside Community Hospital
- Riverside Marriott Hotel
- Riverside Medical Clinic
- Riverside Personnel
- Services
- Schools First Federal Credit Union
- The SPORT Clinic
- Stater Brothers Markets
- Tower Realty
- Ulta Beauty, Store #212
- Victoria Club



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (IV-B-3)

Meeting 5/7/2013 - Committee/Regular Board

Agenda Item Committee - Teaching and Learning (IV-B-3)

Subject Presentation of Grants Office Summary Report of 2012-2013

College/District District

Information Only

Background Narrative:

In compliance with Board Policy 3280, the Grants Office will provide a summary report of 2012-2013 that includes an update to the Master Submission Schedule, a summary of grant applications submitted and grant awards received, and accomplishments on behalf of the District and its three colleges.

Prepared By: Ray Maghroori, Provost/Vice Chancellor, Educational Services
Richard Keeler, Dean, Grants
Colleen Molko, Director, Grants

Attachments:

[Grants Recognition of Excellence](#)
[Grants PPT Presentation](#)
[Grants Narrative](#)
[Master Submission Schedule](#)

District Grants Recognition: Excellence in Grant Development

Board of Trustees Presentation

May 2013

Each May, the District's Grants Office has the privilege of recognizing outstanding faculty, staff and administrators who achieve excellence for their colleges and the District through leadership in developing grants that positively enhance education for our students. Planning and writing grant projects is hard work, and while everyone who participates deserves acknowledgment, four individuals merit special attention and recognition by the Board of Trustees, the Chancellor, the Presidents, and their peers for exceptional achievement and excellence.

Norco College:

Norco College has been particularly successful in achieving major, multi-million dollar grants in recent years. And while many very talented and hardworking people are responsible, the efforts of faculty member Judy Perry, Professor of Computer Information Systems, merits particular notice. Ms. Perry has strategically planned and executed a series of the most effective program developments in recent history among our colleges. Her vision to develop gaming and new media offerings has resulted in the careful coordination of major federal grants, team leadership, and laser focus into success for students. She has envisioned her program and employed the means to actuate it.

Further, Ms. Perry is pursuing greater achievement on behalf of the college for gaming and new media that includes the National Science Foundation and its programs, leading to potential future centers of excellence. We commend Ms. Perry for her commitment to Norco College through model extramural funding that is drawing attention from many other colleges around the nation. We look forward to what she will achieve in her next phase of STEM grants.

Riverside City College:

RCC's School of Nursing has traditionally received large amounts of grant funding to develop and expand its Associate Degree in Nursing (ADN) Program. However, in recent years, grant funding for nursing education available through state and federal sources has been tapering off, mostly due to a temporary reduction in the shortage of nurses that has been caused by the recession. Despite this development, sheer persistence and determination on the part of Dr. Sandy Baker, Dean of the School of Nursing, and faculty member Tammy Vant Hul, Associate Professor of Nursing, have yielded much needed grant funding. We recognize their outstanding efforts, as their combined talents, dedication and team work has led to repeated grant victories against significant odds.

Dr. Baker and Ms. Vant Hul contributed their vision and expertise to a major federal grant, the Nurse Education Practice, Quality and Retention Program, which, if funded, would introduce inter-collaborative health care practices among multiple partner colleges, universities and medical facilities. While the results of that federal grant are still pending, this team persists in finding resources to fund innovation and excellence within the School of Nursing.

Dr. Baker has also had noteworthy success in advocating for and receiving Enrollment Growth funding through the State Chancellor's Office and Song Brown funding through the Office of Statewide Health Planning and Development. Although these grants are rarely acknowledged in our institution because they have become so familiar to us over the years, they are powerful funding vehicles that have expanded the capacity of the ADN program and provided academic support to students to enhance their success. Of particular significance, RCC's School of Nursing was notified in February that it had not only won the two Song-Brown nursing grants submitted, but that each of its applications was ranked number one in the state in its respective category among all colleges and universities in the competition. These newest awards alone provide \$325,000 in funding over a two-year grant period.

In summary, we wish to recognize Dr. Baker and Ms. Vant Hul and applaud them for their determination and leadership to bring grant funds and singular excellence to RCC's School of Nursing.

Moreno Valley College:

It is a special pleasure to recognize our final recipient, Mr. Julio Gonzalez, Director of the Middle College High School program. Much was asked of Mr. Gonzalez, and he delivered not just once, but twice, in back-to-back competitions.

The state has been reducing the number of grants offered for middle college high schools. This program has been a staple for Moreno Valley College for approximately 15 years, and Mr. Gonzalez had the responsibility to re-apply for 5-year funding for this important program that assists at-risk high school students who take classes at the college. There were high stakes involved, and we were aware of intense competition for the limited funds. Mr. Gonzalez worked in a highly focused manner without fanfare, seeking near perfection of his project proposal, and the grant was re-awarded to Moreno Valley College.

However, much more was subsequently asked of Mr. Gonzalez. Moreno Valley College decided to apply for the Upward Bound Math and Science competition, notoriously competitive and difficult to acquire and a favored grant by major universities, such as the University of California at Berkeley. Mr. Gonzalez knew that he would need to achieve near perfection to receive the first ever Upward Bound Math and Science grant in our entire institution. Through team work and the generous support of colleagues, Mr. Gonzalez achieved the unbelievable, scoring 110 of 110 possible points and becoming one of the few new Upward Bound Math and Science grants awarded in the entire country. This is a man who defied the odds and brought home grants that will change the lives of current and future Vista Del Lago High School students for years to come so that they will have the opportunity to go to college and now have the

opportunity to succeed in science and mathematics. We commend Mr. Julio Gonzalez for selflessly offering so much of his skill and talents for others and placing Moreno Valley College among the titans of higher education institutions nationally. He has brought much credit to Moreno Valley College and to the District, and hundreds of students who previously did not have the opportunity to succeed will value these programs and credit them as the foundation for their careers. Mr. Gonzales, you have inspired all of us.

The accomplishments of these four individuals demonstrate how individual determination and perseverance to acquire critical funding resources can change the future of our colleges, our District, and our students.

A blue decorative graphic consisting of a horizontal bar with a gradient from light blue to dark blue, and a curved, glowing blue shape on the right side.

Riverside Community College District Grants Office

Significant Accomplishments in 2012-13
Annual Comprehensive Report to the
Board of Trustees

New State Grant Process

- 'Doing What Matters for Jobs and the Economy Initiative' launched
 - ◆ Regional, coordinated approach to grants development
- Priority Sectors Selected
 - ◆ Health Care
 - ◆ Advanced Manufacturing
 - ◆ Global Trade and Logistics
 - ◆ Small Business

New State Grant Process

- Emergent Sectors Selected
 - ◆ Advanced Transportation & Renewables—Utilities/Energy
 - ◆ Information & Communications Technologies/Digital Media
- Grant applications represent needs and capacity of the region
- Desert Regional Consortium is regional entity
- Two grant awards acquired to date

Significant Accomplishments

- 2012-13 Requests Submitted to date: \$8,477,483
- Of the requests, \$3,439,512 has been awarded
- Additional \$6,852,694 awarded this year from submissions made in 2011-12
- Institutional Advancements
 - ◆ Creating a culture of grant making

Riverside Community College District Office of Economic Development

New Grant and Contract Awards

- \$950,216 in Employment Training Panel (ETP) funding to provide various types of training to incumbent workers
- \$145,480 through the U.S. Small Business Administration's State Trade and Export Promotion Pilot Grant to:
 - ◆ Increase the number of small businesses exporting
 - ◆ Increase the value of exports for small businesses

Riverside Community College District

New State Awards

- Sector Navigator for Global Trade and Logistics awarded to OED and key talent Jeff Williamson to provide leadership statewide aligning CTE programs in the community colleges with the state's industry/business community - \$372,500
- Regional Consortia Chair awarded to RCCD and Julie Pehkonen to provide leadership to the Inland Empire/Desert Region - \$220,000

Moreno Valley College

Science, Technology, Engineering and Math

New Upward Bound Math and Science Award with score of 110 of 110

- \$1,250,000 over 5 years and first UB M&S grant awarded in our District to:
 - ◆ Provide academic support services to 60 Vista Del Lago High School Students to prepare them in math and science fields and to succeed in postsecondary education

Moreno Valley College

Student Success

New Award

- \$100,000 each year of 5 years awarded to the Middle College High School program by the State Chancellor's Office
 - ◆ Serves at-risk students on campus
 - ◆ Highly competitive grant; MVC is one of a few funded in the state

Norco College

Science, Technology, Engineering and Math

Pending Request - NSF ATE Application

- \$874,220 requested over 3 years to support improving gaming technician education and student preparation for STEM gaming careers

The grant would:

- ◆ Encourage students to learn and apply professional, interpersonal, business, and entrepreneurial skills to enhance employment opportunities

Norco College

Student Success

Upward Bound Grant Awards

- 3 Upward Bound requests totaling \$4.1M awarded
 - ◆ Renewal of programs at Norte Vista and Centennial High Schools
 - ◆ Funding for new program at Corona High School
 - ◆ Norco is a leader in Upward Bound; these are highly competitive grants open to all colleges and universities

Riverside City College

School of Nursing

Pending Request

- \$1,458,751 Request of HRSA NEPQR to
 - ◆ Develop inter-collaborative practice content into the ADN curriculum with college, university and healthcare partners
 - ◆ Integrate structured collaborative experiences into clinical rotations
 - ◆ Establish a model community college Health Promotion Center to serve low-income/underserved in community
 - ◆ Sponsor inter-professional traveling healthcare teams in community

Riverside City College

Science, Technology, Engineering and Math

Pending Request

- \$100,000 with UCR to NOAA's Environmental Literacy Grant program to broaden pipeline of secondary students into higher education

Riverside City College

Student Success

Renewal Award

- \$1,312,500 for Upward Bound
 - ◆ Renewal funding for program at Rubidoux and Jurupa Valley High Schools

Riverside City College

Student Success

New Award

- \$249,672 over 2 years through the Student Mental Health Program, which funds:
 - ◆ Faculty and staff training
 - ◆ Peer-to-peer support
 - ◆ Suicide prevention

Riverside City College

Arts and Humanities

New Award

- NEH through Muslim Journeys program provided a selection of resources to introduce readers to:
 - ◆ Diverse perspectives on people, places, histories, beliefs, practices and cultures of Muslims in the U.S. and around the world

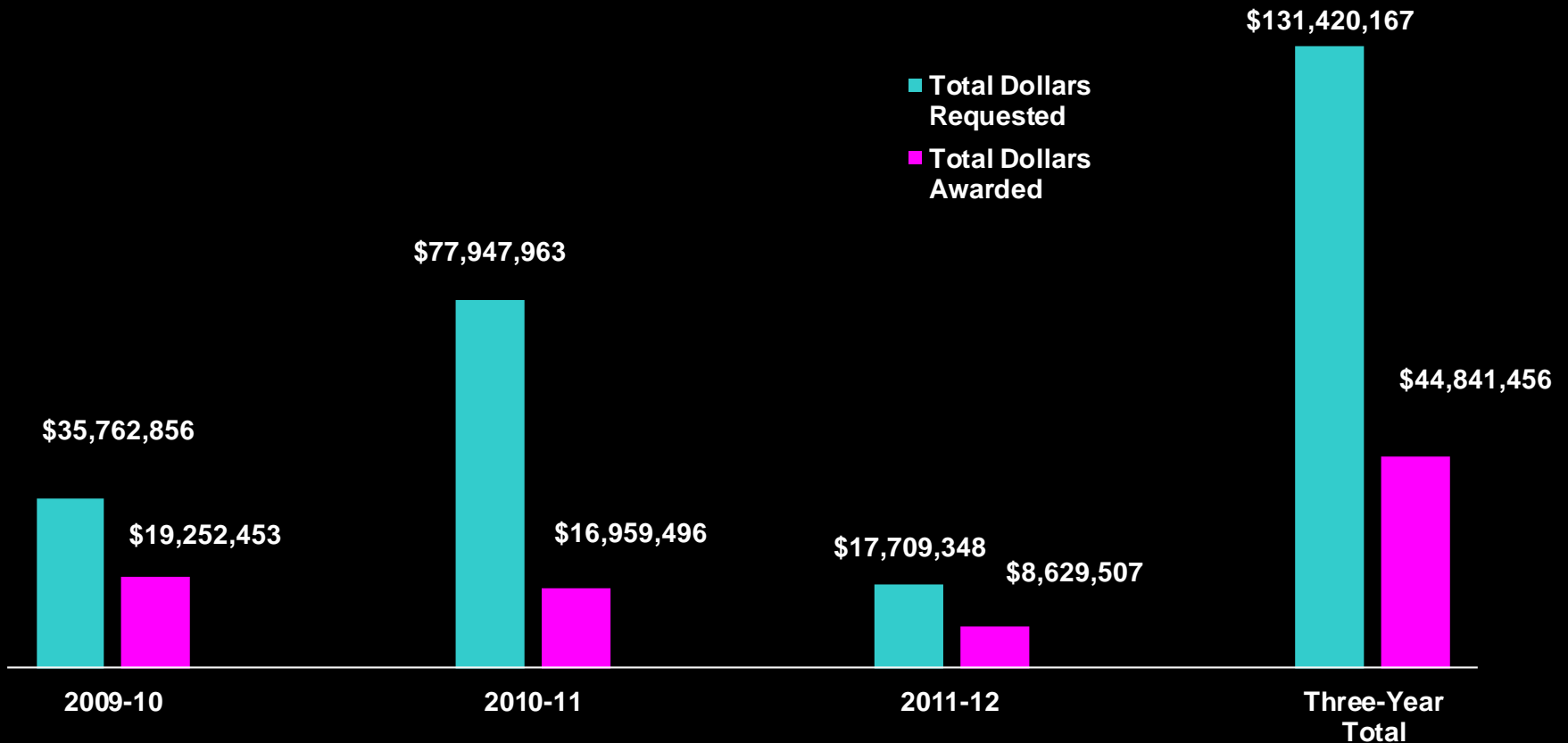


Grants

Acquisition Success

A Three-Year Overview

Riverside Community College District



Total Dollar Value of Grants Currently in Operation

- RCCD Aggregate - \$52.8 million
- District - \$4.6 million
- Moreno Valley College - \$13.2 million
- Norco College - \$20.9 million
- Riverside City College - \$14.1 million

Questions?

Outstanding Achievement in Grants Development

- Background
- Presentation of the Awards

**RCCD Grants Office
Summary of Work and Accomplishments
And District-Wide Grant Awards
2012-13**

For many years, the Grants Office has supported institutional efforts to enhance the learning environment for students through the acquisition of public and private grants and the provision of training, consultation and technical assistance services in support of grant management and compliance. The Grants Office continues to align the articulated strategic needs of each college with grant acquisition strategies. Each May, the Grants Office provides a comprehensive report to the Board of Trustees on the major accomplishments of grants in our district by our office and on the overall grant accomplishments of the District as a whole. The following report is a summary of the most significant work performed and accomplishments achieved by the Grants Office and the District at large thus far in the 2012-13 academic year as it relates to the strategic initiatives detailed below.

District-Wide Accomplishments and Initiatives

Grants requests submitted this academic year to date (as of April 16th) total \$8,477,483; these represent requests that have been made by all three colleges and the District, including the RCCD Foundation. Of these requests, \$3,439,512 has been awarded and another \$2,537,971 in requests is still pending. An additional \$6,852,694 in awards was received this year from submissions made in 2011-12.

New State Grant Process

This year, in response to changes made in the 2012 legislative session, the State Chancellor's Office introduced its new "*Doing What Matters for Jobs and the Economy*" initiative, which is intended to address the skills gaps in California and improve the state economy. The initiative introduced sweeping changes in the way our colleges apply for grants, namely, it requires that we address workforce needs and training through a regional, coordinated approach.

Funding available for our region (the Inland Empire/Desert Region) through the Division of Workforce and Economic Development will only support our region's identified priority and emergent sectors. By consensus, our region identified healthcare; advanced manufacturing; and global trade and logistics as its priority sectors. Advanced transportation and renewables; and information and communications technologies/digital media were identified as emergent. In addition, small business is a priority for all regions in the state.

In order to be competitive, grant applications must now respond to the requirements of the new initiative by representing the needs and capacity of the constituencies within the region for which the application is being made.

The District Grants Office began participating in the planning meetings of the DRC as early as last September in order to represent RCCD and position us well to compete for funding within the new structure. To date, RCCD has submitted two applications under the new initiative, one

for the Regional Consortium Chair grant and another for the Sector Navigator, Global Trade and Logistics and received awards for both. Together these awards provide \$592,500 in funding for fiscal year 2013-14, each with the potential of four additional years of funding, contingent upon satisfactory performance.

Early in the academic year, we met with incoming College Presidents, Dr. Sandra Mayo at Moreno Valley, and Dr. Paul Parnell at Norco, to welcome them and provide them with an orientation of institutional advancement at RCCD.

Institutional Advancements

Grants Writing for Success presentations were given at each college campus. The presentations included a three-year overview of grants success at each college as well as a summary of best practices in grant development, which was intended to increase competitive readiness for future grants. The presentations were scheduled during the college hour to encourage faculty participation, and arrangements were made to provide FLEX credit to those who attended. Our Office also provided grants management training throughout the year on all campuses as well as a *Grants Writing 101* workshop at Riverside City College's Fall FLEX Day. Colleen Molko, Director of Grants, attended the 46th Annual Council for Resource Development conference in Washington, D.C. and presented information of interest to the District Academic Cabinet at its December meeting. In October, our Office published a Federal Funding Outlook brief, which was distributed to the administrative leadership to inform them of legislation with the potential to impact the availability of grant funding in 2013.

Preparation for TRIO Student Support Services Grants

Representatives of all three colleges attended preliminary TRIO Student Support Services meetings our Office coordinated to begin planning in anticipation of a competition in 2014. It is anticipated that as many as 8 applications will be submitted; this is double the number submitted in 2009. Collectively they include 4 renewals, and 4 new applications; of the new applications, one would provide services to students with disabilities, and two applications would focus on STEM. The goal of beginning development efforts this far in advance is to maximize our potential success in this important competition. We are pleased that this approach represents the principles of Best Practices in Grants Development as adopted by the Board of Trustees in January 2011 by a resolution.

Established Employee Recognition program

Last year, the Grants Office established an Employee Recognition Program, whose purpose is to acknowledge the outstanding contributions of individuals who have invested so much of themselves and their time to excel in the area of resource development. This year, our Office is privileged to recognize four exceptional individuals for their efforts in 2012-13, representing all three colleges.

District Grants

Economic Development

In January, the Office of Economic Development (OED) received \$950,216 in Employment Training Panel (ETP) funding. \$699,930 of that amount is to provide employers who provide First Responder services in the counties of Imperial, Los Angeles, Orange, San Diego, San Bernardino and Riverside with safety training for emergency situations where alternative fuel vehicles would be involved. The remainder, \$250,286, is to serve employers operating in the areas of manufacturing, goods movement, warehousing, transportation/logistics and technology/IT in the counties of Imperial, Orange and Riverside. The performance period runs from January 28, 2013 through January 27, 2015.

The Chancellor's Office made an award of \$204,056 through its Responsive Training Fund (RTF) Program. This is the second RTF award OED has received, and the funding will support the training of incumbent manufacturing employees in Riverside County for companies that include aerospace vendors, pharmaceutical labs, automotive parts, food manufacturing, and nuclear and alternative energy power plants, among many others.

The Procurement Technical Assistance Program (PTAP) was granted renewal funding in the amount of \$290,547 from the Defense Logistics Agency. PTAP provides important resource information and procurement training to businesses seeking to market their goods and services to federal, state and local government.

Career and Technical Education

The Chancellor's Office awarded \$387,023 to RCCD through its Career Technical Education Pathways Initiative grant, whose purpose is to assist K-12 in building and aligning coordinated CTE pathways that lead to postsecondary programs of study to prepare students for high-skilled jobs with high wages.

In March, two applications were submitted under the new "*Doing What Matters for Jobs and the Economy*" initiative introduced by the State Chancellor's Office, and in April both were awarded. The Regional Consortia Chair grant names Julie Pehkonen in the key talent role for the Inland Empire region; in that role, she will provide leadership and coordination to the constituencies in our region in order to address workforce needs and training through a coordinated approach. The Sector Navigator for Global Trade and Logistics names Jeff Williamson in the key talent role for the state to provide leadership and support that engenders alignment between the career technical education programs of the community college system and the needs of California's business community. In May, it is anticipated that two Deputy Sector Navigator applications will be submitted, one for the Global Trade and Logistics sector, and another for the Information and Communications Technology/Digital Media sector.

The Riverside Community College District Foundation

The RCCD Foundation secured \$18,000 in funding for the Starting Blocks Aquatics program, which provides swimming, water safety and nutritional instruction at no charge to disadvantaged children, and introduces them to the many benefits derived from participating in aquatics activities. \$15,000 was gifted by the Ronald McDonald House; \$2,500 by Provident Bank Charitable Foundation; and \$500 by the Cutter Fund.

The Foundation assisted the OED in securing \$22,000 in funding to support OED's TriTech Small Business Development Center with \$10,000 from the Bank of America Foundation, and \$12,000 from Comerica.

In addition, an award was secured from Wells Fargo in the amount of \$15,000, which will be used to provide scholarships to students at each of the three colleges.

Our Office wishes to extend sincere congratulations to Amy Cardullo and the RCCD Foundation for their many accomplishments this year.

Riverside City College

School of Nursing

The School of Nursing (SON) received new Enrollment Growth funding from the State Chancellor's Office in the amount of \$611,061. These monies will expand capacity in the Associate Degree in Nursing (ADN) program by a total of 80 slots between July 2012 and June 2014.

SON also received two awards from the Office of Statewide Health Planning and Development. The \$200,000 Song-Brown Registered Nursing Education Capitation Program award will fund a portion of an ADN faculty member's salary in the 2013-14 and 2014-15 academic years in order to expand capacity in the program by 10 slots. The \$125,000 Song Brown RN Special Programs Grant provides funding for the incorporation of inter-collaborative practice content into the ADN Program curriculum.

Our Office worked extensively with SON on an application that was submitted to the Health Resources and Services Administration's Nurse Education, Practice, Quality and Retention (NEPQR) Program. If awarded, the funding would 1) incorporate inter-collaborative practice content into the curriculum, 2) integrate structured collaborative experiences into clinical rotations, 3) establish a model community college Health Promotion Center to serve low-income and underserved members of the community, and 4) allow inter-professional traveling teams of healthcare students and faculty to provide health promotion services in the community. Awards are expected to be announced before the starting date of July 1, 2013.

Science, Technology, Engineering and Math (STEM)

Southern California Edison, through the RCCD Foundation, presented Riverside City College (RCC) with a check for \$25,000 to be awarded as scholarships to students pursuing a degree in STEM.

RCC also partnered with the University of California, Riverside (UCR) in an application to the National Oceanic and Atmospheric Administration's Environmental Literacy Grant program. If awarded, RCC would receive \$100,000 to broaden the pipeline of secondary students, especially those underrepresented in the science disciplines, and to interest them in pursuing higher education opportunities in the sciences.

Student Success

RCC was awarded renewal funding for the next five years in the amount of \$1,312,500 for its Upward Bound Program, which serves the Rubidoux and Jurupa Valley high schools. Upward Bound is a program that serves students from low-income families and families in which neither parent has earned a bachelor's degree. It provides fundamental support to participants in their preparation for college entrance and is intended to increase the rate at which participants complete high school and enroll in and graduate from institutions of higher education.

RCC was also successful in obtaining funding through the California Community Colleges Student Mental Health Program, jointly sponsored by the State Chancellor's Office and the Foundation for California Community Colleges. The award provides \$249,672 over two years in support of faculty and staff training, peer-to-peer support, and suicide prevention efforts.

The college was able to secure \$75,000 through a partnership with the Riverside County Workforce Development Center, which applied for a Workforce Innovation Fund grant from the U.S. Department of Labor. The funding will support the academic success of foster youth by providing access to basic skills software.

The RCCD Foundation secured a gift of \$500 from the Riverside Community Health Foundation to support RCC's Student Health Fair.

Our Office worked extensively with RCC and its partner, California State Polytechnic University, Pomona (CPP) in developing a Title V, Developing Hispanic-Serving Institutions Cooperative Arrangement proposal titled "*Juntos Logramos: Building Pathways for Student Success*". Although the U.S. Department of Education announced that it would not hold a competition in 2013, most likely as a result of sequestration, RCC would like to continue the development process in preparation for a 2014 submission. The proposal aims to increase completion and transfer rates through three primary foci: 1) the development of articulated engineering and culinary arts curricula; 2) the establishment of a Transfer Academy and support services for students in the disciplines of STEM, culinary arts, business and the social sciences; and 3) the development of online offerings, including an advising and tutoring system.

The Arts and Humanities

The National Endowment for the Humanities, through its Muslim Journeys program, gifted the RCC Library with a selection of resources that will introduce readers to diverse perspectives on the people, places, histories, beliefs, practices, and cultures of Muslims in the United States and around the world.

Through the efforts of the RCCD Foundation, Performance Riverside has received \$60,000 in new funding: \$25,000 from the Carpenter Foundation and \$35,000 from the Riverside Arts Council.

Institutional Eligibility

The Grants Office filed an institutional eligibility application to the U.S. Department of Education on behalf of RCC. The request was approved, permitting the College to be qualified to apply for many low-income grants, including Hispanic-Serving Institutions grants offered by numerous federal agencies.

Moreno Valley College

Science, Technology, Engineering and Math (STEM)

Moreno Valley College (MVC) received the first Upward Bound Math and Science grant awarded in our District. MVC will receive \$250,000 each year totaling \$1,250,000 over five years. The purpose of the funding is to help students recognize and develop their potential to excel in math and science, to encourage them to pursue postsecondary degrees in these disciplines, and ultimately careers in the math and science professions. The Upward Bound Math and Science Program will provide academic support services to 60 students at Vista Del Lago High School to prepare the students for college enrollment and success. MVC received a score of 110 out of 110 to win this grant, a highly competitive program and a favorite of major universities nationwide. MVC was one of a very small number of new grants awarded in the competition.

Allied Health Disciplines

The Song-Brown Physicians Assistant Program awarded Base Funding to Moreno Valley College in the amount of \$120,000. The funding is to support the training of primary care physician assistants at the Physician Assistant (PA) Program at Moreno Valley College. Since 1999, the Physician Assistant Program has been committed to training primary care PAs to work in medically underserved areas throughout Riverside and Imperial counties. The Program's mission is to "serve the medically underserved," which refers to the various social and economically disadvantaged populations in the county. The goal is to provide students with multiple opportunities in both their didactic and clinical experiences to interface with medically and economically underserved populations.

The Song-Brown Physicians' Assistant Training Program Special Program in Mental Health was awarded and is providing \$99,000 from the Office of Statewide Health Planning & Development. The funding trains physician assistant graduates to work in public mental health settings. The program was developed in conjunction with the Riverside County Department of Mental Health to address the healthcare shortage of the mental health providers in the community.

The Fellowship is a full-time six month experience that requires dedication and commitment and is dedicated to educating culturally competent primary care PAs who are committed to serving underserved communities and who have demonstrated an interest in mental health care. Riverside County Regional Medical Center (RCRMC) is the program's primary clinical training site. The medical center provides an opportunity for Fellows to work in a

culturally diverse setting in an inter-professional educational environment, and the grant supports faculty to coordinate activities and data collection and analysis on program effectiveness and Fellow learning outcomes as well as some operating expenses.

The RCCD Foundation also submitted a \$25,000 request to Kaiser Permanente on behalf of the Dental Hygiene program. Kaiser awarded the program \$25,000 last year.

Student Engagement

Moreno Valley College was re-awarded a five-year grant for the Middle College High School program sponsored by the California Community College Chancellor's Office. The program will receive \$100,000 each year of five years to support and further develop the Middle College High School Program. This program is housed on-campus and serves at-risk students who are performing below their academic potential to reduce the likelihood that they will drop out of school before graduation. The Moreno Valley College renewal grant was one of very few funded in the state.

Institutional Eligibility

The Grants Office filed an institutional eligibility application to the U.S. Department of Education on behalf of Moreno Valley College. The request was approved, permitting the College to be qualified to apply for many low-income grants, including Hispanic-Serving Institutions grants offered by numerous federal agencies.

Norco College

Science, Technology, Engineering and Math (STEM)

Norco College has applied for the National Science Foundation's Advanced Technological Education (ATE) grant in the amount of \$874,220 over three years to support the overall goal of improving gaming technician education and student preparation for successful STEM gaming careers. If awarded, the program, titled the *Game Development Technician Entrepreneurial Infusion* program, would require Computer Information Systems technical students to learn and apply professional, interpersonal, business, and entrepreneurial skills in order to enhance employment opportunities. Mentored by both faculty members and industry experts/executives, this project would provide entrepreneurial education to student technicians in four different ways: (1) Industry mentorships: the entrepreneurial culture at Norco College would be enhanced via lectures by gaming studio executives and industry mentorship throughout the year; (2) Intensive boot camp: a 2-week Entrepreneurial Boot Camp each June for STEM students that are completing their gaming certificate/degree; (3) Creation of a 3-unit "Entrepreneurship for Game Developers" course cross-listed between Business and Gaming disciplines; and (4) Infusion of new curriculum into existing classes: specific modules from the boot camp and entrepreneurship class would be infused into existing game development courses. Norco College currently has 7 certificates and Associate of Science degrees in Simulation and Gaming as a direct result of the Department of Education investing resources through multiple

Title V grants. According to Ernest Adams, international game designer and author, Norco's suite of gaming technician programs are considered by the gaming industry to be the best on the west coast. With an emphasis on two-year colleges, the ATE program focuses on the education of technicians for the high-technology fields that drive our nation's economy.

Through the RCCD Foundation, Norco College has received a new award of \$25,000 in funding to provide scholarships for STEM students at the College from Southern California Edison. The College has also applied, through the Foundation, to the Green Foundation for the Phoenix Scholars program in the amount of \$25,000.

Student Services

Norco College was awarded three grants in the TRIO Upward Bound program totaling \$4.1 million. The three grants include: A continuation request for the program at Norte Vista High School for \$1,311,605 over five years; and a continuation request for the program at Centennial High School in the amount of \$1,538,390. A new request for an Upward Bound program at Corona High School was also awarded in the amount of \$1,250,000 over five years. Upward Bound grants are among the most competitive federal grants awarded by the U.S. Department of Education for postsecondary education and provide opportunities for participants, typically from underserved high schools in the region, to succeed in their pre-college performance and ultimately in their higher education pursuits. Norco College has proven to be a leader nationally in achieving in Upward Bound grants for local high school students. These grants are highly coveted by universities and colleges throughout the country.

Institutional Eligibility

The Grants Office filed an institutional eligibility application and waiver to the U.S. Department of Education on behalf of Norco College. The request is expected to be approved, permitting the College to be qualified to apply for many low-income grants, including Hispanic-Serving Institutions grants offered by numerous federal agencies.

Summary

At this time, 63 grants are in operation throughout the District with a collective award value of \$52,837,700. This value represents the total dollar amount of all awards that are currently active in the District. The period of time over which funding is made available through these awards varies from one to five years.

Master Submission Schedule for 2012-13

Agency	Opportunity	Purpose	Initiative Met	Amount	Known or Anticipated Submission Deadline	Applicant	Comments
Green Foundation		Phoenix Scholars		\$25,000		RCCD Foundation on behalf of Norco College	Submitted
Ronald McDonald House		Starting Blocks Program	Aquatics	\$15,000		RCCD Foundation	NEW ADDITION Awarded
The Office of Statewide Health Planning and Development	Song-Brown Physicians Assistant Training Program	Support the training of Physician Assistants	Allied Health	\$120,000	07/19/12	Moreno Valley	Awarded
U.S. Department of Education	Upward Bound Math-Science	To help students recognize and develop their potential to excel in math and science and to encourage them to pursue postsecondary degrees in math and science, and ultimately careers in the math and science profession	STEM	\$1,250,000	7/20/12	Riverside	Not Awarded
U.S. Department of Education	Upward Bound Math-Science	To help students at Vista Del Lago recognize and develop their potential to excel in math and science and to encourage them to pursue postsecondary degrees in math and science, and ultimately careers in the math and science profession	STEM	\$1,250,000	7/20/12	Moreno Valley	Awarded
U.S. Department of Education	Upward Bound Math-Science	To help students recognize and develop their potential to excel in math and science and to encourage them to pursue postsecondary degrees in math and science, and ultimately careers in the math and science profession	STEM	\$1,250,000	7/20/12	Moreno Valley	Not Awarded

Master Submission Schedule for 2012-13

Agency	Opportunity	Purpose	Initiative Met	Amount	Known or Anticipated Submission Deadline	Applicant	Comments
Chancellor's Office	Career Technical Education Pathways Initiative	To assist K-12 in building and aligning coordinated CTE pathways that lead to postsecondary programs of study to prepare students for high-skill jobs with high wages	CTE	\$362,696	07/27/12	District	Awarded
Chancellor's Office	Career Technical Education Pathways Initiative Supplemental	To assist K-12 in building and aligning coordinated CTE pathways that lead to postsecondary programs of study to prepare students for high-skill jobs with high wages	CTE	\$24,327	07/27/12	District	Awarded
Chancellor's Office	Responsive Training Fund	To enable colleges to provide short-term, intensive training for incumbent workers in identified Strategic Priority Areas as well as other local impact sectors	Economic Development	\$204,256	07/31/12	District	Awarded
Defense Logistics Agency	Procurement Technical Assistance Program	Provides important resource information and procurement training to businesses seeking to market their goods and services to federal, state and local government	Economic Development	\$290,547	09/02/12	District	Annual Renewal Awarded
National Endowment for the Humanities	Muslim Journeys	To provide the nation's libraries—and in turn their patrons—with a selection of resources that will introduce readers to diverse perspectives on the people, places, histories, beliefs, practices, and cultures of Muslims in the United States and around the world	Humanities	N/A	09/25/12	Riverside	NEW ADDITION Award is 25 hardcover texts and other media Awarded

Master Submission Schedule for 2012-13

Agency	Opportunity	Purpose	Initiative Met	Amount	Known or Anticipated Submission Deadline	Applicant	Comments
The Office of Statewide Health Planning and Development	Song-Brown Physicians Assistant Training Special Programs	Supports mental health fellowship opportunities for Physician Assistant program graduates	Allied Health	\$99,999	10/09/12	Moreno Valley	Awarded
The Office of Statewide Health Planning and Development	Song Brown Registered Nursing Education Capitation Program	Associate Degree in Nursing Program Expansion	School of Nursing	\$200,000	10/09/12	Riverside	Awarded
The Office of Statewide Health Planning and Development	Song Brown Registered Nursing Special Programs Grant	Incorporation of intercollaborative practice content into the Associate Degree in Nursing Program curriculum	School of Nursing	\$125,000	10/09/12	Riverside	NEW ADDITION Awarded
National Science Foundation	Advanced Technological Education - Project Category	With an emphasis on two-year colleges, the Advanced Technological Education (ATE) program focuses on the education of technicians for the high-technology fields that drive our nation's economy	Simulation and Gaming	\$874,220	10/18/12	Norco	Submitted
Southern California Edison		Provide scholarships for STEM students	STEM	\$25,000	December 2012	RCCD Foundation on behalf of Riverside City College	NEW ADDITION Awarded

Master Submission Schedule for 2012-13

Agency	Opportunity	Purpose	Initiative Met	Amount	Known or Anticipated Submission Deadline	Applicant	Comments
Southern California Edison		Provide scholarships for STEM students	STEM	\$25,000	January 2013	RCCD Foundation on behalf of Norco College	NEW ADDITION Awarded
Health Resources and Services Administration	Nurse Education, Practice, Quality and Retention (NEPQR) Program– Interprofessional Collaborative Practice	To solicit projects that create and/or expand practice environments comprised of nursing and other professional disciplines engaged in collaborative practice innovations	School of Nursing	\$1,458,751	1/25/13	Riverside	Submitted
U.S. Department of Education	Institutional Eligibility (for Title V)	Eligibility Required for Title V Program	HSI Designation	Designation Approval	01/30/13	Moreno Valley	Approval Obtained
U.S. Department of Education	Institutional Eligibility (for Title V)	Eligibility Required for Title V Program	HSI Designation	Designation Approval	01/30/13	Norco	Submitted
U.S. Department of Education	Institutional Eligibility (for Title V)	Eligibility Required for Title V Program	HSI Designation	Designation Approval	01/30/13	Riverside	Approval Obtained
Wells Fargo		To provide general scholarship support to students at all the colleges		\$15,000	January 2013	RCCD Foundation	NEW ADDITION Awarded

Master Submission Schedule for 2012-13

Agency	Opportunity	Purpose	Initiative Met	Amount	Known or Anticipated Submission Deadline	Applicant	Comments
Carpenter Foundation		To support Performance Riverside	Performance Riverside	\$40,000	January 2013	RCCD Foundation on behalf of Riverside City College	NEW ADDITION Submitted
Riverside Community Health Foundation		To support the Student Health Fair	Student Support	\$500	February 2013	RCCD Foundation on behalf of Riverside City College	NEW ADDITION Awarded
Bank of America		To support a pilot program titled RCC Guardian Scholars, a program to support emancipated foster youth	Foster Youth	\$15,000	February 2013	RCCD Foundation on behalf of Riverside City College	NEW ADDITION Submitted
Chancellor's Office	Enrollment Growth for ADN Programs	Augmentation to 2012-13 Enrollment Growth funding	School of Nursing	\$89,687	2/27/13	Riverside	NEW ADDITION Awarded
National Oceanic and Atmospheric Administration	Environmental Literacy Grant	To increase the understanding and use of environmental information to promote stewardship and increase informed decision making by U.S. educators, students, and the public	STEM	\$100,000	3/12/13	Riverside with UCR as Lead Applicant	NEW ADDITION Submitted

Master Submission Schedule for 2012-13

Agency	Opportunity	Purpose	Initiative Met	Amount	Known or Anticipated Submission Deadline	Applicant	Comments
Chancellor's Office	Regional Consortia Chair Grant	To serve as the consortia chair for the Inland Empire region	CTE	\$220,000	3/18/13	Riverside	NEW ADDITION Awarded
Chancellor's Office	Sector Navigator Package Grant	To serve as the Global Trade and Logistics Sector Navigator	Global Trade and Logistics	\$372,500	3/18/13	District	NEW ADDITION Awarded
Kaiser Permanente			Dental Hygiene	\$25,000	April 2013	RCCD Foundation on behalf of Moreno Valley College	Submitted
Chancellor's Office	Deputy Sector Navigator for Global Trade	Identifies candidate RCCD endorses for the position of Deputy Sector Navigator for Global Trade	Economic Development	\$300,000	5/3/13	District	NEW ADDITION
Chancellor's Office	Deputy Sector Navigator for Information and Communications Technology/ Digital Media	Identifies candidate RCCD endorses for the position of Deputy Sector Navigator for ICT/Digital Media	CTE	\$300,000	5/3/13	RCCD is required to be the applicant	NEW ADDITION
U.S. Small Business Administration	State Trade and Export Promotion Grant (STEP) Pilot Grant Initiative	To increase the number of small businesses that are exporting and increase the value of exports for those small businesses that are currently exporting	Economic Development	\$300,000	May 2013	District to collaborate with State lead	If RFA is Released

Master Submission Schedule for 2012-13

Agency	Opportunity	Purpose	Initiative Met	Amount	Known or Anticipated Submission Deadline	Applicant	Comments
Chancellor's Office	Middle College High School Program	To select at-risk high school students who are performing below their academic potential and place them in an alternative high school located on a community college campus in order to reduce the likelihood that they will drop out of school before graduation	Student Success	\$100,000	6/30/13	Moreno Valley	Annual Renewal

Awards Made in 2012-13 from 2011-2012 Submissions

Agency	Opportunity	Purpose	Initiative Met	Amount	Submission Date	Applicant	Comments
Carpenter Foundation			Performance Riverside	\$25,000	2011-12	RCCD Foundation on behalf of Riverside	
Riverside Arts Council			Performance Riverside	\$35,000	2011-12	RCCD Foundation on behalf of Riverside	
Kaiser Permanente			Dental Hygiene	\$25,000	2011-12	RCCD Foundation on behalf of Moreno Valley	
Cutter Fund		Starting Blocks Program	Aquatics	\$500	2011-12	RCCD Foundation	
Provident Bank Charitable Foundation		Starting Blocks Program	Aquatics	\$2,500	2011-12	RCCD Foundation	
U.S. Department of Education	Upward Bound	To provide opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits	Student Success	\$1,312,500	1/30/12	Riverside	Continuation request for program at Rubidoux and Jurupa Valley

Awards Made in 2012-13 from 2011-2012 Submissions

Agency	Opportunity	Purpose	Initiative Met	Amount	Submission Date	Applicant	Comments
U.S. Department of Education	Upward Bound	To provide opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits	Student Success	\$1,311,605	1/30/12	Norco	Continuation request for program at Norte Vista
U.S. Department of Education	Upward Bound	To provide opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits	Student Success	\$1,538,390	1/30/12	Norco	Continuation request for program at Centennial
U.S. Department of Education	Upward Bound	To provide opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits	Student Success	\$1,250,000	1/30/12	Norco	New request for program at Corona High School
U.S. Department of Labor	Workforce Innovation Fund	To develop, improve and expand on services to the young adult population, ages 18-24 by providing assessment, career exploration, basic skills, vocational and life skills training	At-Risk Youth	\$75,000	3/22/2012	EDA is the lead applicant - Riverside is a partner	
Chancellor's Office	Middle College High School Program	To select at-risk high school students who are performing below their academic potential and place them in an alternative high school located on a community college campus in order to reduce the likelihood that they will drop out of school before graduation	Student Success	\$484,153	4/16/12	Moreno Valley	
Chancellors Office	Enrollment Growth for Associate Degree in Nursing Programs	To support expanded capacity in the ADN program	School of Nursing	\$521,374	4/30/2012	Riverside	

Awards Made in 2012-13 from 2011-2012 Submissions

Agency	Opportunity	Purpose	Initiative Met	Amount	Submission Date	Applicant	Comments
Chancellors Office	Student Mental Health Program	Funds mental health prevention and early intervention programs, services and strategies	Student Services	\$249,672	5/18/2012	Riverside	
Bank of America Foundation		To expand services available through the Tri-Tech SBDC	Economic Development	\$10,000	2011-12	RCCD Foundation	
Comerica		To expand services available through the Tri-Tech SBDC	Economic Development	\$12,000	2011-12	RCCD Foundation	



Agenda Item (IV-D-1)

Meeting	5/7/2013 - Committee/Regular Board
Agenda Item	Committee - Resources (IV-D-1)
Subject	Budget Augmentation for Capital Project Management System
College/District	District
Funding	District Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve a budget augmentation in the amount of \$38,250 for the Capital Project Management System.

Background Narrative:

On March 20, 2007, the Board of Trustees approved an agreement with Logic Domain in the amount of \$96,000 to provide hardware, software, standard installation, set up, training and three years of support and maintenance for a Capital Project Management System (CPMS). The CPMS is mainly used within the office of Facilities Planning and Development as an effective system to help manage and control the numerous construction projects planned for by the District.

On May 18, 2010, the Board of Trustees approved an amendment for an additional three years in the amount of \$28,125 (\$9,375 annually) for ongoing support and maintenance for the CPMS, until May 2013. At this time, it is requested that the Board of Trustees approve a budget augmentation in the amount of \$38,250 to fund the CPMS for an additional three years until April 2016. Services include annual basic support, maintenance and hosting. Attached is a detailed explanation of scope of work (Exhibit I).

Prepared By: Chris Carlson, Chief of Staff & Facilities Development
Bart Doering, Director, Construction

Attachments:

[20130507_CPMS Outline of Annual Services](#)

Exhibit I

Project: Capital Project Management System



Enterprise Application Integration
 Collaborative Planning Tools
 Internet Application Development

Riverside Community College District

Capital Project Management System		Cost Proposal #: RCCD0313
Compass V10 Support and Maintenance		
Item	Description	Cost
	Complete web-based capital project control includes following modules:	\$ 0
Software	➤ Budgeting project accounts and sub-accounts	
	➤ Scheduling SPWCE phases	
	➤ Forecasting cost (potential change orders and time slippages)	
	➤ Complete cost accounting (Encumbrances, invoice payments and other charges)	
	➤ Timesheet tracking module	
	➤ Construction module (RFI, Bulletins, Submittals, Field order, Change orders)	
	➤ Available online to contractors, architects and engineers for document control	
	➤ Work order system and task assignment	
	➤ Vendors full project activity reporting	
	➤ Multiple Prime contractors project activity breakdown and roll ups	
	➤ Project Number, Job number, Phase, Funding source, Individual contract reporting	
	➤ Executive reports include Project Status Reports and Workload distribution	
	➤ Account permissions control for multiple user access	
Support	➤ Multi-level password and IP security access and restriction	
	➤ Google Maps on project locations and easy access for Board Members to view project information	
	Annual Basic Support & Maintenance Package includes:	
	➤ Department users support with issues accessing the application and the Compass information	\$9,750.00
	➤ Monthly Compass data backup	
	➤ Microsoft Server 2008, SQL server 20058 and Coldfusion server MX9 patches and updates from the software manufacturer	
	➤ Application anomalies fixes due to technological changes	
➤ Additional minor requested reports to be added to the system		
➤ Continuous monitoring of the application via automatic alerts		
➤ 4 hour response time to issues		
➤ New staff training		
➤ New upgrades are included as new features are added to the system		
Hosting	Off-campus Hosting of COMPASS v10 web-based application for FP&D	\$ 3,000.00
Service Period	<i>Coverage period From May 1, 2013 – April 30, 2014</i>	
Total Cost		\$ 12,750.00
Special Notes		



Agenda Item (IV-D-2)

Meeting	5/7/2013 - Committee/Regular Board
Agenda Item	Committee - Resources (IV-D-2)
Subject	Project Budget Approval and Architect Agreement for Athletic Offices Remodel
College/District	Riverside
Funding	College Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve (1) a project budget in the amount of \$96,030 for the Athletic Offices Remodel project at Wheelock Gym at Riverside City College, (2) approve the architectural services agreement with Higginson + Cartozain Architects in the amount of \$16,800.

Background Narrative:

On February 21, 2012, the Board of Trustees approved a final budget augmentation in the amount of \$2,099,615 for the Wheelock Gymnasium, Seismic Retrofit (WSR) renovation, to complete project construction to allow re-occupancy of the building. With the approved budget augmentation the project budget totals \$22,712,701 (State \$9,165,000 / Measure C \$13,547,701). A total of \$22,079,648 has been expended on the project, along with two (2) remaining change orders in the amount of \$48,764, leaving a funding balance of \$584,298. It is requested that a project budget for the Athletic Offices Remodel project of \$ 96,030 be allocated from the remaining Wheelock Gymnasium, Seismic Retrofit project. Exhibit I denotes the funding scenario.

Given the Athletic Operation, RCC has asked that modifications be undertaken at Wheelock Gym to include:

- Provide interior private office for Athletic Director
- Provide interior open office area for Students Service Technician and IDS
- Provide small room for files and equipment
- No toilet room upgrades are anticipated at this time
- No exterior upgrades are anticipated at this time

Detailed explanation of scope of work is outlined in the attached agreement (Exhibit II).

As such, selection and approval is requested for the architectural services agreement with Higginson + Cartozian Architects, Inc. (HCA) in the amount of \$16,800, including reimbursable expenses.

Prepared By: Cynthia Azari, President, Riverside City College
Charlie Wyckoff, Interim Vice President, Business Services, RCC
Chris Carlson, Chief of Staff & Facilities Development
John Baker, Interim-Director of Construction

Attachments:

[20130507_Funding Scenario](#)
[20130507_Agreement_HCA Architects_r](#)

Exhibit 1

Project Funding Scenario: Athletic Offices Remodel Project in Wheelock Gymnasium

Funding Proposed: Allocation from Wheelock Gymnasium, Seismic Retrofit Project

WHEELOCK GYMNASIUM, SEISMIC RETROFIT PROJECT FUNDING		
Project Funding		
State Funded	\$	9,165,000
Measure C	\$	13,547,701
TOTAL		\$ 22,712,701
Project Expenditure		
Construction	\$	21,384,483
Equipment (FFE)	\$	695,165
TOTAL		\$ 22,079,648
Less Change Orders (2)	\$	48,764
Remaining Project Funds Available		\$ 584,289
Proposed Athletic Offices Remodel		
		\$ 96,030
Remaining Project Funds After AOR		\$ 488,259

ARCHITECTURAL SERVICES AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
“HIGGINSON + CARTOZIAN ARCHITECTS, INC.”

This AGREEMENT is made and entered into on May 22, 2013, by and between the RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as “DISTRICT”, and HIGGINSON + CARTOZIAN ARCHITECTS, INC., hereinafter referred to as “ARCHITECT”. This AGREEMENT shall include all terms and conditions set forth herein. The DISTRICT and the ARCHITECT are sometimes referred to herein individually as a “PARTY” and collectively as the “PARTIES”. This AGREEMENT is made with reference to the following facts:

WHEREAS, DISTRICT desires to obtain architectural services for Athletic Office Remodel, hereinafter referred to as “PROJECT”, located at Riverside City College, California in the DISTRICT; and

WHEREAS, ARCHITECT understands that \$96,030 funding for this PROJECT is a condition precedent to the effectiveness of this AGREEMENT. If funding is not received for the PROJECT, this AGREEMENT is void except to the extent services have been rendered pursuant to DISTRICT authority; and

WHEREAS, ARCHITECT is fully licensed to provide architectural services in conformity with the laws of the State of California.

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE I – ARCHITECT’S SERVICES AND RESPONSIBILITIES

1. The ARCHITECT’s services shall consist of those services performed by the ARCHITECT and ARCHITECT’s employees and ARCHITECT’s consultants as enumerated in Articles II and III of this Agreement.

2. The ARCHITECT’s services shall be performed in a manner which is consistent with professional skill and care and the orderly progress of the work. The ARCHITECT represents that he/she will follow the standards of his/her profession in performing all services under this Agreement. Upon request of the DISTRICT, the ARCHITECT shall submit for the DISTRICT’s approval a schedule for the performance of the ARCHITECT’s services. The schedule may be adjusted as the PROJECT proceeds by mutual written agreement of the parties and shall include allowances for time required for the DISTRICT’s review and for approval by authorities having jurisdiction over the PROJECT. The time limits established by this schedule shall not, except for reasonable cause, be exceeded by the ARCHITECT.

3. The schematic design, design development and construction document services covered by this agreement shall be completed and submitted to the Division of the State ARCHITECT for review and approval on or before July 17, 2013.

ARTICLE II – SCOPE OF ARCHITECT’S SERVICES

1. The ARCHITECT’s services include those described in this Article and include structural, civil, mechanical and electrical engineering and landscape architecture services and any other services necessary to produce a reasonably complete and accurate set of Construction Documents defined as including, but not limited to, the following: The agreement between DISTRICT and contractor awarded the PROJECT (“Contractor”), general and supplementary conditions of the contract between DISTRICT and contractor, drawings, specifications, addenda and other documents listed in the agreement, and modifications issued after execution of the DISTRICT and Contractor Contract.
2. The ARCHITECT shall assist the DISTRICT in obtaining required approvals from governmental agencies responsible for electrical, gas, water, sanitary or storm sewer, telephone, public utilities, as well as the Division of the State Architect (DSA).
3. The ARCHITECT shall be responsible for determining the capacity of existing utilities, and/or for any design or documentation required to make points of connection to existing utility services that may be located on or off the PROJECT site and which are required for the PROJECT.
4. The ARCHITECT shall provide a PROJECT description which includes the DISTRICT’s needs, program and the requirements of the PROJECT prior to preparing preliminary designs for the PROJECT.
5. The ARCHITECT shall provide a written preliminary evaluation of the DISTRICT’s PROJECT schedule and construction budget requirements. Such evaluation shall include alternative approaches to design and construction of the PROJECT, evaluation and application of Educational specification requirements under Education Code Section 17251 and under Title 5, California Code of Regulations Section 14000 et seq.
6. The ARCHITECT shall provide planning surveys, site valuations and comparative studies of prospective sites, buildings or locations.
7. The ARCHITECT shall attend regular PROJECT coordination meetings between the ARCHITECT, its Consultants, the DISTRICT’s representative(s), and other Consultants of the DISTRICT during PROJECT development.
8. The ARCHITECT shall make revisions in Drawings, Specifications, the PROJECT Manual or other documents when such revisions are necessary due to the ARCHITECT’s failure to comply with approvals or instructions previously given by DISTRICT, including revisions made necessary by adjustments in the DISTRICT’s program or PROJECT Budget.

9. The ARCHITECT shall provide services required due to programmatic changes in the PROJECT including, but not limited to, size, quality, complexity, method of bidding or negotiating the contract for construction.

10. The ARCHITECT shall provide services in connection with the work of a construction manager or separate consultants retained by DISTRICT.

11. The ARCHITECT shall provide detailed estimates of construction costs at no additional cost to DISTRICT as further described in Articles V and VI.

12. The ARCHITECT shall provide detailed quantity surveys which provide inventories of material, equipment or labor.

13. The ARCHITECT shall provide analyses of DISTRICT ownership and operating costs for the PROJECT.

14. The ARCHITECT shall provide interior design and other services required for or in connection with graphics and signage. All other interior design services are addressed under Article III as an additional service.

15. The ARCHITECT shall visit suppliers, fabricators, and manufacturers' facilities such as for carpet, stone, wood veneers, standard or custom furniture, to review the quality or status of items being produced for the PROJECT.

16. The ARCHITECT shall cooperate and consult with DISTRICT in use and selection of manufactured items on the PROJECT, including, but not limited to, paint, hardware, plumbing, mechanical and electrical equipment, fixtures, roofing materials, and floor coverings. All such manufactured items shall be standardized to DISTRICT's criteria to the extent such criteria do not interfere with PROJECT design and are in compliance with the requirements of Public Contract Code §3400.

17. The ARCHITECT shall certify to the best of its information pursuant to 40 Code of Federal Regulations §763.99(a)(7), that no asbestos-containing material was specified as a building material in any construction document for the PROJECT and will ensure that contractors provide DISTRICT with a certification that all materials used in the construction of any school building are free from any asbestos-containing building materials ("ACBM's"). ARCHITECT shall include statements in specifications that materials containing asbestos are not to be included. This certification shall be part of the final PROJECT submittal.

18. The ARCHITECT shall consider operating or maintenance costs when selecting systems for the DISTRICT. The ARCHITECT shall utilize grants and outside funding sources and work with the DISTRICT to utilize and consider funding from grants and alternative funding sources.

19. The ARCHITECT shall prepare for and make formal presentations to the Governing Board of DISTRICT, attend public hearings and other public meetings. In addition,

ARCHITECT shall attend and assist in legal proceedings that arise from errors or omissions of the ARCHITECT.

20. The duties, responsibilities and limitations of authority of the ARCHITECT shall not be restricted, modified or extended without written agreement between the DISTRICT and ARCHITECT.

21. The ARCHITECT shall comply with all federal, state and local laws, rules, regulations and ordinances are applicable to the PROJECT.

22. The ARCHITECT shall have access to the work at all times.

23. Schematic Design Phase

a. The ARCHITECT shall review the program furnished by the DISTRICT to ascertain the requirements of the PROJECT and shall review the understanding of such requirements with the DISTRICT.

b. The ARCHITECT shall prepare, for approval by the DISTRICT, Schematic Design Documents consisting of drawings and other documents illustrating the scale and relationship of PROJECT components, codes, rules and regulations which are applicable to these documents. The ARCHITECT shall prepare the Schematic Design Documents to comply with the requirements of all governmental agencies having jurisdiction over the PROJECT including, but not limited to, the Division of State Architect (DSA) and the local Fire Department.

c. The ARCHITECT shall prepare schematic design studies and site utilization plans leading to a recommended solution together with a general description of the PROJECT for approval by the DISTRICT.

d. If directed by the DISTRICT at the time of approval of the schematic design, the Construction Documents shall be prepared so that portions of the work of the PROJECT may be performed under separate construction contracts, or so that the construction of certain buildings, facilities, or other portions of the PROJECT may be deferred. Alternate construction schemes made by the DISTRICT subsequent to the Schematic Design Phase shall be provided as an additional service pursuant to Article III unless the alternate construction scheme arises out of the PROJECT exceeding the estimated Budget constraint as a result of the ARCHITECT's services under this agreement.

e. ARCHITECT shall submit a list of qualified engineers for the PROJECT for the DISTRICT's approval in conformance with Article XII. ARCHITECT shall ensure that each engineer places his or her name, seal and signature on all drawings and specifications prepared by said engineer.

f. The ARCHITECT shall investigate existing conditions or facilities and verify drawings of such conditions or facilities.

g. The ARCHITECT shall perform Schematic Design Services to keep the PROJECT within all Budget and scope constraints set by the DISTRICT, unless otherwise modified by written authorization by the DISTRICT.

h. The ARCHITECT shall submit to the DISTRICT a written estimate of the construction cost to reflect actual plan scope at the conclusion of each development phase, in conformance with Articles V and VI and shall advise the DISTRICT, in writing, of any adjustments to the estimate of Construction Cost.

24. Design Development Phase (Preliminary Plans)

a. Upon approval by the DISTRICT of the services set forth in Article II, paragraph 23, the ARCHITECT shall prepare Design Development Documents for approval by the DISTRICT. Such documents shall consist of site and floor plans, elevations, cross sections, and other documents necessary to depict the Design of PROJECT, and shall outline specifications to fix and illustrate the size, character and quality of the entire PROJECT as to the program requirements, landscapes, architecture, civil, structural, mechanical, and electrical systems, materials, and such other essentials as may be appropriate. The ARCHITECT shall prepare the Design Development Documents to comply with the requirements of all governmental agencies having jurisdiction over the PROJECT, including, but not limited to Division of the State Architect (DSA) and the local Fire Department.

b. The ARCHITECT shall establish an estimated PROJECT Construction Cost.

c. The ARCHITECT shall perform Design Development Services to keep the PROJECT within all Budget and scope constraints set by the DISTRICT, unless otherwise modified by written authorization by the DISTRICT.

25. Construction Document Phase (Final Plans)

a. The ARCHITECT shall prepare, from the Design Development Documents approved by the DISTRICT, Construction Documents in an AutoCAD and PDF format acceptable to the District and specifications setting forth, in detail, the requirements for the construction of the entire PROJECT in conformity with all applicable governmental and code requirements, including, but not limited to, the requirements of the DSA and local Fire Department having jurisdiction over the PROJECT. The Construction Documents shall show all the work to be done, the materials, workmanship, finishes, and equipment required for the PROJECT.

b. The ARCHITECT shall prepare and file all documents required for and obtain the required approvals of all governmental agencies having jurisdiction over the PROJECT, including the DSA, local Fire Department, City Design Review (CDR), County Health Department, Department of Public Works, and others which may have jurisdiction over the PROJECT. The DISTRICT shall pay all fees required by such governmental authority.

ARCHITECT shall, whenever feasible, establish beforehand the exact costs due to governmental agencies and submit this cost information to DISTRICT so payments may be prepared. ARCHITECT shall not charge a mark-up on costs associated with governmental agency fees when the ARCHITECT pays such fees for the DISTRICT.

c. The ARCHITECT shall immediately notify the DISTRICT of adjustments in previous estimates of the PROJECT Construction Cost arising from market fluctuations or approved changes in scope or requirements.

d. If the estimated PROJECT Construction Cost exceeds the Budget constraint, the ARCHITECT shall make all necessary design revisions at no cost to the DISTRICT to comply with the Budget and scope set by the DISTRICT in conformance with Articles V and VI, unless otherwise modified by written authorization of the DISTRICT.

26. Bidding & Award Phase

a. The ARCHITECT, following the DISTRICT's approval of the Construction Documents and of the latest estimate of Construction Cost, shall assist the DISTRICT in obtaining bids and awarding the Contract for the construction of the PROJECT.

b. The ARCHITECT shall prepare all necessary bidding information and bidding forms required by the DISTRICT and shall assist the DISTRICT in preparing the Contractor's contract and general conditions, including providing plans or specifications, which include a requirement that the Contractor provide operation manuals and adequate training for the DISTRICT in the operation of mechanical, electrical, heating, air conditioning and other systems installed by the Contractor, all of which shall be part of the bid documents prepared by the ARCHITECT.

c. The ARCHITECT shall print and distribute necessary bidding information, general conditions of the contract, and supplemental general conditions of the contract, and shall assist the DISTRICT's legal advisor in the drafting of proposal and contract forms.

d. The ARCHITECT shall deposit a reproducible set of Construction Documents and specifications at a reprographics company specified by DISTRICT for the bid and for printing of additional sets of plans and specifications during the PROJECT. IN addition, ARCHITECT shall provide DISTRICT with an AutoCAD diskette file.

e. If the lowest bid exceeds the Budget for the PROJECT, the ARCHITECT, in consultation with and at the direction of the DISTRICT, shall provide such modifications in the Construction Documents as necessary to bring the cost of the PROJECT within its Budget as set forth in Articles V and VI.

27. Construction Phase

- a. The Construction Phase will commence with the award of the Construction Contract to Contractor.
- b. The ARCHITECT shall reproduce fifteen (15) full size sets of contract documents and all progress prints for the DISTRICT's and consultants' use at the ARCHITECT's expense. The remaining sets are to be provided as reimbursable expenses in conformance with Article XI.
- c. The ARCHITECT shall provide technical direction to a full time PROJECT inspector employed by and responsible to the DISTRICT as required by applicable law. The ARCHITECT shall advise the Contractor in the preparation of a marked set of prints indicating dimensioned location of buried utility lines (record drawings) which shall be forwarded to the DISTRICT upon completion of the PROJECT.
- d. The ARCHITECT will endeavor to secure compliance by Contractor with the contract requirements, but does not guarantee the performance of Contractor's contracts.
- e. The ARCHITECT shall provide general administration of the Construction Documents, including, but not limited to, periodic visits at the site as ARCHITECT deems necessary to render architectural observation which is distinguished from the continuous personal inspection of the PROJECT inspector (in no case shall the number of visits be less than once every week); make regular reports as may be required by governing agencies; keep the DISTRICT informed of the progress of construction; answer RFI's and review submittals promptly to maintain project schedule; review schedules and shop drawings for compliance with design; approve substitution of materials, equipment, and the laboratory reports thereof subject to DISTRICT knowledge and approval; maintain construction accounts; prepare change orders for written approval of the DISTRICT; examine Contractor's applications for payment and issue certificates for payment in amounts approved by the ARCHITECT and DISTRICT; provide a color schedule of all materials in the PROJECT for DISTRICT's review and approval; determine date of completion of the PROJECT; make final punch-list inspection of the PROJECT; assemble and deliver to the DISTRICT written guarantees, instruction books, diagrams, and charts required of the Contractor; and issue the ARCHITECT's certificate of completion and final certificate for payment. ARCHITECT shall not be compensated any fee for work required as a result of any error or omission. Errors shall be charged to the ARCHITECT at 100% of corrective cost, while omissions shall be charged at a rate of 20% of the corrective cost.
- f. The ARCHITECT, as part of his/her basic services, shall advise the DISTRICT of any deficiencies in construction following the acceptance of the work and prior to the expiration of the guarantee period of the PROJECT.
- g. The ARCHITECT shall be the interpreter of the requirements of the Construction Documents and advise the DISTRICT as to the performance by the Contractor there under.
- h. The ARCHITECT shall make recommendations to the DISTRICT on claims relating to the execution of and progress of the work and all matters and questions relating

thereto. The ARCHITECT's recommendations in matters relating to artistic effect shall be consistent with the intent of the Construction documents.

i. The ARCHITECT shall advise the DISTRICT to reject work which does not conform to the Construction Documents. The ARCHITECT shall promptly inform the DISTRICT, whenever, in the ARCHITECT's opinion, it may be necessary, to stop the work to avoid the improper performance of the agreement. The ARCHITECT has authority to require additional inspection or testing of the work in accordance with the provisions of the Construction Documents, whether work is fabricated, installed or completed.

j. The ARCHITECT shall not issue orders to the Contractor that might commit the DISTRICT to extra expenses or otherwise amend the Construction Documents without first obtaining the written approval of the DISTRICT.

k. The ARCHITECT shall be the DISTRICT's representative during construction and shall advise and consult with the DISTRICT. The ARCHITECT shall have authority to act on behalf of the DISTRICT only to the extent provided in this agreement unless otherwise modified in writing.

l. The ARCHITECT shall at no additional cost provide services made necessary by defect or deficiencies in the work of the Contractor which through reasonable care should have been discovered by the ARCHITECT and promptly reported to the DISTRICT and Contractor, but which ARCHITECT failed to do.

m. The ARCHITECT shall review and certify the amounts due the Contractor. The ARCHITECT's certification for payment shall constitute a representation to the DISTRICT, based on the ARCHITECT's observations and inspections at the site, that the work has progressed to the level certified, that quality of the work is in accordance with the Construction Documents and that the Contractor is entitled to payment in the amount certified.

n. The ARCHITECT shall review and approve or take other appropriate action upon Contractor's submittals of shop drawings, product data, and samples for the purpose of checking for conformance with the Construction Documents. The ARCHITECT's action shall not delay the work, but should allow for sufficient time in the ARCHITECT's professional judgment to permit adequate review.

o. The ARCHITECT shall prepare change orders with supporting documentation and data for the DISTRICT's review in accordance with the Construction Documents, and may authorize minor changes in the work not involving an adjustment in the contract sum or an extension of time. The ARCHITECT shall promptly evaluate and make written recommendations regarding Contractor's proposals for possible change orders in order to maintain project schedule and resolve claims. ARCHITECT shall, at ARCHITECT's expense, prepare a set of reproducible record drawings, as well as AutoCAD and PDF versions, acceptable to the District, showing significant change in the work made during construction based on marked-up prints, drawings, addenda, change orders, RFI responses, show drawings, and other data furnished by the Contractor to the ARCHITECT.

p. The ARCHITECT shall inspect the PROJECT to determine the date or dates of final completion, receive and forward to the DISTRICT for the DISTRICT's review all written warranties and related documents required by the Construction Documents and issue a final certificate for payment upon Contractor compliance with the requirements of the Construction Documents.

q. The ARCHITECT shall provide written evaluation of the performance of the Contractor under the requirements of the Construction Documents when requested in writing by the DISTRICT.

r. The ARCHITECT shall provide services in connection with evaluating substitutions proposed by the Contractor and making subsequent revisions to drawings, specifications and other documentation resulting there from.

s. The ARCHITECT shall be responsible for gathering information and processing forms required by applicable governing authorities, such as DSA closure with certification and local Fire Departments, in a timely manner and ensure proper PROJECT close-out.

t. The ARCHITECT shall evaluate and render written recommendations, within a reasonable time on all claims, disputes or other matters at issue between the DISTRICT and Construction Manager or Contractor relating to the execution or progress of the work as provided in the construction contract. Under no circumstances should this evaluation take longer than 20 calendar days from the date the claim is received by ARCHITECT.

u. The ARCHITECT shall prepare, in versions acceptable to the District, AutoCAD and PDF files of all as-built conditions in concert with item "o" above, at no additional cost.

v. Prior to start of construction, the following two documents are required:

- (i) Contract Information Form DSA-102.
- (ii) Inspector Qualification Record Form DSA-5 should be Submitted 10 days prior to the time of starting construction.

w. The ARCHITECT shall provide assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance and consultation during operation.

28. PROJECT Close-Out

a. The ARCHITECT shall assure delivery of the following documents described below to the DSA for review prior to issuance of a "Certificate of Completion".

b. During the period the PROJECT is under construction the following documents are required:

- (i) Copies of the Inspector of Record's semi-monthly reports.
- (ii) Copies of the laboratory reports on all tests or laboratory Inspections as returned and done on the PROJECT.

c. Upon completion of construction of the PROJECT, the following reports are required:

- (i) Copy of the Notice of Completion.
- (ii) Final Verified Report Form DSA-6A/E certifying all work is 100% complete from the ARCHITECT, Structural Engineer, Mechanical Engineer and Electrical Engineer.
- (iii) Final Verified Report Form DSA-6 certifying all work is 100% Complete from the Contractor or Contractors, Inspector of Record and Special Inspector(s).
- (iv) Verified Reports of Testing and Inspections as specified on The approved drawings and specifications, i.e., Final Laboratory Report, Welding, Glued-Laminated Timber, etc.
- (v) Weighmaster's Certificate (if required by approved drawings And specifications).
- (vi) Copies of the signature page of all Addenda as approved by DSA.
- (vii) Copies of the signature pages of all Deferred Approvals as Approved by DSA.
- (viii) Copies of the signature page of all Change Orders as Approved by DSA.
- (ix) Verification by the I.O.R. that all items noted on any "Field Trip Notes" have been corrected.

ARTICLE III – ADDITIONAL ARCHITECT'S SERVICES

1. ARCHITECT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the ARCHITECT's control. ARCHITECT shall obtain written authorization from the DISTRICT before rendering such services. Compensation

for such services shall be negotiated and approved in writing by the DISTRICT. Such services shall include:

- a. Making material revisions in drawings, specifications or other documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation and completion of the Construction Documents.
- b. Preparing drawings, specifications and other documentation and supporting data, and providing other services in connection with Change Orders required by causes beyond the control of the ARCHITECT which are not the result of the direct or indirect negligence, errors or omissions on the part of ARCHITECT.
- c. Providing consultation concerning replacement of work damaged by fire and furnishing services required in connection with the replacement of such work.
- d. Providing services made necessary by the default of the Contractor, which does not arise directly or indirectly from negligence, errors or omissions of ARCHITECT.
- e. If the DISTRICT requests the PROJECT be let on a segregated basis after the completion of Design Development where segregation does not arise from ARCHITECT exceeding the estimated budget constraint, then plan preparation and/or contract administration work to prepare the segregated plans is an extra service subject to prior negotiation and DISTRICT approval.
- f. Providing contract administration services after the construction contract time has been exceeded through no fault of the ARCHITECT, where it is determined that the fault is that the Contractor, and liquidated damages are collected therefore. The ARCHITECT's compensation is expressly conditioned on the lack of fault of the ARCHITECT and payment will be made upon collection of liquidated damages from the Contractor. Payment of the ARCHITECT shall be made from collected liquidated damages.
- g. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted architectural practice.

2. If authorized in writing by DISTRICT, ARCHITECT shall provide one or more PROJECT Representatives to assist in carrying out more extensive representation at the site than is described in Article II. The PROJECT Representative(s) shall be selected, employed and directed by the ARCHITECT, and the ARCHITECT shall be compensated therefore as agreed by the DISTRICT and ARCHITECT. Through the observations of such PROJECT Representative(s), the ARCHITECT shall endeavor to provide further protection for the DISTRICT against defects and deficiencies in the work, but the furnishing of such PROJECT representation shall not modify the rights, responsibilities or obligations of the ARCHITECT as described elsewhere in this AGREEMENT. Such services shall be negotiated and approved in writing by the DISTRICT.

ARTICLE IV – DISTRICT’S RESPONSIBILITIES

1. The DISTRICT shall provide to the ARCHITECT information regarding requirements for the PROJECT, including information regarding the DISTRICT's objectives, schedule, budget constraints as well as any other criteria provided by the DISTRICT.

2. Prior to the Schematic Design Phase, the ARCHITECT shall prepare a current overall budget for the PROJECT, including the construction cost for the PROJECT. The budget shall be based upon the DISTRICT's objectives, schedule, budget constraints and any other criteria that are provided to the ARCHITECT pursuant to Article IV, Paragraph 1 above. The DISTRICT shall approve the budget prepared by the ARCHITECT pursuant to this Paragraph and this shall be the "Budget" for the PROJECT as set forth in this AGREEMENT.

3. The DISTRICT shall notify the ARCHITECT of administrative procedures required and name a representative authorized to act on its behalf. The DISTRICT shall promptly render decisions pertaining thereto to avoid unreasonable delay in the progress of the PROJECT. The DISTRICT shall observe the procedure of issuing any orders to Contractors only through the ARCHITECT.

4. The DISTRICT shall give prompt written notice to the ARCHITECT if the DISTRICT becomes aware of any fault or defect in the PROJECT or nonconformance with the Construction Documents. However, the DISTRICT's failure or omission to do so shall not relieve the ARCHITECT of ARCHITECT's responsibilities under Title 21, Title 24, and the Field Act hereunder. The DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.

5. The proposed language of certifications requested of the ARCHITECT or ARCHITECT's consultants shall be submitted to the ARCHITECT for review and approval at least fourteen (14) days prior to execution.

ARTICLE V – COST OF CONSTRUCTION

1. During the Schematic Design, Design Development and Construction Document Phases, Construction Cost ("Construction Cost") shall be reconciled against the DISTRICT's Budget for the PROJECT.

2. PROJECT Construction Cost as used in this agreement means the total cost to the DISTRICT of all work designed or specified by the ARCHITECT, including work covered by approved change orders and/or alternates approved by the DISTRICT, but excluding the following: Any payments to ARCHITECT or consultants, for costs of inspections, surveys, tests, and landscaping not included in PROJECT.

3. When labor or material is furnished by the DISTRICT below its market cost, the Construction Cost shall be based upon current market cost of labor and new material.

4. The Construction Costs shall be the acceptable estimate of construction costs of the DISTRICT as submitted by the ARCHITECT until such time as bids have been received, whereupon it shall be the bid amount of the lowest responsible responsive bidder.

5. Any Budget or fixed limit of construction cost shall be adjusted if the bidding has not commenced within ninety (90) days after the ARCHITECT submits the Construction Documents to the DISTRICT, to reflect changes in the general level of prices in the construction industry between the date of submission of the Construction Documents to the DISTRICT and the date on which bids are sought for the PROJECT.

6. If the lowest bid received exceeds the Budget:
- a. The DISTRICT may give written approval of an increase of such fixed limit;
 - b. The DISTRICT may authorize rebidding of the PROJECT within a reasonable time.
 - c. If the PROJECT is abandoned, the DISTRICT may terminate this AGREEMENT in accordance with Article VIII, Paragraph 2;
 - d. The DISTRICT may request the ARCHITECT prepare, at no additional cost, deductive change packages acceptable to the District that will bring the PROJECT within the Budget; or
 - e. The DISTRICT may request the ARCHITECT cooperate in revising the PROJECT scope and quality as required to reduce the construction cost.

7. If the DISTRICT chooses to proceed under Article V, paragraph 6(e), the ARCHITECT, without additional charge, agrees to redesign until the PROJECT is brought within the Budget set forth in this agreement. Redesign does not mean phasing or removal of parts of the PROJECT unless agreed in writing by the DISTRICT. Redesign means redesign of the PROJECT with all its component parts to meet the Budget set forth in this AGREEMENT.

ARTICLE VI – ESTIMATE OF PROJECT CONSTRUCTION COSTS

1. Estimates referred to in Article II shall be prepared on a square foot/unit cost basis, or more detailed computation if deemed necessary by the DISTRICT, considering prevailing construction costs and including all work for which bids will be received. It is understood that the PROJECT Construction Cost is affected by the labor and/or material market as well as other conditions beyond the control of the ARCHITECT or DISTRICT.

2. The ARCHITECT shall review the estimate at each phase of the ARCHITECT's services. The ARCHITECT shall provide the DISTRICT with a written evaluation of the estimate at each phase of the ARCHITECT's services. The ARCHITECT's written evaluations shall, among other things, evaluate how the estimates compare to the Budget. If such estimates are in excess of the Budget, the ARCHITECT shall revise the type or quality of construction to

come within the budgeted limit at no additional cost to the DISTRICT. ARCHITECT's initial budget and scope limitations shall be realistic and be reviewed with the DISTRICT prior to formalization.

3. The ARCHITECT, upon request of the DISTRICT, shall prepare a detailed estimate of construction costs at no additional cost.

ARTICLE VII – ARCHITECT'S DRAWINGS AND SPECIFICATIONS

1. All documents including, but not limited to, plans, drawings, specifications, record drawings, models, mock-ups, renderings and other documents (including all computer file and/or AutoCAD files) prepared by the ARCHITECT or the ARCHITECT's Consultants for this PROJECT, shall be and remain the property of the DISTRICT pursuant to Education Code Section 17316 for the purposes of repair, maintenance, renovation, modernization or other purposes as they relate to the PROJECT. The DISTRICT, however, shall not be precluded from using the ARCHITECT's or ARCHITECT's Consultant's documents enumerated above for the purposes of additions, alignments or other development on the PROJECT site.

ARTICLE VIII – TERMINATION

1. This AGREEMENT may be terminated by either party upon fourteen (14) days written notice to the other party in the event of a substantial failure of performance by such other party, including insolvency of ARCHITECT, or if the DISTRICT should decide to abandon or indefinitely postpone the PROJECT.

2. In the event of a termination based upon abandonment or postponement by DISTRICT, the DISTRICT shall pay to the ARCHITECT for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of the abandonment or postponement plus any sums due the ARCHITECT for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents whether delivered to the DISTRICT or in the possession of the ARCHITECT. In the event termination is for a substantial failure of performance, all damages and costs associated with the termination, including increased consultant and replacement ARCHITECT costs shall be deducted from payments to the ARCHITECT.

3. In the event a termination for cause is determined to have been made wrongfully or without cause, then the termination shall be treated as a termination for convenience in accordance with Article VIII, Paragraph 4 below, and ARCHITECT shall have no greater rights than it would have had if a termination for convenience had been claimed, requested or recovered by ARCHITECT.

4. This AGREEMENT may be terminated without cause by DISTRICT upon fourteen (14) days written notice to the ARCHITECT. In the event of a termination without

cause, the DISTRICT shall pay to the ARCHITECT for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of notice of termination plus any sums due the ARCHITECT for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents whether delivered to the DISTRICT or in the possession of the ARCHITECT. In addition, ARCHITECT will be reimbursed for reasonable termination costs through the payment of 3% beyond the sum due the ARCHITECT under this paragraph through 50% completion of the ARCHITECT's portion of the PROJECT and if 50% completion is reached, payment of 3% of the unpaid balance of the contract to ARCHITECT as termination cost. This 3% payment is agreed to compensate the ARCHITECT for the unpaid profit ARCHITECT would have made under the PROJECT on the date of termination and is consideration for entry into this termination for convenience clause.

5. In the event of a dispute between the parties as to performance of the work or the interpretation of this AGREEMENT, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of this dispute, ARCHITECT agrees to continue the work diligently to completion. If the dispute is not resolved, ARCHITECT agrees it will neither rescind the AGREEMENT nor stop the progress of the work, but ARCHITECT's sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute, after the PROJECT has been completed, and not before.

ARTICLE IX – AUDIT OF ACCOUNTING RECORDS OF THE ARCHITECT

Architect shall maintain, on a generally recognized accounting basis, auditable books, records, documents, and other evidence pertaining to direct personnel, costs and expenses in this Agreement. These records shall be maintained for a period of at least three (3) years after final payment has been made, subject to any applicable rules, regulations or statutes.

District's authorized representative(s) shall have access, with reasonable notice, to any books, documents, papers, electronic data, and other records which they determine to be pertinent to this Agreement for performing an audit, evaluation, inspection, review, assessment, or examination. These representative(s) are authorized to obtain excerpts, transcripts, and copies, as they deem necessary.

Should Architect disagree with any audit conducted by District, Architect shall have the right to employ a licensed, Certified Public Accountant (CPA) to prepare and file with District a certified financial and compliance audit that is in compliance with generally-accepted government accounting standards of related services provided during the term of this Agreement. Architect shall not be reimbursed by District for such an audit.

In the event Architect does not make available its books and financial records at the location where they are normally maintained, Architect agrees to pay all necessary and reasonable expenses, including legal fees, incurred by District in conducting any audit.

ARTICLE X – COMPENSATION TO THE ARCHITECT

The DISTRICT shall compensate the ARCHITECT in an amount not to exceed \$16,300 and is as follows:

1. ARCHITECT change orders fees are paid as approved by the DISTRICT Board. If a change order is approved without ARCHITECT fee, no fee will be paid to the ARCHITECT unless negotiated prior to commencing change order work.

2. Payment to the ARCHITECT will be as follows:

Schematic Design:	10% of estimated Architect Fee as set forth on Attachment "A".
Design Development:	15% of estimated Architect Fee as set forth on Attachment "A".
Construction Documents:	40% of estimated Architect Fee, to be paid monthly Based on actual level of completion, as set forth on Attachment "A".
D.S. A. Approval:	5% of estimated Architect fee as set forth on Attachment "A".
Bidding Phase: (Board Approval)	3% of estimated Architect fee as set forth on Attachment "A".
Construction Admin:	25%, of estimated Architect fee, to be paid monthly based on actual level of completion, based on accepted bid.
DSA Closure with Certification:	2% of estimated Architect fee as set forth on Attachment "A".

TOTAL THROUGH RECORDATION OF NOTICE OF COMPLETION 100% of actual Architect Fee based on accepted bid.

3. When ARCHITECT's Fee is based on a percentage of construction cost and any portions of the PROJECT are deleted or otherwise not constructed, compensation for those portions of the PROJECT shall be payable to the extent actual services are performed, in accordance with the schedule set forth in Article X, Paragraph 2, based on the Bid Price.

4. To the extent that the time initially established for the completion of ARCHITECT's services is exceeded or extended through no fault of the ARCHITECT,

compensation for any services rendered during the additional period of time shall be negotiated and subject to prior approval by DISTRICT Board. Assessment and collection of liquidated damages from the Contractor is a condition precedent to payment for extra services arising from Contractor-caused delays.

5. Expenses incurred by the ARCHITECT and ARCHITECT's employees and Consultants in the interest of the PROJECT shall have prior DISTRICT written approval before they are incurred and records of such expenses shall be provided to DISTRICT for the DISTRICT's review.

ARTICLE XI – REIMBURSABLE EXPENSES

1. Reimbursable expenses are in addition to compensation for basic and extra services, and shall be paid to the ARCHITECT at one and one-tenth (1.1) times the expenses incurred by the ARCHITECT, the ARCHITECT's employees and Consultants for the following specified items:

a. Approved reproduction of drawings and specifications in excess of the copies provided by this AGREEMENT, which includes sets of construction documents and all progress prints.

b. Fees advanced for securing approval of authorities having jurisdiction over the PROJECT.

2. Reimbursable expenses are estimated to be \$500, and this amount shall not be exceeded without the prior written approval of the DISTRICT.

3. Reimbursement for fees and other expenses, except for construction administration services associated with delay caused solely by the Contractor, shall be made to the ARCHITECT as incurred. Reimbursable expenses shall not include:

- a. Travel expenses;
- b. Check prints;
- c. Prints or plans or specifications made for ARCHITECT's Consultants and all progress prints;
- d. Preliminary plans and specifications;
- e. ARCHITECT's consultants' reimbursables;
- f. Models or mock-ups
- g. Meetings with cities, planning officials, fire departments, the DSA, State Allocation Board or other public agencies.

ARTICLE XII – EMPLOYEES AND CONSULTANTS

1. The ARCHITECT, as part of the ARCHITECT's basic professional services, shall furnish the necessary services of landscape architect, structural, mechanical, electrical, civil and

traffic engineers to complete the PROJECT. All consultant services shall be provided at the ARCHITECT's sole expense.

2. The ARCHITECT shall submit, for written approval by the DISTRICT, the names of the consultant firms proposed for the PROJECT. Nothing in this AGREEMENT shall create any contractual relation between the DISTRICT and any Consultants employed by the ARCHITECT under the terms of this AGREEMENT.

3. ARCHITECT's consultants shall be licensed to practice in California and have relevant experience with California school design and construction during the last five (5) years. If any employee or consultant of the ARCHITECT is not acceptable to the DISTRICT, then that individual shall be replaced with an acceptable, competent person at the DISTRICT's request.

4. The construction administrator, or field representative, assigned to this PROJECT by ARCHITECT shall be licensed as a California ARCHITECT and able to make critical PROJECT decisions in a timely manner and shall be readily available and provide by phone, facsimile and through correspondence, design direction and decisions when the construction administrator is not at the site.

ARTICLE XIII – MISCELLANEOUS

1. The ARCHITECT shall make a written record of all meetings, conferences, discussions and decisions made between or among the DISTRICT, ARCHITECT and Contractor during all phases of the PROJECT and concerning any material conditions in the requirements, scope, performance and/or sequence of the work. The ARCHITECT shall provide a copy of such record to the DISTRICT.

2. To the fullest extent permitted by law, ARCHITECT agrees to indemnify and hold DISTRICT harmless from all liability arising out of:

a. Workers' Compensation and Employer's Liability. Any and all claims under Workers' Compensation acts and other employee benefit acts with respect to ARCHITECT's employees or ARCHITECT's subcontractor's employees arising out of ARCHITECT's work under this AGREEMENT;

b. General Liability. Liability arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the ARCHITECT for damages related to (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law; or, (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the ARCHITECT or the DISTRICT, or any person, firm or corporation employed by the ARCHITECT or the DISTRICT upon or in connection with the PROJECT, except for liability resulting from the sole or active negligence, or willful misconduct of the DISTRICT, its officers, employees, agents or independent ARCHITECTS who are directly employed by the DISTRICT.

c. Professional Liability. Liability arising out of, pertaining to, or relating to the professional negligence, recklessness, or willful misconduct of the ARCHITECT, which the ARCHITECT shall indemnify and hold the DISTRICT entirely harmless from and including any loss, injury to, death of persons or damage to property caused by any act, neglect, default or omission of the ARCHITECT, or any person, firm or corporation employed by the ARCHITECT, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation including the DISTRICT, arising out of, or in any way connected with the PROJECT, including injury or damage either on or off DISTRICT property; but not for any loss, injury, death or damages caused by sole or active negligence, or willful misconduct of the DISTRICT.

d. The ARCHITECT, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its officers, agents or employees, on account of, or founded upon any cause, damage or injury identified here in Article XIII, Section 2, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

3. ARCHITECT shall purchase and maintain policies of insurance with an insurer or insurers qualified to do business in the State of California and acceptable to DISTRICT which will protect ARCHITECT and DISTRICT from claims which may arise out of or result from ARCHITECT's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

a. The ARCHITECT shall carry Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California. However, such amount shall not be less than ONE MILLION DOLLARS (\$1,000,000).

b. Commercial general and auto liability insurance with limits of not less than ONE MILLION DOLLARS (\$1,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:

1. Owned, non-owned and hired vehicles;
2. Blanket contractual;
3. Broad form property damage;
4. Products/completed operations; and,
5. Personal injury.

c. Professional liability insurance, including contractual liability, with limits of ONE MILLION DOLLARS (\$1,000,000) per claim. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least five (5) years thereafter and/or at rates consistent with the time of execution of this AGREEMENT adjusted for inflation. Failure to maintain professional liability insurance is a material breach of this AGREEMENT and grounds for immediate termination.

d. Valuable Document Insurance. The ARCHITECT shall carry adequate insurance on all drawings and specifications as may be required to protect the DISTRICT in the amount of its full equity in those drawings and specifications, and shall file with the DISTRICT a certificate of that insurance. The cost of that insurance shall be paid by the ARCHITECT, and the DISTRICT shall be named as an additional insured.

e. Each policy of insurance required in b. above shall name DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of ARCHITECT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that no less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and shall waive all rights of subrogation. ARCHITECT shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, ARCHITECT shall delivery to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event ARCHITECT fails to secure or maintain any policy of insurance required hereby, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of ARCHITECT, and in such event ARCHITECT shall reimburse DISTRICT upon demand for the cost thereof.

f. In the event that ARCHITECT subcontracts any portion of ARCHITECT's duties, ARCHITECT shall require any such subcontractor to purchase and maintain insurance coverage for the types of insurance referenced in Article XIII 3 (a)(b)(c)(d), in amounts which are appropriate with respect to that subcontractor's part of work which shall in no event be less than \$500,000 per occurrence.

4. ARCHITECT, in the performance of this AGREEMENT, shall be and act as an independent contractor. ARCHITECT understands and agrees that ARCHITECT and all of ARCHITECT's employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. ARCHITECT assumes the full responsibility for the acts and/or omissions of ARCHITECT's employees or agents as they relate to the services to be provided under this AGREEMENT. ARCHITECT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective ARCHITECT's employees.

5. In the event that this project includes the repair or replacement of more than 25% of a roof, then, in accordance with Public Contracts Code, §3006, ARCHITECT will complete the CERTIFICATION OF FINANCIAL RELATIONSHIP DISCLOSURE, which is attached hereto as Attachment B, and return it with the signed copy of this Agreement.

6. Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of any third party against either the DISTRICT or ARCHITECT.

7. The DISTRICT and ARCHITECT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT. ARCHITECT shall not assign this AGREEMENT.

8. This AGREEMENT shall be governed by the laws of the State of California.

9. Each of the PARTIES have had the opportunity to, and have to the extent each deemed appropriate, obtained legal counsel concerning the content and meaning of this AGREEMENT. Each of the PARTIES agrees and represents that no promise, inducement or agreement not herein expressed has been made to effectuate this AGREEMENT. This AGREEMENT represents the entire AGREEMENT between the DISTRICT and ARCHITECT and supersedes all prior negotiations, representations, or agreements, either written or oral. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the ARCHITECT.

10. The rule of construction that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this AGREEMENT.

The parties, through their authorized representatives have executed this AGREEMENT as of the day and year written below.

HIGGINSON + CARTOZIAN
ARCHITECTS, INC.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____
David Higginson, AIA, CEO
1455 Park Avenue
Redlands, CA 92373

By: _____
Aaron S. Brown
Vice Chancellor
Business and Financial Services

Date: _____

Date: _____

ATTACHMENT "A"

FIXED FEE

Architectural Fixed Fee:

Higginson + Cartozian Architects, Inc. to perform design, design development, construction documents and construction observation based on a fixed fee structure in an amount not to exceed \$16,300.

Reimbursable Expenses:

Reimbursable expenses are in addition to the fixed fee structure, and shall be paid in an amount not to exceed \$500.

Total Fixed Fee: \$16,800.

Exhibit II

Higginson + Cartozian Architects, Inc.
1455 Park Avenue
Redlands, CA 92373



April 11, 2013

Riverside Community College
Facilities Planning and Development
450 E. Alessandro
Riverside, Ca 92508

Attention: Ms. Chris Carlson
Chief of Staff and Facilities Development

RE: Request for Proposal
Architectural and Engineering Services
Remodel of Existing Space to House Athletic Offices – Wheelock Gym
Riverside Campus – Riverside Community College

Dear Ms. Carlson:

Higginson+Cartozian Architects, Inc. are pleased to provide this Architectural and Engineering Services proposal to the Riverside Community College District for the proposed remodel of the existing space in Wheelock Gym into office areas for the Athletic Director and support staff.

DESIGN SCOPE OF SERVICES

Our team has identified the following separate and distinct upgrades that are being requested by staff to remodel the existing space:

- Provide interior private office for Athletic Director
- Provide interior open office area for Students Service Technician and IDS
- Provide small room for Files and Equipment
- No toilet room upgrades are anticipated at this time
- No exterior upgrades are anticipated at this time.

PROJECT SCOPE / CRITERIA

Design Documents Phase

HCA, Inc. will prepare Design Documents, indicating the proposed remodel work for the District's review and approval and provide the following:

Phone: 909.793.3100 • Facsimile: 909.793.3140

- Project Planning Meetings: HCA, Inc. will meet with the RCCD Facilities Staff and designated representatives from the Riverside Campus to discuss existing facility conditions, proposed program requirements, project goals and schedule.
 - It is anticipated that one (1) meeting will be held with the District during this phase
- Prepare Design Documents (DD) package for District approval, including architectural floor plan, mechanical, and electrical plans.
- Prepare preliminary project schedule with designated milestones
- Provide DD Phase Statement of Probable Construction Cost Estimate.

Construction Document Phase

- Project Planning Meetings: HCA, Inc. shall continue to meet with the RCCD Facilities and Riverside Staff members to discuss any specific engineering required for specialty systems such as EMS, security, fire alarm and data system requirements.
 - It is anticipated that one (1) meeting will be held with the District during this phase
- Provide Biddable set of Construction Documents and Specifications that include the following:
 - Architectural
 - Mechanical
 - Electrical
 - Fire Sprinklers
- Provide Title 24 Prescriptive Compliance Report and necessary forms in Construction Drawings.

DSA Plan Review Phase

- HCA, Inc. will submit plans and specifications to DSA for review and approval.
- HCA, Inc. will incorporate DSA "Back-Check" comments into the drawings and specifications.
- This contract and all related milestones assume existing project is closed and certified through the Division of the State Architect. Construction of any future work may be delayed if project is not closed with certification.

Bidding Phase

- HCA, Inc. shall assist the District in performing Bidding Phase services for the project as follows:
 - Coordinate with designated plan room for electronic plan distribution
 - Review and comment on the District's proposed bidding procedures and Divisions 0 and 1 of the Front-End boiler plate Bid Documents
 - Assist in the development of bid alternates (if required) and milestone dates to be required of the contractors.

- Prepare Bid Phase Addendums, respond to RFI's, and review Requests for Substitutions.
- Assist District with evaluation of bids.

Construction Administration

- Site Visits: HCA, Inc. shall visit the site on a bi-monthly basis to become generally familiar with the construction progress and quality of the work completed, as well as conformance with the construction documents.
- Review of Application for Payments. Based on HCA, Inc.'s periodic observations, review of the construction schedule, payment schedule and evaluations of the contractors application for payment, HCA shall review and comment on the amounts due the contractor.
- Review of Submittals. HCA, Inc. shall review and accept, reject or take other appropriate action upon contractor's submittal schedule and submittals of shop drawings, product samples, and samples for the purpose of checking for conformance with the approved construction documents.
- Construction Period. The estimated time of construction for this work is estimated to be approximately 1 month.

Scheduling and Deliverables

- Design Documents Phase 2 Weeks
- Construction Documents Phase 4 Weeks
- DSA Plan Review Phase 2 Month
- Bidding Phase 2 Months
- Construction Administration Phase 1 Month
- DSA Close Out Phase 3 Months

Professional Service Fee and Terms

District shall compensate HCA, Inc. for the aforementioned services, as follows:

- Basic Architectural Compensation Fee: HCA, Inc. shall be paid a Lump Sum Fixed Fee of **\$16,800.00** for the Basic Architectural Compensation Fee. The following consultants are included in this fee:
 - Mechanical Engineer
 - Electrical Engineer
 - Fire Sprinkler Design
- HCA, Inc. proposes that the fee shall be paid by monthly progress payments for each phase as shown by the following breakdown:
 - Schematic Phase 10%
 - Design Development Phase 15%
 - Construction Documents Phase 40%
 - DSA Approval 05%
 - Bidding Phase /Board Approval 03%

- Construction Administration 25%
- DSA Close Out Complete 02%

- **Reimbursable expenses such as reproduction of plan check and progress documents are included in our fee with a Not-to-Exceed amount of \$500.00. Any unused portion of this allowance will be credited back to RCCD upon project completion.**
- For any additional services not indicated in the scope of work above, fees shall be computed on an hourly basis. See attached Appendix "A" Hourly Rate Schedule.
- Consultants, Engineers, and/or items not included in Basic Services include:
 - DSA and local Agency Fees
 - Testing and Inspection
 - Topographic Surveys
 - Soils and Geotechnical Reports
 - Renderings and models
 - Significant modifications to original program after design approval
 - Phasing of construction
 - Value Engineering
 - Life Cycle Cost Analysis
 - Interim Housing Services

Summary

This proposal is based upon our understanding of the Project Scope as herein described and detailed record drawings are available. If the scope of the project or services is otherwise, the Proposal shall be adjusted accordingly to the mutual satisfaction of both the Riverside Community College District and HCA, Inc.

We appreciate the opportunity to provide services to the Riverside Community College District and look forward to continuing the positive working relationship that has already been established.

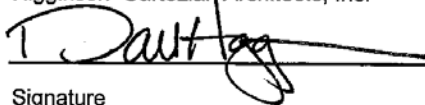
Submitted By:

David Higginson, AIA, CEO

Ca. License C-19168

Higginson+Cartozian Architects, Inc.

Signature



Date

4/11/2013

APPENDIX "A"

HOURLY RATE FEE SCHEDULE

HIGGINSON+CARTOZIAN ARCHITECTS

Corporate Officer	Hourly Rate: \$190.00
Architect	Hourly Rate: \$175.00
Senior Associate	Hourly Rate: \$145.00
Associate	Hourly Rate: \$120.00
Project Manager	Hourly Rate: \$100.00
Senior CADD Operator	Hourly Rate: \$ 80.00
CADD Operator:	Hourly Rate: \$ 65.00
Administrative/Clerical:	Hourly Rate: \$ 55.00



Agenda Item (IV-D-3)

Meeting	5/7/2013 - Committee/Regular Board
Agenda Item	Committee - Resources (IV-D-3)
Subject	Adoption of Education Protection Account Funding and Expenditures
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the proposed use of the estimated \$20,365,183 of Education Protection Account proceeds resulting from the passage of Proposition 30 to partially fund instructional salaries and benefits.

Background Narrative:

Proposition 30, The Schools and Local Public Safety Protection Act of 2012 passed in November 2012. This proposition temporarily raised the sales and use tax by .25 cents and raised the income tax rate for high income earners (\$250,000 for individuals and \$500,000 for couples) to provide continuing funding for local school districts and community colleges.

Per Proposition 30, a community college district has the sole authority to determine how the moneys received from the Education Protection Account (EPA) are spent, provided that the governing board shall make these spending determinations in open session of a public meeting of the governing board and shall not use any of the funds from the EPA for administrative salaries and benefits or any other administrative costs. Furthermore, each entity receiving funds shall annually publish on its Internet web site an accounting of how much money was received from the EPA and how that money was spent. Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided from the EPA have been properly disbursed and expended as required by law. Expenses incurred to comply with these additional audit requirements may be paid from the EPA.

In March two things occurred: 1) the District received the State Apportionment report that provided an estimate of \$20,365,183 that our District may receive from the EPA; 2) a copy of a new report that will be added to the CCSF-311, Annual Financial & Budget Report regarding the EPA funds was received.

Since we now have the information needed to make a spending determination, we are submitting this agenda item to comply with the Proposition 30 provision requiring the governing board to make the spending determination in an open session of a public meeting of the Board of Trustees. The estimated EPA funds that our District will receive are \$20,365,183 and the entire amount will be spent on instructional salaries. The EPA funds are NOT additional funds but rather are components of the appointment "computational revenue" calculation.

The attached form identifying this \$20,365,183 as proceeds from the EPA and the District's intent to use these funds to partially fund instructional salaries, will be posted to the District's internet web site to meet the web site posting requirements. This same form will be updated at year-end with actual figures when provided by the State Chancellor's Office and will be audited as part of the District's annual financial and compliance audit.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services

Attachments:

[05072013_Prop 30 EPA Expenditure Report](#)

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report
SUPPLEMENTAL DATA

Schools and Local Public Safety Protection Act
 Prop 30 EPA Expenditure Report

For Actual Year: 2012-2013

Budget Year: 2013-2014

District ID:

Name: Riverside Community College District

Activity Classification	Activity Code				Unrestricted
EPA Proceeds	8630				20,365,183
Activity Classification	Activity Code	Salaries and Benefits (1000 - 3000)	Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Total
Instructional Activities	0100-5900	20,365,183			20,365,183
Other Support Activities (list below)	6XXX				
Total Expenditures for EPA*		20,365,183	0	0	20,365,183
Revenues less Expenditures					0
*Total Expenditures for EPA may not include Administrator Salaries and Benefits or other administrative costs.					



Agenda Item (IV-E-1)

Meeting	5/7/2013 - Committee/Regular Board
Agenda Item	Committee - Facilities (IV-E-1)
Subject	Amendment 1 for Student Services Building with HMC Architects
College/District	Riverside
Funding	College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve Amendment 1 for FF&E Services with HMC Architects in the amount of \$103,500.

Background Narrative:

On November 20, 2012, the Board of Trustees approved the architectural services agreement with HMC Architects (HMC) for the Student Services Building (SSB) project at Riverside City College in the amount of \$1,715,680.

Staff now requests approval of Amendment 1 with HMC to provide Furniture, Fixtures and Equipment (FF&E) services for a fixed fee of \$91,500 plus reimbursables not to exceed \$12,000 for a total of \$103,500. FF&E services to include furniture space planning, specifications, selection and installation. Detailed explanation of the scope of work for FF&E services is outlined in the attached amendment (Exhibit 1). The agreement with HMC now totals \$1,819,180 including this amendment and reimbursable expenses.

Cost for the requested amendment is within the original project budget approved by the Board of Trustees, and will be paid from project contingency funds.

Prepared By: Cynthia Azari, President, Riverside City College
Charlie Wyckoff, Interim Vice President, Business Services, RCC
Chris Carlson, Chief of Staff & Facilities Development
John Baker, Interim-Director of Construction

Attachments:

[20130507_Amendment 1_HMC](#)

FIRST (1) AMENDMENT TO AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
HMC ARCHITECTS
(*Student Services Building – Riverside City College*)

This document amends the original agreement between the Riverside Community College District and HMC Architects, which was originally approved by the Board of Trustees on November 20, 2013

The agreement is hereby amended as follows:

Additional compensation of this amended agreement shall not exceed \$103,500, including reimbursable expenses. HMC Architects' agreement, including amendment and reimbursable expenses, now totals \$1,819,180. The term of this agreement shall be from the original agreement date of October 17, 2012, to the completion of the project. Payments and final payment shall coincide with original agreement.

Additional scope of work shall be provided in Exhibit I, Attached.

All other terms and conditions of the original agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date written below.

HMC ARCHITECTS

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____

By: _____

Chris R. Taylor, AIA
Executive Vice President
3546 Concours Street
Ontario, CA 91764

Aaron S. Brown
Vice Chancellor
Business and Financial Services

Date: _____

Date: _____

Exhibit I

February 26, 2013

Mr. John Baker
Interim, Director of Construction
Facilities Planning and Development
Riverside Community College District
450 East Alessandro Boulevard
Riverside, CA 92508



Subject: Riverside City College
Student Services and Administration Building

Regarding: Furniture Space Planning, Specifications, Selection and Installation

Dear John,

HMC Interiors appreciates the opportunity to submit the following proposal for your review and approval:

A. Project Understanding

Riverside Community College District (RCCD) is proposing to design and construct a Student Services and Administration Building on the Riverside City College (RCC) campus and is requesting professional services related to providing furniture space planning, specifications, selection and installation services.

The proposed facility is proposed to be 3 stories, approximately 42,000 GSF, and will include spaces for the various Department of Student Services, including but not necessarily limited to; Registration and Admissions, Records, Assessment and Placement, EOPS, DSPS, International Students, Outreach and Upward Bound, Financial Services, Student Government and Financial Aid. Administrative space and offices for the Executive Administration will also be included in the project.

B. Scope of Work

1. Furniture space planning and equipment requirements kick-off meeting:
 - a. Furniture Requirements and Coordination – One (1) Meeting:
 - 1) Establish project communications protocol
 - 2) Establish a time/work schedule with RCCD
 - 3) Discuss FF&E requirements/standards
2. Existing FF&E Cataloging: HMC will work with the College to determine which items of the existing FF&E are to be re-used in the new facility.
3. Client/User presentation (3 meetings):
 - a. Layout and Product Review Meeting: Two (2) Meetings
 - 2) Review all furniture layouts
 - 3) Review/approve furniture and accessories tear sheets
 - 4) Review/approve upholstery and finish selections
 - 5) Obtain final sign-off from Users on layouts, furniture and accessories tear sheets and upholstery and finish selections

- b. Final Review Meeting: One (1) Meeting
 - 1) Review final Furniture Plan based on information from meetings
 - 2) Approved layouts
4. Furniture plan CAD documentation and furniture detail specifications.
5. Provide three (3) furniture binders with specifications, photos, finishes, and upholsteries for procurement.
6. Provide one (1) furniture color board.
7. Coordination of furniture quotes and bidding:
 - a. Coordinate and issue furniture specification for bidding
 - b. Respond to questions from bidders regarding the furniture specifications
 - c. Assist in evaluating the FF&E bids
8. Coordination of Purchase Order with RCCD Procurement.
9. Coordination of furniture installation and punch walks (10 days).

C. Compensation

HMC proposes to provide the above scope of work for FF&E services for a fixed fee of Ninety One Thousand Five Hundred Fifty (\$91,500) Dollars.

D. Additional Services

If Additional Services are required beyond the original Scope of Work, HMC will bill on an hourly basis per the Attached HMC Hourly Rate Schedule.

E. Reimbursable Expenses

Reimbursable expenses including costs related to printing, plotting, delivery charges in the interest of the project are in addition to compensation for Basic Services. These expenses shall be billed to the RCCD at cost (no mark-up) incurred by and shall not exceed Twelve Thousand (\$12,000) Dollars.

Thank you for this opportunity to part of the RCCD and RCC team on this exciting and challenging project. We commit to providing you and the College with our highest level of service. Please do not hesitate contact me if you have any questions or need additional information regarding our fee proposal.

Please review this proposal, and if it meets with your approval, please send HMC your Standard Agreement for signature. We thank you for the opportunity to provide FF&E Services.

Sincerely,

HMC Interiors



for Konni Wong-Doi
Principal/Senior Interior Designer



ATTACHMENT "A"

HMC Rate Schedule
Standard Hourly Rate by Professional Category
 (Not all categories need apply to this contract)

Description	Rates
Principal in Charge	\$ 225
Project Director	\$ 190
Project Leader/Technical Leader	\$ 140
Sr Project Manager/Sr Project Architect/Sr Technical Manager	\$ 195
Project Manager/Project Architect/Technical Manager	\$ 160
Project Coordinator	\$ 120
Intermediate Drafter	\$ 105
Sr Construction Administrator	\$ 200
Construction Administrator	\$ 140
Construction Administration Support	\$ 80
Design Director	\$ 225
Design Leader	\$ 120
Project Designer	\$ 150
Senior Project Designer	\$ 175
Designer II	\$ 110
Designer	\$ 85
Senior Interior Project Designer	\$ 165
Senior Interior Designer	\$ 170
Interior Design Coordinator	\$ 90
Interior Design Leader	\$ 115
Interior Designer	\$ 125
Sustainable Design	\$ 140
Cost Estimating	\$ 190
Specifications	\$ 170
Agency Compliance	\$ 90
Education Facilities Planner	\$ 160
Senior Education Facilities Planner II	\$ 175
Senior Education Facilities Planner I	\$ 225

These are the current hourly rates effective June 1, 2012 through June 30, 2013 and are subject to change one time annually effective June 1st

Standard Hourly Rate Schedule



Agenda Item (IV-E-2)

Meeting	5/7/2013 - Committee/Regular Board
Agenda Item	Committee - Facilities (IV-E-2)
Subject	Amendment 1 for Lovekin Parking/Tennis Project with Higginson + Cartozian
College/District	Riverside
Funding	College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve Amendment 1 with Higginson + Cartozian Architects, Inc. in the amount of \$27,375.

Background Narrative:

On June 19, 2012, the Board of Trustees approved the architectural services agreement with Higginson + Cartozian Architects, Inc. (HCA) for the Lovekin Modular Unit Removal, Lovekin site improvements and Parking Structure Tennis Court conversion to parking in the amount of \$204,000.

Staff now requests approval of Amendment 1 with HCA in the amount of \$27,375 for the Lovekin Parking/Tennis Project. Approval of the amendment is requested for additional services which are required for the placement of the C6 Modular (Band Bldg./Exhibit II) on the existing tennis courts, ramp design changes, electrical engineering changes, landscape and irrigation design, and data/technology design. The agreement with HCA now totals \$231,375 including this amendment and reimbursable expenses.

Cost for the requested amendment is within the original project budget approved by the Board of Trustees, and will be paid from project contingency funds.

Prepared By: Cynthia Azari, President, Riverside City College
Charlie Wyckoff, Interim Vice President, Business Services, RCC
Chris Carlson, Chief of Staff & Facilities Development
John Baker, Interim-Director of Construction

Attachments:

[20130507_Amendment 1_HCA](#)

FIRST (1) AMENDMENT TO AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
HIGGINSON + CARTOZIAN ARCHITECTS, INC.
(*Lovekin Parking/Tennis Project – Riverside City College*)

This document amends the original agreement between the Riverside Community College District and Higginson + Cartozian Architects, Inc., which was originally approved by the Board of Trustees on June 19, 2012.

The agreement is hereby amended as follows:

Additional compensation of this amended agreement shall not exceed \$27,375, including reimbursable expenses. Higginson + Cartozian Architects, Inc.'s agreement, including amendment and reimbursable expenses, now totals \$231,375. The term of this agreement shall be from the original agreement date of May 20, 2012, to the completion of the project. Payments and final payment shall coincide with original agreement.

Additional scope of work shall be provided in Exhibit I, Attached.

All other terms and conditions of the original agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date written below.

HIGGINSON + CARTOZIAN
ARCHITECTS, INC.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____

By: _____

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

Aaron S. Brown
Vice Chancellor
Business and Financial Services

Date: _____

Date: _____

Exhibit I

higginson + cartoizian architects, inc.
architecture ❖ planning ❖ design

David Higginson, Architect, C.E.O.
Darryl K. Cartozian, C.F.O.

March 25, 2013

Riverside Community College District
450 E. Alessandro Blvd
Riverside, California 92508

Attention: Mr. Orin Williams
Vice Chancellor Facilities Planning & Development

Re: Amendment for Additional Architectural Services
Lovekin Modular Building Relocation Project
Riverside Campus


Dear Mr. Williams:

As a follow up to my conversation with your staff and subsequent meetings regarding the updated project scope, which were recently approved, we are requesting additional architectural and engineering services in the amount of \$27,375.

This additional amount covers the additional work required for the placement of the C6 Modular on the existing tennis courts, ramp design changes, electrical engineering changes for temporary service/phasing of project, landscape and irrigation design, data/technology design, architectural services needed to facilitate the district requested changes.

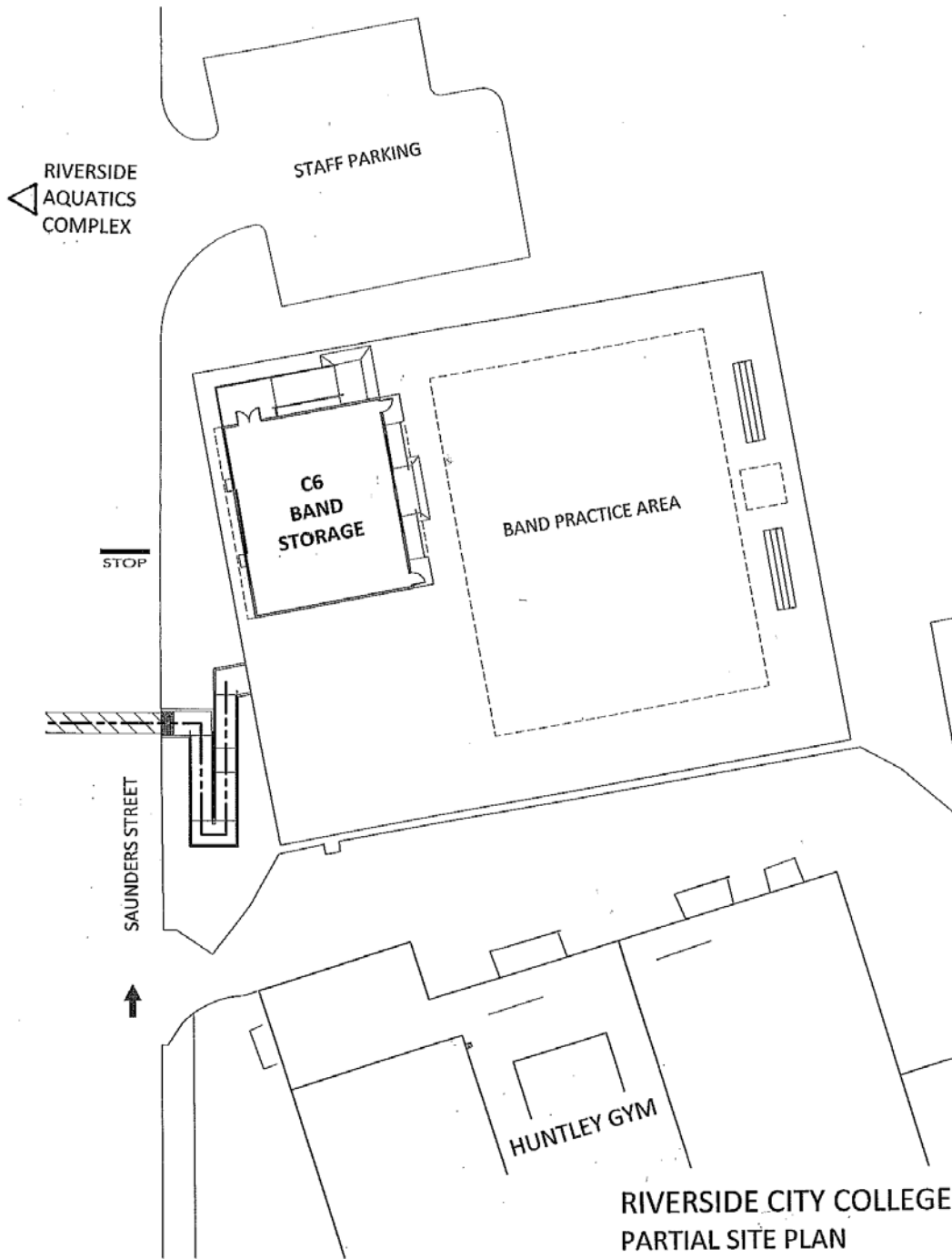
Please do not hesitate to contact me if you need any additional information.

Sincerely,



David Higginson, AIA, CEO
Higginson+Cartozian Architects, Inc.

Exhibit II





Agenda Item (IV-E-3)

Meeting	5/7/2013 - Committee/Regular Board
Agenda Item	Committee - Facilities (IV-E-3)
Subject	Change Orders 1 and 2 for Wheelock Gymnasium, Seismic Retrofit Project w/ Siemens Industry, Inc.
College/District	Riverside
Funding	College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve project Change Order No. 1 in the amount of \$29,738 and Change Order No. 2 in the amount of \$19,026, totaling \$48,764.

Background Narrative:

On January 30, 2012, RCCD entered into an agreement with Siemens Industry, Inc. in the amount of \$157,000 to add card access and security to the project scope of work for the Wheelock Gymnasium, Seismic Retrofit (WSR) project at Riverside City College. During implementation of the scope of work, difficulties in construction took place, necessitating changes. Two change orders from Siemens were approved, but not processed at that time, but are presented now.

Staff now request approval of both Change Order No. 1 in the amount of \$29,738 and Change Order No. 2 in the amount of \$19,026 with Siemens, totaling \$48,764 for the WSR project. Siemens' contract now totals \$205,764, exceeding the CUPCCAA bid limit. A Change Order Summary is attached (Exhibit I) with detailed breakdown for each (Exhibit II and III) for the Board's review and consideration.

Cost for the requested change orders are within the final project budget approved by the Board of Trustees, and will be paid from project contingency funds.

Prepared By: Cynthia Azari, President, Riverside City College
Charlie Wyckoff, Interim Vice President, Business Services, RCC
Chris Carlson, Chief of Staff & Facilities Development
John Baker, Interim-Director of Construction

Attachments:

[20130507_Change Order Summary_Siemens](#)

Exhibit I

Riverside Community College District
Facilities, Planning, Design and Construction
Riverside Wheelock Gymnasium, Seismic Retrofit

CHANGE ORDER SUMMARY

Change Order: 1
Contractor: Siemens Industry, Inc.

<i>Approved Contract Amount:</i>	\$ 157,000.00
<i>Change Order No. 1 Amount:</i>	<u>\$ 29,738.00</u>
<i>Revised Contract Sum:</i>	\$ 186,738.00

Change Order No. 1 Description:

Cable Splicing & Door Terminations –
Price includes Material & Labor to re-
Terminate incorrect cabling for Access
Control. See Exhibit II for breakdown.

\$29,738.00

Requested by: Michael Stephens
Accountability: Michael Jordon (previously)-
now Ron Kennihan

Change Order: 2
Contractor: Siemens Industry, Inc.

<i>Approved Contract Amount:</i>	\$ 157,000.00
<i>Change Order No. 1 Amount</i>	\$ 29,738.00
<i>Change Order No. 2 Amount:</i>	<u>\$ 19,026.00</u>
<i>Revised Contract Sum:</i>	\$ 205,764.00

Change Order No. 2 Description:

Card Readers – Revision 2 –Includes
Material & Labor to install the correct
Card Readers...See Exhibit III for breakdown.

\$19,026.00

Requested by: Michael Stephens
Accountability: Michael Jordon (previously) –
now Ron Kennihan

Exhibit II

SIEMENS

December 10, 2012

Orin Williams
Riverside CCD
4800 Magnolia Avenue
Riverside, CA 92506

Subject: Change Order / Cable splicing and door terminations-REVISION 2

Dear Orin:

Siemens is pleased to be a business partner with the District and greatly appreciates the opportunity to work with you. The purpose of this proposal is to request a change order approval, pertaining to the Wheelock Gym project. The enclosed proposal includes materials and labor to re-terminate incorrect cabling for access control.

Project Investment Summary

Investment Total.....\$ 29,738.00

Includes:

- 4 Specialist Hours @137.00/hr
- 12 PM Hours @208.00/hr
- 8 Engineering Hours @ 137.00/hr
- Subcontractor Labor \$25,598.00

Thank you again and I look forward to speaking with you further on this project.

Sincerely,

Greg Sippell
Siemens Industry, Inc
Greg.Sippell@Siemens.com
714-253-6542

Siemens Confidential and Proprietary

Exhibit III

SIEMENS

December 10, 2012

Orin Williams
Riverside CCD
4800 Magnolia Avenue
Riverside, CA 92506

Subject: Change Order / Card Readers-REVISION 2

Dear Orin:

Siemens is pleased to be a business partner with the District and greatly appreciates the opportunity to work with you. The purpose of this proposal is to request a change order approval, pertaining to the Wheelock Gym project. The enclosed proposal includes materials and labor to install the correct card readers.

Project Investment Summary

Investment Total.....\$ 19,026.00

Includes:

Materials (card readers) and Labor breakout

- 50 readers = (\$202.50 unit price plus tax and shipping)
- 24 PM hours @ 208.00/hr
- 2 Engineering hours @ 137.00/hr
- Subcontractor Labor \$2,113.00

Thank you again and I look forward to speaking with you further on this project.

Sincerely,

Greg Sippell
Siemens Industry, Inc
Greg.Sippell@Siemens.com
714-253-6542

Siemens Confidential and Proprietary



Agenda Item (IV-E-4)

Meeting	5/7/2013 - Committee/Regular Board
Agenda Item	Committee - Facilities (IV-E-4)
Subject	Presentation of the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts and RCCD Renaissance Block by LPA
College/District	District

Information Only

Background Narrative:

On June 19, 2012, the Board of Trustees approved the recoped Henry W. Coil, Sr. and Alice Edna Coil School for the Arts (CSA) project and tentative budget in the amount of \$41,138,000.

On June 19, 2012, the Board of Trustees approved the Construction Management Agreement with Tilden-Coil along with the Architectural Services Agreement with LPA for the CSA project.

LPA Architects will now provide a progress update for the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts and RCCD Renaissance Block Architecture.

Prepared By: Cynthia Azari, President, Riverside City College
Charlie Wyckoff, Interim Vice President, Business Services, RCC
Chris Carlson, Chief of Staff & Facilities Development
John Baker, Interim-Director of Construction

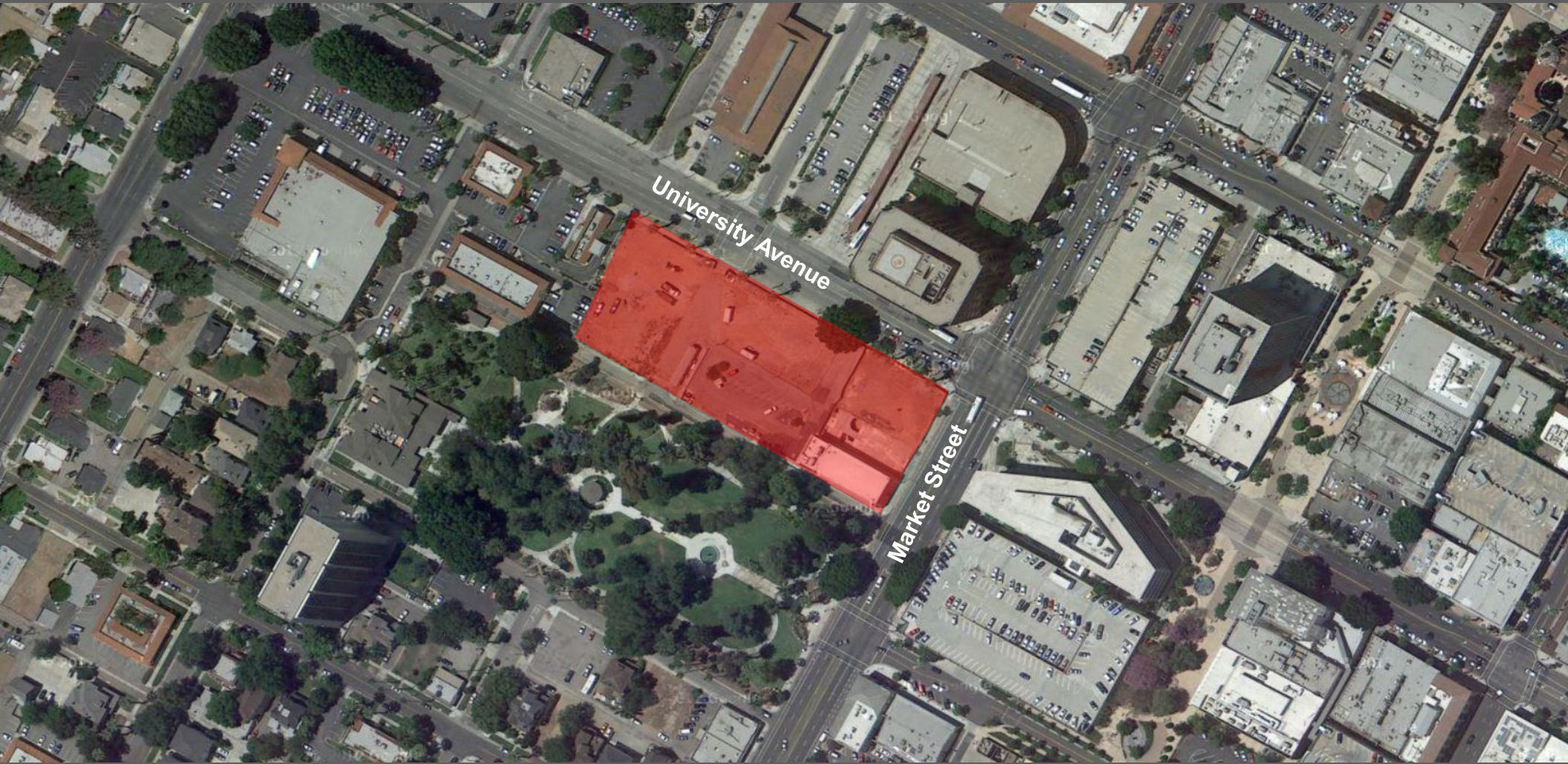
Attachments:

[20130507_Presentation_LPA](#)



Riverside Community College District / Renaissance Block





Parking Structure

Four levels
224 parking spaces

Coil School of the Arts

Two levels
36,420 sf

**Culinary Arts Academy /
District Offices**

Three levels + roof deck
60,289 sf

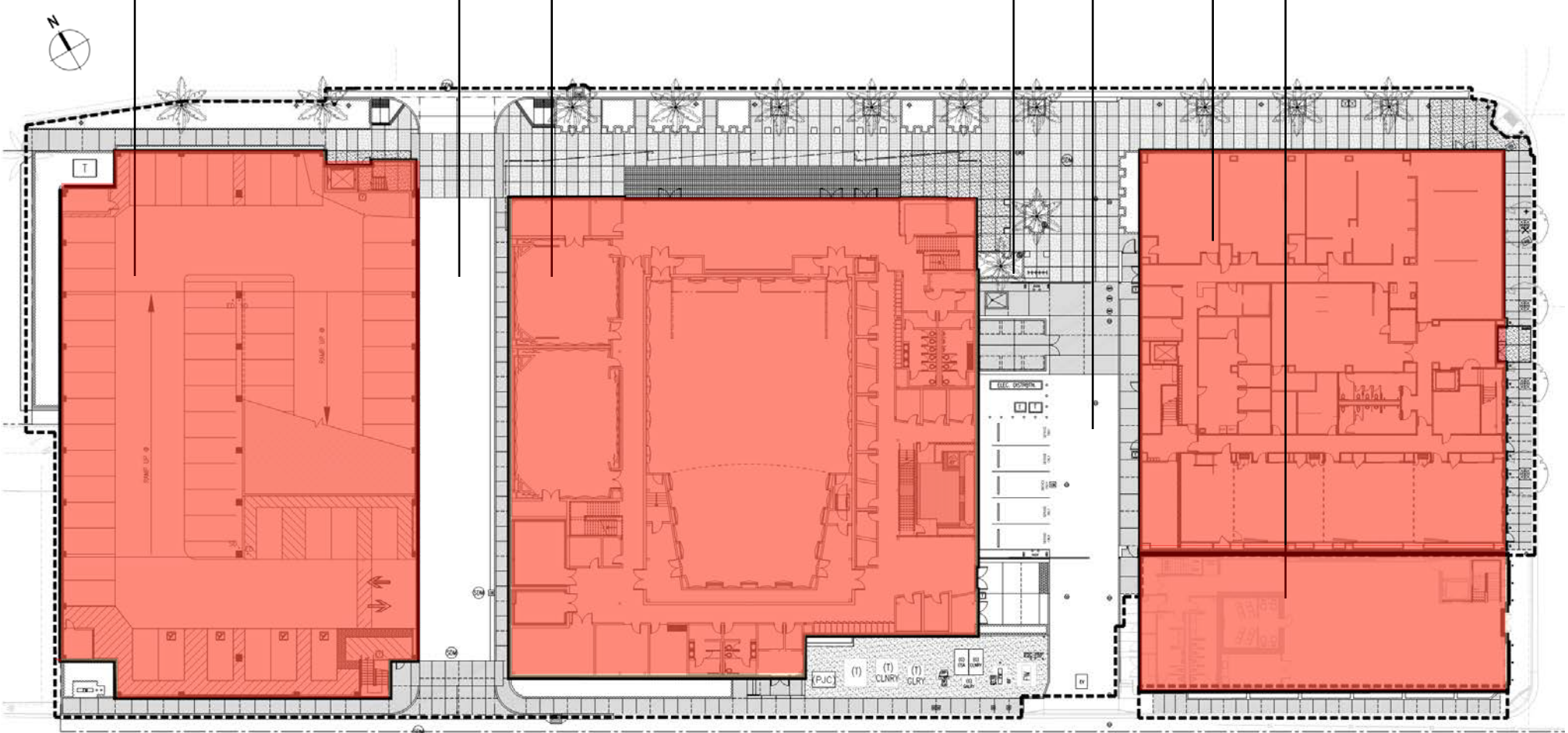
**Center for Social
Justice & Civil Liberties**

Two stories
9,360 sf

Access Street

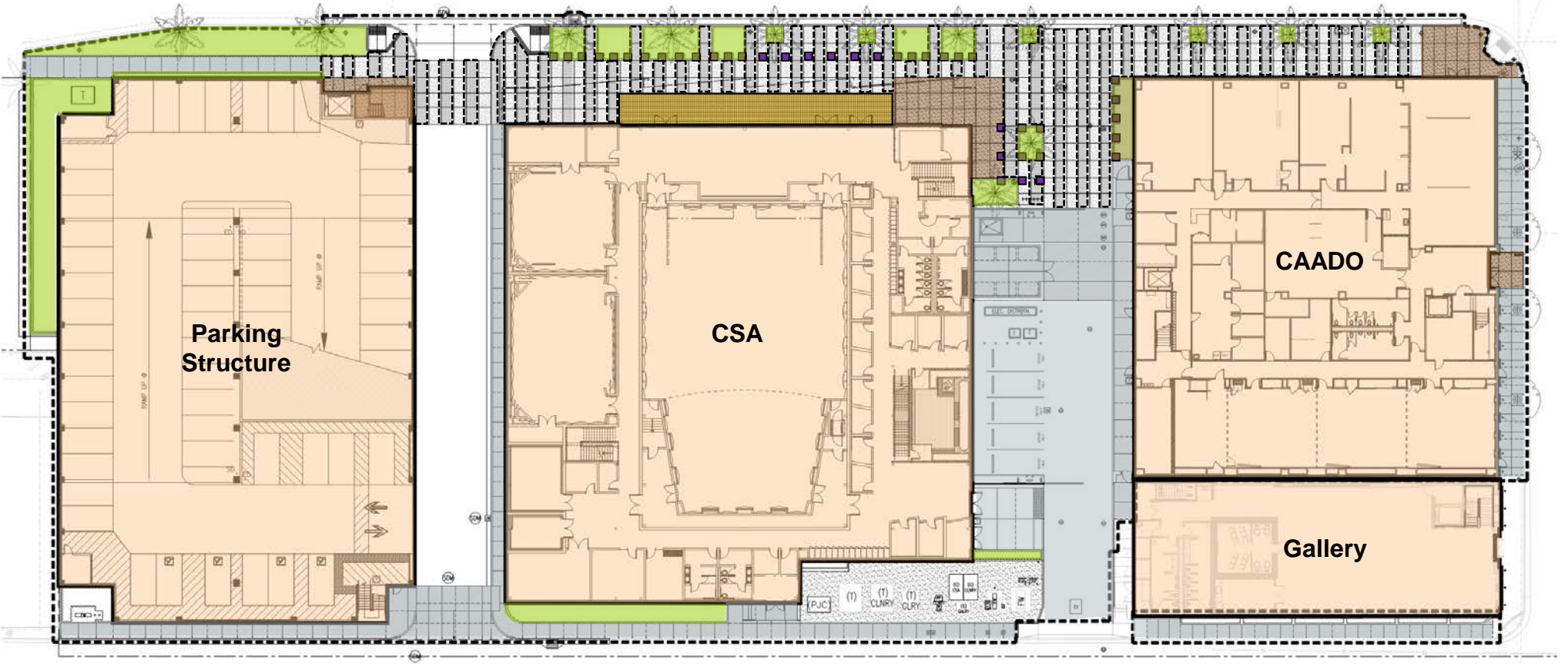
Plaza of the Arts

Service Yard





University Avenue



**The Center for Social Justice and Civil Liberties &
Culinary Arts and District Office Building / Market Street Elevation**



Transitional façade” concept /

Historical building massing and proportions are retained in the “transitional façade” creating a link between old and new.

Each building maintains its identity and expression of its era while creating a dialogue between historic and modern.



Historical façade

Transitional façade

Modern façade



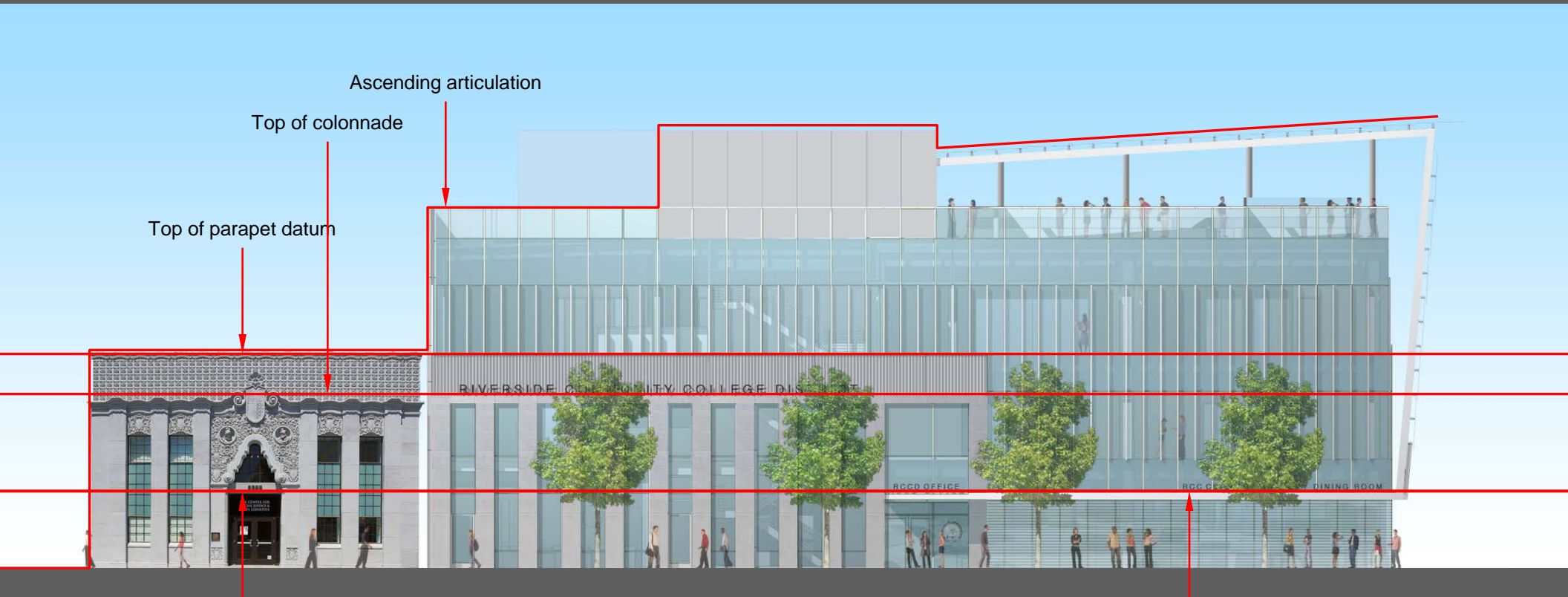
Fenestration /

Similar proportions and rhythm of windows.

Colonnade concept allows creates “dialogue” links modern and historical buildings.

Classic order of pilaster/cornice/entablature reinterpreted





Ascending articulation

Top of colonnade

Top of parapet datum

10-foot datum line

10-foot datum pedestrian scale maintained throughout the block

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RCCD OFFICE

RCCD

DINING ROOM



Precast concrete /

Original Heiting Building material

Extremely durable

Maintenance free

Integral color (no need to paint)

Pattern & texture possibilities

Precise and architectural





Precast concrete /

Original Heiting Building material

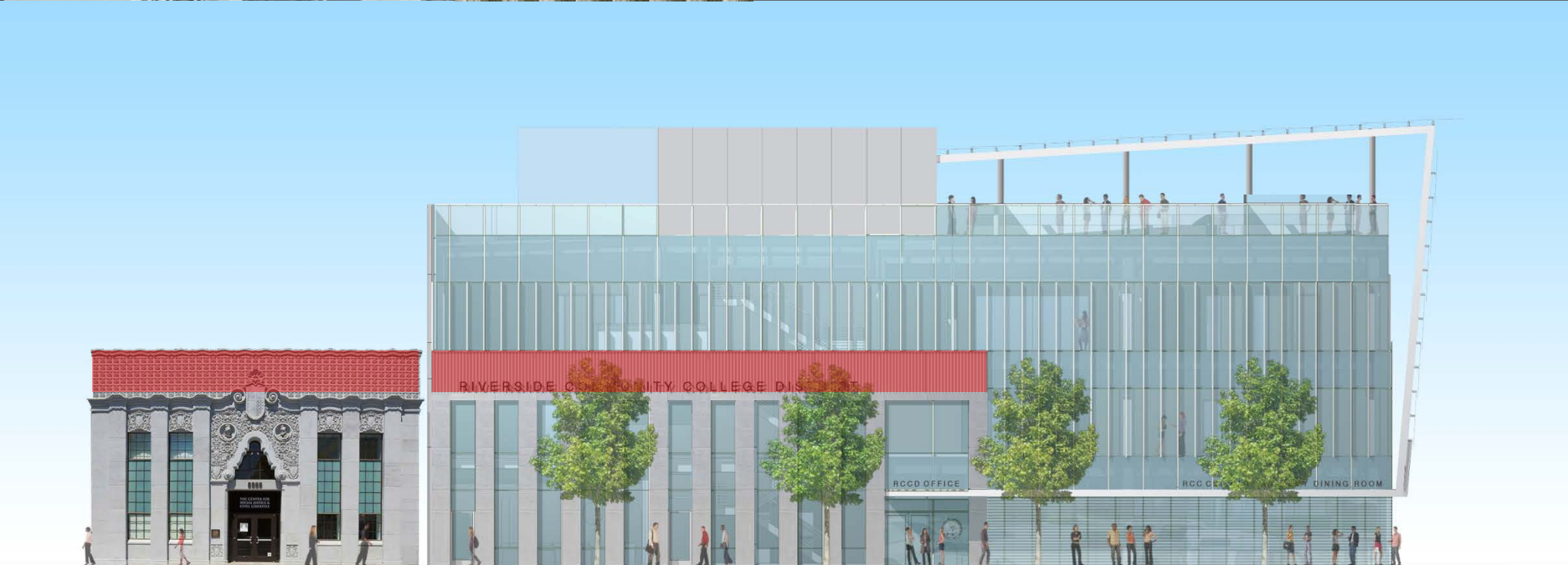
Extremely durable

Maintenance free

Integral color (no need to paint)

Pattern & texture possibilities

Precise and architectural





Curtain wall glass with sunshade fins /

Insulated Glass Unit (IGU) High performance low-e double glazing with air chamber.

Fins provide protection for late morning direct sunlight minimizing heat gain in the summer months and reducing glare.

Glazing maximizes natural light and is used in combination with “Daylighting” controls to minimize need for artificial lighting throughout the day (energy savings).





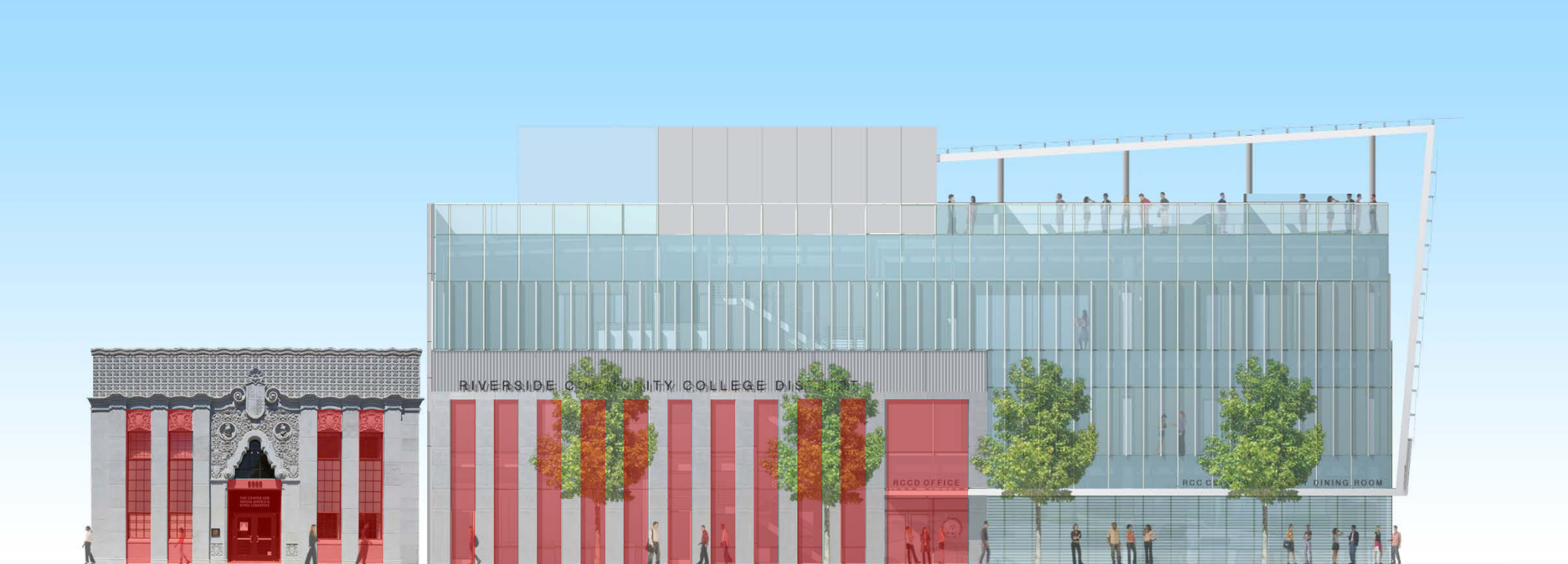
Storefront glazing /

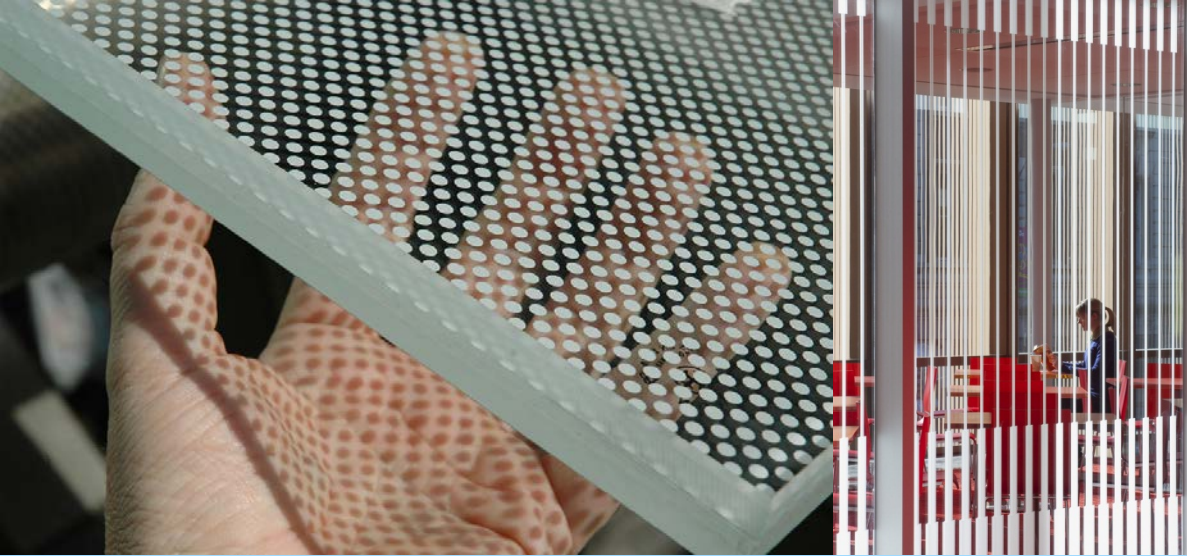
Glass color and characteristics to match the gallery

Aluminum storefront system

Insulated Glass Unit (IGU) High performance low-e double glazing with air chamber.

Glazing maximizes natural light and is used in combination with “Daylighting” controls to minimize need for artificial lighting throughout the day (energy savings).





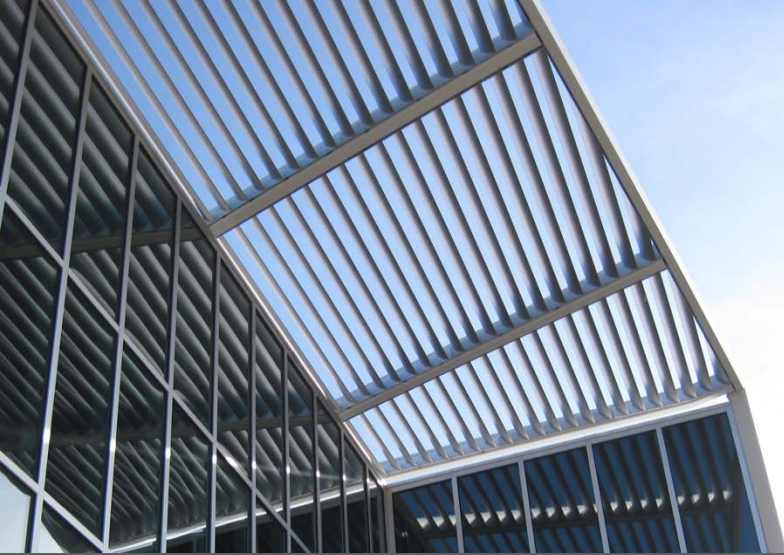
Fritted glass storefront system /

Ceramic frit provides a degree of privacy while allowing views and natural light.

Large selection of patterns and transparency degrees.

Low-e high performance IGU to match curtain wall system.





Sunshade canopy /

Airfoil blade horizontal application

Angled position, self cleaning

Aluminum (no paint or maintenance required)



Culinary Arts and District Office Building / University Avenue Elevation





Point support glass (fritted) /
Accent piece
Night time lighting





Curtain wall glass /

Insulated Glass Unit (IGU) High performance low-e double glazing with air chamber.

North glazing maximizes natural light and is used in combination with "Daylighting" controls to minimize need for artificial lighting throughout the day (energy savings).

Integrated glass parapets allow for visibility to and from the deck.

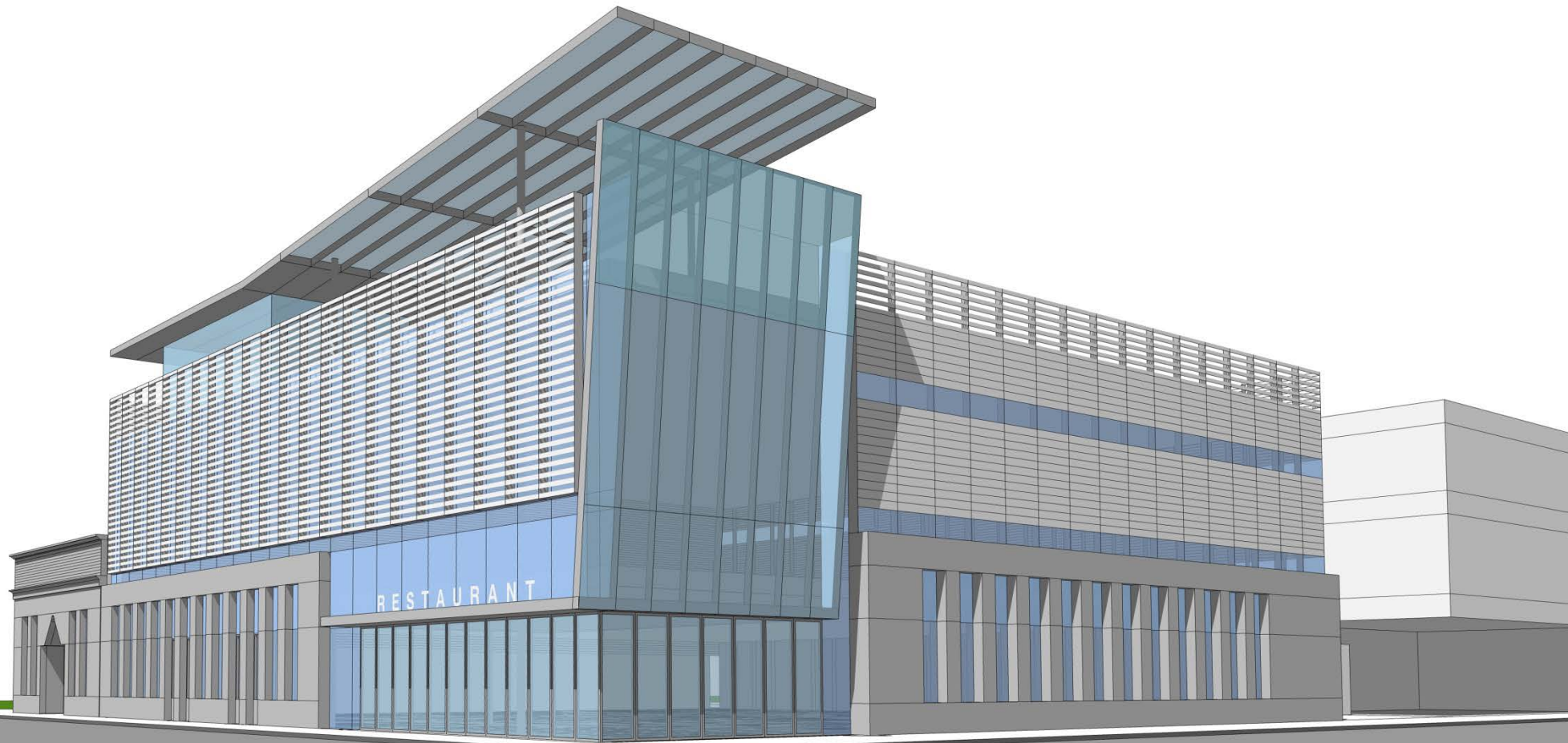




Landscape / Rooftop deck



University Avenue / North Elevation





Henry W. Coil, Sr. and Alice Edna Coil School for the Arts



Mission and Vision
Henry W. Coil Sr. and Alice Edna Coil
School for the Arts



The Mission of the Coil School for the Arts (CSA)

The mission of the Coil School for the Arts (CSA) is to provide students authentic, integrated, innovative, and industry-relevant training that will allow students to pursue their own artistic endeavors and to utilize artistic means to raise awareness of social justice and civil liberties in our culturally diverse community.

The broad scope of the curriculum integrating academic, arts and technology courses infuses educational experiences leading to the most advanced levels of artistic, technical, aesthetic, and reflective skills needed to be creative in a knowledge and career-based economy.



The Vision of the Coil School of the Arts (CSA)

The Coil School for the Arts will stand as a lighthouse institution for the region – attracting extraordinary faculty, talented students, industry leaders, and community supporters. CSA students will be in high demand by upper division schools and universities, industry, and professional companies. Partnerships, as demonstrated in the current partnership with RUSD, and other partnerships will be formed with Riverside County Department of Education, Unified School Districts, RCCD, UCR and other colleges and universities, to develop integrated and articulated curricula that provide students with seamless pathways through high school, and all the way to and through universities and colleges.

Partnerships with arts and entertainment companies will be developed and promoted to strengthen the demand for graduates and enhance economic development in the Inland Empire region.



A collaborative effort

- **Joint effort among LPA, acoustics, theater and amplification consultants and faculty**
- **Faculty involvement, dedication has been critical and outstanding**
- **Resulted in what will be one of the finest performance venues and state of the art learning environments in California and almost certainly the finest available at a community college nationwide**

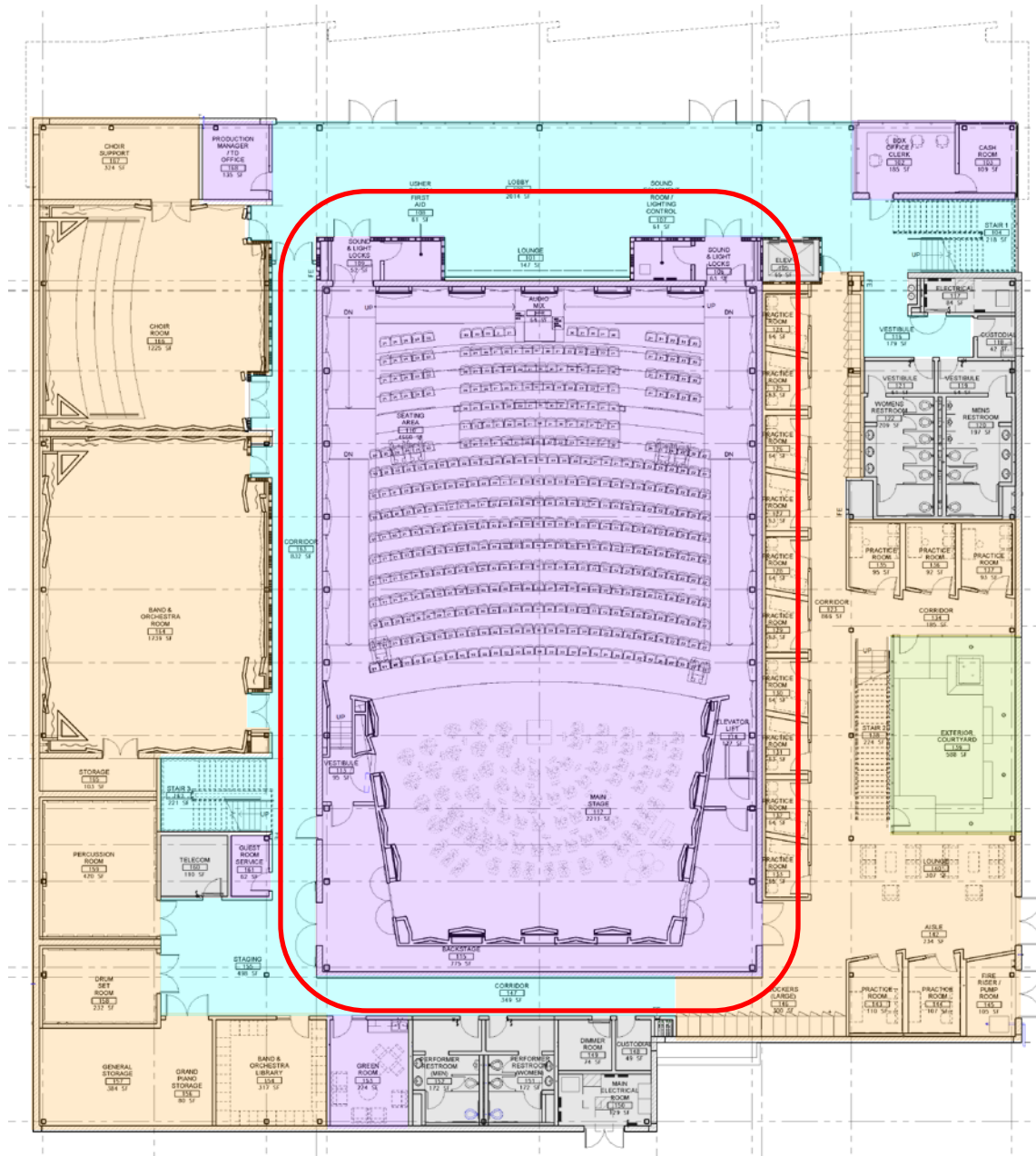


The Coil School for the Arts will provide:

- A beautiful 450 seat concert hall with outstanding acoustics
- State-of-the-art recording studio
- Acoustically correct choir room suitable for practice and performances
- Large orchestra/band room
- Piano lab
- Percussion room
- Classrooms
- Practice rooms
- Faculty offices suitable for private instruction

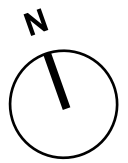
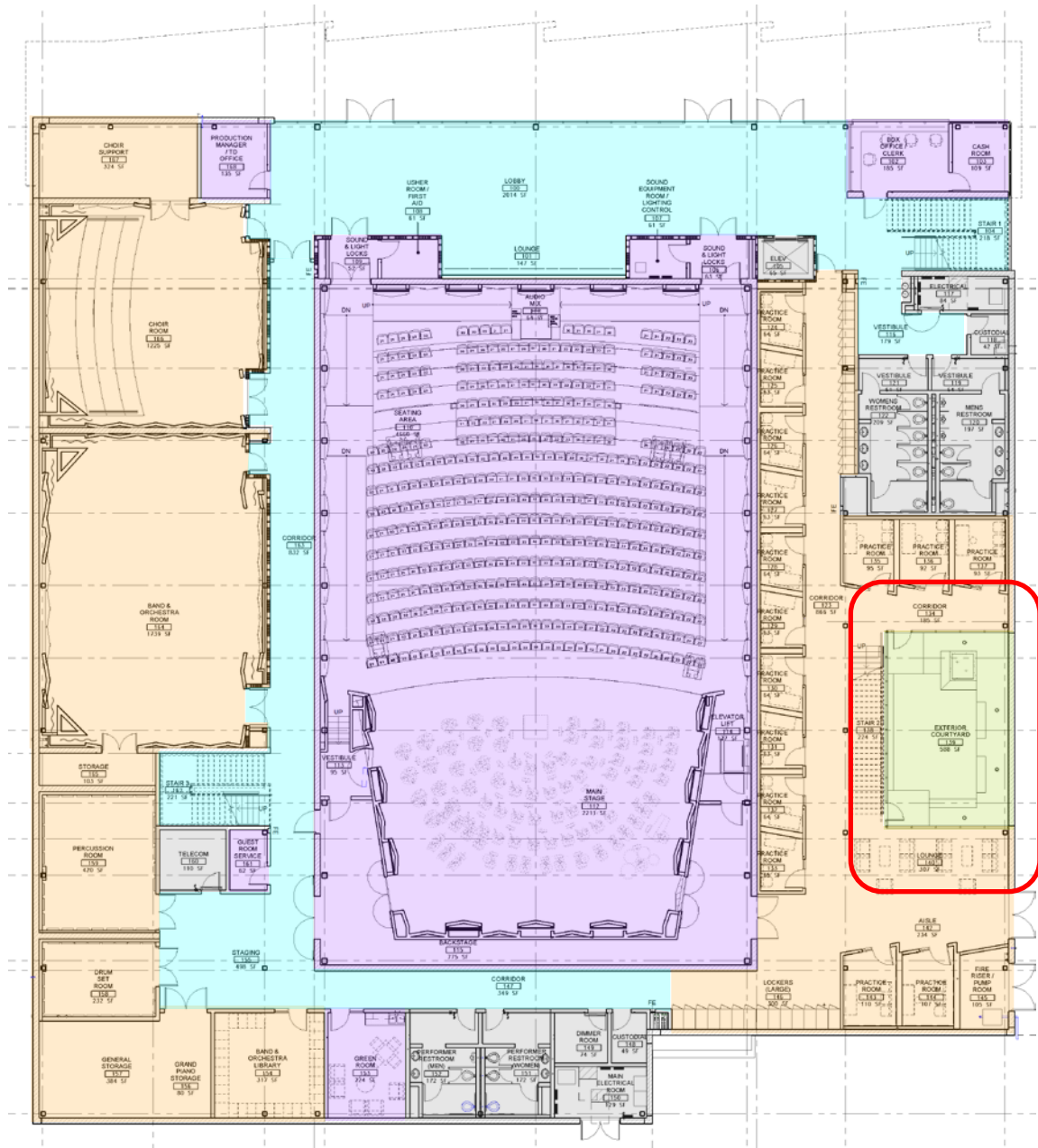


- Lobby / Circulation
- Performance
- Instructional
- Support / Service
- Patio

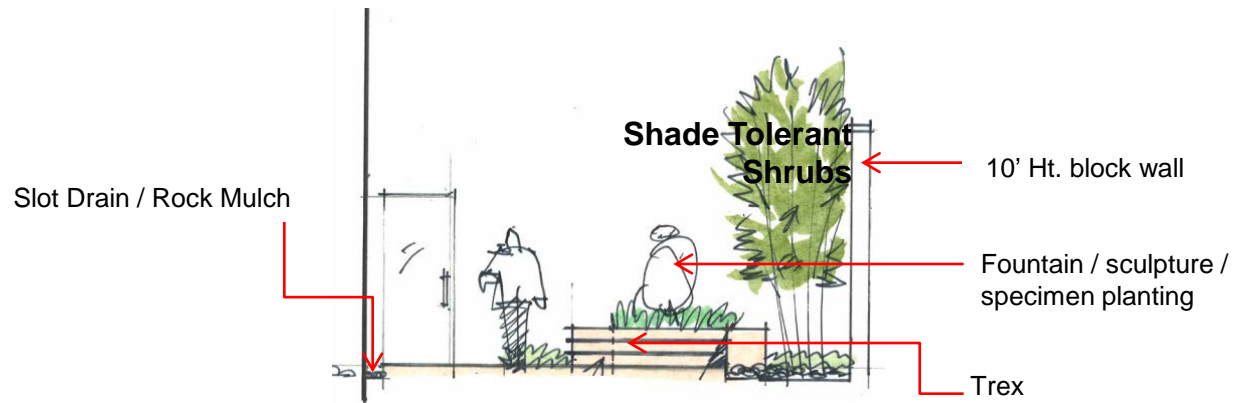
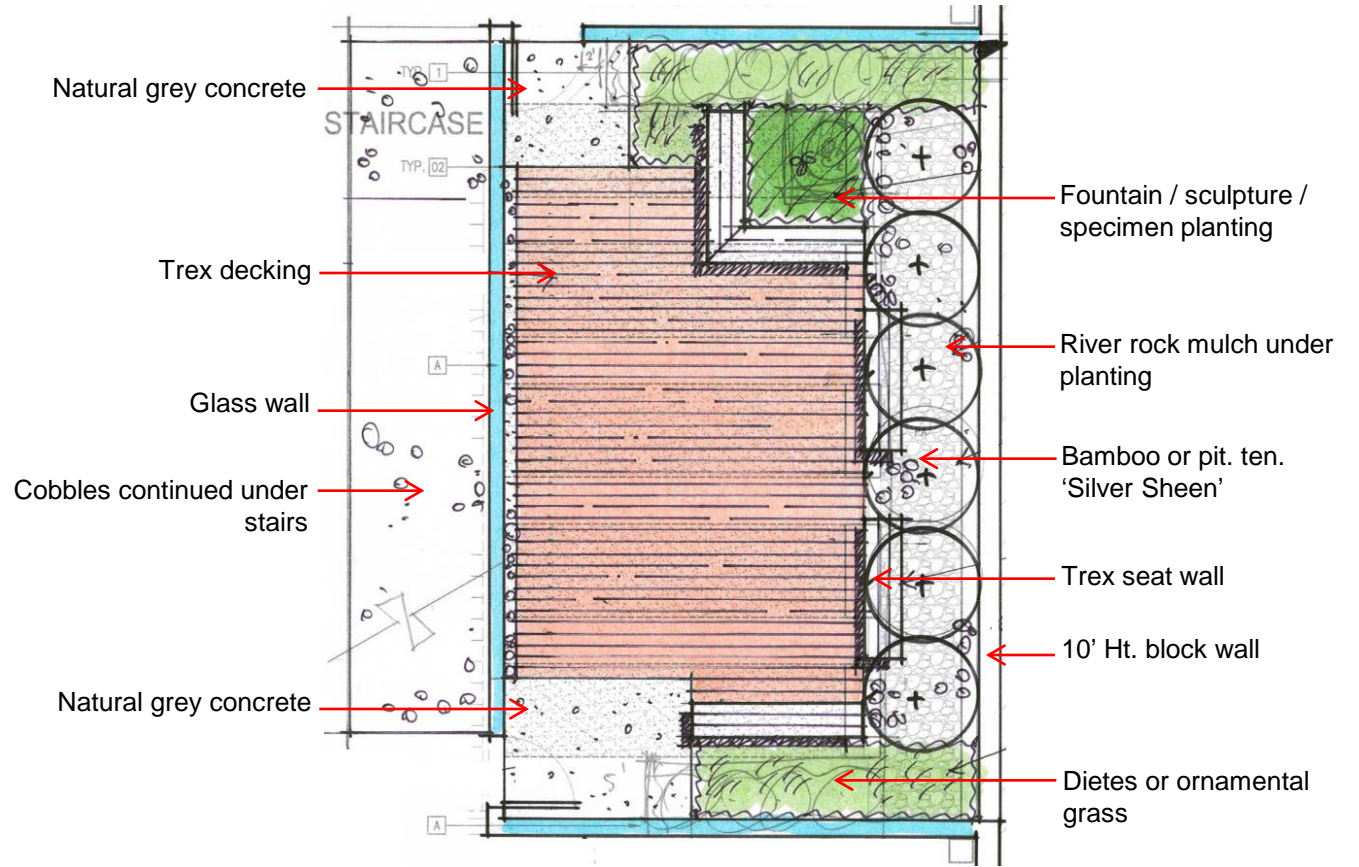




- Lobby / Circulation
- Performance
- Instructional
- Support / Service
- Patio



30'





Wood grain phenolic panel /

Rain screen system

Virtually maintenance free

Impact and dent resistant

Excellent light-fastening

Durable and resilient

Enriched warm texture contrasts the CMU block





CMU block /

Cost effective

Integral color (no maintenance needed)

Pattern and texture available

Excellent acoustical properties



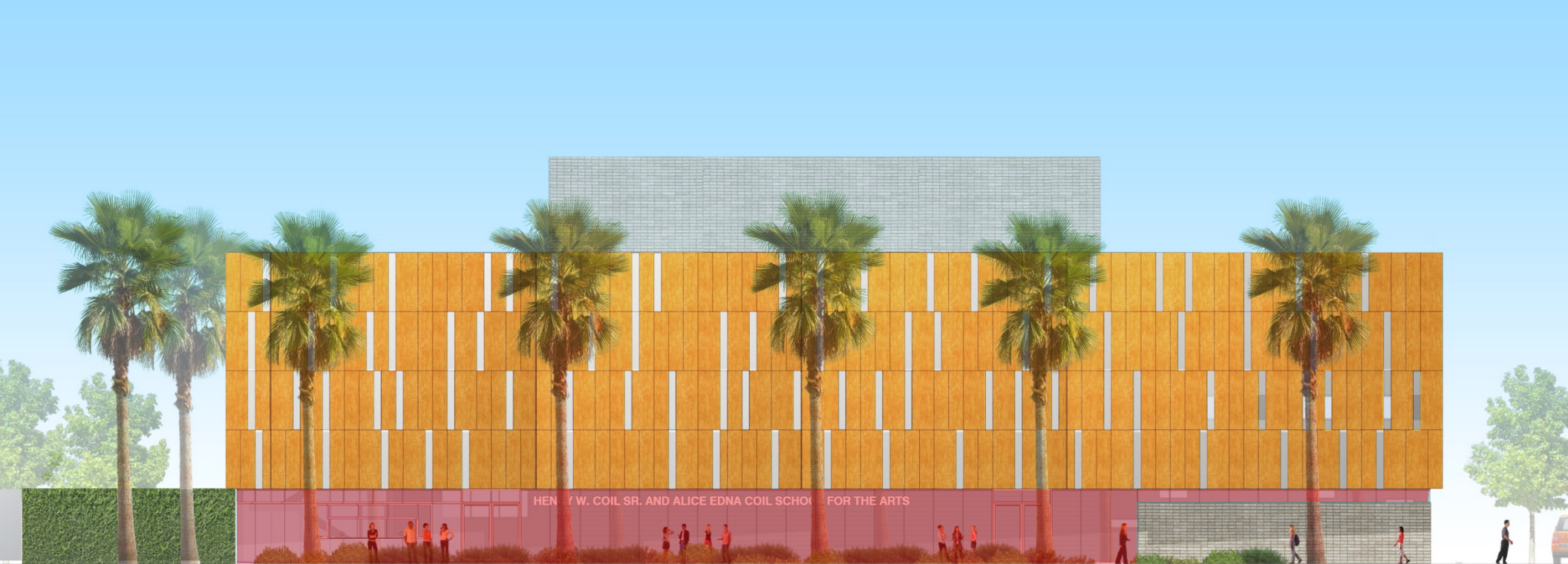
Slot windows





Storefront system /

Low-e high performance IGU to match CADO building.





University Avenue / Conceptual View

Renaissance block / Overall Elevations

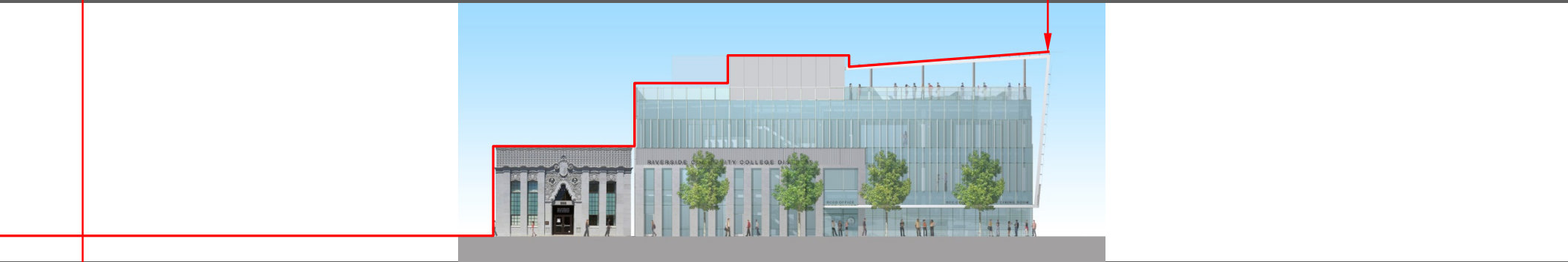


10-foot pedestrian datum line



high point

high point



Basis for material selection

Use/purpose-driven

Cost

Ease of maintenance

Architectural appearance

Mostly solid

Light control

Acoustics

Privacy

Screening

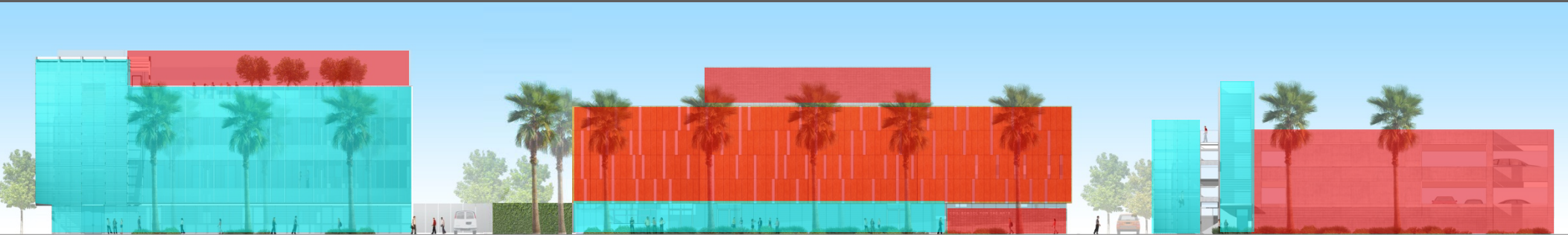
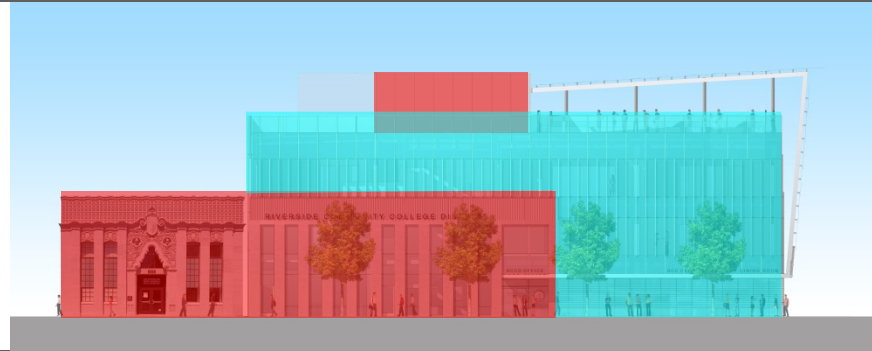
Transparent

Activity exposure

Maximizing daylight

Way-finding

Security





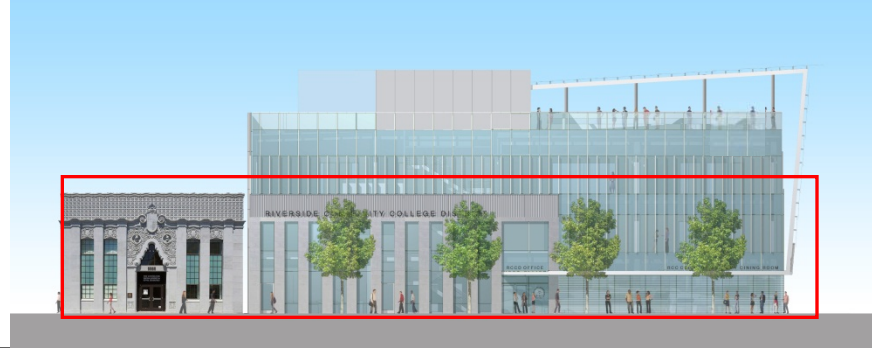
Landscape / Streetscape

Unifying element

City standards + enhancements

Social spaces

Drought tolerant and low maintenance





University Avenue / Conceptual View



CAADO DSA Approval

November 2013

CSA DSA Approval

January 2014

Bid Period

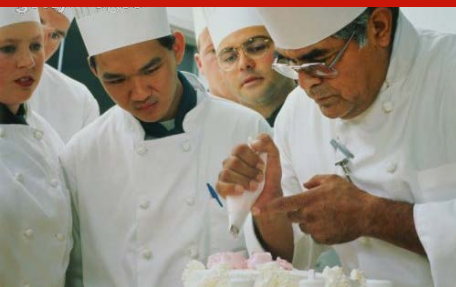
January 2014 – June 2014

Construction

June 2014 – May 2016

Occupancy

June 2016





Thank you!/ Questions?





[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (IV-E-5)

Meeting 5/7/2013 - Committee/Regular Board

Agenda Item Committee - Facilities (IV-E-5)

Subject Annual Presentation on Status Update of Project Labor Agreement by Padilla and Associates

College/District District

Information Only

Background Narrative:

On March 16, 2010, the Board of Trustees approved the Project Labor Agreement (PLA for the District. Likewise, on June 15, 2010, the board of Trustees approved an agreement with Padilla and Associates to provide administrative assistance as required by the PLA to ensure contractors comply with agreement requirements; mediate disputes between subcontractors and labor groups; help develop and monitor employment and training programs; as well as oversee State Division of Industrial Relations Labor Compliance requirements.

The PLA administrator, Padilla and Associates, now presents an annual presentation status update of the District's Project Labor Agreement oversight for the Board's review.

Prepared By: Greg Gray, Chancellor
Chris Carlson, Chief of Staff & Facilities Development

Attachments:

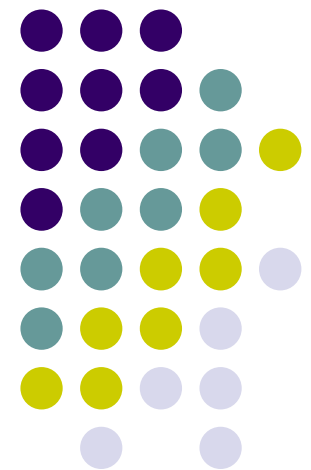
[20130507_Presentation_Padilla and Associates1](#)

**Project Labor Agreement (PLA)
Annual Status Update 2012/13**

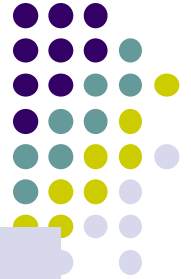
Presented by:
Facilities Planning & Development
and



May 7, 2013



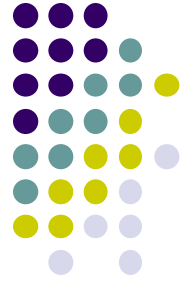
Summary of RCCD's PLA



- The RCCD Board of Trustees voted to approve a five-year PLA on March 16, 2010.
- The Agreement covers all RCCD construction projects using \$1 million or more in Measure C funds.
- The RCCD Board of Trustees approved Padilla & Associates, Inc. as the PLA Administrator over a PLA that includes a labor compliance component on June 15, 2010.
- The Annual PLA Report covers the period of July 1, 2010 to March 17, 2013 and includes a status of achievements in meeting the RCCD Board's Economic Development Initiatives.



SNAPSHOT: RCCD PLA/LCP Monitored Projects



Active Project During the Reporting Period of July 1, 2012 through March 17, 2013.

CURRENTLY ACTIVE PROJECTS	PROJECT NAME
	RCCD (RCC, Norco, MVC) ADA Transition
	Norco Central Plant / Infrastructure
	MVC Student Services Center
	Norco Operations Center
	RCCD Culinary Arts Building*

**The RCCD Market St. Culinary Building project is estimated to be completed in February 2015. However, limited work has occurred on this project under Phase 1 and Phase 2.*



SNAPSHOT: RCCD PLA/LCP Monitored Projects



Active Project During the Reporting Period of July 1, 2012 through March 17, 2013.

COMPLETED PROJECTS	PROJECT NAME
	Norco Secondary Effects
	RCC Wheelock Complex, Gymnasium, Seismic Retrofit
	MVC March Dental Education
	MVC Lions Lot
	MVC Nursing Portables



SNAPSHOT: Non-Union vs. Union Contractors Awarded Work



Summary of All Contractors (Prime and Subs) Awarded PLA Work

128 Non-Union (46%)

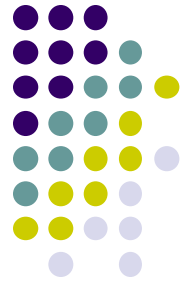
149 Union (54%)

5 Major Components of the PLA

1. Uniform application of employment practices and wage standards.
2. Readily available skilled labor workforce
3. Labor Compliance Component
4. Fringe Benefit waiver provisions
5. Local Hire Goals

Added Economic Development Board Resolution

- Local Business Initiative



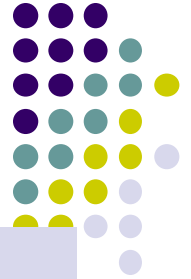
Uniform Employment Practices and Standards



PLA establishes uniformed employment practices and standards for adoption by all contractors performing work. As a result, the project contractors adopt uniform:

- work rules
- hours of work
- shift and alternate work schedules
- single dispute resolution process
- no strike/no lockout provisions
- rest period
- overtime
- show-up pay and make-up days

PLA Labor Compliance Component



Labor Compliance monitoring activities undertaken in conformance with California Prevailing Wage Laws and the RCCD PLA which have served as a reduction in possible wage violations:

- early, visible and ongoing labor compliance
- pre-construction meetings with prime and subcontractors
- collection and review of contractor Certified Payroll Records
- performs site visits, observations and worker interviews
- prevailing wage audits and investigations
- reconciliation of worker interviews against reporting
- ongoing contractor technical assistance with California prevailing wage laws and reporting requirements

Labor Compliance Monitoring Facts on PLA Projects

- ✓ 672 Contractor Discrepancy Notices Issued
- ✓ 20 Contractor Prevailing Wage Violations Identified, Investigated and Resolved
- ✓ 3 Ongoing Investigation
- ✓ \$95,700.90 of Worker Wages Recovered
- ✓ 1 Finalized DIR approved Audit & Withholding

PLA ACCOUNTABILITY



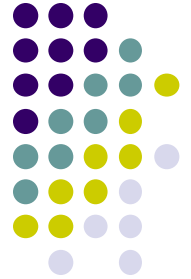
- **RCCD PLA Steering Committee Oversight**

- Quarterly PLA Steering Committee Meetings held to review status of PLA Administration and related activities
- The RCCD PLA Steering Committee is made up of the :
 - RCCD Chancellor,
 - RCCD General Counsel,
 - RCC, MVC and Norco Vice Presidents of Business Services,
 - RCCD Associate Vice Chancellor of Facilities Planning and Development
 - 2 local open-shop contractors; and
 - 2 representatives of the San Bernardino and Riverside Building and Construction Trades Council.

- **Joint Labor Management Committee Meetings**

- Pursuant to PLA Article 17, 3 meetings have been held with the San Bernardino and Riverside Building and Construction Trades Council, Affiliate Unions, PLA Administrator and RCCD Facilities Planning and Development representatives and RCCD General Counsel.
- The purpose of the meeting is to promote harmonious and stable labor management relations, ensure effective and constructive communication between labor and management parties, and evaluate and ensure an adequate supply of skilled labor for all RCCD Project Work.

PLA Initiative Local Hire Goal



PLA Requirement:

- *At least fifty percent (50%) of the positions for Project Work for a particular contractor (including contractor's "core workforce") are to be filled with residents of the Riverside and San Bernardino Counties, with a first priority provided to the residents of Riverside County.*

Snapshot: PLA Local Hire Goal Initiative

Attainment Report: Cumulative

(Reporting Period: July 1, 2010 to March 17, 2013)



**Overall Average Local Hire Attainment
For Active & Closed Projects**

67%

	PROJECT NAME	TOTAL WORKERS REPORTED	TOTAL LOCAL WORKERS	LOCAL HIRE ATTAINMENT (as of March 17, 2013)
ACTIVE PROJECTS	RCCD ADA Transition	88	62	70%
	Norco Central Plant/Infrastructure	11	9	82%
	Norco Operations Center	339	229	68%
	MVC Student Academic Services	311	185	59%
	RCCD Market St. Culinary Building*	49	33	67%

*The RCCD Market St. Culinary Building project is estimated to be completed in February 2015. However, limited work has occurred on this project under Phase 1 and Phase 2, which have, in the respective order, attained 28% and 100% local hire to date.

Snapshot: PLA Local Hire Goal Initiative

Attainment Report: Cumulative

(Reporting Period: July 1, 2010 to March 17, 2013)



Overall Average Local Hire Attainment For Active & Closed Projects **67%**

	PROJECT NAME	TOTAL WORKERS REPORTED	TOTAL LOCAL WORKERS	ACTUAL LOCAL HIRE ATTAINMENTS
CLOSED PROJECTS	Norco Secondary Effects	419	227	54%
	RCC Wheelock Complex, Gymnasium, Seismic Retrofit	564	435	77%
	MVC March Dental Education	343	225	66%
	MVC Lions Lot	142	104	73%
	MVC Nursing Portables	19	14	74%



Snapshot: Project Local Business Participation

(Reporting Period: July 1, 2010 to March 17, 2013)



ACTIVE PROJECTS	PROJECT NAME	TOTAL NUMBER OF LOCAL BUSINESSES	LOCAL BUSIENSS COMMITMENT
	Norco Infrastructure	2	92%
	RCCD ADA	18	56%
	RCCD Market St. Culinary Building*	Not Yet Available. All Project Phases Have Not Been Released for Bid.	
	Norco Operations Center	28	92%
	MVC Student Services Center	22	68%

CLOSED PROJECTS	PROJECT NAME	TOTAL NUMBER OF LOCAL BUSINESSES	LOCAL BUSINESS COMMITMENT	ACTUAL BUSINESS ATTAINMENT
	Norco Secondary Effects	9	14%	16%
	MVC Lions Lot	13	52%	62%
	MVC Nursing Portables	7	100%	100%
	RCC Wheelock Complex, Gymnasium, Seismic Retrofit	21	38%	48%
	MVC March Dental Education	19	45%	71%

*The RCCD Market St. Culinary Building project is estimated to be completed in February 2015. However, limited work has occurred on this project under Phase 1 and Phase 2, which have, in the respective order, committed to 20% and 50% local business participation.

PLA Feature: Fringe Benefit Exemption Overview and Status



Intent of Fringe Benefit Exemption:

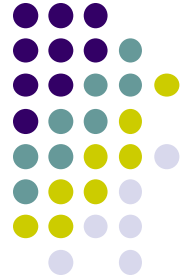
- To level field and afford open and merit shops an equal opportunity to receive credit for existing benefit structure.

PLA Requirement:

- Bidders may qualify for an exemption to the PLA Fringe Benefit requirements if their benefit plan(s) (health, welfare and pension) meet or exceed the applicable Union fringe benefit individual plan(s) referenced in the Schedule A's.
- Bidders are informed of the opportunity to submit a PLA Fringe Benefit Exemption request at all project job-walk meetings.
- Contractor Fringe Benefit Exemption Requests are processed on a project by project basis, therefore providing all parties with the opportunity to be reconsidered based on the evaluation terms.



Snapshot: PLA Feature: Fringe Benefit Exemption Requests



FRINGE BENEFIT TRADE EXEMPTION REQUEST SUMMMARY (Reporting Period: July 1, 2010 to March 17, 2013)

Total Number of Prospective Bidders Filing Exemption Requests *	8
Total Number of Individual Trade Exemption Requests Processed	45
Full Trade Benefit Package Exemptions Granted	16
Partial Trade Benefit Package Exemptions Granted	25
Trade Benefit Package Exemptions Denied	4

**An individual bidder may have submitted multiple requests.*

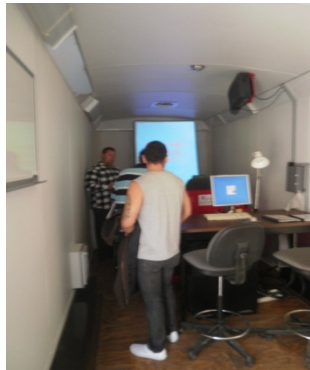
PLA Affiliate Outreach to RCCD Community: Participation in RCCD Job Fairs



MVC Annual Fall 2012 Career & Job Fair
October 10, 2012
1000+ in attendance



NORCO College Fall 2012 Career & Job Fair
October 4, 2012
1200+ in attendance



NORCO College Spring 2012 Career & Job Fair
March 13, 2012
350+ in attendance



RCC Annual Spring 2012 Career & Job Fair
May 2, 2012
350+ in attendance



PLA Affiliate Outreach to RCCD Community: Participation in RCCD Job Fairs



22 of the 34 vendor participants included the:

Associated Building Contractors Associated General Contractors
San Bernardino and Riverside Building and Construction Trades
IBEW Local 440 Cement Masons Local 500
Iron Workers Local 433 D.C. 36 Painters
Drywall Finishers Local 775 Sheet Metal Local 105
Laborers Local 1184 Stripers Local 1184
Asbestos Local 5 Operating Engineers Local 12
Teamsters Local 166 Resilient and Tile Layers Local 1247
US Military Logistics
Public Service Health Care
Early Childhood Education Many Other Industries



RCCD PLA IMPLEMENTATION: “*WHAT’S NEXT?*”



- Building Trades and affiliate Unions to participate in the Job & Career Job Fairs in Fall 2013.
- Continued quarterly meetings with RCCD PLA Oversight Committee
- Joint Labor Management Committee Meeting
- Ongoing labor compliance monitoring
- Collectively working with contractors and unions to place local residents on RCCD projects.

RCCD PLA Annual Status Update 2012/13

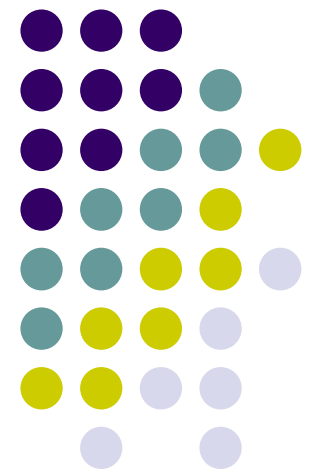
Recap of Highlights



✓ Approved full or partial Fringe Benefit Exemptions	41 of 45 trade requests received full or partial exemptions
✓ Local Worker Participation	67% Attainment vs. 50% Goal
✓ Local Business Participation	45% Attainment
✓ RCCD Partnerships	Active participation in campus Career and Job Fairs.
✓ Transparency in PLA Administration	Quarterly reporting to RCCD PLA Steering Committee and Joint Labor Management Committee, Active SB Outreach

QUESTIONS & ANSWERS

Thank You





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Agenda Item (V-A)

Meeting	5/7/2013 - Committee/Regular Board
Agenda Item	Other Business (V-A)
Subject	Appointment of an Ad Hoc Board of Trustees Ethics Advisory Committee
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees affirm the President's appointing of an Ad Hoc Board of Trustees Ethics Advisory Committee.

Background Narrative:

It is recommended that the Board of Trustees affirm the President's appointing of an Ad Hoc Board of Trustees Ethics Advisory Committee.

Prepared By: Greg Gray, Chancellor

Attachments:



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Agenda Item (VI-A)

Meeting	5/7/2013 - Committee/Regular Board
Agenda Item	Closed Session (VI-A)
Subject	Pursuant to Government Code Section 54957, Public Employee Performance Evaluation: Title: Chancellor
College/District	District
Funding	
Recommended Action	To Be Determined

Background Narrative:

None

Prepared By: Greg Gray, Chancellor

Attachments:



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[Agenda Item](#)

Agenda Item (VI-B)

Meeting	5/7/2013 - Committee/Regular Board
Agenda Item	Closed Session (VI-B)
Subject	Pursuant to Government Code Section 54957.6, Conference with Labor Negotiator, District Negotiator: Bradley Neufeld, Gresham Savage, Unrepresented Employee: "Chancellor"
College/District	District
Funding	
Recommended Action	To Be Determined

Background Narrative:

None

Prepared By: Greg Gray, Chancellor

Attachments: