

**Board of Trustees - Regular Meeting  
Tuesday, April 18, 2017 6:00 PM  
District Office, Board Room, 3801 Market Street,  
Riverside, CA 92501**

**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, 3rd Floor, 3801 Market Street, Riverside, California, 92501 or online at [www.rccd.edu/administration/board](http://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. Pursuant to the Ralph M. Brown Act, the Board cannot address or respond to comments made under Public Comment.*

II. APPROVAL OF MINUTES

A. [Minutes of the Board of Trustees Regular/Committee Meeting of March 7, 2017](#)

*Recommend approving the March 7, 2017 Board of Trustees Regular/Committee meeting minutes as prepared.*

B. [Minutes of the Board of Trustees Regular Meeting of March 21, 2017](#)

*Recommend approving the March 21, 2017 Board of Trustees Regular meeting minutes as prepared.*

III. PUBLIC HEARING (NONE)

IV. CHANCELLOR'S REPORTS

A. [Chancellor's Communications](#)

*Information Only*

B. [Presentation of Rank of Professor for 2017-2018](#)

*Information Only*

C. [Presentation on Men of Color Mentoring Program at Norco College](#)

*Information Only*

D. [Five to Thrive Presentation on Working with Millennials: What's Wrong With Kids These Days?](#)

*Information Only*

- E. [Healthcare Update](#)  
*Information Only*
- F. [Future Monthly Committee Agenda Planner and Annual Master Planning Calendar](#)  
*Information Only*
- V. STUDENT REPORT
  - A. [Student Report](#)  
*Information Only*
- VI. CONSENT AGENDA ACTION
  - A. Diversity/Human Resources
    - 1. [Academic Personnel](#)  
*Recommend approving/ratifying academic personnel actions.*
    - 2. [Classified Personnel](#)  
*Recommend approving/ratifying classified personnel actions.*
    - 3. [Other Personnel](#)  
*Recommend approving/ratifying other personnel actions.*
  - B. District Business
    - 1. [Purchase Order and Warrant Report – All District Resources](#)  
*Recommend approving/ratifying the Purchase Orders and Purchase Order Additions totaling \$4,841,121 and District Warrant Claims totaling \$6,690,796.*
    - 2. Budget Adjustments
      - a. [Budget Adjustments](#)  
*Recommend approving the budget transfers as presented.*
    - 3. Resolution(s) to Amend Budget
      - a. [Resolution No. 49-16/17 – 2016-2017 CA STEP Grant](#)  
*Recommend adding the revenue and expenditures of \$256,040 to the budget.*
    - 4. Contingency Budget Adjustments (None)
    - 5. Bid Awards
      - a. [Purchase Furniture and Fixtures from Krueger International \(KI\), Utilizing the Foundation for California Community Colleges Contract Number CB 13-013.](#)  
*Recommend approving the purchase of furniture and fixtures from Krueger International (KI), utilizing the Foundation for California Community Colleges Contract Number CB 13-013 through October 2017, with option to renew for one (1) additional term.*
    - 6. Grants, Contracts and Agreements
      - a. [Contracts and Agreements Report Less than \\$88,300 – All District Resources](#)  
*Recommend ratifying contracts totaling \$657,175 for the period of March 1, 2017 through March 31, 2017.*
      - b. [Agreement for Employment Training Panel \(ETP\) Award 17-0428 with the State of California](#)  
*Recommend approving the agreement for ETP Award 17-0428 with the State of California for \$539,176.*

- c. [Agreement to provide training to Fleetwood Aluminum Products](#)  
*Recommend approving the agreement to provide training to Fleetwood Aluminum Products using Employment Training Panel funding (ET17-0428).*
  - d. [Agreement Amendment for Elevator Maintenance & Preventative Services with Amtech Elevator Services](#)  
*Recommend approving agreement amendment for maintenance and preventative services with Amtech Elevator Services to add new building elevators in the amount of \$35,422.*
  - e. [Contract Agreement for Professional Services with Execu-Sys, Ltd.](#)  
*Recommend approving a contract extension for Execu-Sys, Ltd., and the total contract amount not to exceed \$93,765.*
7. [Out-of-State Travel](#)  
*Recommend approving out-of-state travel.*
8. Other Items
- a. [Resolution No. 47-16/17 - Authorization to Encumber Funds](#)  
*Recommend approving Resolution No. 47-16/17 -Authorization to Encumber Funds.*
  - b. [Surplus Property](#)  
*Recommend declaring the property on the attached list to be surplus; finding the property does not exceed the total value of \$5,000; and authorizing the property to be consigned to The Liquidation Company to be sold on behalf of the District.*
  - c. [Notices of Completion](#)  
*Recommend accepting the projects listed on the attachment as complete, and approving the execution of the Notices of Completion (under Civil Code Section 3093 – Public Works).*

VII. CONSENT AGENDA INFORMATION

- A. [Monthly Financial Report for Month Ending – March 31, 2017](#)  
*Information Only*

VIII. BOARD COMMITTEE REPORTS

- A. Governance
  - 1. [Board Policy for First Reading](#)  
*Recommend accepting the first reading of Board Policy and Administrative Procedure 4100 - Graduation Requirements for Degrees and Certificates*
- B. Teaching and Learning
  - 1. [Proposed Curricular Changes](#)  
*Recommend approving the proposed curricular changes for inclusion in the college catalogs and in the schedule of class offerings.*
  - 2. [Agreement for College and Career Access Pathways with Corona-Norco USD Eleanor Roosevelt High School](#)  
*Recommend approving the College and Career Access Pathways agreement.*

- C. Planning and Operations (None)
- D. Resources (None)
- E. Facilities (None)

IX. ADMINISTRATIVE REPORTS

A. Vice Chancellors

1. [Agreement for Employee Benefits Consulting Services with Keenan and Associates](#)  
*Recommend approving the Employee Benefit Consulting Services Agreement with Keenan and Associates from May 1, 2017 through April 30, 2020. Consulting service fees for the life of the service agreement are \$340,849.92 in addition to administrative fees for the Keenan BenefitBridge online enrollment and eligibility system of \$2.50 per employee per month.*
2. [Resolution No. 48-16/17 Authorizing the Chancellor, or Designee, of the District to Layoff and Reduce Hours of the Classified Service](#)  
*Recommend adopting Resolution Number 48- 16/17, authorizing the Chancellor, or Designee, of the District to layoff and reduce hours of the classified service and send appropriate notification to impacted employees.*
3. [Summer Workweek](#)  
*Recommend approving the four-ten hour day workweek from June 12, 2017 through August 18, 2017 for Classified and Confidential support staff; contingent upon CSEA ratification.*

B. Presidents

X. ACADEMIC SENATE REPORTS

- A. Moreno Valley College
- B. Norco College
- C. Riverside City College/Riverside Community College District

XI. BARGAINING UNIT REPORTS

- A. CTA - California Teachers Association
- B. CSEA - California School Employees Association

XII. BUSINESS FROM BOARD MEMBERS

- A. [Appointment of Individuals to the Measure C Citizens' Bond Oversight Committee](#)  
*Recommend considering the applications submitted by individuals interested in serving on the Measure C Citizens' Bond Oversight Committee and select one individual to serve in the open category -- Member of a Bona-Fide Taxpayers Organization--for initial two-year terms.*
- B. [Recognition of Outgoing Citizens' Bond Oversight Committee Members](#)  
*Information Only*
- C. [Update from Members of the Board of Trustees on Business of the Board](#)  
*Information Only*

XIII. CLOSED SESSION

- A. [Pursuant to Government Code Section 54957, Public Employee Discipline/Dismissal/Release](#)  
*Recommended Action to be Determined.*

XIV. ADJOURNMENT

## Agenda Item (II-A)

Meeting	4/18/2017 - Regular
Agenda Item	Approval of Minutes (II-A)
Subject	Minutes of the Board of Trustees Regular/Committee Meeting of March 7, 2017
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

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### Background Narrative:

Recommended approving the March 7, 2017 Board of Trustees Regular/Committee meeting minutes as prepared.

Prepared By: Michael Burke, Ph.D., Chancellor

### Attachments:

[030717\\_Committee Minutes](#)

MINUTES OF THE BOARD OF TRUSTEES REGULAR  
AND COMMITTEE MEETINGS OF THE GOVERNANCE,  
TEACHING AND LEARNING, PLANNING AND OPERATIONS,  
RESOURCES AND FACILITIES COMMITTEES  
OF MARCH 7, 2017

President Blumenthal called the Board of Trustees meeting to order at 6:00 p.m. in the District Office, Board Room, 3801 Market Street, Riverside, California.

CALL TO ORDER

Trustees Present

Virginia Blumenthal, President  
Tracey Vackar, Vice-President  
Janet Green, Secretary  
Mary Figueroa, Board Member  
Bill Hedrick, Board Member  
Leonardo Santiago, Student Trustee Tempore

Staff Present

Michael L. Burke, Ph.D., Chancellor  
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services  
Dr. Terri Hampton, Vice Chancellor, Human Resources and Employee Relations  
Ms. Chris Carlson, Chief of Staff and Facilities Development  
Dr. Irving Hendrick, Interim President, Moreno Valley College  
Dr. Bryan Reece, President, Norco College  
Dr. Wolde-Ab Isaac, President, Riverside City College  
Mr. David Torres, Dean, Institutional Research and Strategic Planning  
Mr. Robert Gunzel, Chief of Police  
Mr. Mike Simmons, Director, Risk Management, Safety & Police

Student Trustee Tempore Leonardo Santiago led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Dr. Irene Sanchez asked the board to implement Resolution 43-16/17 and take steps to follow existing Board policies and procedures.

COMMENTS FROM THE PUBLIC

Mr. Joey Mendoza commented on the need for communication between the Board and students.

The Committee Chair Tracey Vackar convened the meeting at 6:14 p.m. Committee members in attendance: Michael L. Burke, Ph.D., Chancellor; Academic Senate Representatives: Ms. LaTonya Parker (Moreno Valley College), Ms. Peggy Campo, (Norco College), and Dr. Mark Sellick (Riverside City College/RCCD); ASRCCD representative: Dr. Rhonda Taube; Management Association representative: Ms. Ann Yoshinaga

TEACHING AND LEARNING  
COMMITTEE

Dr. Burke led the committee review of the curricular changes for inclusion in the catalog and in the schedule of class offerings that will be presented to the Board for approval at the March 21 regular meeting. Discussion followed.

Proposed Curricular Changes

Mr. Torres presented the committee with the 2016 Student Success Scorecard. Discussion followed.

Student Success Scorecard 2016

The committee adjourned the meeting at 6:51 p.m.

## PLANNING AND OPERATIONS

The Committee Chair Mary Figueroa convened the meeting at 6:52 p.m. Committee members in attendance: Michael L. Burke, Ph.D., Chancellor; Academic Senate Representatives: Ms. LaTonya Parker (Moreno Valley College), Ms. Peggy Campo (Norco College), and Dr. Mark Sellick (Riverside City College/RCCD); Management Association representative: Ms. Ann Yoshinaga

Chief Gunzel and Mr. Simmons presented the committee with the Safety and Security Initiatives Update. Discussion followed.

Safety and Security Initiatives Update

The committee adjourned the meeting at 8:05 p.m.

## OTHER BUSINESS

Hedrick/Figueroa moved that Resolution Number 43-16/17 be amended as follows: “WHEREAS, Riverside Community College District consists of three accredited colleges of Moreno Valley College, Norco College and Riverside City College serving a large, diverse student body with diverse faculty and staff who are *committed to diversity, equity, and inclusiveness*; and.” Motion carried. (5 ayes)

Resolution Number 43-16/17  
in Support and Protection of  
Culture of Care

Vackar/Hedrick moved that Resolution Number 43-16/17 be amended as follows: “WHEREAS, significant uncertainty exists as to potential changes in public policy, and the rights of protected, *marginalized* and/or *under-resourced* populations are being jeopardized; and.” Motion carried. (5 ayes)

Hedrick/Vackar moved that Resolution Number 43-16/17 be amended as follows: “NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the Riverside

Community College District affirms a Culture of Care that formalizes the commitment to the values of the District and protects our colleges, students, faculty and *staff* from discrimination and harassment, bullying and/or hostile environment; and.” Motion carried. (5 ayes)

Figueroa/Hedrick moved that the Board of Trustees approve Resolution 43-16/17 as amended. Motion carried. (5 ayes)

The committee adjourned the meeting at 9:00 p.m.

Adjourned

The Board adjourned the meeting at 9:01 p.m.

ADJOURNMENT



## Agenda Item (II-B)

Meeting	4/18/2017 - Regular
Agenda Item	Approval of Minutes (II-B)
Subject	Minutes of the Board of Trustees Regular Meeting of March 21, 2017
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

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### Background Narrative:

Recommended approving the March 21, 2017 Board of Trustees Regular meeting minutes as prepared.

Prepared By: Michael Burke, Ph.D., Chancellor

### Attachments:

[032117\\_Regular Minutes](#)

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING  
OF MARCH 21, 2017

President Blumenthal called the Board of Trustees meeting to order at 6:00 p.m. in the District Office, Board Room, 3801 Market Street, Riverside, California.

CALL TO ORDER

Trustees Present

Virginia Blumenthal, President  
Tracey Vackar, Vice President  
Mary Figueroa, Board Member  
Bill Hedrick, Board Member  
Luis Velazco Miranda, Student Trustee-Elect

Trustees Absent:

Janet Green, Secretary

Staff Present

Michael L. Burke, Ph.D., Chancellor  
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services  
Dr. Terri Hampton, Vice Chancellor, Human Resources and Employee Relations  
Ms. Chris Carlson, Chief of Staff and Facilities Development  
Dr. Irving Hendrick, Interim President, Moreno Valley College  
Dr. Bryan Reece, President, Norco College  
Dr. Wolde-Ab Isaac, President, Riverside City College  
Ms. LaTonya Parker, Academic Senate Representative, Moreno Valley College  
Ms. Peggy Campo, Academic Senate Representative, Norco College  
Dr. Mark Sellick, Academic Senate Representative, District/Riverside City College

Guests Present

Ms. Kathryn Stevenson, Assistant Professor, English, Moreno Valley College  
Ms. Jennifer Escobar, Assistant Professor, English, Moreno Valley College  
Mr. Christopher Dech, Educational Advisor, Moreno Valley College

Student Trustee-Elect, Mr. Luis Velazco Miranda led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Hedrick/Vackar moved that the Board of Trustees approve Trustee Green's absence as excused. Motion carried (4 ayes, 1 absent [Green])

MOTION TO EXCUSE TRUSTEE'S ABSENCE

Joey Mendoza expressed his concern regarding the purchase of equipment by the RCC police department; and for DACA students, doing more under Culture of Care.

COMMENTS FROM THE PUBLIC

Clara Velarde stated her concern (if campus police acting independently).

Kaitlyn Ruiz spoke about her concern if crimes are unreported on campus.

Asher Jones spoke about if there are unreported assaults, transgender rights and issues.

Figueroa/Vackar moved that the Board of Trustees approve the minutes of the Board of Trustees Regular/Committee Meeting of February 7, 2017. Motion carried. (4 ayes, 1 absent [Green])

MINUTES OF THE BOARD OF TRUSTEES REGULAR/COMMITTEE MEETING OF FEBRUARY 7, 2017

Vackar/Hedrick moved that the Board of Trustees approve the minutes of the Board of Trustees Regular Meeting of February 21, 2017. Motion carried. (4 ayes, 1 absent [Green]).

MINUTES OF THE BOARD OF TRUSTEES REGULAR MEETING OF FEBRUARY 21, 2017

Chancellor Burke administered the oath of office to Mr. Luis Velazco Miranda, Student Trustee for the remaining 2016-2017 term.

Swearing in of 2016-2017 Student Trustee

Ms. Escobar and Ms. Stevenson presented a report on the K12/MVC English Collaborative. Discussion followed.

Five to Thrive Presentation on the K12/MVC English Collaborative

Mr. Dech presented a report on the Moreno Valley College Guardian Scholars Program. Discussion followed.

Student Presentation – Moreno Valley College Guardian Scholars Program

Dr. Hampton reported there are currently three open claims being addressed.

Healthcare Update

The Board of Trustees received information on documents that are used to monitor and review upcoming action items, information items, and presentations, as well as planning for the monthly committee and Board meetings.

Future Monthly Committee Agenda Planner and Annual Master Planning Calendar

Student Trustee Luis Velazco Miranda presented the report about recent and future student activities at Moreno Valley, Norco, and Riverside City Colleges and Riverside Community College District.

STUDENT REPORT

CONSENT ITEMS

Action

Figueroa/Hedrick moved that the Board of Trustees:

Approve/ratify the listed academic appointments, separations, and assignment and salary adjustments;

Academic Personnel

Approve/ratify the listed classified appointments, separations, and assignment and salary adjustments;

Classified Personnel

Approve/ratify the listed other personnel appointments, and assignment and salary adjustments as amended;

Other Personnel

Approve/ratify the Purchase Orders and Purchase Order Additions totaling \$1,897,168 and District Warrant Claims totaling \$5,721.666;

Purchase Order and Warrant Report – All District Resources

Approve the budget transfers as presented;

Budget Adjustments

Approve adding the revenue and expenditures of \$13,519 to the budget;

Resolution No. 44-16/17 – 2016-2017 Cooperative Agencies Resources for Education (CARE)

Approve adding the revenue and expenditures of \$399,449 to the budget;

Resolution No. 45-16/17 – 2016-2017 Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grants Program

Approve adding the revenue and expenditures of \$51,446 to the budget;

Resolution No. 46-16/17 – 2016-2017 Adult Ed Program Data Block Grant

Approve request for Proposal Number 2016/17-13, Commencement Services and Products in the total amount of \$288,710.61 to Aljam Promotions;

RFP Award for Commencement Services and Products

Ratify contracts totaling \$424,951 for the period February 1, 2017 through February 28, 2017;

Contracts and Agreements Report Less than \$88,300 – All District Resources

Approve out-of-state travel;

Out-of-State Travel

Approve the proposed use of the estimated \$23,833,835 of Education Protection Account proceeds resulting from the passage of Proposition 30 to partially fund instructional salaries and benefits;

Adoption of Education Protection Account Funding and Expenditures

Declare the property on the attached list to be surplus; find the property does not exceed the total value of \$5,000; and authorize the property to be consigned to The Liquidation Company to be sold on behalf of the District;

Surplus Property

Motion carried. (4 ayes, 1 absent [Green])

The Board received the monthly financial status report for the month ending February 28, 2017.

Vackar/Figueroa moved that the Board of Trustees approve the proposed curricular changes for inclusion in the college catalogs and in the schedule of class offerings.  
Motion carried. (4 ayes, 1 absent [Green])

Dr. Hendrick, Dr. Reece, and Dr. Isaac updated the Board on the upcoming events and activities occurring at their colleges.

Ms. LaTonya Parker presented the report on behalf of Moreno Valley College.

Ms. Peggy Campo presented the report on behalf of Norco College.

Dr. Mark Sellick presented the report on behalf of Riverside City College and the District.

Dr. Dariush Haghghat, CTA President, presented the report on behalf of the CTA.

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

## Information

Monthly Financial Report for  
Month Ending – February 28, 2017

## BOARD COMMITTEE REPORTS

### Teaching and Learning

Proposed Curricular Changes

## ADMINISTRATIVE REPORTS

### Vice Chancellors

Presidents

## ACADEMIC SENATE REPORTS

Moreno Valley College

Norco College

Riverside City College/District

## BARGAINING UNIT REPORTS

CTA – California Teachers  
Association

CSEA – California School  
Employees Association

BUSINESS FROM BOARD MEMBERS

Figueroa/Vackar moved that the Board of Trustees vote for John Leal, State Center CCD, Stephen Blum, Ventura County CCD, Laura Casas, Foothill-De Anza CCD, Stephan Castellanos, San Joaquin Delta CCD, Adrienne Grey, West Valley-Mission CCD, Andra Hoffman, Los Angeles CCD, Pam Haynes, Los Rios, CCD, and Jim Moreno, Coast CCD for the CCCT Board. Motion carried. (4 ayes, 1 absent [Green]).

California Community College  
Trustees (CCCT) Board of  
Directors Election – 2017

Trustee Hedrick thanked Dr. Hendrick, Dr. Isaac and Dr. Reece for the tours of the campuses. Attended the Norco Chill event at Norco College; Ben Clark completion ceremony and presented information on the RCCD resolution at an immigration rights event in Moreno Valley. Appreciates students attending meeting tonight. Would like the Board to discuss the possibility of responding to public comment.

Update from Members of the  
Board of Trustees on Business of  
the Board

Trustee Figueroa would like students to know the Board is not disconnected from their critical issues. Perhaps discuss the possibility of restructuring the agenda; congratulated to Dr. Reece on reception last week. Attended the Active Shooter panel discussion and the ACCT GLI Trustee Workshop at RCC. Encouraged everyone to attend Cesar Chavez art exhibit this week. Concerned with enrollment numbers at Moreno Valley College.

Trustee Vackar agreed with Trustee Figueroa regarding enrollment at Moreno Valley College; community needs to be involved in the campuses, perhaps work on outreach. Issues need to be addressed collectively.

Trustee Blumenthal suggested separate meetings to discuss the issues related to public comment. Attended the Norco President's reception at Norco College; impressed with community involvement at the event. Attended the Friends of Forensics fundraiser and ACCT GLI conference at RCC.

The Board adjourned to closed session at 8:45 p.m., and reconvened to open session at 9:10 p.m., announcing the following action:

ADJOURNED TO CLOSED  
SESSION/RECONVENED

Hedrick/Vackar moved that the Board of Trustees reject the claim with Preferred Ceilings (RCC, CSA Building), Existing Litigation: Pending Litigation Pursuant to Government Code Sections (54956.9 (a), (d)(2), and (e)(3). Motion carried. (4 ayes, 1 absent [Green])

Conference with Legal Counsel – Existing Litigation: Pending Litigation Pursuant to Government Code Sections 54956.9 (a), (d)(2), and (e)(3)

Hedrick/Figueroa moved that the Board of Trustees reject the claim with Great American Insurance Company, (Moreno Valley College, NOC project) Existing Litigation: Pending Litigation Pursuant to Government Code Sections (54956.9 (a), (d) (2), and (e)(3). Motion carried. (4 ayes, 1 absent [Green])

Conference with Legal Counsel – Existing Litigation: Pending Litigation Pursuant to Government Code Sections 54956.9 (a), (d)(2), and (e)(3)

The Board adjourned the meeting at 9:11 p.m.

## Agenda Item (IV-A)

Meeting 4/18/2017 - Regular  
Agenda Item Chancellor's Reports (IV-A)  
Subject Chancellor's Communications  
College/District District  
Information Only

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### Background Narrative:

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

Prepared By: Michael Burke, Ph.D., Chancellor

### Attachments:

None.



## Agenda Item (IV-B)

Meeting 4/18/2017 - Regular

Agenda Item Chancellor's Reports (IV-B)

Subject Presentation of Rank of Professor for 2017-2018

College/District District

Information Only

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### Background Narrative:

AP 4000 provides for the granting of Rank of Professor and Distinguished Professor to Riverside Community College District's faculty. Each year, faculty may submit an application for Rank of Professor or Distinguished Professor to the District's Professional Growth & Sabbatical Leave Committee. The Professor applications which meet the minimum qualifications are forwarded to the appropriate college president for review. The Presidents' recommendations are forwarded to the Chancellor and his recommendations are forwarded to the Board of Trustees for affirmation. faculty have been recommended for Rank of Professor for 2017-2018.

Prepared By: Michael Burke, Ph.D., Chancellor

### Attachments:

[Rank of Professor 2017-2018](#)

## **NEW PROFESSORS FOR 2017-2018**

### **MORENO VALLEY COLLEGE**

<u>Name</u>	<u>Discipline</u>
Pfeifle, Ann	History
Quinto-MacCallum, Bonavita	Spanish
Rhyne, Jeffrey	English
Rocco, Christopher	Humanities
Tolunay Ryan, Advije	Psychology

### **NORCO COLLEGE**

<u>Name</u>	<u>Discipline</u>
Gray, Alexis	Anthropology
Wallstrom, Tim	Kinesiology

### **RIVERSIDE CITY COLLEGE**

<u>Name</u>	<u>Discipline</u>
Ashby, Hayley	Library Services
Carreras, Sofia	Dance
Indermuehle, Denise	Nursing
Judon, Laneshia	Business Administration
Julian, Jodi	Theater Arts
McCarron, Jim	Kinesiology
Nelson, Lee	Nursing
Sellick, Mark	Political Science
VantHul, Tammy	Nursing
White, Virginia	Biology

## Agenda Item (IV-C)

Meeting 4/18/2017 - Regular

Agenda Item Chancellor's Reports (IV-C)

Subject Presentation on Men of Color Mentoring Program at Norco College

College/District Norco

Information Only

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### Background Narrative:

Norco College welcomes the opportunity to highlight one of its student equity initiatives focused on men of color students. One of the goals in the Norco College 2015-2018 Student Equity Plan is to create conditions that foster engagement among men of color students. Today, we will be highlighting the Men of Color Mentoring Program. The goal of the program is to create an empowering cycle of support through mentorship, brotherhood, culturally relevant practices, community service, and self-advocacy. While the program is relatively new, it is already making a difference for mentors and mentees. An overview of the program's components will be provided and Board members will have an opportunity to hear from mentors and a mentee about their experiences to date.

#### Presenters:

Dr. Gustavo Oceguera, Dean, Grants and Student Equity Initiatives  
Mr. Justin Mendez, Student Success Coach for Men of Color and Foster Youth Initiatives

#### Speakers:

Kenny Solis, Alumni Mentor  
Victor Ayala, Mentor  
Daniel Moscoso, Mentee

Prepared By: Bryan Reece, President Norco College  
Dr. Gustavo Oceguera, Dean Grants and Student Equity Initiatives

### Attachments:

[Norco College Men of Color Mentoring Program Presentation](#)



# Men of Color Mentoring Program

Presenters:

Dr. Gustavo Ocegueda, Dean, Grants and Student Equity Initiatives

Mr. Justin Mendez, Student Success Coach

# Student Equity Findings

Men of Color were found to be disproportionately impacted under multiple student equity student success indicators (course completion, basic skills, completion, degree, certificate, and transfer).

- Activities

- Professional development on teaching practices that promote success for men of color
- Increase access to summer transition programs
- Sponsor and support learning communities
- Develop peer mentoring programs

# Men of Color Mentoring Program

The goal of the program is to create an empowering cycle of support through mentorship, brotherhood, culturally relevant practices, community service, and self-advocacy.

- Benefits

- Access to peer mentors
- Academic success skills workshops
- Social gatherings, cultural events, and educational trips
- Assistance with instructional supplies



# Kenny Solis

## *Alumni Mentor*

- First-generation college student
- Transferred from Norco College to CSU Los Angeles in Spring 2013
- Earned B.A. in Political Science, CSU Los Angeles, Spring 2016
- Former Puente, Student Support Services (Trio), and EOPS participant

*“I wanted to help and I was deeply honored to give back to Norco in the way it gave to me; through mentorship and guidance.”*



# Victor Ayala

## *Peer Mentor*

- Returned to college for retraining in 2014 after being out of school for 26 years
- Former Umoja participant
- On track to complete A.A. in Social and Behavioral Studies and A.A. in Communication, Media, and Languages, Spring 2017
- Plans to transfer in Spring 2018
- Volunteer at Rancho Los Amigos Rehabilitation Center for the past 5 years

*"To give back to young people has always been my dream. I have always been motivated to help the youth in their education and their personal challenges."*





# Daniel Moscoso

## *Mentee*

- First-generation college student, Fall 2016
- Graduated from Centennial High School 2016
- Plans to transfer and achieve B.A. in Business Administration
- Volunteer at Chino Hills High School

*“When you have an opportunity you have to seize it. I’m fortunate to have this chance to work with a mentor and have the chance to transfer.”*



## Agenda Item (IV-D)

Meeting 4/18/2017 - Regular

Agenda Item Chancellor's Reports (IV-D)

Subject Five to Thrive Presentation on Working with Millennials: What's Wrong With Kids These Days?

College/District Norco

Information Only

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### Background Narrative:

Each month, a faculty member is invited through the Academic Senate to present on teaching and programs from the classroom that distinguish RCCD and its faculty and colleges. This month Dr. Kara Zamiska, Assistant Professor of Psychology and Dr. Laura Adams, Assistant Professor of Psychology are presenting on behalf of Norco College.

Prepared By: Bryan Reece, President Norco College

### Attachments:

[Five to Thrive Presentation](#)

# Working with Millennials: What's Wrong With *Kids These Days?*

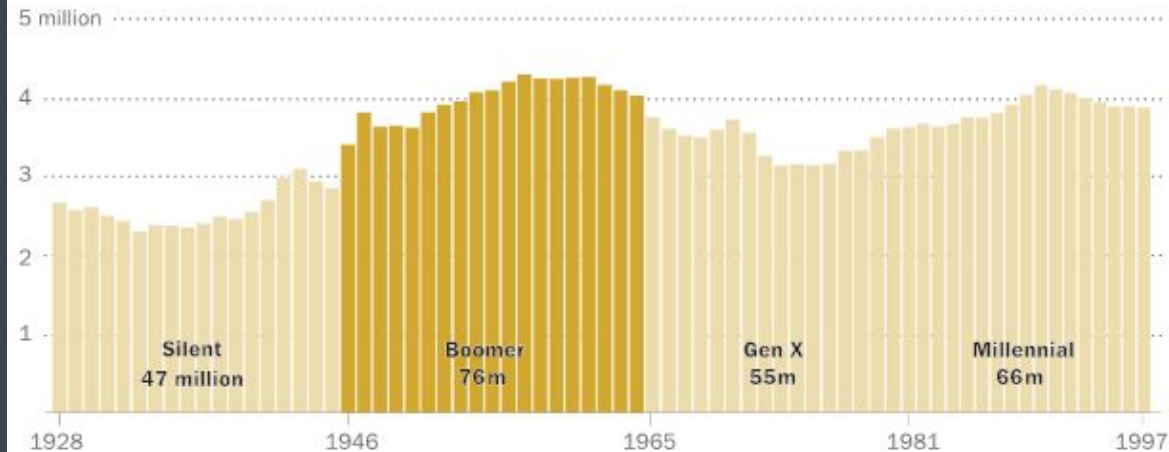
Kara Zamiska & Laura Adams  
Norco College  
Five to Thrive  
Board of Trustees  
April 18th, 2017

1. What makes up a generation?
  2. What do we actually know about Millennials?
  3. How do we support Millennials in the classroom and the workplace?
-

# 1. What makes up a generation?

## Births Underlying Each Generation

Number of U.S. births by year and generation



Source: U.S. Dept. of Health and Human Services National Center for Health Statistics

PEW RESEARCH CENTER

## The Generations Defined

### The Millennial Generation

Born: After 1980

Age of adults in 2015: 18 to 34\*

Share of adult population: 30%

### Generation X

Born: 1965 to 1980

Age in 2015: 35 to 50

Share of adult population: 27%

### The Baby Boom Generation

Born: 1946 to 1964

Age in 2015: 51 to 69

Share of adult population: 30%

### The Silent Generation

Born: 1928 to 1945

Age in 2015: 70 to 87

Share of adult population: 11%

### The Greatest Generation

Born: Before 1928

Age in 2015: 88 to 100

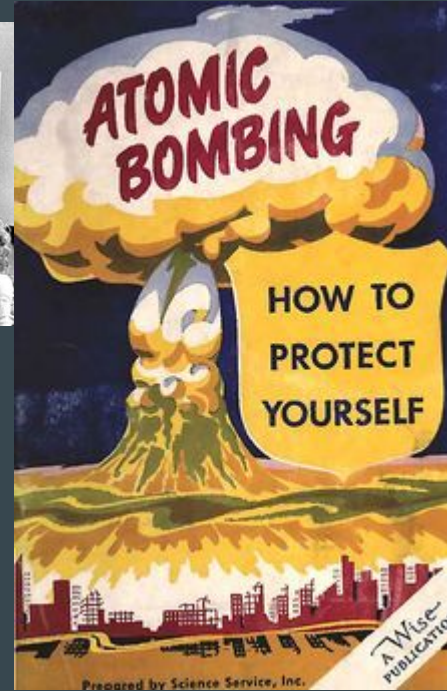
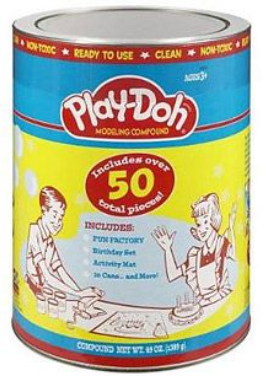
Share of adult population: 2%

\* The youngest Millennials are in their teens. No chronological end point has been set for this group.

Source: Pew Research Center analysis of Census Bureau population projections for 2015.

PEW RESEARCH CENTER

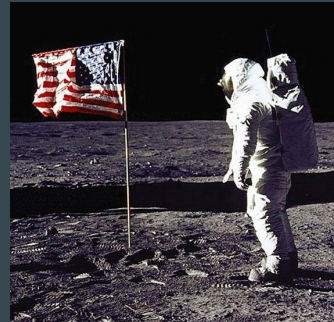
# 50's



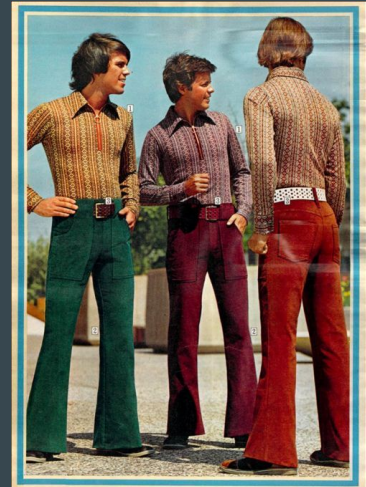
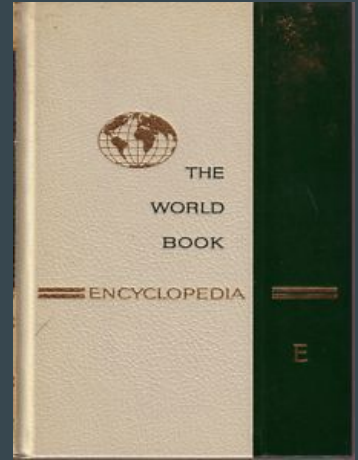
60's



PEACE & LOVE

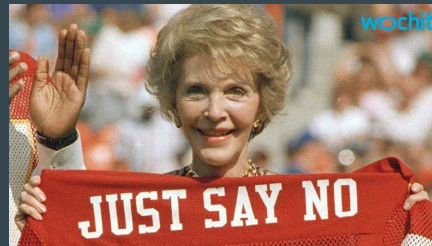


70's

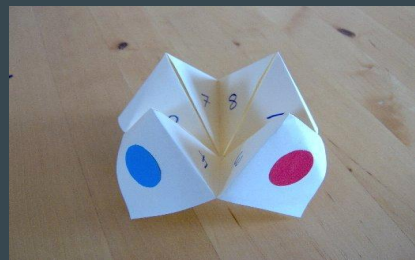
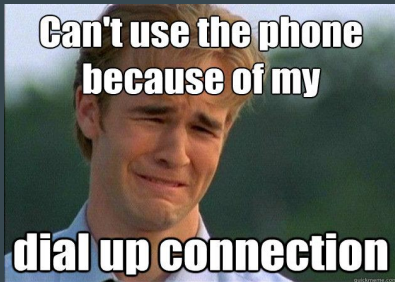




# 80's



90's



# Who are the Millennials?

Impactful experiences

The rise of digital technology

The self-esteem movement

Helicopter parenting

Financial uncertainty

Remember, not all Millennials will have had the same experiences

# Who are the Millennials?

## Common stereotypes

“Special snowflakes” who need safe spaces

Entitled, self-centered, and unable to cope with the real world

Addicted to technology and disconnected from reality

## 2. What do we actually know about millennials?



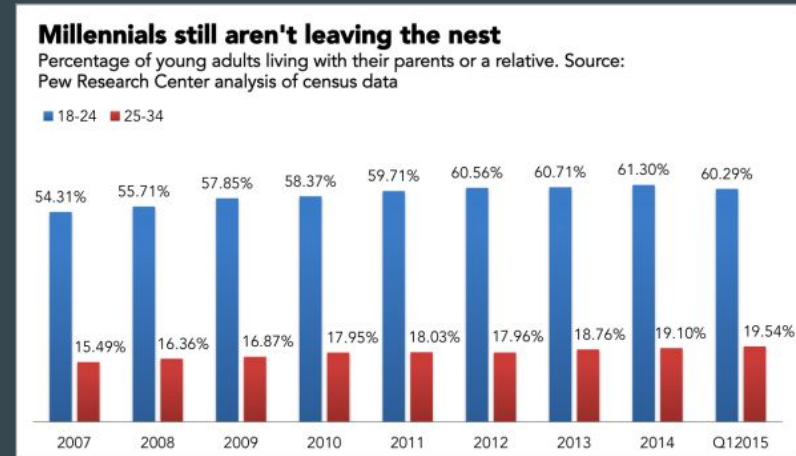
# Sheltered & Special

“The most cared for generation in American history” who have been “buckled, watched, fussed over, and fenced in by wall-to-wall rules and chaperoned” (Strauss & Howe, 2000)

Many millennials “boomerang” (return home) and “fail to launch”

Emerging Adulthood:

“feeling in between” adolescence and adulthood



# Entitlement & Narcissism

Self-esteem movement: protect children from bad feelings to reduce individual and societal problems

- American children have inaccurate evaluations of own competencies (Leary & Terry, 2013)
- 30% increase between 1982 and 2006 in the number of college students with high narcissism scores (NPI; Twenge, 2006)

**Academic Entitlement (AE):** expectations of high grades for modest effort (Greenberger et al., 2008)  
may be a coping mechanism for competition, which is a threat to the ego/self-esteem

Self-esteem Movement



# Pressured & Stressed

Helicopter parents who use social comparisons, but also have protected them from failure

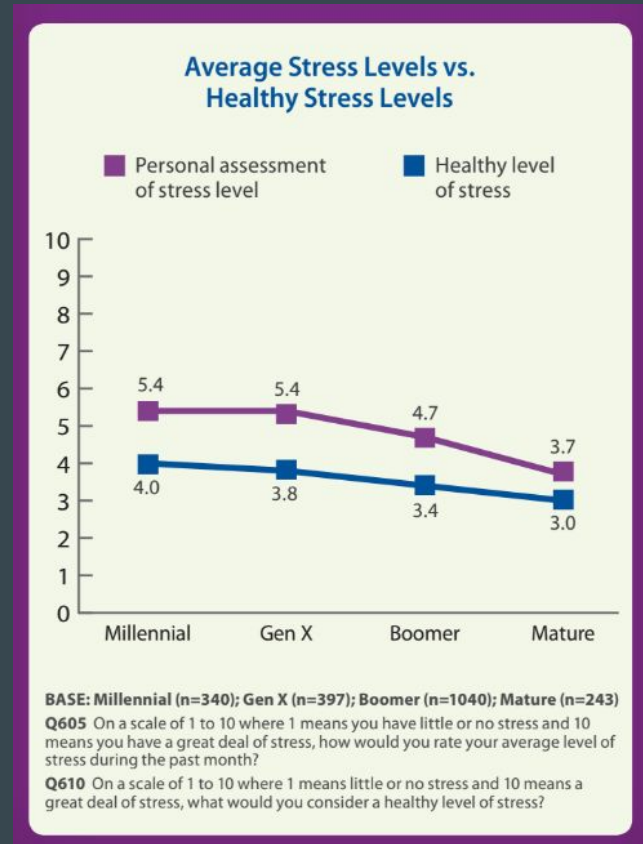
Record numbers of applications to universities

Unpaid internships

“Entry level” jobs that require 2-5 years of experience

Increasing housing prices and stagnant wages

Mental health problems of students are more severe now than in the past (Gallagher, 2008)





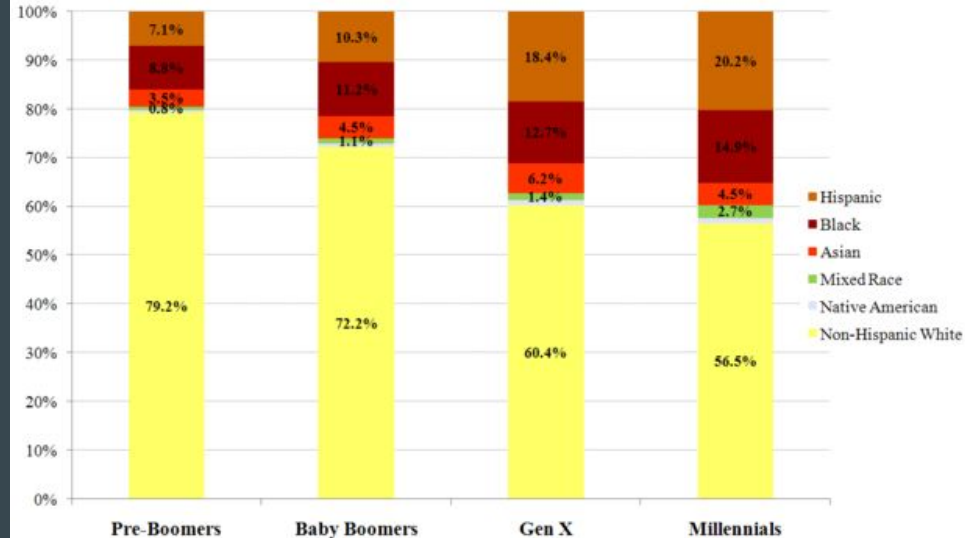
# Sociability & Connection

The millennials are a diverse group who grew up being connected with their family and with others across the world.

- Global citizens
- Prefer work that is relevant and makes a difference for themselves and for others

## Hispanics Drive Increasing Diversity Among Millennials

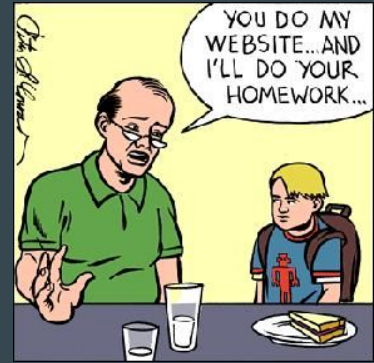
Race and Ethnic Breakdown of U.S. Population; By Generation Segment – May 2008



Current Population Survey, U.S. Census Bureau, May 2008

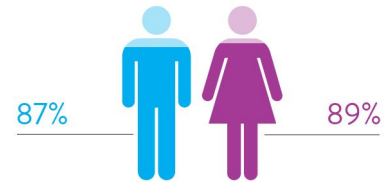
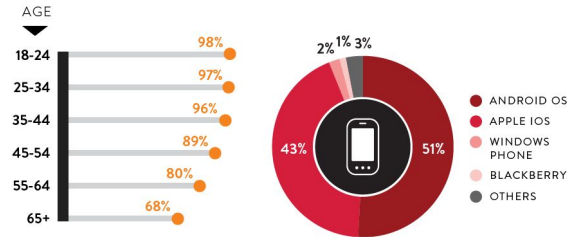
# Digital Natives

- Grown up with technology
- 70% use devices from waking till going back to sleep (Digital Marketer, 2015)
- In a typical day at school, college students (McCoy, 2017)
  - Used devices for non-class purposes 11.43 times
  - 20.9% of class time distracted by a device
- Multitasking



US SMARTPHONE MARKET SHARE BY AGE, OPERATING SYSTEM AND GENDER, Q3 2016

## SMARTPHONE OWNERSHIP

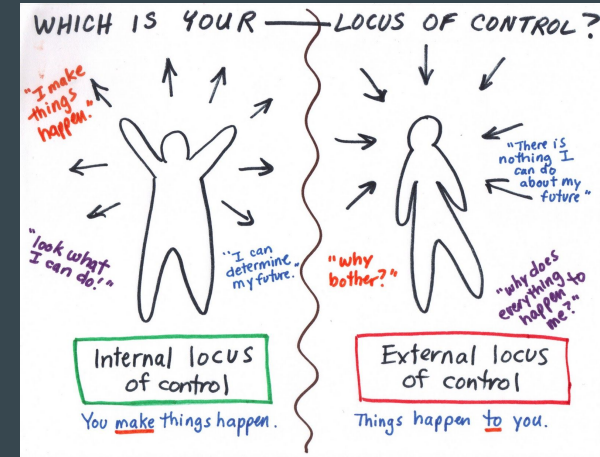


Read as: During Q3 2016 51% of smartphone owners used a handset that runs on the Android operating system.  
Source: Nielsen Mobile Insights

# Effort & Motivation

Compared to baby boomers, millennials...

- Are more likely to have an Internal Locus of Control, a learned belief that outcomes result from external factors, and not from one's own actions
- Extrinsically (externally) motivated (Twenge, Campbell & Freeman, 2012)



**3. How do we support Millennials in the  
classroom & the workplace?**

# Rapport

Listen and pay attention

Give appreciation, recognition and encouragement

Show that you care by displaying warmth and sociability

Foster connections with others via group work (but they won't want grades to be negatively affected)

Enthusiasm for teaching, and making content relevant is fosters motivation (Kunter et al., 2008) and increases attention (Therrell & Dunneback, 2015)



# Clarity and Structure

Clearly state Expectations

Have a detailed syllabus

Provide clear guidelines and evaluation metrics for assignments/tasks

Offer guidance for work and helpful feedback along the way

BUT...Don't be a helicopter professor/supervisor

Independence, initiation, & self-regulation are important goals



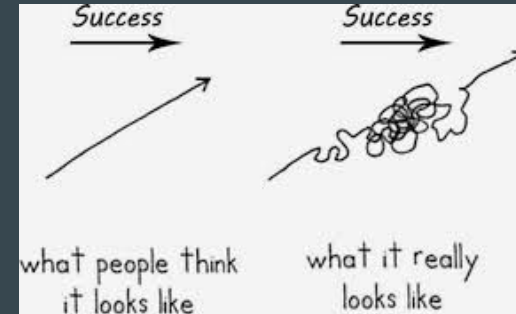
# Value, Purpose, and Motivation

Volunteerism & service projects

Self-relevant and meaningful work

Attribution retraining

- Emphasize the power of their own actions
- Smaller-assignments with lower stakes
- Frequent feedback
- Focus on process rather than outcome
- Failure is an opportunity



# Just over the horizon...

**GENERATION Z:  
CONNECTED FROM BIRTH.**

Born mid-1990s to 2010.





## Agenda Item (IV-E)

Meeting 4/18/2017 - Regular  
Agenda Item Chancellor's Reports (IV-E)  
Subject Healthcare Update  
College/District District  
Information Only

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### Background Narrative:

At the November 5, 2013 regular Board of Trustees meeting the Board of Trustees requested an update of the healthcare issue at each Board meeting.

Any new claims or concerns will be brought forward.

Prepared By: Terri Hampton, Vice Chancellor, HR and Employee Relations

### Attachments:

None.

## Agenda Item (IV-F)

Meeting 4/18/2017 - Regular

Agenda Item Chancellor's Reports (IV-F)

Subject Future Monthly Committee Agenda Planner and Annual Master Planning Calendar

College/District District

Information Only

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### Background Narrative:

Monthly, the Board Committees meet to review upcoming action items or receive information items and presentations. Furthermore, annually the Board sees and takes action on items at the same time each year. For the purposes of planning the monthly committee and Board meetings, the Future Committee Agenda Planner and the Annual Master Planning Calendar are provided for the Board's information.

Prepared By: Michael Burke, Ph.D., Chancellor

### Attachments:

[Future Planning Calendar](#)

**RECOMMENDED 2016-17 GOVERNING BOARD AGENDA MASTER PLANNING CALENDAR**

Month	Planned Agenda Item
September	<ul style="list-style-type: none"> <li>• CCFS-311Q-Quarterly Financial Status Report (4<sup>th</sup> Quarter)</li> <li>• Public Hearing and Budget Adoption for the Fiscal Year RCCD Budget</li> </ul>
October	<ul style="list-style-type: none"> <li>• Annual Master Grant Submission Schedule</li> <li>• Emeritus Awards, Faculty</li> <li>• Presentation of Annual Report by Measure C Citizens' Bond Oversight Committee</li> <li>• CCFS 311 Annual Financial and Budget Report</li> </ul>
November	<ul style="list-style-type: none"> <li>• Annual CCFS-311 Financial and Budget Report (1<sup>st</sup> Quarter)</li> <li>• Annual Proposition 39 Financial and Performance Audits</li> </ul>
December	<ul style="list-style-type: none"> <li>• Organizational Meeting: Elect the President, Vice President and Secretary of the Board of Trustees; Board association and committee appointments.</li> <li>• Annual Board of Trustees Meeting Calendar for January-December</li> <li>• Annual District Academic Calendar</li> <li>• RCCD Report Card on the Strategic Plan</li> <li>• Annual Independent Audit Report for RCCD</li> <li>• Annual Independent Audit Report for RCCD Foundation</li> <li>• Fall Scholarship Award to Student Trustee</li> </ul>
January	<ul style="list-style-type: none"> <li>• Accountability Reporting for Community Colleges</li> <li>• Grants Office Annual Winter Report</li> <li>• Federal Legislative Update</li> <li>• Annual Nonresident Tuition and Capital Outlay Surcharge Fees</li> <li>• Proposed Curricular Changes</li> </ul>
February	<ul style="list-style-type: none"> <li>• CCFS-311Q-Quarterly Financial Status Report (2<sup>nd</sup> Quarter)</li> <li>• Presentation of Governor's Budget Proposal</li> <li>• Recommendation Not to Employ (March 15<sup>th</sup> Letters)</li> </ul>
March	<ul style="list-style-type: none"> <li>• Annual Adoption of Education Protection Account Funding and Expenditures</li> </ul>
April	<ul style="list-style-type: none"> <li>• Academic Rank – Full Professors</li> <li>• Annual Authorization to Encumber Funds (Resolution for RCOE)</li> <li>• Presentation on Fiscal Year RCCD Budget Planning</li> <li>• Proposed Curricular Changes</li> </ul>
May	<ul style="list-style-type: none"> <li>• CCFS-311Q-Quarterly Financial Status Report (3<sup>rd</sup> Quarter)</li> <li>• Summer Workweek</li> <li>• College Closure – Holiday Schedule</li> <li>• Resolution to Recognize Classified School Employee Week</li> <li>• Board of Trustees Annual Self-Evaluation</li> <li>• Chancellor's Evaluation</li> </ul>
June	<ul style="list-style-type: none"> <li>• Administration of Oath of Office to Student Trustee</li> <li>• Spring Scholarship Award to Student Trustee</li> <li>• Department Chairs and Stipends, Academic Year</li> <li>• Coordinator Assignments</li> <li>• Extra-Curricular Assignments</li> <li>• Notices of Employment–Tenured Faculty; Contract Faculty; and Categorically Funded Academic Administrator Employment Contracts</li> <li>• Notice of Public Hearing on the Fiscal Year Budget</li> <li>• Five-Year Capital Construction Plan, Initial Project Proposals and Final Project Proposals</li> <li>• Moreno Valley College Catalog</li> <li>• Norco College Catalog</li> <li>• Riverside City College Catalog</li> <li>• Board Self Evaluation – Reporting Out</li> </ul>

**COMMITTEES OF THE BOARD OF TRUSTEES - PLANNING WORKSHEET**

A. Governance	B. Teaching and Learning	C. Planning and Operations	D. Resources	E. Facilities
Chancellor	Vice Chancellor, Academic Affairs	Chief of Staff and Facilities Development	Vice Chancellor, Business & Financial Services; Vice Chancellor, Diversity and Human Resources	Chief of Staff and Facilities Development
	<ul style="list-style-type: none"> <li>■ FY 2017-2018 Institutional Effectiveness Goals for Fiscal Viability and Programmatic Compliance with State and Federal Guidelines (Brown)</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> <li>✓ Board report &amp; backup materials attached for review by the Cabinet.</li> <li>■ Board report and/or backup not yet complete – review pending.</li> <li>★ Approved by the Cabinet for placement on the Board agenda.</li> </ul> <p style="color: red; font-weight: bold; margin-top: 5px;">ALL FINAL REPORTS DUE TO THE CHANCELLOR'S OFFICE BY 04/28/2017 &amp; 05/09/2017.</p> </div>			<ul style="list-style-type: none"> <li>■ Agreement Amendments No. 5 for both CAADO &amp; CSA projects for additional services with LPA. (Dr. Isaac, Carlson, Doering)</li> </ul>

## Agenda Item (V-A)

Meeting 4/18/2017 - Regular

Agenda Item Student Report (V-A)

Subject Student Report

College/District District

Information Only

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### Background Narrative:

Student Trustee will be presenting the report about the recent and future student activities at Moreno Valley College, Norco College, Riverside City College, and Riverside Community College District.

Prepared By: Michael Burke, Ph.D., Chancellor

### Attachments:

None.

## Agenda Item (VI-A-1)

Meeting	4/18/2017 - Regular
Agenda Item	Consent Agenda Action (VI-A-1)
Subject	Academic Personnel
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees approve/ratify the academic personnel actions

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### Background Narrative:

Riverside Community College District, pursuant to Board Policies, routinely makes academic personnel appointments and takes actions. The attached list of academic personnel actions are for the Board's approval/ratification.

Prepared By: Terri Hampton, Vice Chancellor, HR and Employee Relations

### Attachments:

[20170418\\_Academic Personnel](#)  
[20170418\\_Academic Personnel\\_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Academic Personnel

Date: April 18, 2017

1. Appointments

Board Policy 2200 authorizes the Chancellor (or designee) to make an offer of employment to a prospective employee, subject to final approval by the Board of Trustees.

The Chancellor recommends approval for the following appointment(s) and authorizes the Vice Chancellor, Human Resources and Employee Relations to sign the employment contracts:

<u>Name</u>	<u>Position</u>	<u>Term of Employment</u>	<u>Salary Placement</u>
a. Management Contract (None)			
b. Contract Faculty			
<u>Name</u>	<u>Discipline</u>	<u>Effective Date</u>	<u>Salary Placement</u>
MORENO VALLEY COLLEGE ASSISTANT PROFESSOR			
Brautigam, Brian	DSP&S Counselor/Learning Disabilities Specialist	04/19/17	E-3
RIVERSIDE CITY COLLEGE ASSISTANT PROFESSOR			
Russell, Brock	Physics/Astronomy	08/22/17	H-4
c. Long-Term, Temporary Faculty (None)			
d. Department Chairs and Stipends, Academic Year 2016-17 Changes to the list submitted/approved by the Board of Trustees on June 21, 2016.			
<u>Name</u>	<u>Department</u>	<u>Chair Stipend</u>	<u>Effective Date</u>
Pardee, Ron	Business & Information Systems & Technology	0%	02/13/17
Judon, LaNeshia	Business & Information Systems & Technology	20%	02/13/17
Wilcoxson, Don	Business & Information Systems & Technology	20%	02/13/17

Subject: Academic Personnel

Date: April 18, 2017

2. Request for Tenure

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

It is recommended the Board of Trustees grant tenure to the faculty as specified on the attached list.

3. Academic Rank

Board Policy 4000 establishes guidelines for academic rank; and the Professional Growth and Sabbatical Leave Committee reviewed the attached listing of academic rank changes for the 2017-2018 academic year.

It is recommended the Board of Trustees approve the 2017-2018 academic rank changes as specified on the attached list.

4. Salary Placement Adjustment(s)

At their meeting January 17, 2017, the Board of Trustees approved the appointment(s) of the following faculty member(s). The employee(s) have provided appropriate verification of experience and/or coursework completed that will affect their salary placement.

It is recommended the Board of Trustees approve the adjustment of salary placement for the faculty member(s) listed below, effective as indicated:

<u>Name</u>	<u>Discipline</u>	<u>Salary Placement</u>	<u>Effective Date</u>
Kuk, James	Kinesiology/Assistant Football Coach	F-3	08/29/16



## REQUEST FOR TENURE

### MORENO VALLEY COLLEGE

Name

Floerke, Jennifer

Loya, Robert

Marquis, Anya-Kristina

Discipline

Communication Studies

Business Administration

Geography

### NORCO COLLEGE

Name

Bemiller, Quinton

Dominguez, Ladylyn

Kamerin, Kim

Discipline

Art

Counseling

Music

### RIVERSIDE CITY COLLEGE

Name

Finrock, Douglas

Hernandez, Scott

Pell, Diana

Scullin, Patrick

Discipline

Kinesiology

Film, Television and Video

Mathematics

Applied Digital Media & Printing

CHANGE IN ACADEMIC RANK  
ACADEMIC YEAR 2017-2018

RANK CHANGE TO ASSOCIATE PROFESSOR

MORENO VALLEY COLLEGE

Name

Floerke, Jennifer  
Loya, Robert  
Marquis, Anya-Kristina

Discipline

Communication Studies  
Business Administration  
Geography

NORCO COLLEGE

Name

Bemiller, Quinton  
Dominguez, Ladylyn  
Kamerin, Kim

Discipline

Art  
Counseling  
Music

RIVERSIDE CITY COLLEGE

Name

Finfrock, Douglas  
Hernandez, Scott  
Pell, Diana  
Scullin, Patrick

Discipline

Kinesiology  
Film, Television and Video  
Mathematics  
Applied Digital Media & Printing

RANK CHANGE TO PROFESSOR

MORENO VALLEY COLLEGE

Name

Pfeifle, Ann  
Quinto-MacCallum, Bonavita  
Rhyne, Jeffrey  
Rocco, Christopher  
Tolunay Ryan, Adviye

Discipline

History  
Spanish  
English  
Humanities  
Psychology

NORCO COLLEGE

Name

Gray, Alexis  
Wallstrom, Tim

Discipline

Anthropology  
Kinesiology

RIVERSIDE CITY COLLEGE

Name

Ashby, Hayley  
Carreras, Sofia

Discipline

Library Services  
Dance

CHANGE IN ACADEMIC RANK  
ACADEMIC YEAR 2017-2018

Indermuehle, Denise  
Judon, Laneshia  
Julian, Jodi  
McCarron, Jim  
Nelson, Lee  
Sellick, Mark  
VantHul, Tammy  
White, Virginia

Nursing  
Business Administration  
Theater Arts  
Kinesiology  
Nursing  
Political Science  
Nursing  
Biology

## Agenda Item (VI-A-2)

Meeting	4/18/2017 - Regular
Agenda Item	Consent Agenda Action (VI-A-2)
Subject	Classified Personnel
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees approve/ratify the classified personnel actions

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### Background Narrative:

Riverside Community College District, pursuant to Board Policies, routinely makes classified personnel appointments and takes actions. The attached list of classified personnel actions are for the Board's approval/ratification.

Prepared By: Terri Hampton, Vice Chancellor, HR and Employee Relations

### Attachments:

[20170418\\_Classified Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Classified Personnel

Date: April 18, 2017

1. Appointments

Board Policy 2200 authorizes the Chancellor (or designee) to make an offer of employment to a prospective employee, subject to final approval by the Board of Trustees.

The Chancellor recommends the Board of Trustees approve/ratify the following appointments:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Contract/ (On/After) Salary</u>	<u>Action</u>
a. Management/Supervisory				
NORCO COLLEGE				
Reeves, James	Interim Director, Facilities	04/19/17	T-5	Appointment
b. Management/Supervisory – Categorically Funded (None)				
c. Classified/Confidential				
DISTRICT				
Haley, Hilda	Payroll Technician	04/19/17	L-1	Appointment
Williams Morris, Natarkia	Administrative Assistant IV	04/19/17	K-1	Appointment
MORENO VALLEY COLLEGE				
Fernandez, Sabina	Instructional Programs Support Coordinator	04/19/17	M-LS2	Promotion
NORCO COLLEGE				
Vasquez, Ray	Custodian	04/19/17	C-1	Appointment
Verdehyou, Arlen	Officer, Safety and Police	04/01/17	N-LS1	Transfer
RIVERSIDE CITY COLLEGE				
Baehr, Donnette	College Nurse (Part-Time 60%)	04/19/17	O-1	Appointment
DiSalvio, Sean	Customer Service Clerk (Part-Time 48.75%)	04/19/17	E-1	Appointment
Howard, Brittney	Student Services Technician	04/19/17	J-1	Promotion
Schmid, Martin	Student Services Technician	04/19/17	J-1	Appointment

1. Appointments (Cont'd)

<u>Name</u>	<u>Position</u>	<u>Effective Date</u> (On/After)	<u>Contract/ Salary</u>	<u>Action</u>
d. Classified/Confidential - Categorically Funded				
MORENO VALLEY COLLEGE				
Arthur, Christina	Administrative Assistant II (Part-Time 48.75%)	04/19/17	G-1	Appointment
Coronel, Laura	Support Services Specialist Aide	04/19/17	E-1	Appointment
Save, Melody	Disability Specialist	04/19/17	M-1	Appointment
NORCO COLLEGE				
Orozco, Erica	Student Success Coach (Part-Time, 60%)	04/24/17	M-1	Appointment
Revollo, Jennifer	Outreach Specialist (Part-Time, 48.75%)	04/19/17	K-1	Appointment
RIVERSIDE CITY COLLEGE				
Anderson-McDade Meriel	Employment Placement Coordinator	04/05/17	K-5	Transfer
Cohen, Greta	Disability/Workability III Specialist	04/19/17	M-LS2	Promotion

2. Request(s) for Temporary Increase/Decrease in Workload

It is recommended the Board of Trustees approve the temporary increase/decrease in workload for the following individual(s). The request(s) have the approval of the college President(s).

<u>Name</u>	<u>Title</u>	<u>From/To Workload</u>	<u>Effective Date(s)</u>
Krause, Jennica	Senior Interpreter	60% to 80%	03/22/17-06/30/17
Navarro, Karla	Benefits Clerk	48.75% to 100%	04/06/17-04/28/17

3. Reorganization of Positions Due to Significant Job Content Changes

In accordance with Board Policy 7232, a reorganization of a position may occur when any change in administrative structure that affects the duties assigned to a position since the last time it was studied, creation of a new assignment for the employee, or an increases or decrease in staffing that causes a change in the assignment of the employee. This reorganization has the support of the College President.

It is recommended the Board of Trustees approve the title and placement change of the following employee(s), effective May 1, 2017:

<u>Incumbent</u>	<u>From</u>	<u>To</u>	<u>Salary From/To</u>
Lopez, Jesse	Career and Technical Education Project Supervisor	Director, Career and Technical Education Projects	O-3 to T-1
Sinclair, Maureen	Career and Technical Education Project Supervisor	Director, Career and Technical Education Projects	O-5 to T-2

4. Request to Rescind Appointment

At its meeting of February 21, 2017, the Board of Trustees approved the appointment of Nancy Ramirez, Executive Administrative Assistant – District. After some consideration, Ms. Ramirez declined the District’s offer of employment.

It is recommended the Board of Trustees rescind the appointment of Nancy Ramirez, Executive Administrative Assistant – District.

5. Separation(s) – Resignation(s) and/or Retirement(s)

Board policy 7350 authorizes the Chancellor to officially accept the resignation of an employee and the Chancellor has accepted the following resignation(s).

It is recommended the Board of Trustees approve/ratify the resignation of the individual(s) listed below:

<u>Name</u>	<u>Position</u>	<u>Last Date of Employment</u>
RESIGNATION(S)		
Sanchez, Irene	Supplemental Instructional Coordinator	03/22/17
RETIREMENT(S)		
Hankins, Laura	Administrative Assistant IV	04/30/17

## Agenda Item (VI-A-3)

Meeting	4/18/2017 - Regular
Agenda Item	Consent Agenda Action (VI-A-3)
Subject	Other Personnel
College/District	District
Funding	n/a
Recommended Action	It is recommend that the Board of Trustees approve/ratify the other personnel actions

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### Background Narrative:

Riverside Community College District Board of Trustees, pursuant to Board policies and education code requirements, routinely makes other personnel appointments such as hiring of non-classified substitute, short-term, professional expert, and student employees. The attached list of other personnel actions are for the Board's approval/ratification.

Prepared By: Terri Hampton, Vice Chancellor, HR and Employee Relations

### Attachments:

[20170418\\_Other Personnel](#)  
[20170418\\_Other Personnel\\_Backup](#)



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Other Personnel

Date: April 18, 2017

1. Substitute Assignments

Pursuant to Ed Code 88003, substitute assignments are made to allow the District time to recruit vacant positions or provide absence coverage. It is recommended that the Board of Trustees approve/confirm the substitute assignments as indicated on the attached list.

2. Short-Term Positions

Pursuant to Ed Code 88003, a short-term employee is any person employed to perform a service for the District, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. It is recommended that the Board of Trustees approve/confirm the short-term positions as indicated on the attached list.

3. Full-Time Students Employed Part-Time and Part-Time Students Employed Part-Time on Work Study

Pursuant to Ed Code 88003, full-time students employed part-time and part-time students employed part-time on work study are hired on an hourly, as needed basis. It is recommended that the Board of Trustees approve/confirm the student worker positions as indicated on the attached list.

SUBSTITUTE ASSIGNMENTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<b>MORENO VALLEY</b>				
Comer, Matthew	Groundsperson	Facilities Equity and Grants	04/11/17-06/30/17	\$18.36
Hernandez, Audrey	Administrative Assistant III Supplemental Instructional	Initiatives	04/24/17-05/16/17	\$22.17
Medina Huerta, Omayra	Coordinator	Academic Support	03/21/17-06/30/17	\$26.70
Morris, Tanisha	Student Activities Clerk Dental Education Center	Student Activities Health, Human and	04/19/17-06/30/17	\$20.13
Riddle, Jennifer	Administrative Assistant	Public Services	04/03/17-06/04/17	\$22.17
<b>NORCO (None)</b>				
<b>RIVERSIDE</b>				
Abraham, Alba	Custodian	Facilities	04/11/17-06/30/17	\$16.79
Alexander Jr, Jerry	Custodian	Facilities	04/19/17-06/30/17	\$16.79
Cisneros, Saul	Custodian	Facilities Library/Learning	04/19/17-06/30/17	\$16.79
Contreras, Nestor	Library Clerk I	Resources	04/03/17-06/01/17	\$18.36
Davila Jr., Ismael	Student Activities Clerk	Student Services	03/22/17-05/20/17	\$20.13

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<b>DISTRICT</b>				
Castaneda, Magali	Interpreter II	Disability Resource Center	04/19/14-06/30/17	\$30.00
James, Marcia	Registered Nurse II	Health Services	07/01/17-06/30/18	\$37.00
Johnston, Erin	Registered Nurse II	Health Services	07/01/17-06/30/18	\$37.00
Strait, Darrell	Interpreter III	Disability Resource Center	04/19/17-06/30/17	\$35.00
<b>MORENO VALLEY</b>				
	Supplemental			
Cifuentes, Abraham	Instructional Leader	Academic Support	04/19/17-06/30/17	\$12.00
Gilbert, Laurie	Registered Nurse II	Health Services	07/01/17-06/30/18	\$37.00
<b>NORCO</b>				
Escudero, Wellington	College Mentor	TRIO Upward Bound	06/01/17-08/31/17	\$12.00
Tiangco, Jefferson	Executive Assistant	Instruction	04/19/17-06/30/17	\$33.00
<b>RIVERSIDE</b>				
Beemer-McGuire, Andrea	Box Office Specialist	Fine and Performing Arts	03/01/17-06/30/17	\$13.00
	Supplemental			
Campbell, Austin	Instructional Leader	Academic Support	04/19/16-06/30/17	\$12.00
	Assistant Pool			
Henderson, Jessica	Manager	Community Education	06/01/17-08/18/17	\$10.50
	Supplemental			
Lavengood-Ryan, Andrew	Instructional Leader	Academic Support	07/01/16-06/30/17	\$12.00
Martin, Emily	Lifeguard (Instructor)	Community Education	06/01/17-08/18/17	\$10.00
Myers, Mary	Lifeguard (Instructor)	Community Education	06/01/17-08/18/17	\$10.00
	Supplemental			
Palacios, Myrna	Instructional Leader	Academic Support	04/19/17-06/30/17	\$12.00
Rameriz, Anay	Lifeguard (Instructor)	Community Education	06/01/17-08/18/17	\$10.00
Salazar, Citlali	Lifeguard (Instructor)	Community Education	06/01/17-08/18/17	\$10.00
Sanchez, Margery	Lifeguard (Instructor)	Community Education	06/01/17-08/18/17	\$10.00
Saucedo, Karen	Lifeguard (Instructor)	Community Education	06/01/17-08/18/17	\$10.00
Sheffler, Travis	Box Office Specialist	Fine and Performing Arts	03/01/17-06/30/17	\$13.00
	Assistant Pool			
Wheeler, Lauren	Manager	Community Education	06/01/17-08/18/17	\$10.50
Zamora, Kristen	Lifeguard (Instructor)	Community Education	06/01/17-08/18/17	\$10.00

\*Position Title Change

FULL-TIME STUDENTS EMPLOYED PART-TIME AND  
PART-TIME STUDENTS EMPLOYED PART-TIME ON WORK STUDY

Backup Other Personnel  
April 18, 2017  
Page 1 of 3

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<u>DISTRICT FUNDS</u>				
RIVERSIDE COMMUNITY COLLEGE DISTRICT				
Verstappe, Anthony	Student Aide II	Career and Technical Educ. / Rubidoux Annex	03/14/17	\$ 11.00
MORENO VALLEY COLLEGE				
Bauder, Brandon	Student Aide III	Academic Support Humanities, Arts and Social Sciences Music	03/16/17	\$ 12.00
Hazelwood, Jeanette	Student Aide III	Lab	03/22/17	\$ 12.75
Vazquez, Janelle	Student Aide III	First Year Experience	03/22/17	\$ 12.00
NORCO COLLEGE				
Beltran, Sandra	Student Aide I	Student Activities	03/15/17	\$ 10.50
Carrillo, Maria	Student Aide I	Student Activities	03/15/17	\$ 10.50
Carlos, Edgar	Student Aide I	Student Activities	03/16/17	\$ 11.50
Dumas, RaeAnn	Student Aide I	Student Activities	03/15/17	\$ 10.50
Fafard, Deven	Student Aide I	Student Activities	03/15/17	\$ 10.50
Foster, Renee	Student Aide I	Student Activities	03/15/17	\$ 10.50
Gendy, Evenes	Student Aide II	Tutorial Services	03/15/17	\$ 11.00
Horoschak, Rachael	Student Aide II	Tutorial Services	03/09/17	\$ 11.00
Jones Wiertz, Lisa	Student Aide II	Tutorial Services	03/22/17	\$ 11.00
Nasrolahi, Lelia	Student Aide I	Student Activities	03/15/17	\$ 10.50
Olsen, Stephen	Student Aide I	Student Activities	03/15/17	\$ 10.50
Penicks, Amanda	Student Aide I	Student Activities	03/15/17	\$ 10.50
Romero, Marty	Student Aide I	Business, Engineering & Information Technology	03/15/17	\$ 10.50
Tabares, Esteban	Student Aide I	Student Activities	03/15/17	\$ 10.50
Vega, Lizeth	Student Aide I	Student Activities	03/15/17	\$ 10.50
Verhagen, Rachel	Student Aide I	Student Activities	03/15/17	\$ 10.50
RIVERSIDE CITY COLLEGE				
Antwine, Brandon	Student Aide I	Tutorial Services	03/23/17	\$ 10.50
Arvizu, Krystal	Student Aide I	College Safety and Police	04/05/17	\$ 10.50
Bennett, Toryona	Student Aide III	Academic Suppot	03/13/17	\$ 12.00
Blair, Brandon	Student Aide I	Performing Arts / Music TRIO / Disability	03/29/17	\$ 10.50
Cablayan, Joseph	Student Aide V	Resource Center	03/28/17	\$ 14.75
Cerna, Luis	Student Aide I	Tutorial Services	03/28/17	\$ 10.50
Cruz-Gil, Aly Stacie	Student Aide I	Writing and Reading Ctr.	04/04/17	\$ 10.50

FULL-TIME STUDENTS EMPLOYED PART-TIME AND  
PART-TIME STUDENTS EMPLOYED PART-TIME ON WORK STUDY

Backup Other Personnel  
April 18, 2017  
Page 2 of 3

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<b>RIVERSIDE CITY COLLEGE (Continued)</b>				
Du, Weikang	Student Aide I	Tutorial Services	04/05/17	\$ 10.50
Fernandez, Danielle	Student Aide I	Writing and Reading Ctr.	03/27/17	\$ 10.50
Freer, Destini	Student Aide I	Outreach	03/13/17	\$ 10.50
Garcia, Marisol	Student Aide I	Early Childhood Educ.	03/27/17	\$ 10.50
Guzman Martinez, Genesis	Student Aide I	Disability Resource Ctr.	03/29/17	\$ 10.50
Hernandez, Nicole	Student Aide I	Food Services	04/05/17	\$ 10.50
Hooi, Rene	Student Aide I	Tutorial Services TRIO / Disability	03/28/17	\$ 10.50
Jones Jr., Matthew	Student Aide V	Resource Center	03/22/17	\$ 14.75
Juarez, Kelly	Student Aide I	Tutorial Services	04/05/17	\$ 10.50
Kaghazchi, Tannaz	Student Aide I	Writing and Reading Ctr.	03/29/17	\$ 10.50
Lin, Yu Ting	Student Aide I	Early Childhood Educ.	03/13/17	\$ 10.50
Lozano, Maria	Student Aide I	Early Childhood Educ.	03/24/17	\$ 10.50
Mc Murtry, Cheyenne	Student Aide I	Tutorial Services	03/23/17	\$ 10.50
Ntwali, Fabrice	Student Aide I	Math Learning Center	03/29/17	\$ 10.50
Orona, Oneida	Student Aide I	Early Childhood Educ.	03/24/17	\$ 10.50
Page, Richard	Student Aide I	Writing and Reading Ctr.	03/27/17	\$ 10.50
Putman Lopez, Ariana	Student Aide I	Tutorial Services	03/28/17	\$ 10.50
Ramirez, Jonathan	Student Aide I	Food Services TRIO / Disability	03/29/17	\$ 10.50
Renteria, Steve	Student Aide V	Resource Center	03/14/17	\$ 14.75
Rosenquist, Mason	Student Aide I	Disability Resource Ctr.	03/15/17	\$ 10.50
Rysavy, Evelyn	Student Aide I	College Safety and Police	04/05/17	\$ 10.50
Salazar, Maritza	Student Aide I	Writing and Reading Ctr.	03/27/17	\$ 10.50
Stocker, Erika	Student Aide III	Academic Suppot	03/13/17	\$ 12.00
Tafoya, Joselyn	Student Aide I	Writing and Reading Ctr.	03/29/17	\$ 10.50
Torres, Jesus	Student Aide I	Tutorial Services	04/05/17	\$ 10.50
Trager, Raven	Student Aide I	Tutorial Services	04/05/17	\$ 10.50
Vadalia, Yashil	Student Aide I	Writing and Reading Ctr.	03/27/17	\$ 10.50
Vela, Bernadette	Student Aide I	Early Childhood Educ.	03/24/17	\$ 10.50
Williams, Jacob	Student Aide I	Food Services	03/29/17	\$ 10.50

CATEGORICAL FUNDS

**AMERICA READS PROGRAM**

		Central Middle School - RCC		
Lyons, Chinia	Student Aide I		03/14/17	\$ 10.50

**AMERICA COUNTS PROGRAM**

		Central Middle School - RCC		
Lyons, Chinia	Student Aide I		03/14/17	\$ 10.50

FULL-TIME STUDENTS EMPLOYED PART-TIME AND  
PART-TIME STUDENTS EMPLOYED PART-TIME ON WORK STUDY

Backup Other Personnel  
April 18, 2017  
Page 3 of 3

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<b>CALWORKS WORK STUDY</b>				
Cash, Essence	Student Aide I	Facilities - RCC	03/15/17	\$ 10.50
Shubak, Johanna	Student Aide I	Financial Aid - Norco	03/29/17	\$ 10.50
<b>COMMUNITY SERVICE PROGRAM</b>				
Stratton, Riley	Student Aide II	UCR ARTSBlock - RCC	03/14/17	\$ 11.00
<b>MORENO VALLEY COLLEGE</b>				
		Humanities, Arts and Social Sciences Music Lab		
Aquino, Lorenzo	Student Aide III	Lab	03/16/17	\$ 12.00
Diaz, Alisha	Student Aide II	Student Services	03/24/17	\$ 11.00
Figueroa, Becky	Student Aide II	Student Services Disability Support	03/24/17	\$ 11.00
Melo, Jennifer	Student Aide I	Services	03/16/17	\$ 10.50
Parker, Tawanna	Student Aide III	Umoja	03/27/17	\$ 12.75
Quazi, Ishrat J	Student Aide V	Music Changing Lives	03/21/17	\$ 14.75
Romero, Mayra	Student Aide III	First Year Experience Disability Support	03/24/17	\$ 12.00
Saname, Milford	Student Aide I	Services	03/24/17	\$ 10.75
<b>NORCO COLLEGE</b>				
Poon, Ka Fung	Student Aide I	Dean Of Instruction	03/09/17	\$ 10.50
Ransom, Joshua	Student Aide II	Business Services	03/29/17	\$ 11.00
<b>RIVERSIDE CITY COLLEGE</b>				
Wakefield, Christopher	Student Aide I	Art Gallery	03/14/17	\$ 10.75

## Agenda Item (VI-B-1)

Meeting	4/18/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-1)
Subject	Purchase Order and Warrant Report – All District Resources
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve/ratify the Purchase Orders and Purchase Order Additions totaling \$4,841,121 and District Warrant Claims totaling \$6,690,796.

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### Background Narrative:

The attached Purchase Order and Warrant Report – All District Resources is submitted to comply with Education Code Sections 81656 and 85231. The Purchase Orders and Purchase Order Additions, totaling \$4,841,121 requested by staff and issued by the District Business Office have been reviewed to verify that budgeted funds are available in the appropriate categories of expenditure.

District Warrant Claims (numbers 268038 - 269433) totaling \$6,690,796, paid against approved Purchase Orders, have been reviewed by the Business Office to verify that monies are available in the appropriate funds for payment of these warrants. These claims also have been reviewed, on a sample basis, by the Riverside County Office of Education through its claim audit process.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services  
Majd Askar, Director of Business Services

### Attachments:

[04182017\\_Contracts and Purchase Orders Over \\$88,300 Report \(March\)](#)

PO#	Vendor	Department	Description	Amount
C0005570	Misfit	Workforce Preparation - RCC	CAFYES Public Outreach Campaign Services	\$ 125,000
C0005573	Copper Mountain College	CTE Projects	Regional Strong Workforce Program Activities-Master Agrmt. 2017/20	476,500
C0005574	College of the Desert	CTE Projects	Regional Strong Workforce Program Activities-Master Agrmt. 2017/20	471,500
C0005575	Chaffey Community College District	CTE Projects	Regional Strong Workforce Program Activities-Master Agrmt. 2017/20	767,143
C0005578	Barstow Community College	CTE Projects	Regional Strong Workforce Program Activities-Master Agrmt. 2017/20	343,375
C0005579	Victor Valley Community College District	CTE Projects	Regional Strong Workforce Program Activities-Master Agrmt. 2017/20	416,500
C0005590	Digital Networks Group, Inc.	Educational Services - MVC	A/V Equipment Upgrades Bid Award	128,980
<u>Approved/Ratify Purchase Orders of \$88,300 and Over</u>				
C0005403	Liebert Cassidy Whitmore	Risk Management	Legal Services	115,000
			Total	<u>\$ 2,843,998</u>
All Purchase Orders, Contracts, and Additions for the Period of 3/01/17 - 3/31/17				
Contracts C5563 - C5593 and				657,175
Contract Additions C2844 - C5533				
Purchase Orders P57622 - P58206 and				1,089,488
Purchase Order Additions P53815 - P57453				
Blanket Purchase Orders B15787 - B15821				250,460
Blanket Purchase Order Additions B14704 - B15786				
Total				<u>\$ 1,997,123</u>
Grand Total				<u><u>\$ 4,841,121</u></u>



## Agenda Item (VI-B-2-a)

Meeting	4/18/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-2-a)
Subject	Budget Adjustments
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the budget transfers as presented.

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### Background Narrative:

The 2016-17 adopted budget represents our best estimates of both income and expenditures. As the year progresses, however, some accounts have surplus funds while others are under budgeted. As provided in Title 5, Section 58307, the Board of Trustees may approve budget transfers between major object code expenditure classifications within the approved budget to allow for needed purchases of supplies, services, equipment and hiring of personnel. Unless otherwise noted, the transfers are within the unrestricted General Fund (Fund 11, Resource 1000).

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services  
Majd Askar, Director of Business Services

### Attachments:

[04182017\\_Budget Adjustments](#)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Riverside</u>		
R1. Transfer to provide for academic salaries. (Fund 12, Resource 1190)		
From: CalWORKs	Classified Perm PT	\$ 27,160
	Classified FT	20,800
	Classified Substitutes	8,056
	Employee Benefits	5,412
	Other Services	603
	Postage	368
	Repairs	35
To: CalWORKs	Academic PT Non-Instr	\$ 62,434
R2. Transfer to realign the Strong Workforce Program grant budget. (Fund 12, Resources 1190)		
From: Strong Workforce Program Grant	Equipment	\$ 68,191
To: Strong Workforce Program Grant	Copying and Printing	\$ 3,000
	Supplies	21,500
	Conferences	30,000
	Repairs	13,691
R3. Transfer to realign the Enrollment Growth for ADN-RN grant budget. (Fund 12, Resource 1190)		
From: Allied Health	Instructional Classified FT	\$ 32,223
	Employee Benefits	20,263
To: Allied Health	Academic FT Non-Instr	\$ 4,981
	Academic PT Teaching	23,660
	Instructional Supplies	1
	Equipment	23,844

R4. Transfer to provide for mileage, copying and printing.

From: Business & Information Tech	Instr Aides, Other Overtime	\$	1,350
To: Business & Information Tech	Copying and Printing	\$	1,310
	Mileage		40

R5. Transfer to provide for mop services and spring window washing.

From: Facilities	Custodial Supplies	\$	5,300
To: Facilities	Laundry & Cleaning	\$	4,800
	Rents and Leases		500

R6. Transfer to provide for student help, piano tuning, and to purchase storage equipment for the CSA music library.

From: Performing Arts	Instructional Supplies	\$	14,336
To: Performing Arts	Student Help	\$	1,901
	Employee Benefits		73
	Other Services		9,000
	Equipment		3,362

R7. Transfer to provide for professional services – OD Music paymaster services.

From: Dean, Performing Arts	Academic Special Project	\$	11,664
To: Performance Riverside - Landis	Professional Services	\$	11,664

R8. Transfer to provide for supplies.

From: President	Administrative Contingency	\$	3,500
To: President	Supplies	\$	3,500

R9. Transfer to purchase a scanner.

From: Dean of Instruction	Supplies	\$	270
To: Dean of Instruction	Equipment	\$	270

R10. Transfer to provide for instructional supplies.

From: Kinesiology	Memberships	\$	400
	Repairs		2,454
	Transportation		1,027
	Other Services		500
To: Kinesiology	Instructional Supplies	\$	4,381

R11. Transfer to provide for printing and a Konica copier lease.

From: Applied Technology	Memberships	\$	225
	Telephone		50
	Rents and Leases		1,955
	Repairs		2,388
To: Applied Technology	Copying and Printing Equipment	\$	135 4,483

R12. Transfer to purchase instructional and non-instructional supplies.

From: Nursing	Repairs	\$	10,226
	Fingerprints		700
	Other Services		1,605
To: Nursing	Instructional Supplies Supplies	\$	9,431 3,100

R13. Transfer to provide classified salary budget for additional Library hours.

From: Library	Academic FT Non-Instr.	\$	21,892
To: Library	Student Help – Non-Instr	\$	18,000
	Classified Overtime		3,892

R14. Transfer to provide for student help and classified overtime.

From: Student Financial Services	Supplies	\$	845
To: Student Financial Services	Student Help – Non-Instr	\$	152
	Classified Overtime		693

R15. Transfer to provide for memberships and cellular telephone charges.

From: Student Services	Reference Books	\$	255
	Copying and Printing		600
To: Student Services	Memberships	\$	600
	Cellular Telephone		255

R16. Transfer to provide for repairs and statistician work.

From: Athletics	Short Term Temporary	\$	4,400
	Employee Benefits		88
	Custodial Supplies		120
	Grounds/Garden Supplies		639
	Supplies		311
	Repair Parts		287
	Equipment		341
To: Athletics	Repairs	\$	3,621
	Other Services		2,565

R17. Transfer to provide for professional services - OD Music paymaster services.  
 (Fund 11, Resource 1090)

From: Performance Riverside	Theater Supplies	\$	6,541
To: Performance Riverside	Professional Services	\$	6,541

R18. Transfer to provide supplies and to purchase a white board. (Fund 12, Resource 1120)

From: LHSS – Center for Social Justice	Conferences	\$	50
	Memberships		160
	General Liability & Property		50
	Rents and Leases		300
	Repairs		739
	License Fees		100
	Other Services		372
To: LHSS – Center for Social Justice	Supplies	\$	1,560
	Equipment		211

R19. Transfer to provide for instructional supplies. (Fund 12, Resource 1190)

From: Nursing	Comp Software Maint/Lic	\$	1,033
To: Nursing	Instructional Supplies	\$	1,033

R20. Transfer to provide for supplies, food and paper products. (Fund 33, Resource 3300)

From: Early Childhood Studies	Advertising	\$	2,000
	Equipment		7,000
To: Early Childhood Studies	Supplies	\$	2,000
	Food		5,000
	Paper Products		2,000

Norco

N1. Transfer to provide for repair parts, white boards, and shower remodel.

From: VP, Business Services	Classified Perm PT	\$	1,696
	Instructional Classified FT		3,105
	Instructional Classified PT		6,895
	Administrative Contingency		10,000
To: Building Maintenance	Repair Parts	\$	18,000
	Equipment		2,000
Custodial Services	Remodel Project		1,696

N2. Transfer to purchase music software and licenses. (Fund 12, Resource 1190)

From: Academic Affairs	Equipment	\$	11,690
	Instructional Supplies		900
To: Commercial Music	Equipment	\$	11,690
Music	Comp Software Maint/Lic		900

N3. Transfer to provide for a membership. (Fund 12, Resource 1190)

From: Basic Skills	Supplies	\$	350
To: Basic Skills	Membership	\$	350

N4. Transfer to provide for conferences.

From: Dean of Instruction	Academic Special Project	\$	6,000
To: Dean of Instruction	Conferences	\$	6,000

N5. Transfer to purchase stand-up desks.

From: Technology Support Services	Repair Parts	\$	1,277
To: Technology Support Services	Equipment	\$	1,277

N6. Transfer to provide for supplies and printers.

From: Student Services	Administrative Contingency	\$	1,433
To: Student Services	Supplies	\$	610
	Equipment		423
Counseling	Supplies		400

N7. Transfer to realign the Health Services budget. (Fund 12, Resource 1070)

From: Health Services	Equipment	\$	30,000
To: Health Services	Classified Perm PT	\$	760
	Employee Benefits		4,040
	Periodicals/Magazines		200
	Lecturers		25,000

N8. Transfer to provide for mileage.

From: Student Financial Services	Supplies	\$	500
To: Student Financial Services	Mileage	\$	500

N9. Transfer to provide for supplies.

From: Community Outreach	Student Help - Non-Instr	\$	3,219
	Mileage		200
To: Community Outreach	Supplies	\$	3,419

N10. Transfer to purchase a vehicle wheel immobilizer for parking enforcement.  
 (Fund 12, Resource 1050)

From: Safety & Police	Other Services	\$	91
To: Safety & Police	Equipment	\$	91



N11. Transfer to realign the Student Services and Support Program grant budget.  
 (Fund 12, Resource 1190)

From: SSSP	Supplies	\$	12,323
To: SSSP	Classified FT	\$	5,757
	Classified Perm PT		321
	Postage		74
	Conferences		3,000
	Telephone		675
	Comp Software Maint/Lic		2,450
	Equipment		46

N12. Transfer to purchase computers. (Fund 12, Resource 1190)

From: Student Financial Aid Administration	Employee Benefits	\$	5,250
To: Student Financial Aid Administration	Equipment	\$	5,250

N13. Transfer to provide for conferences, short-term help, and rents and leases.

From: Academic Affairs	Instructional Supplies	\$	7,100
To: Academic Affairs	Short-Term Temporary	\$	2,000
	Conferences		4,000
Music	Rents and Leases		1,100

N14. Transfer to purchase computers.

From: VP, Business Services	Academic FT Administrator	\$	48,674
	Classified Perm PT		4,714
	Administrative Contingency		951
To: Dean of Instruction	Equipment	\$	54,339

N15. Transfer to provide for conferences.

From: VP, Business Services	Classified FT	\$	2,000
	Classified Perm PT		1,454
To: VP, Academic Affairs	Mileage	\$	727
	Conferences		727
College Student Services	Conferences		2,000

N16. Transfer to provide for academic special projects and a book return vault.

From: VP, Business Services	Classified Perm PT	\$	7,000
	Administrative Contingency		11,478
To: Library	Academic PT Non-Instr	\$	10,000
	Employee Benefits		1,478
	Equipment		7,000

Moreno Valley

M1. Transfer to provide for copying and printing and to purchase a cell phone, supplies, graduation stoles and scholarship banquet seats.

From: Student Services	Memberships	\$	4,157
	Classified FT		2,245
	Mileage		267
To: Student Services	Copying and Printing	\$	3,607
	Commencement		2,045
	Equipment		817
	Supplies		200

M2. Transfer to purchase two workstations, a bookcase, six conference chairs, four task chairs, and three keyboard trays.

From: President's Office	Administrative Contingency	\$	13,404
To: Institutional Effectiveness	Equipment	\$	13,404

M3. Transfer to provide for student help.

From: Career and Technical Education	Employee Benefits	\$	22
To: Career and Technical Education	Student Help- Non-Instr	\$	22

M4. Transfer to provide travel expenses for the Puente Northern California trip.  
 (Fund 12, Resource 1190)

From: Counseling	Academic FT Administrator	\$	12,000
To: Counseling	Travel Expenses	\$	12,000

M5. Transfer to purchase instructional supplies, ECG Simulator, 30" diameter table and a printer and to provide for academic special projects.

From: PSET	Other Services	\$	4,255
	Lecturers		1,500
	Professional Services		335
To: PSET	Academic Special Project	\$	1,321
	Employee Benefits		179
	Instructional Supplies		319
	Equipment		4,271

M6. Transfer to purchase a software license. (Fund 12, Resource 1190)

From: Health, Human & Public Services	Instructional Supplies	\$	256
To: Health, Human & Public Services	Comp Software Maint/Lic	\$	256

M7. Transfer to provide for conferences.

From: Student Financial Services	Classified FT Benefits	\$	13,084
			2,916
To: Student Financial Services	Conferences	\$	16,000

M8. Transfer to reallocate the Student Equity grant budget. (Fund 12, Resource 1190)

From: Student Equity Grant	Academic FT Administrator	\$	12,000
	Employee Benefits		46
To: Student Equity Grant	Food	\$	2,437
	Copying and Printing		500
	Supplies		500
	Travel Expenses		8,372
	Equipment		237

M9. Transfer to provide for canopy rental for the Transfer Fair.

From: Counseling	Classified Perm PT	\$	1,934
To: Counseling	Rents & Leases	\$	1,934

M10. Transfer to realign the Foster Youth Support Services grant budget.  
 (Fund 12, Resource 1190)

From: Student Services	Administrative Contingency	\$	26,795
To: Student Services	Classified FT	\$	11,266
	Book Grants		7,900
	Employee Benefits		4,729
	Student Help		2,400
	Food		500

M11. Transfer to provide for library subscription renewal.

From: Library	Repairs	\$	1,317
To: Library	Library Subscr. Database	\$	1,317

District Office and District Support Services

D1. Transfer to provide for gift campaign support services.

From: Chancellor's Office	Copying and Printing	\$	1,633
To: Chancellor's Office	Consultants	\$	1,633

D2. Transfer to purchase a replacement district truck for the inventory control unit.

From: Accounting Services	Postage	\$	14,155
	Professional Services		3,605
To: Accounting Services	Equipment	\$	17,760

D3. Transfer to purchase sit-stand desks.

From: Human Resources	Administrative Contingency	\$	1,100
To: Human Resources	Equipment	\$	1,100

D4. Transfer to purchase a computer.

From: Administration & Finance	Consultants	\$	1,058
To: Finance	Equipment	\$	1,058

D5. Transfer to realign the Regional Strong Workforce grant budget.  
 (Fund 12, Resource 1190)

From: Regional Strong Workforce	Other Services	\$	330,587
To: Regional Strong Workforce	Academic PT Teaching	\$	146,860
	Academic Special Project		17,275
	Classified FT Administrator		34,361
	Classified FT		46,422
	Employee Benefits		60,699
	Equipment		20,000
	Educational Supplies		5,000

D6. Transfer to purchase computers.

From: Communications & Web Dev	Comp Software Maint/Lic	\$	8,683
To: Communications & Web Dev	Equipment	\$	8,683

D7. Transfer to purchase a grant management database tracking system.

From: Grants	Equipment	\$	5,793
To: Grants	Comp Software Maint/Lic	\$	5,793

D8. Transfer to provide temporary staffing for Human Resources through June 30, 2017.

From: Finance	Classified FT	\$	120,000
To: Human Resources & Diversity	Other Services	\$	120,000

D9. Transfer to provide for infrastructure delivery system consultation services.  
(Fund 12, Resource 1190)

From: Adult Education Block Grant	Supplies	\$	80,000
To: Adult Education Block Grant	Consultants	\$	80,000

D10. Transfer to purchase a software license for the Student Portal Project and to provide for Colleague programming/analysis services until vacant Information Services positions are filled.

From: Finance	Classified FT	\$	80,000
To: Information Services	Comp Software Maint/Lic	\$	25,000
	Professional Services		55,000

D11. Transfer to provide for grant development assistance.

From: Finance	Classified FT	\$	20,000
To: Community & Economic Dev	Consultants	\$	20,000

D12. Transfer to complete the purchase a T3 electric stand-up vehicle.  
(Fund 12, Resource 1050)

From: Safety & Police	Other Services	\$	1,319
To: Safety & Police	Equipment	\$	1,319

D13. Transfer to purchase a computer and wireless headsets.

From: Finance	Classified FT	\$	2,416
To: Finance	Equipment	\$	1,887
Purchasing	Equipment		529

## Agenda Item (VI-B-3-a)

Meeting	4/18/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-a)
Subject	Resolution No. 49-16/17 – 2016-2017 CA STEP Grant
College/District	District
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$256,040 to the budget.

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### Background Narrative:

The Riverside Community College District has received funding for the 2016-2017 CA STEP Grant in the amount of \$256,040 from the California Community Colleges Chancellor's Office. The funds will be used for salaries, benefits, and other operating expenses.

Prepared By: Michael Burke, Ph.D., Chancellor  
Richard Keeler, Dean, Grants and Economic Development  
Jeff Williamson, Statewide Dir, Center for International Trade Development

### Attachments:

[04182017\\_Resolution No. 49-16/17 – CA STEP Grant](#)



RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 49-16/17

2016-2017 CA STEP Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$256,040 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on April 18, 2017.

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Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**INCOME & EXPENDITURES - BUDGET AMENDMENT**  
 Resolution No. 49-16/17  
 2016-2017 CA STEP Grant

Year	County	District	Date	Fund
17	33	07	4/18/2017	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	A00	1190	0	0000	0217	8190	256,040 00	REVENUE
								EXPENDITURES
12	AXD	1190	0	6819	0217	2118	8,213 00	Classified FT Administrator
12	AXD	1190	0	6819	0217	3220	1,141 00	Employee Benefits
12	AXD	1190	0	6819	0217	3320	509 00	
12	AXD	1190	0	6819	0217	3325	119 00	
12	AXD	1190	0	6819	0217	3420	2,512 00	
12	AXD	1190	0	6819	0217	3460	16 00	
12	AXD	1190	0	6819	0217	3520	4 00	
12	AXD	1190	0	6819	0217	3620	41 00	↓
12	AXD	1190	0	6819	0217	4590	3,300 00	Office and Other Supplies
12	AXD	1190	0	6819	0217	5110	22,915 00	Program Marketing and Business Matchmaking
12	AXD	1190	0	6819	0217	5198	8,200 00	Public Relations Services
12	AXD	1190	0	6819	0217	5220	16,851 00	Conferences
12	AXD	1190	0	6819	0217	5890	192,219 00	Export Promotional Activities
							256,040 00	TOTAL REVENUE
							256,040 00	TOTAL EXPENDITURES

## Agenda Item (VI-B-5-a)

Meeting	4/18/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-a)
Subject	Purchase Furniture and Fixtures from Krueger International (KI), Utilizing the Foundation for California Community Colleges Contract Number CB 13-013.
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the purchase of furniture and fixtures from Krueger International (KI), utilizing the Foundation for California Community Colleges Contract Number CB 13-013 through October 2017, with option to renew for one (1) additional term.

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### Background Narrative:

The Foundation for California Community Colleges (Foundation), a nonprofit organization, serves as the official foundation supporting the Board of Governors, Chancellor's Office, and the entire California Community College system. The Foundation operates CollegeBuys, a cooperative purchasing program designed to leverage the buying power of the 72 community college districts. CollegeBuys secures the most advantageous pricing from enterprise level vendors using system-wide agreements. Public Contract Code Section 20661 authorizes California Community Colleges to piggyback on contracts awarded by the Chancellor of the California Community Colleges.

Riverside Community College District utilizes multiple vendors to purchase furniture and fixtures. Staff recommends use of the Foundation awarded agreement number CB 13-013, as one source to purchase furniture and fixtures from Krueger International (KI). The term of agreement number CB 13-013 is through October 2017, with an option to renew for one (1) additional term.

District staff has reviewed available cooperative purchasing agreements and other formal purchasing options and found that this contract best meet the needs of the District.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services  
Majd Askar, Director of Business Services

### Attachments:

None.

## Agenda Item (VI-B-6-a)

Meeting	4/18/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-a)
Subject	Contracts and Agreements Report Less than \$88,300 – All District Resources
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees ratify contracts totaling \$657,175 for the period of March 1, 2017 through March 31, 2017.

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### Background Narrative:

On September 11, 2007, the Board of Trustees authorized delegating authority to the Chancellor to enter into contractual agreements and the expenditure of funds pursuant to the Public Contract Code Section 20650 threshold, currently set at \$88,300. The attached listing of contracts and agreements under \$88,300 requested by college and District staff has been reviewed and verified that budgeted funds are available in the appropriate categories of expenditure. The contracts and agreements have been executed pursuant to the Board's delegation of authority and are presented on this agenda for ratification.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services  
Majd Askar, Director of Business Services

### Attachments:

[04182017\\_Contracts and Agreements Less than \\$88,300 Report \(March\)](#)

Contracts and Agreements Report-All District Resources  
 \$88,300 and Under  
 3/01/17 thru 3/31/17

PO#	Vendor	Business Location	Department	Description	Amount
C0005563	Hope	Los Angeles	Campus Student Services - Norco	History Day Conference	\$ 18,966
C0005564	City of Riverside	Riverside	Athletics - Riverside	Rents and Leases	24,300
C0005565	The Lamar Companies	San Bernardino	Business Operations - Moreno Valley	Advertising	1,486
C0005566	Vocademy LLC	Riverside	Career and Technical Ed - Moreno Valley	Consultants for Developing Makerspaces	11,676
C0005567	City of Moreno Valley	Moreno Valley	EOPS - Moreno Valley	Rents and Leases	32,000
C0005568	Pacific Parking Systems, Inc.	Irvine, CA	Safety & Police - Riverside	Repairs - Service	43,862
C0005569	Konica Minolta Business Solutions	San Bernardino	Dean of Instruction - Languages, Humanities &	Repairs - Service	15,200
C0005571	Maxient LLC	Charlottesville, VA	Human Resources & Diversity	Tracking & Mgmt of Conduct & Judicial Affairs	23,666
C0005572	The College Board	London, KY	Matriculation - Norco	Accuplacer Tests	36,273
C0005576	Integrated Work Strategies, LLC	Boulder, CO	Workforce Preparation - Riverside	Consulting Fees for Facilitating CAFYES program	49,450
C0005577	University/Resident Theatre Assoc..	New York, NY	Performance Riverside	Director's Fee for Thoroughly Modern Millie	17,500
C0005580	Harland Technology Services	Chicago, IL	Institutional Support, Instruction & Curriculum	Repairs - Service	6,133
C0005581	H & L Charter Company, Inc.	Rancho Cucamonga	Campus Student Services - Norco	Transportation Fee for Team Building Event	45,438
C0005582	Pierson & Associates	Atlanta, GA	Workforce Preparation - Riverside	Professional Svcs. For Defaul Prevention Initiative	475
C0005583	Center for Academic Programs Abroad	Boston, MA	President - Riverside	Professional Services for Study Abroad Program	27,780
C0005584	The Company Doctors	Rancho Palos Verdes	Customized Solutions	ETP Training	7,500
C0005585	Holiday Inn	San Francisco	Counseling - Moreno Valley	Hotel Accommodation for Puente Student	5,995
C0005586	US Bank	St Louis, MO	Communications Center - Moreno Valley	Rents and Leases	10,044
C0005587	Sharp Electronics Corp.	Santee	Communications Center - Moreno Valley	Repairs - Service	52,100
C0005588	H2 Environmental Consulting Services, Inc.	Chino	Facilities - Norco	Microbial Assesment Testing	9,400
C0005589	OD Music, Inc.	Woodland Hills	Performance Riverside	Paymaster Services for Thoroughly Modern Millie	6,000
C0005591	American Red Cross	Chicago, IL	Kinesiology - Riverside	Lifeguard Certification	50,100
C0005592	Streamlink Software, Inc.	Cleveland, OH	Grants & Contract Services	Computer Software Maint/Lic	2,000
C0005593	Applied Development Resources	Corona	Economic Development	Adult Education Block Grant Consultant Services	5,000
N/A	Sierra Joint Community College	Rocklin	Dean of Instruction, CTE	Implementation Plan & Grant Proposal	No Cost
N/A	Moreno Valley Unified School District	Moreno Valley	President - Moreno Valley	GUI 45 Class for High School Students	No Cost
N/A	Colton - Redlands - Yucaipa ROP	Redlands	CTE Projects Office	Articulation Agreement ADM-67	No Cost
N/A	Actor's Equity Association (Daniel Schultz)	North Hollywood	Fine & Performing Arts	Stage Manager for Hair Spray	No Cost
N/A	Actor's Equity Association Tracy Lore)	North Hollywood	Fine & Performing Arts	Stage Manager for Hair Spray	No Cost
N/A	University Enterprises Corporation at CSUSB	San Bernardino	Student Equity	Subaward Agreement No GT16146	No Cost
N/A	City of MV, Economic Development Department	Moreno Valley	CTE	Letter of Interest - Strategic Partnership	No Cost
N/A	Alvord Unified School District	Corona	RCC	Tutoring	No Cost
N/A	Palo Verde Community College District	Blythe, CA	CTE	Master Agreement 2017/20 Strong Workforce Program	No Cost
N/A	Mt. San Jacinto Community College	San Jacinto	CTE	Master Agreement 2017/20 Strong Workforce Program	No Cost
N/A	San Bernardino Community College District	San Bernardino	CTE	Master Agreement 2017/20 Strong Workforce Program	No Cost
<b>Additions to Approved/Ratify Contracts of \$88,300 and Under</b>					
C0002844	GreatAmerica Leasing Corporation	Cedar Rapids, IA	Campus Student Services - Norco	Rents and Leases	10,000
C0003421	Padilla & Associates, Inc.	Santa Ana	Facilities Planning & Development	Labor & Compliance	2,730
C0003717	Keenan & Associates	Torrance	Human Resources & Diversity	Employee Benefits Consulting Services	80,000
C0004388	Adecco USA, Inc.	Melville, NY	Athletics - Riverside	Transportation Contracts	1,220
C0004445	Padilla & Associates, Inc.	Santa Ana	Facilities Planning & Development	PLA for Coil School for the Arts	1,000
C0004639	Marina Landscape Inc.	Anaheim	Facilities Planning & Development	CAADO Ph2 Landscape	1,412
C0004946	RichGrossSolutions, Inc.	Hot Springs, SD	Chancellor's Office	Phase II - Campaign Consulting Support	845
C0005191	Quest Consulting & Training Corporation	Palisades	Customized Solutions	ETP Core - Training Services	46,302
C0005219	Kaltura, Inc.	New York, NY	Open Campus	Computer Software Maint/Lic	635
C0005263	Riverside County	Riverside	Academy / Criminal Services	Rents and Leases	868
C0005382	Scantron Corporation	Eagan, MN	Academy / Criminal Services	Computer Software Maint/Lic	900
C0005396	Youngerman, Stephen	Riverside	Community Ed. & Senior Citizen Education	Instructional Svcs. For Community Ed. Classes	759
C0005462	Brady, Michael	Corona	Customized Solutions	Training Services at Trademark Plastics	2,865
C0005510	Shaw HR Consulting, Inc.orporated	Newbury Park	Diversity, Equity & Compliance	Amend. # 1/ Increases Funds	395
C0005533	Ellucian Company, L.P.	Fairfax, VA	Chancellor's Office	Datbase Application Software	4,900
N/A	The Regents of the University of California	Berkeley	Counseling	Amend. # 1/Wording Only	No Cost
<b>Total</b>					<b>\$ 657,175</b>

## Agenda Item (VI-B-6-b)

Meeting	4/18/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-b)
Subject	Agreement for Employment Training Panel (ETP) Award 17-0428 with the State of California
College/District	District
Funding	ETP Funds
Recommended Action	It is recommended that the Board of Trustees approve the agreement for ETP Award 17-0428 with the State of California for \$539,176.

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### Background Narrative:

With the Board of Trustees approval of Contract Agreement 17-0428, the Riverside Community College District will enter into an agreement with the State of California Employment Training Panel in the amount of \$539,176. The funds will be used for operational expenses for the program.

Prepared By: Michael Burke, Ph.D., Chancellor  
Richard Keeler, Dean, Grants and Economic Development

### Attachments:

[ETP Agreement](#)

ETP Agreement  
ET17-0428

Riverside Community College District, Office of Economic Development  
Training Project

This ETP Funding Agreement (Agreement) is entered into between the Employment Training Panel (ETP or Panel) and Riverside Community College District, Office of Economic Development (Contractor).

This Agreement is for the reimbursement of training costs by the Panel pursuant to its authority at Unemployment Insurance Code Section 10200 *et seq.* The term is from April 3, 2017 to April 2, 2019. Said reimbursement shall be disbursed from the Employment Training Fund in a total amount not to exceed \$539,176 (Approved Amount).

This Agreement consists of five Sections and four Exhibits, as shown below:

Section 1. Recitals  
Section 2. Representations  
Section 3. Performance Standards  
Section 4. Payment Details  
Section 5. General Provisions

Exhibit A: Chart 1  
Exhibit B: Menu Curriculum  
Exhibit C: Subcontracts  
Exhibit D: Definitions

Exhibits A through D are hereby incorporated-by-reference as part of this Agreement, as if fully set forth herein.

1. Recitals

The parties are entering this Agreement to promote a healthy labor market in California. The purpose of this Agreement is to reimburse training costs from the Employment Training Fund in keeping with ETP program goals at Unemployment Insurance Code Section 10200 *et seq.*

In entering this Agreement, the parties recognize the value of training, particularly the need for California employers to remain competitive in a global business environment. The parties agree that good and valuable consideration exists for this Agreement.

## 2. Representations

- 2.1 Legislative Appropriation: Contractor understands that payment under this Agreement is valid and enforceable only if sufficient funds are appropriated in the State Budget Act for the relevant Fiscal Year. Payment under this Agreement is subject to any additional restrictions, limitations or conditions imposed by the Legislature, in the Budget Act or otherwise. If sufficient funds are not appropriated or otherwise made available for disbursement from the Employment Training Fund as needed for this Agreement, the Panel's liability for payment shall be limited to available funds and payment shall be disbursed only for the actual hours of training delivered as of the date Contractor receives a Notice of unavailable funds from ETP.
- 2.2 Incremental Encumbrance: This Agreement shall be incrementally encumbered insofar as only a percentage of the total Amount Approved will be made available for payment in the first and subsequent Fiscal Year(s).
- 2.3 Development Fees: Contractor represents that ETP funds will not be used to pay for any fees or costs incurred prior to the Panel's approval of funding under this Agreement.
- 2.4 Criteria for Participating Employers: Contractor is aware that all participating employers must be subject to paying the Employment Training Tax for each trainee. Contractor is aware that all participating employers must face out-of-state competition, unless funded under Special Employment Training. Contractor is aware that all participating employers must have no more than a 20% turnover rate in the prior calendar year. Contractor is aware that training agencies are not eligible as Participating Employers.
- 2.5 Funding Limitations: Contractor is aware of Funding Limitations established by the Panel and published on the ETP Website as of the effective date of this Agreement. Contractor represents that it will adhere to these Limitations in its recruitment and selection of Participating Employers.
- 2.6 Confidentiality: The Panel represents that trainee Social Security Numbers will only be used to access trainee employment and wage history in the Unemployment Insurance data base maintained by the Employment Development Department. The Panel represents that trainee demographic information will only be used to compile statistical data, in the aggregate. The Panel represents that the Social Security Numbers and demographic information will be maintained in confidence using administrative, technical and physical safeguards. Contractor understands that it is solely responsible for obtaining this confidential information from the participating employers or trainees, along with any written release it deems necessary. ETP represents that there is no statutory or regulatory requirement for a written release.
- 2.7 In-Kind Contribution: Contractor represents that participating employers will make a financial commitment to training and will not use ETP funding to displace their own training resources. In addition, Contractor represents that In-Kind Contributions of at least \$838,000 will be made to the cost of training, through wages paid during the hours of training by participating employers and other valuations made in accordance with Title 22, California Code of Regulations (CCR), Section 4401.1.
- 2.8 Substantial Contribution: Contractor understands that its reimbursement will be reduced by either 15% or 30% for the purpose of making a Substantial Contribution to the cost of training if a participating employer(s) earned payment under a prior ETP Agreement, under the standards set forth in Title 22, CCR, Section 4410. (See also Reimbursement Rate in Section 4.)



- 2.9 Job-related Training: Contractor represents that training will be in job-related skills.
- 2.10 Compensation During Retraining: Contractor is aware of the standards for compensating incumbent employees during "mandatory" training in accordance with state and federal work orders.
- 2.11 HUA Wage Modification: Contractor represents that post-retention wages will exceed pre-retention wages for trainees receiving the High Unemployment Area (HUA) wage modification, in accordance with Title 22, CCR, Section 4429(e).
- 2.12 Charges to Trainees: Contractor understands that it cannot charge tuition, fees, or costs to trainees for training funded under this Agreement without prior written approval by the Executive Director of ETP.
- 2.13 Tuition Reimbursement: Contractor represents that it will not charge, or will fully reimburse trainees for any tuition, fees, or costs they may have already paid for training that is funded by ETP.
- 2.14 Nondiscrimination: Contractor represents that participating employers will be "equal opportunity" employers compliant with all state and federal laws pertaining to fair employment practices.
- 2.15 Trainer Credentials: Contractor represents that training will only be delivered by instructors who are competent in the subject matter. Contractor represents that: a) instructors will satisfy certification and licensing requirements as may be applicable; b) any trainee who is also a trainer will complete all class/lab hours in each topic of training prior to delivery of training on that topic.
- 2.16 Responsibility: Contractor understands that it is directly responsible for the administration and delivery of all training funded under this Agreement.
- 2.17 Liaison: Contractor represents that it will fully inform all participating employers about their rights and obligations under the training project funded under this Agreement, and will periodically review their participation for compliance with the performance standards of this Agreement. Contractor represents that it will promptly inform ETP of any discrepancy or problem regarding the role or performance of participating employers under this Agreement.
- 2.18 Professional Employer Organization: Contractor understands that participating employers may only use the services of a PEO if, under their services agreement, they operate as co-employers. This means the participating employers must not fully relinquish the responsibility to pay wages; make benefit payments; and withhold, collect, report and remit payroll-related taxes, including the Employment Training Tax. Contractor understands that participating employers must retain the exclusive right to direct and control the work performed by trainees during retention, and to set the amount of their post-retention wages.
- 2.19 Misrepresentation: Contractor understands that any misrepresentation of material fact made by it or its agent to the Panel or ETP staff, whether set forth herein or otherwise, constitutes grounds for immediate termination of this Agreement.
- 2.20 Union Representation: Contractor represents that participating employers will be required to submit union letters of support for all trainees that are represented.

### 3. Performance Standards

- 3.1 Payment Earned: Contractor shall not be entitled to retain the Progress Payments or Final Payment for any trainee unless it demonstrates compliance with the requirements set forth in this Agreement. (See definition of Payment Earned in Exhibit D.) Contractor must demonstrate compliance using ETP procedures, to the sole satisfaction of ETP.
- 3.2 Hours of Training: Reimbursable hours of training will vary depending on the method of delivery. Advanced Technology (AT) is considered a method of delivery for this purpose. Class/Lab includes Videoconference, Simulated Laboratory and Productive Laboratory. Class/Lab may be delivered by the E-Learning methodology.
- 3.2.1 Class/Lab/Videoconference: Reimbursement is for actual hours of attendance, within the range of hours for each Job Number as identified in Exhibit B, Menu Curriculum and in Exhibit A, Chart 1. Each trainee must attend training for the minimum number of hours for payment to be earned, and payment cannot be earned for attendance beyond the maximum number of hours.
- 3.2.2 Range of Hours: Reimbursement for retraining is capped at 200 total training hours per-trainee.
- 3.3 Retention: All trainees must be employed by a participating employer on a full-time basis, with wages reported in California, for the applicable hours and time period of retention by Job Number. Retention cannot begin until the end of all training per-trainee, and must be completed within the term of this Agreement.

Job Number: 1    Job Description: Priority/Retrainee  
 Job Number: 2    Job Description: Priority/SB<100  
 Job Number: 3    Job Description: Priority/Retrainee, SET

Retention is at least 90 consecutive days full-time with one employer. Full-time employment means 35 hours per week.

- 3.4 Post-Retention Wage: All trainees must earn at least the Post-Retention Wage identified for the county or region in which trainees are employed. Health benefits (employer share-of-cost for medical, dental and vision care) may be included in wages.

Trainees must earn at least the State or local minimum wage rate (base wage) that is in effect at the time of final payment, regardless of the ETP Minimum Wage. If a higher minimum wage rate is in effect for a city or county within this Job Number, then that wage will prevail.

Job Number: 1    Job Description: Priority/Retrainee  
 Job Number: 2    Job Description: Priority/SB<100

Trainees must earn at least \$16.16 per hour in Riverside and San Bernardino Counties; \$16.72 per hour in San Diego County; \$16.96 per hour in Los Angeles County; and \$17.22 per hour in Orange County.

Job Number: 3    Job Description: Priority/Retrainee, SET

All trainees must earn at least \$22.04 per hour, inclusive of health benefits.

- 3.5 Trainee Eligibility: All trainees in Job Numbers 1 and 2 must meet the eligibility standards set forth in Unemployment Insurance Code Section 10201(c).

In Job Number 3, the eligibility standards in Unemployment Insurance Code Section 10201(c) are waived in accordance with Special Employment Training standards at Unemployment Insurance Code Section 10214.5. However, all trainees must be “frontline workers” within the meaning of Title 22, CCR, Section 4400(ee).

Moreover, the Contractor’s own employees are not eligible for training under this Agreement.

- 3.6 Managers and Supervisors: Managers and Supervisors must not exceed 20% of the total trainee population in Job Number 1, as shown in Exhibit A, Chart 1. This limitation does not apply to Job Number 2. Otherwise, all trainees must be “frontline workers” within the meaning of Title 22, CCR, Section 4400(ee).

- 3.7 Top-Level Executives: Payment cannot be earned for Top-Level Executives who set company policy. Trainees employed in the occupation of President, Vice-President, Director, Chief Executive Officer, Chief Investment Officer, Chief Financial Officer, Chief Counsel, General Counsel, Chief Operating Officer and similar capacities are presumed to be Top-Level Executives. That presumption will be rebutted if the occupation(s) is identified in Exhibit A, Chart 1. This is not applicable for Job Number 2.

- 3.8 Enrollment: Eligibility for enrollment must be established prior to the start-of-training. To establish eligibility, Contractor must provide ETP with each trainee's Social Security Number. (See also Payments in Section 4.) Eligibility must be established, and enrollment must be reported, in the form and manner prescribed by ETP.

- 3.9 Multiple Enrollment: A trainee cannot be enrolled in the same Job Number more than once within the same project. A trainee can be enrolled in another Job Number, but only after having completed the minimum number of hours designated for the Job Number in which originally enrolled, and having satisfied the retention and minimum wage requirements applicable to the original Job Number. Thus, enrollment in another Job Number must follow Final Payment under the original Job Number.

Upon enrollment in another Job Number, a trainee must again satisfy the retention and minimum wage requirements, as applicable. The retention requirement cannot be satisfied simultaneously for more than one Job Number.

- 3.10 Training Ratio: The trainer-to-trainee ratio must not exceed 1:20 for Class/Lab training. However, for courses certified by OSHA (OSHA 10/30) the ratio must not exceed 1:40.

- 3.11 Out-of-State Vendor: No training may be delivered by an out-of-state vendor without prior written approval by ETP. Contractor must provide ETP with written notice of proposed services by an out-of-state vendor at least seven working days in advance, in the form and manner prescribed by ETP.

- 3.12 Occupations: Training shall be funded only for trainees working in the occupations approved by the Panel for each Job Number, as shown in “Exhibit A, Chart 1.”

- 3.13 Relocation: Contractor will be liable for repaying ETP for any training funds received, for any Participating Employer that relocates or closes the California facility at which training was provided to a location out-of-state; or transfers trainee jobs to a location out-of-state,

within three years of termination of this Contract. The repayment demand will be made at the discretion of the Panel in accordance with the standards set forth in Title 22, CCR, Section 4446.5. The voluntary transfer by one or more employees to another facility located outside of California, absent facility relocation, does not constitute a relocation or closure under this Section.

#### 4. Payment Details

- 4.1 Reimbursement Rate: Contractor will be reimbursed at an hourly rate per trainee, based on the delivery method and type of training. (See definition of Reimbursement Rate, Exhibit D). All Laboratory, E-Learning, and Videoconference training is reimbursed at the Class/Lab rate.

If a participating employer is responsible for making a Substantial Contribution, the rate will be adjusted accordingly by either 15% or 30% accordingly to the standards in Title 22, CCR, Section 4410. (See Substantial Contribution in Section 2.)

In Job Numbers 1 and 3 the hourly rate is \$18 per-trainee for Class/Lab Training in accordance with the types of training identified in Exhibit B, Menu Curriculum.

In Job Number 2 the hourly rate is \$26 per-trainee for Class/Lab Training in accordance with the types of training identified in Exhibit B, Menu Curriculum.

- 4.2 Support Costs: Contractor will also be reimbursed up to \$34,562 for outreach and recruitment of participating employers by an 8% adjustment to the Program Costs for Job Numbers 1-3. (See Contract Totals in Exhibit A, Chart 1 and definition of Program Costs in Exhibit D.)

- 4.3 Curriculum: ETP reimbursement is limited to the types of training approved for a given Job Number as shown in "Exhibit B: Menu Curriculum."

- 4.4 Payments: A trainee must be enrolled and must have completed at least 8 hours of training before any payments will be made. Payments may be made in three stages on a per-trainee basis, by Job Number.

4.4.1 The first Progress Payment (P1) will be approximately 25% of the Average-Cost-per Trainee, payable upon enrollment and after the first eight hours of training.

4.4.2 The second Progress Payment (P2) will be paid upon completion of all training hours. Progress Payment (P1) and (P2) combined cannot exceed 75% of the Actual Cost per trainee within the range of training hours specified in Chart 1 for each Job Number.

Trainees invoiced for P2 will be deemed to have entered into the retention period applicable to the Job Number in which originally enrolled.

4.4.3 The Final Payment (F) is payable at the end of retention, based on hours of training actually completed with reference to the minimum and maximum hours.

- 4.5 Wage Reporting: Contractor must report the actual hourly wage paid for each trainee at the completion of retention. This information is used by ETP to verify full-time employment.

- 4.6 Administrative Costs: The hourly reimbursement rate includes an allowance for training administration. Administrative costs funded by ETP shall not exceed 13% of payment earned for Retraining.

- 4.7 Invoicing: Contractor must submit timely and accurate invoices for the Progress Payments and Final Payment, using the form and manner prescribed by ETP. The Fiscal Closeout invoicing should be submitted to ETP no later than 30 days after this Agreement has

terminated.

- 4.8 Fiscal Closeout: Payments will be made by invoice on a per-trainee basis. The total payments must be reconciled for all trainees taken as a whole at the time of Fiscal Closeout.
- 4.9 Suspend Payment: ETP may, at its sole discretion, suspend or withhold any payment if it appears Contractor has or will fail to perform its obligations under this Agreement. ETP shall give Contractor written Notice of the suspension/withhold and provide a reasonable opportunity for cure. This right to suspend or withhold payment is in addition to, and may be exercised concurrent with, termination.
- 4.10 Overpayment: The Progress Payments and Final Payment will not be earned until all performance standards and any other conditions of reimbursement have been satisfied. Contractor must promptly repay ETP for any overpayment identified at Final Closeout, or in a subsequent Audit. Repayment must include statutory interest computed from the first day of the month following the overpayment.
- 4.11 Unearned Payment: All unearned payments shall be returned to ETP with statutory interest computed from the first day of the month following the date the funds are received. If the Contractor petitions for bankruptcy, ETP shall be listed and scheduled as a creditor.
- 4.12 Liability Offset: Payments made or earned under this Agreement may be used to offset any outstanding financial liabilities owed under a prior Agreement at the sole discretion of ETP. This provision shall remain in full force and effect until the funds owed have been repaid, including statutory interest.

## 5. General Provisions

- 5.1 Party Intent: In the event of ambiguity, the intent of the parties shall be construed in accordance with the written proposal (ETP 130) and open-meeting discussions at the time the training proposal was considered by the Panel. In construing intent, the parties also agree to abide by the definitions set forth in Exhibit D of this Agreement. Otherwise, words and phrases shall be given their common English meaning. Section headings are for convenience only, and not to be used to determine any of the rights or obligations of the parties.

In the event of a material discrepancy between the text of this Agreement and Exhibit A, Chart 1, the latter shall prevail; but for wages in which case Post-Retention Wage in Section 3 shall prevail. All such discrepancies are subject to correction by Amendment.

- 5.2 Severability: If any provision of this Agreement is held illegal, invalid or unenforceable in whole or in part it shall be modified to the minimum extent necessary; and, the remaining provisions shall not be affected thereby.
- 5.3 Subcontractor Identification: Contractor must identify all subcontractors as they become known, prior to and during the term of this Agreement, in the form and manner prescribed by ETP. In so doing, Contractor must provide at least the following information: business name and address; contact person name, title, address, phone and email; description of services to be provided; and fees or rate payable.
- 5.4 Subcontract Terms: Contractor may subcontract with a third party for training or administrative services in connection with this Agreement. ETP shall not be named as a party on any subcontract. A subcontract for administrative services must be in writing, and must be filed with ETP prior to its effective date. A subcontract or oral agreement for training services must be disclosed and its terms made available to ETP upon demand. An administrative subcontract must incorporate the provisions set forth under "Exhibit C: Subcontracts." ETP reserves the right to monitor the delivery of services under any subcontract. Contractor shall use best efforts to correct performance problems identified by ETP as a result of monitoring.
- 5.5 Participating Employers: Contractor must identify all participating employers as they become known, prior to and during the term of this Agreement, in the form and manner prescribed by ETP. In so doing, Contractor must provide at least the following information: business name and address; contact person name, title, address, phone and email. Contractor may charge participating employers a refundable or nonrefundable deposit as specified in a mutual written Agreement signed by both parties, upon prior review and approval by ETP, as set forth in Title 22, CCR, Section 4409.1.
- 5.6 ETP Name: Any material used to promote this training project, and any other writing that uses the ETP name or logo, must be approved in advance by ETP.
- 5.7 Audits: ETP has the right, during normal business hours, to examine or audit any and all electronic or paper records, and documents related to the delivery of services, including accounting source payroll documents, under this Agreement to the extent it deems necessary. This right begins upon the effective date of this Agreement, and extends to 4 years from termination of this Agreement or 3 years from Fiscal Closeout or appeal resolution, whichever is later. Audits will be conducted in accordance with Generally Accepted Government Auditing Standards and may utilize statistical sampling with extrapolation of an error rate.

- 5.8 Online Tracking: Contractor must use the ETP Online Class/Lab Tracking System to upload/enter attendance data. Contractor must upload/enter this data within 90 days of the date of training delivery.
- 5.9 Monitoring Access: Contractor shall ensure that ETP has access to its facilities or those of a participating employer or training vendor as needed to monitor performance under this Agreement. Contractor shall use best efforts to ensure that ETP also has access to trainers and trainees for the purpose of performance-related interviews. During the term of this Agreement, all Rosters and any other pertinent records of training delivery or cost must be maintained at the Contractor's central facility in California.
- 5.10 Rosters: Contractor must maintain the originals of all training attendance Rosters for a period of not less than 4 years from termination of this Agreement or 3 years from Fiscal Closeout or appeal resolution, whichever is later. All Rosters and any other pertinent records of training delivery or cost must be maintained at the Contractor's central facility in California.
- 5.10.1 Class/Lab: Contractor must obtain from the participating employers, and maintain (as stated above), the original Class/Lab Rosters in hard-copy signed by each trainee and instructor. There is no exception for participating employers using a Learning Management System or other electronic recordkeeping for the Class/Lab method of delivery, including Productive Lab.
- 5.11 Termination without Cause: Either party may terminate this Agreement without cause by serving written Notice at least 30 calendar days in advance.
- 5.12 Termination with Cause: ETP may terminate this Agreement immediately, without serving advance Notice, if it determines at its sole discretion that Contractor or its agent has engaged in fraud, misrepresentation or other egregious conduct in connection with this Agreement, or has violated any law pertinent in the course of meeting its obligations under this Agreement. In the alternative, ETP may terminate this Agreement for a defect in performance or related problem by serving written Notice at least 30 calendar days in advance, and giving Contractor at least that time period as an opportunity to cure the defect or problem, as determined in its sole discretion.
- 5.13 Indemnification: Contractor shall defend, indemnify and hold harmless ETP along with its Panel, officers, employees or agents from and against any and all claims, complaints, demands, actions, causes of action, liabilities, losses, damages, judgments, awards, fines, settlements, costs or expenses including reasonable attorney's fees arising under this Agreement (Claim). As used herein, the term Claim specifically encompasses proprietary software subscription or licensing rights. The provisions of this section shall apply to any Claim based on the action or omission of Contractor or its officers, employees, agents or vendors, whether joint or several. ETP shall provide Contractor reasonable assistance in the defense of any Claim. However, ETP reserves the right to defend against a Claim or settle a Claim on its own behalf. Contractor shall not defend or settle in the name of ETP without prior written consent by the signatory of this Agreement for ETP. The parties shall give each other prompt written Notice of any Claim.
- 5.14 Governing Laws: This Agreement shall be governed by the laws of the State of California. Contractor shall comply with all applicable federal, state and local laws.
- 5.15 Forum State: The parties agree that any legal action arising under this Agreement, including mediation or arbitration, shall take place in Sacramento, California.



- 5.16 Survival: The following provisions of this Agreement shall survive its termination: Relocation, ETP Name, Audits, Rosters, Indemnification, Governing Laws, Forum State, Successor Corporation, and Notices.
- 5.17 Waiver: No delay or failure by either party to exercise or enforce provision of this Agreement shall be considered a waiver thereof. In order to be valid, a waiver must be in writing. A single waiver shall not constitute a continuing or subsequent waiver.
- 5.18 Other Funds: Contractor shall immediately serve ETP with Notice of any other government funding that is or may be applied to the cost of training under this Agreement. Cost reimbursement by ETP under this Agreement cannot displace, but must supplement, any other government funding. ETP reserves the right to reduce payments or demand the return of overpayments that result from said displacement.
- 5.19 Assignment: Contractor shall not assign any rights in, nor delegate any obligations under this Agreement or any portion hereof, without prior written consent by ETP.
- 5.20 Successor Corporation: This Agreement shall be binding on and inure to the benefit of the surviving corporation or other business entity in the event of Contractor's merger. (Corporations Code Section 1107.) This Agreement shall be binding on and inure to the benefit of the surviving person or entity in the event a controlling interest in its assets or operations is purchased, acquired or transferred, in which case ETP may require the survivor to enter a written Assumption of Liability.
- 5.21 Entire Agreement: This is the entire Agreement between the parties and it supersedes any prior or contemporaneous communication or understanding between them (written or oral).
- 5.22 Modifications: Certain terms and conditions of this Agreement may be modified at the request of Contractor with the written approval of ETP so long as there is no increase in the approved amount of funding, and no change in the scope or intent of training.

Modifications are restricted to the following:

- a) Add or delete a Job Number except for Apprentices;
- b) Expand or reduce the Estimated Number of Trainees in a Job Number;
- c) Change the trainee Occupations in a Job Number except for Apprentices;
- d) Redistribute the Estimated Number of Trainees funding between Job Numbers;
- e) Add to or delete training courses identified in the Exhibit B, Menu Curriculum;
- f) Change or extend the term dates;
- g) Revise range of hours so long as there is no change to the per-trainee cap on hours;
- h) Add health benefits to wages or change the amount of health benefits to be included in wages;
- i) Correct a material discrepancy between the text of this Agreement and Exhibit A, Chart 1. (See Party Intent in Section 5)

If ETP approves a Modification pursuant to (a) through (i) above, it will prepare a written

Modification indicating the effective date, and transmit a copy of same to Contractor. Modifications cannot be made after termination of this Agreement.

5.23 Amendment: With the exception of Modifications as provided for above, this Agreement may not be amended except in a writing that is signed by both parties. An Amendment or Modification can only be made based on the mutual agreement of the parties. Amendments cannot be made after termination of this Agreement.

5.24 Notices: All Notices in connection with this Agreement must be in writing, and shall be effective upon receipt. Notice of termination or material breach and final notice of overpayment must be delivered by certified U.S. Mail with return receipt requested, or by a commercial courier with receipt. Otherwise, Notices may be delivered by U.S. Mail, commercial courier, FAX or email. All Notices to ETP must be addressed to the manager of a regional office or the Sacramento headquarters office, as appropriate to the subject matter.

All Notices to Contractor must be addressed to the authorized representative identified below. This same representative is designated as the contact person for general inquiries by ETP.

The parties agree to keep each other informed as to any change in the contact information for their representatives.

Name and job title: Robert Grajeda, Director

Email address: [Robert.grajeda@rccd.edu](mailto:Robert.grajeda@rccd.edu)

Mailing address with zip code: 152 East Sixth St., Corona, CA 92879

Phone number: (951) 571-6457

Fax number: (951) 898-7946

**Contractor and ETP agree to the terms and conditions in this Agreement by signature of their authorized representatives set forth below:**

**Contractor**

**ETP**

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Printed Name/Title

Stewart Knox, Executive Director  
\_\_\_\_\_  
Printed Name/Title

**Exhibit A: Chart 1**

Training Data							Payment Schedule				
1	2	3	4	5	6	7	8	9	10	11	12
Job	Occupations	Type of Training	Estimated No. of Trainees <sup>1</sup>	Cls/Lab Hours	CBT Hour	Average Cost Per Trainee	Pay 1 Enroll	Pay 2 Compl	Pay 3 Hired	Pay 4 Post Retention	Post Retention <sup>2</sup>
1	Large Priority: Shipping Clerks, Operators, Engineers, Production Worker, Shop Helper, Maintenance Worker, Shop Lead, Technician, Supervisor, Manager, Administration	MEC Priority Industries Retrainee	600			\$577	\$144.25	VAR	N/A	VAR	\$16.16
687		<i>Menu Curriculum - Trainees will receive one or more of the following:                      Business Skills                      Computer Skills                      Continuous Improvement                      Hazardous Materials                      OSHA 10                      OSHA 30                      Manufacturing Skills</i>									
<i>Job Max Total Amount: \$ 346,200.00</i>						<i>Range of Hours: Min = 8 Max = 200 Weighted Avg = 30</i>					

<sup>1</sup> The number of trainees may exceed this figure, provided they receive at least the minimum number of training hours and there are sufficient funds available in the Job Number.  
<sup>2</sup> Post-Retention Wages may vary by county. See Section on Performance Standards, in this Agreement.

**Exhibit A: Chart 1**

Training Data							Payment Schedule				
1	2	3	4	5	6	7	8	9	10	11	12
Job	Occupations	Type of Training	Estimated No. of Trainees <sup>1</sup>	Cls/Lab Hours	CBT Hour	Average Cost Per Trainee	Pay 1 Enroll	Pay 2 Compl	Pay 3 Hired	Pay 4 Post Retention	Post Retention <sup>2</sup>
2	SB Priority: Shipping Clerks, Operators, Engineers, Production Worker, Shop Helper, Maintenance Worker, Shop Lead, Technician, Supervisor, Manager, Administration	MEC Priority Industries Retrainee SB <100	277			\$528	\$132.00	VAR	N/A	VAR	\$16.16
687		<i>Menu Curriculum - Trainees will receive one or more of the following:                      Business Skills                      Computer Skills                      Continuous Improvement                      Hazardous Materials                      OSHA 10                      OSHA 30                      Manufacturing Skills</i>									
<i>Job Max Total Amount: \$ 146,256.00</i>						<i>Range of Hours: Min = 8 Max = 200 Weighted Avg = 19</i>					

<sup>1</sup> The number of trainees may exceed this figure, provided they receive at least the minimum number of training hours and there are sufficient funds available in the Job Number.

<sup>2</sup> Post-Retention Wages may vary by county. See Section on Performance Standards, in this Agreement.

**Exhibit A: Chart 1**

Training Data							Payment Schedule				
1	2	3	4	5	6	7	8	9	10	11	12
Job	Occupations	Type of Training	Estimated No. of Trainees <sup>1</sup>	Cls/Lab Hours	CBT Hour	Average Cost Per Trainee	Pay 1 Enroll	Pay 2 Compl	Pay 3 Hired	Pay 4 Post Retention	Post Retention <sup>2</sup>

3	SET Priority: Shipping Clerks, Operators, Engineers, Production Worker, Shop Helper, Maintenance Worker, Shop Lead, Technician, Supervisor, Manager, Administration	MEC Priority Industries Retrainee	128			\$365	\$91.25	VAR	N/A	VAR	\$22.04
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683 *Menu Curriculum - Trainees will receive one or more of the following:*  
*Business Skills*  
*Computer Skills*  
*Continuous Improvement*  
*Hazardous Materials*  
*OSHA 10*  
*OSHA 30*  
*Manufacturing Skills*

*Job Max Total Amount: \$ 46,720.00*

*Range of Hours: Min = 8 Max = 200 Weighted Avg = 19*

**Contract Totals**

<b>Program Cost</b>		\$504,614
<b>Substantial Contribution</b>	(-)	\$0
<b>Multiple-Empl. Support</b>	(+)	\$34,562
<b>TOTAL ETP Funding</b>	(=)	\$539,176
<b>TOTAL Estimated No. of Trainees</b>		1,005

ETP100CH (11/07)

<sup>1</sup> The number of trainees may exceed this figure, provided they receive at least the minimum number of training hours and there are sufficient funds available in the Job Number.

<sup>2</sup> Post-Retention Wages may vary by county. See Section on Performance Standards, in this Agreement.

**Exhibit A: Chart 1**

Turnover Rate	Manager/ Supervisor %	Health Benefits Inc. in Wage?
20%	20%	Yes

Location of Training: Training will be provided at the Contractor or participating employers designated training site(s) in California.

Ratios: The trainer-to-trainee ratio for Class/Lab training shall not exceed 1:20 for retrainees.

Health Benefits: Health benefits will vary by participating employer and may be added to a trainee's wages to meet the ETP minimum wage by County as follows:

For Job Numbers 1 & 2: \$16.16 per hour for Riverside and San Bernardino County; \$16.72 per hour for San Diego County; \$16.96 for Los Angeles County; and \$17.22 for Orange County.

For Job Number 3: \$22.04 per hour Statewide (SET/Priority Industry).

Supervisors & Managers: No supervisors or managers may be enrolled in Job Number 3 which is SET Frontline workers only.

**Exhibit B: Menu Curriculum****Class/Lab Hours**

8 – 200

Trainees may receive any of the following:

**BUSINESS SKILLS**

- Business Writing Skills
- Communication Skills
- Customer Service
- Leadership Skills
- Finance for Non-Finance People
- Goal Setting
- Managing Change
- Performance Management Skills
- Problem Solving
- Project Coordination
- Team Building
- Time and Priority Management
- Project Management
- Sales Skills

**COMPUTER SKILLS**

- CAD Cam Engineering Software Training
- E-Commerce
- Enterprise and Manufacturing Management Systems
- Microsoft Office Suite Intermediate and Advanced
- Accounting Software
- SolidWorks, Design Software
- Cyber Security Training

**CONTINUOUS IMPROVEMENT**

- Design of Experiments
- American Production & Inventory Control Society Certification
- ISO Auditor Training
- Lean Enterprise
- Lean Manufacturing
- Lean Office
- Kaizen, 7S
- Problem Solving
- Process Improvement
- Process Mapping
- Root Cause Analyst
- Set-up Time Reduction
- Process Management
- Quality Engineering
- Six Sigma
- Statistical Process Control (SPC)
- Team Building

**HAZARDOUS MATERIALS**

- Hazardous Waste
- Hazardous Materials
- Hazardous Chemical Cleaning
- Hazardous Waste Cleaning

**OSHA 10/30** (OSHA Certified Trainer)

- OSHA 10 (requires completion of full 10-hour course)
- OSHA 30 (requires completion of full 30-hour course)

**MANUFACTURING SKILLS**

- Advanced Measurement Tools and Techniques
- Geometric Dimension and Tolerances
- Numerical Control Functions
- Electrical Fundamentals
- Electrical Troubleshooting
- Inventory Management
- Programmable Logic Controllers

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.



**Exhibit C: Subcontracts**

1. The Employment Training Panel (ETP) is not a party to this Agreement. ETP is not obligated in any manner for any liability that may arise out of this Agreement. No third party relationship is intended or created with ETP under this Agreement.
2. Consultant agrees that ETP has the right, during normal business hours, to examine or audit any and all records, books, papers and documents related to the delivery of services, including all accounting source payroll documents, under this Agreement to the extent ETP deems necessary.
3. Consultant agrees that ETP has the right, during normal business hours, to freely observe and monitor the delivery of services under this Agreement with or without the Consultant's presence. In particular, Consultant agrees that ETP has the right to interview trainees, trainers and training personnel.
4. Consultant agrees to maintain all records and other writings that pertain to the delivery of services under this Agreement for a period of no less than 4 years from termination or 3 years from Fiscal Closeout, whichever is later. This does not relieve Contractor of its responsibility under the ETP Agreement.
5. This Agreement shall be governed by the laws of the State of California. If ETP is named as a party in litigation, arbitration or other proceedings in connection with this Agreement, the exclusive venue and place of jurisdiction will be the County of Sacramento in the State of California.
6. In the event of any conflict or inconsistency between the terms of this Agreement and the ETP Agreement, the latter shall govern and prevail.
7. In no event shall the administrative fees paid under this Agreement with ETP funds exceed 13% of payment earned for Retraining. As used herein, "payment earned" means the amount of reimbursement the Contractor is entitled to retain based on ETP Fiscal Closeout. [Section 4400(r).]

**Note: These provisions must be incorporated into any Agreement (subcontract) between Contractor and a consultant for administration of the ETP-funded training project. These provisions need not be used verbatim, but any variation must be approved by the ETP Legal Office. Contractor means the party that holds the contract and Consultant means the party that is responsible for administrative services.**

### **Exhibit D: Definitions**

The parties agree that the following definitions shall govern performance under this Agreement. These terms are used in this Agreement, or may be referred to in the course of program administration by ETP.

Some definitions include references to regulations in Title 22 of the California Code of Regulations or to the Unemployment Insurance (UI) Code, as shown in brackets. The regulations and UI Code are available for review at the ETP website ([www.etp.ca.gov](http://www.etp.ca.gov)).

**Actual Cost-per-Trainee:** The amount of reimbursement payable on a per-trainee basis at Progress Payment 2 (P2) and the Final Payment (F), based on the actual number of training hours completed.

**Approved Amount:** The maximum amount of funding approved by the Panel. This amount is distinct from Payment Earned.

**Average Cost-per-Trainee:** The average cost of training for each trainee enrolled in a given Job Number based on the planned hours of training and the fixed fee rate. This cost is used to calculate the first Progress Payment (P1) at the time of enrollment.

**Classroom Training:** Formal instruction in a classroom setting that is removed from the trainee's usual work environment, and provided on a regular basis under the constant and direct guidance of a trainer. [Section 4400(y)(1).]

**CNA to LVN:** Training designed to upgrade the skills of a Certified Nurse Assistant or similar caregiver under a Licensed Vocational Nurse program, leading to LVN licensure. [UI Code Section 10214.9.]

**Computer-Based Training (CBT):** Instruction provided through computer systems or software and delivered through an electronic medium such as the Internet, Intranet, LAN or CD-ROM. Trainees must participate from a suitable location in California. [Section 4400(ff).]

**Curriculum:** A list of approved training courses or modules under the Menu as shown in Exhibit B.

**E-Learning:** Instruction provided by a live trainer via a web-based system in real-time using interactive communication. This includes videoconference training. [Section 4400(y)(4).]

**Eligible Employers:** Employers are eligible for ETP funding if they are subject to payment of the Employment Training Tax. Employers that have elected an alternate method of financing liability for the payment of Unemployment Insurance benefits can only be eligible for the "incidental placement" of new hire trainees. There are other eligibility standards such as out-of-state competition, to be determined by the Panel on a case-by-case basis. [UI Code Section 10201(b).]

**Enrollment:** The process of registering a trainee with ETP as an eligible participant in ETP-funded training, once the first eight hours of training have been completed. Trainees are enrolled by Job Number. Once enrolled, they can participate in more than one approved course for that Job Number, on a sequential basis. [Section 4400(dd).]

**Entrepreneurial Training:** Training in business management and related skills for the owner of a business with 9 or fewer employees. [Section 4409.]

**ETP Minimum Wage:** The minimum hourly wage that must be paid to trainees at the end of the employment Retention period. [Section 4418.]

**Final Payment:** Final payment is the final 25% payment based on the number of training hours completed for each trainee. Final payments (F) may be authorized and paid for each trainee after completion of training and the required post-training retention period specified in the agreement. Each trainee must be employed full-time and must receive the minimum wage specified in the Agreement at the end of the employment retention period. Final Payments are reconciled with individual unearned progress payments and are not considered earned until the Fiscal Closeout of the Agreement.

**Fiscal Closeout:** The process by which ETP determines the actual amount of Payment Earned for all trainees, reconciling the Final Payment with the first two Progress Payments. ETP will give Contractor written Notice of any overpayment that results from Fiscal Closeout within a reasonable time after the term of this Agreement.

**Frontline Worker:** These are employees who directly produce goods or deliver services. In general they are eligible for overtime compensation, regardless of job title. Managers and Supervisors as defined below are not Frontline Workers. [Section 4400(ee).]

**Full-time:** Employment of at least 35 hours a week, with exceptions for special programs. [Section 4400(h).]

**Funding Limitations:** These are industries and occupations identified by the Panel as its lowest priority for funding, and thereby precluded from participation in an ETP funded program, as identified by the Panel on the ETP website [Funding Limitations](#), as of the effective date of this Agreement.

**High Unemployment Area:** A county or other distinct region of California where the unemployment rate exceeds the state average rate by a given factor, based on data from the Labor Market Information Division (LMID) of the Employment Development Department. The trainees in a High Unemployment Area (HUA) may qualify for a lower minimum wage, a modified Retention period, and/or the waiver of other requirements on a case-by-case basis. [Section 4429.]

**Incidental Placement:** New Hire trainees may be placed with public, non-profit or other employers who are not subject to payment into the Employment Training Fund on an “incidental” basis not to exceed 20% of the total trainee population under a Multiple Employer Contract, as determined by the Panel case-by-case. New Hire trainees may also be placed with Temporary Staffing agencies, not to exceed 20% of total New Hire population. [UI Code Section 10201(b) and Section 4427.]

**In-Kind Contributions:** The cost incurred by an employer or participating employer under an ETP-funded project. These costs may be monetary, such as wages paid to trainees during the hours of training. Or, they may be non-monetary, such as the rental value of a facility or room that is made available for instructional purposes. [Sections 4400(l) and 4401.1.]

**Job Number:** The designation used to differentiate between categories of trainees, and types of training. By way of example, distinguishing factors include the minimum hours of training, the approved type of training, and the minimum post-retention wages.

**Literacy Training:** Basic, job-related skills including math, reading, and language skills necessary for the trainee's job performance and employment retention in a job with definite career potential and long-term security. [Section 4400(n).]

**Managers and Supervisors:** These are employees who primarily perform exempt job duties within the meaning of the federal Fair Labor Standards Act and state Labor Code Section 515, where "primarily" means more than one-half of the work time. In performing these duties, Managers and Supervisors must also: exercise discretion and independent judgment; influence policy; supervise at least two employees with the right to hire and fire; and earn no less than two times the state minimum wage.

**Mandatory Training:** Training is mandatory when the employer leads trainees to believe their continued employment would be adversely affected by not attending; the subject matter is directly related to the job duties; and the trainee does not produce goods or deliver services during training. Trainees must be paid their usual wages during mandatory training. This training is usually conducted during regular working hours. [See *Division of Labor Standards Enforcement Manual* at Section 46.6.5, at [www.dir.ca.gov](http://www.dir.ca.gov).]

**Multiple Barriers (MB):** Two or more barriers to full participation in the workforce. The barriers may include mental or physical disabilities, illiteracy, limited English proficiency, limited math skills or some similar impediment.

**Net New Jobs:** For purposes of funding under the Retrainee-Job Creation program, this means the number of permanent-full-time positions on the Contractor's payroll must be higher by at least the number of Job Creation trainees who complete retention, as it was at start-of-term for the ETP Agreement.

**New Hire:** Training in new vocational skills for persons who are unemployed at the start of training. The vocational skills may include job-related literacy training. [UI Code Section 20201(g); Section 4406.]

**Out-of-State Competition:** The Panel will not fund any retraining project, with the exception of Special Employment Training, unless it first determines that the trainee jobs are threatened by out-of-state competition. This determination is made on a case-by-case basis, using factors such as location of the corporate headquarters and revenue stream, except that a training project in manufacturing and certain other industry sectors classified under the North American Industrial Classification System, are deemed to meet this requirement. [Section 4416.]

**Payment Earned:** The amount of Reimbursement the Contractor is entitled to retain based on performance, and compliance with all other requirements set forth in this Agreement, as reconciled at the time of Fiscal Closeout. [Section 4400(r).]

**Post-Retention Wage:** The minimum hourly wage that must be paid to trainees at the end of the employment Retention period. [Section 4418.]

**Preceptor Training:** In "preceptor training" the trainee observes hands-on skills as performed by a licensed LVN, RN or other practitioner (i.e., preceptor). The trainer to trainee ratio is generally 1:1. During the second phase, the trainee performs the skills under the preceptor's close supervision.

**Priority Industry:** Industry sectors that are "targeted" for training funds. Manufacturing, aerospace, biotechnology, high technology and agriculture are typical Priority Industries. They are identified in the Panel's annual Strategic Plan. [UI Code Sections 10200(b) and 10205(d).]

Productive Lab Training: A type of practical Retraining whereby the instructor oversees an employee's use of special equipment or application of particular skills, in the actual work environment, resulting in the production of goods or delivery of services for profit. A Productive Lab Training Plan must be approved in advance by ETP. Productive Lab is more suitable to production than service delivery, and would only be approved for New Hire training on a case-by-case basis.

Program Costs: This means training costs and administrative costs, before the addition of Support Costs. The Support Costs are calculated as a percentage of training costs only.

Progress Payments: Progress payments are unearned cash flow payments authorized and paid at selected training and contract performance benchmarks. Progress payments may be paid after a trainee is enrolled and has completed 8 hours of training (P1), after a trainee has completed training (P2) and when a trainee is placed in qualifying employment with an eligible employer (P3) [New Hire participants only]. Progress payments may not exceed 75% of the cost per trainee based on the hours of training documented at completion of training. Progress payments are not considered earned until the completion of all contract performance requirements and reconciliation of payments at the Fiscal Closeout of the Agreement.

Reimbursement Rate: The flat rate per hour payable for different methods and types of training. In general, the rate differs between Class/Lab, Advanced Technology and Computer-Based Training, although special rates also apply to Priority Industry and Small Business training. There is a further distinction between rates for New Hire and Retraining. Rates include the cost of training and administration of the ETP-funded project. Rates are consolidated in a Job Number to determine the average cost per-trainee, and for other purposes related to payment disbursement. With a Multiple Employer Contract, the consolidated rate also includes Support Costs as applicable. [UI Code Section 10206(a) and Section 4411 (g).]

Retention: The period of full-time employment required for a trainee or group of trainees after the end of training. Typically, Retention is for 90 consecutive days, although this period may be modified on a case-by-case basis. [Sections 4400(v), 4429.]

Retraining: Job-related vocational training provided to existing employees.

Roster: The hard-copy record that must be signed by each trainee and instructor to demonstrate attendance. For CBT, the supervisor must also sign a hard-copy roster. ETP must approve the format of all Rosters.

Seasonal Industry: This industry must hire at least 50% of its workers on a cyclical basis, as in agricultural crop production. To be eligible for retraining reimbursement by ETP, employers and participating employers in this industry must have retained at least 50% of the same seasonal employees for at least one season. [UI Code Section 10214.5(d).]

Simulated Lab Training: A type of practical training whereby the instructor oversees the use of special equipment or application of particular skills in a simulated work environment. This type of training does not require a special training plan, as compared to Productive Lab Training.

Small Business: For purposes of the Small Business Reimbursement Rate and other special considerations, a small business means 100 or fewer full-time employees in California, but no more than 250 worldwide. The business must be domiciled in California, and independently owned and operated. [Section 4400(w).]

Special Employment Training: Certain types of training designed to satisfy the Panel's funding priorities are funded as Special Employment Training (SET) projects. There is no out-of-state competition requirement for SET. There are different wage requirements for the trainees who are eligible to participate in SET. There may be modifications to Retention, and/or waivers of other requirements for eligible trainees, on a case-by-case basis. [Section 4409.]

Statutory Interest: Interest assessed on overpayments. An adjusted annual rate charged from the first day of the month after Contractor received the overpayment from ETP. [Section 4447.]

Support Costs: Costs associated with recruiting participants and participating employers for training under a Multiple Employer Contact. These costs may also include assessment of eligibility, job search and placement. In general, these costs may not exceed 8% of the training costs. [Section 4411.]

Trainee Eligibility: In general, trainees are only eligible to participate in ETP-funded training if they are unemployed (New-Hire training), or employed by an Eligible Employer with wages reported in California (Retraining). There may be other eligibility standards, such as "multiple barriers" for special funding, to be determined by the Panel on a case-by-case basis. [UI Code Section 10201(c).]

Turnover Rate: Average annual turnover for full-time employees in the prior calendar year, used to measure job security. Not all separations from employment are included in calculating turnover (i.e., retirements are not included). [Section 4417.]

Variable Reimbursement: Flexible reimbursement based on a minimum and maximum number of training hours, per-trainee. Trainees may complete any number of hours within the range set forth under the Menu for a given Job Number. Trainees may be trained in one or all courses under the Menu, within the constraints of funding.

Videoconference Training: Classroom instruction provided by a live trainer that is broadcast to two or more locations in real time and interactive with interactive communication between each location through video, data, and audio. The standard trainer-to-trainee ratio (1:20) applies to each location. This training is paid at the class/lab rate as a form of E-Learning.

Voluntary Training: When training is voluntary on the part of employees, they are not required to be paid their usual wages during the hours of training. See definition of "mandatory training" above.

## Agenda Item (VI-B-6-c)

Meeting	4/18/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-c)
Subject	Agreement to provide training to Fleetwood Aluminum Products
College/District	District
Funding	State of California Employment Training Panel
Recommended Action	It is recommended that the Board of Trustees approve the agreement to provide training to Fleetwood Aluminum Products using Employment Training Panel funding (ET17-0428).

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### Background Narrative:

The agreement will provide a comprehensive training program to Fleetwood Aluminum Products for over 200 employees. This training program will enhance employee productivity and market competitiveness for the business. The training services provided by the District represent \$135,000 in net revenue.

Prepared By: Michael Burke, Ph.D., Chancellor  
Richard Keeler, Dean, Grants and Economic Development

### Attachments:

[Fleetwood](#)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL SERVICES AGREEMENT FOR ETP CONTRACTED SERVICES**

This constitutes an Agreement between Fleetwood Aluminum Products, Inc. (“Employer”) and the Riverside Community College District (“District”) to receive training funded by the California Employment Training Panel (ETP). The Employer certifies that it employs 240 full-time workers and is a qualified employer as defined by ETP.

1. The Employer will participate in the following training program(s): Up to 240 employees, each receiving up to 60 hours of training that includes Leadership/Supervisor Skills Training and Vocational English/Manufacturing Skills Training. Training for this program will be provided by qualified instructors supplied by the District. Administration will be provided by the District as well.
2. The Employer agrees to cooperate with District in carrying out training and necessary administrative activities. The Employer designates Susan Crowley, RCCD Business Development Assistant, to assist District in completing the ETP required records, including, but not limited to, documentation of training hours, certification of retention, and employee/trainee wage information.
3. The Employer’s senior management team will participate in an Executive Session in which the training plan and the training implementation system and schedule will be explained and agreed upon. The Employer’s senior management will support the training efforts by their oversight of and/or participation in the training process. The Employer is encouraged to support the worthwhile improvements identified by its employees during training.
4. The Employer will provide facilities to conduct the classroom training on company premises. If such an arrangement is not feasible, District and the Employer will identify and provide adequate facilities. The Employer will provide all audio visual and other equipment needed to conduct training. Exceptions will be made when training is provided at a location other than the employer site or when the parties agree that District will provide the needed equipment.
5. The District will report attendance (if applicable) and provide performance records to the Employer within five (5) working days of Course completion. The Employer shall require employees to attend the requisite number of hours of classroom training. The Employer shall report attendance by rosters with each employee’s name and signature. Without the employee’s signature, attendance will not be counted. The Employer shall promptly notify District of problems that may arise and interfere with the ability of one or more individuals to successfully complete the training. The Employer shall assist District in taking corrective action if trainee(s) are not meeting the training requirements. The Employer is responsible for coaching and counseling the trainee(s) to ensure the successful completion of training by the trainee(s).
6. The Employer will identify the employees to participate in the training. The Employer assures that it will include only those employees/trainees that meet the ETP eligibility criteria. The Employer certifies that the individuals participating in the ETP-funded training are legally authorized to work in the United States and meet the minimum wage standard of \$16.16 per hour for Riverside County. Students/trainees will not receive unit(s) of credit. The ETP individual course titles and attendance requirements follow:

<b>Job No.</b>	<b># of Class/Lab Hrs.</b>	<b># of Trainees To Start</b>	<b>Required No. To Complete</b>	<b>Cost Per Trainee</b>	<b>Class Title</b>
<b>1</b>	<b>60</b>	<b>200</b>	<b>170</b>	<b>\$1154</b>	<b>Vocational English/Manufacturing Skills</b>
<b>1</b>	<b>60</b>	<b>40</b>	<b>34</b>	<b>\$1154</b>	<b>Leadership/Supervisor Skills</b>

It is agreed that the Employer will provide up to 20 trainees per course to complete the training defined by ETP. It is agreed that should the actual number of completing trainees be less than the “Required Number to Complete,” the Employer will pay



the appropriate "Cost per Trainee" for each trainee not completing, up to the number "required to Complete". It is agreed that the Employer will pay such costs upon receipt of proper invoicing from the District.

7. The Employer's successful completion is defined by ETP as completion of no less than 100% of the training hours by a trainee and the retention of that trainee in full-time employment by the Employer for no less than 90 consecutive days following the completion of the training, at or above the minimum wage standard of \$16.16 per hour. At the end of the retention period, District will ask for verification of trainee's hourly wage and certification that they are still full time employees. Should any enrolled participant fail to meet the 90 day retention period, the Employer will be responsible for paying 100% of the cost per trainee.
8. Training will begin on, April 19<sup>th</sup>, 2017 and shall be conducted in accordance with the agreed upon schedule (per attached) necessary to complete the total number of training hours. In order to be eligible for ETP reimbursement, all training must take place during Employer's regular business hours.
9. If make-up sessions are required to ensure completion of training for trainee(s), Employer, at the District's discretion, may be required to pay a fee of \$250 per hour, per make-up session.
10. This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject and purpose of this Agreement. Each party to this Agreement acknowledges and agrees that no representations, inducements, promises, or agreements, oral or otherwise, have been made by any party, or by anyone acting on behalf of any party, which are not embodied herein, and agrees that no other agreement, statement, or promise not contained herein shall be valid or binding.
11. The District shall hold harmless, indemnify and defend the Employer against any liability, including reasonable attorney fees, arising out of negligent or willful acts, errors or omissions of the District, its employees, or agents, resulting from the performance of this agreement.  
  
The Employer shall hold harmless, indemnify and defend the District against any liability, including reasonable attorney fees, arising out of negligent or willful acts, errors or omissions of the Employer, its employees, or agents, resulting from the performance of this agreement.
12. Both parties will maintain in full force and effect at all times during this agreement a policy of general liability insurance, or self-insurance, covering all of its operations, with no less than \$1,000,000 coverage per occurrence. The parties will also maintain workers' compensation insurance in accordance with the laws of the State of California. Evidence of said insurance coverage shall be furnished upon request of either party.
13. The parties shall not discriminate against any person in the provision of services, or employment of persons on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, 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 (1) of Section 422.6 of the California Penal Code, or any other status protected by law.
14. This Agreement is subject to amendment only with the written consent of both parties.
15. If this Agreement is terminated by Employer before the completion of the required number of hours of training, the Employer will be liable for the total cost of training up to the point of termination, based on the figures identified in Paragraph 6.

16. This Agreement will be governed by and construed in accordance with the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year written above.

**DISTRICT**

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

Aaron S. Brown,  
Vice Chancellor, Business & Financial Services  
Title

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

**EMPLOYER**

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

Bryan Graves  
Director of Finance  
Title

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

**Riverside Community College District  
Customized Training Solutions for Business & Industry**

**SCHEDULE A  
SERVICES & FEE SCHEDULE**

This schedule sets forth the specific course information and fee schedule for services rendered in accordance with the terms and provisions of the Educational Services Agreement, between the Riverside Community College District and Employer. This Schedule is incorporated into and, by this reference, made a part of the Agreement referenced above and all terms, referenced and defined in Agreement, apply hereto.

The District agrees to provide the following services, in accordance with the following terms, provisions, and conditions:

**Course(s):**

**Vocation English/Manufacturing Skills:** Training up to 16 groups of participants; each group with up to 20 participants; 60 hours of training for each group. 960 total hours of training delivery.

**Leadership/Supervisor Skills:** Training 2 groups of participants; each group with up to 20 participants; 60 hours of training for each group. 120 total hours of training delivery.

<b><u>Fees:</u></b>	Course Development:	N/A
	Up 1080 hours training;	\$270,000.00
	ETP offset with 100% attendance	\$270,000.00
	<b>Total Fees Due:</b>	<b>\$ 0</b>

**Max. No. of Participants Per Group:** 20

**Training Schedule:** TBD

**Text Books:** N/A

**Facility:** Courses will be conducted at Contractor's facility.

**A/V or Other Equipment Needed:** Digital audio/visual presentation equipment will be provided by Contractor or by the District.

**Payment Terms:** Per ETP requirements, payments will be made upon completion of training, if 100% attendance is not achieved.

\_\_\_\_\_  
District initials

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor initials

\_\_\_\_\_  
Date

Send payment to:

Business Services  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501-3225

Bill to:

Fleetwood Aluminum Products, Inc.  
1 Fleetwood Way  
Corona, CA 92879

## Agenda Item (VI-B-6-d)

Meeting	4/18/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-d)
Subject	Agreement Amendment for Elevator Maintenance & Preventative Services with Amtech Elevator Services
College/District	Riverside
Funding	General Fund
Recommended Action	It is recommended that the Board of Trustees approve agreement amendment for maintenance and preventative services with Amtech Elevator Services to add new building elevators in the amount of \$35,422.

---

### Background Narrative:

On September 17, 2013, the Board of Trustees approved awarding Request for Proposal No. 2013/14-04 -Elevator Maintenance & Preventive Services, for a five (5) year term through June 30, 2018, in the amount of \$243,771 to Amtech Elevator Services. The agreement consists of elevator maintenance and preventive services for elevators located at Riverside City College, Norco College, Moreno Valley College and District Offices.

Elevators and theater lift warranties in the Charles A. Kane Student Services and Centennial Plaza buildings, and Parking Structure will expire at the end of April 2017. Amtech Elevator Services submitted a proposal to add these elevators and lift to the current maintenance agreement for an additional amount of \$35,422.

District staff recommends approval to add the new building elevators to the current Elevator Maintenance & Preventive Services in the amount of \$35,422.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services  
Majd Askar, Director of Business Services  
Chip West, Director of Facilities, Maintenance & Operations  
Bart Doering, Facilities Development Director

### Attachments:

[04182017\\_Amtech Proposal](#)

C 4389



March 16, 2017

Riverside Community College  
4800 Magnolia Ave  
Riverside CA, 92506

Attention: Chip West  
Bart Doering

**Reference:** Cane Bldg- 4800 Magnolia (Main)- OTIS ST# 164565  
Cato Bldg- 3801 Market- OTIS ST# 164315, 164316  
Coil Bldg- 3801 Market- OTIS ST# 164323  
Parking Structure- 3801 Market- OTIS ST# 164731  
Theatre Lift- 3801 Market- ST# 164564

Dear Chip,

The warranty service for the elevator at Riverside Community College for the referenced buildings will soon be expiring. Amtech Elevator Services will add the listed elevators and lift above to our existing elevator maintenance agreement for a contract add on of \$500.00 per month for each elevator and \$30.16 per month for each lift. All state testing is included in the service price listed above.

Please process your paperwork to add these units to Maintenance contract #DVB09263k  
Effective May, 1 2017 thru June 30, 2018

If you have any questions and/or concerns, please do not hesitate to contact me.

Thank you for your time and consideration.

Regards,

**AMTECH ELEVATOR SERVICES**

Daniel J. Buttrey  
Branch Manager

SIGNATURE	_____
PRINT NAME	_____
DATE	____/____/____

## Agenda Item (VI-B-6-e)

Meeting	4/18/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-e)
Subject	Contract Agreement for Professional Services with Execu-Sys, Ltd.
College/District	District
Funding	General Fund – Restricted – Information Services
Recommended Action	It is recommended that the Board of Trustees approve a contract extension for Execu-Sys, Ltd., and the total contract amount not to exceed \$93,765.

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### Background Narrative:

On September 19, 2016, Riverside Community College District entered into an agreement with Execu-Sys, Ltd., to provide programming services to support critical, customized Colleague programs (payroll, teaching assignments, and student registration as examples), while recruiting for four vacant Analyst/Programmer positions created because of the early retirement incentive on June 30, 2016. Only one of the positions has been filled after three recruitment attempts.

The original term of the contract was September 19, 2016 through December 19, 2016, with an original cost of \$79,040. An amendment to the contract was entered into on February 7, 2017, to extend the term to March 15, 2017.

At this time, Riverside Community College District is seeking approval for a second amendment to extend the term of the contract through June 30, 2017 bringing the total value of the contract to \$93,765.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services  
Chris Blackmore, AVC, IT & LS  
Scott Tracy, Director, Administrative Applications, Information Technology

### Attachments:

[04182017\\_Contract with Execu Sys Ltd](#)

# EXECU-SYS, LTD.

1411 BROADWAY, SUITE 1220, NEW YORK, NY 10018 (212) 967-0505 FAX: (212) 768-2890

## Amendment No. 2

This Amendment No. 2 (this "Amendment") modifies and amends the Agreement dated September 19, 2016 (the "Agreement") between Execu-Sys, Ltd. ("Service Provider") and Riverside Community College District ("Riverside"). Capitalized terms that are used herein but not defined herein shall have the meaning given such term in the Agreement.

Notwithstanding any provision in the Agreement to the contrary, Service Provider and Riverside hereby agree that the following terms and conditions shall amend and replace the corresponding provision of the Agreement as provided herein:

### Section 1 ("Term and Termination")


Section 1 of the Agreement shall be amended by deleting "end on March 15, 2017" in its entirety and replacing it with "end on June 30, 2017".

**General:** Except as specifically modified herein, all terms and conditions of the Agreement shall remain in full force and effect. The provisions of this Amendment are hereby made part of the Agreement. Any conflict between the provisions of the Agreement and this Amendment shall be resolved in favor of this Amendment.

IN WITNESS WHEREOF, Riverside and Service Provider have caused this Amendment to be executed by their duly authorized representatives as of the last date noted below.

Execu-Sys, Ltd.

Riverside Community College District

By: 

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

Print Name: ROBERT B. CHOI

Print Name: \_\_\_\_\_

Title: PRESIDENT

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

Date: MARCH 16, 2017

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

## Agenda Item (VI-B-7)

Meeting	4/18/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-7)
Subject	Out-of-State Travel
College/District	District
Funding	n/a
Recommended Action	Recommended that the Board of Trustees approve the out-of-state travel.

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### Background Narrative:

Board Policy 6900 establishes procedures for reimbursement for out-of-state travel expenses; and the Board of Trustees must formally approve out-of-state travel beyond 500 miles.

Prepared By: Michael Burke, Ph.D., Chancellor

### Attachments:

[April Out of State Travel](#)



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: April 18, 2017

It is recommended that out-of-state travel be granted to:

Current:

*Moreno Valley College*

- 1) Ms. Melanie James, assistant professor, English, to travel to Denver, Colorado, June 13 through 17, 2017, to attend the 2017 Conference on Acceleration in Developmental Education. Estimated cost: \$2,154.03. Funding source: Basic Skills Initiative funds.
- 2) Ms. Debbie Moon, program director, health and human public services, to travel to Baltimore, Maryland, June 2 through 6, 2017, to attend the 2017 American Dental Education Association, Allied Dental Program Director's Conference. Estimated cost: \$1,688.66. Funding source: Perkins funds.

*Norco College*

- 1) Ms. Patricia Gill, science technology engineering mathematics services developer, STEM center, to accompany three (3) students to Washington, D.C., April 22 through 26, 2017, to attend the Hispanic Association of Colleges and Universities Annual Capitol Forum. Estimated cost: \$6,598.49. Funding sources: \$3,019.49 to be paid from General funds; \$985.00 to be paid from Title III funds; and \$2,594.00 to be paid from Associated Students of Norco College funds.
- 2) Dr. Gustavo Oceaguera, dean, student equity/title v, to travel to Washington, DC, April 22 through 26, 2017, to attend the Hispanic Association of Colleges and Universities Annual Capitol Forum. Estimated cost: \$2,523.40. Funding source: \$445.00 to be paid from General funds and \$2,078.40 to be paid from Title V funds.

*Riverside City College*

- 1) Ms. Angie Fawson, professor, nursing, to travel to Philadelphia, Pennsylvania, January 7 through 12, 2018, to attend the Drexel University Certificate in Simulation, Academic Nursing Faculty Staff Development. Estimated cost: \$2,881.00. Funding source: Song Brown Grant funds.
- 2) Ms. Amy Vermillion, associate faculty, nursing, to travel to Philadelphia, Pennsylvania, January 7 through 12, 2018, to attend the Drexel University Certificate in Simulation, Academic Nursing Faculty Staff Development. Estimated cost: \$3,563.18. Funding source: Song Brown Grant funds.

*Riverside Community College District*

- 1) Dr. Michael Burke, chancellor, chancellor's office, to travel to Washington, D.C., May 1 through 4, 2017, to attend the Monday Morning Group Advocacy Trip. Estimated cost: \$1,066.40. Funding source: General funds.
- 2) Mr. Jeffrey Williamson, statewide director, center for international trade development, to travel to Shanghai and Hong Kong, China, May 12 through 27, 2017, to attend the California State Trade

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: April 18, 2017

Expansion Events at China Medical Equipment Fair and Yue Hwa Retail Promotion. Estimated cost:  
\$7,300. Funding source: California State Trade Expansion.

## Agenda Item (VI-B-8-a)

Meeting	4/18/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-a)
Subject	Resolution No. 47-16/17 - Authorization to Encumber Funds
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve Resolution No. 47-16/17 - Authorization to Encumber Funds.

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### Background Narrative:

In order to issue purchases orders and encumber funds prior to July 1, for fiscal year 2017-2018, the Riverside County Office of Education annually requests that a resolution be adopted by the Board of Trustees. This resolution will allow: 1) departments to submit FY 2017-2018 purchase requisitions now; 2) FY 2017-2018 purchase orders to be issued in mid-June; and 3) departments to receive goods and services as early as July 1, 2017.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services  
Majd Askar, Director of Business Services

### Attachments:

[04182017\\_Resolution No. 47-16/17- Authorization to Encumber Funds](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 47-16/17

Authorization to Encumber Funds

WHEREAS the Riverside Community College District has determined that it has a need to issue purchase orders for the following fiscal year, prior to July 1, in certain unique circumstances where there are requirements for items or services immediately after the beginning of the new fiscal year;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Riverside Community College District authorizes the following positions to sign and approve requests for purchase orders:

Michael L. Burke, Chancellor  
Aaron S. Brown, Vice Chancellor, Business and Financial Services  
Terri L. Hampton Vice Chancellor, Human Resources and Employee Relations  
Melissa Elwood, Controller  
Michael W. Simmons Director, Risk Management, Safety, and Police Services  
Khaled Khalil, Payroll Manager  
Majd S. Askar, Director, Business Services

BE IT FUTHER RESOLVED that the positions listed above will be responsible to ensure that funds will be budgeted in the following fiscal year for the items or services ordered in advance of the beginning of the following fiscal year.

PASSED AND ADOPTED this 18<sup>th</sup> day of April, 2017.

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Janet Green  
Secretary, Board of Trustees

## Agenda Item (VI-B-8-b)

Meeting	4/18/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-b)
Subject	Surplus Property
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees by unanimous vote: (1) declare the property on the attached list to be surplus; (2) find the property does not exceed the total value of \$5,000; and (3) authorize the property to be consigned to The Liquidation Company to be sold on behalf of the District.

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### Background Narrative:

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

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

### Attachments:

[04182017\\_Surplus Property List](#)

**SURPLUS EQUIPMENT**  
**April 18, 2017**

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	NONE	DESK, WOOD, 4-DRAWER	N/A	NONE	NONE
1	NONE	CREDENZA, WOOD, 3-DRAWER, 4-SHELF	N/A	NONE	NONE
2	BLACK MFG	CHAIR, GUEST, WOOD	N/A	NONE	NONE
1	DELL	MONITOR, LCD	E173FP6	CN-0U-1931-46633-54Q-1WLL	026576
1	DELL	MONITOR, LCD	E173FP6	CN-0U-1931-46633-54M-0A7T	026640
1	DELL	MONITOR, LCD	E173FP7	CN-0U-1931-46633-54P-1FVL	030242
1	DELL	MONITOR, LCD	E173FP8	CN-0U-1931-46633-53I-04WT	026687
1	DELL	MONITOR, LCD	E173FPF	CN-0U4931-46633-54Q-0M0L	031019
1	DELL	MONITOR, LCD	E173FP6	CN-0D5428-72872-544-81MS	026645
1	DELL	MONITOR, LCD	E173FP7	CN-0U4931-46633-545-2PLL	030231
1	DELL	MONITOR, LCD	E173FP8	CN-0U4931-46633-545-3E7L	030254
1	DELL	MONITOR, LCD	E173FP9	CN-0U4931-46633-54Q-0K6L	026570
1	DELL	MONITOR, LCD	E173FP10	CN-0U4931-46633-54Q-0M2L	026686
1	DELL	MONITOR, LCD	E173FP11	CN-0U4931-46633-54Q-1W8L	026575
1	DELL	MONITOR, LCD	E173FP6	CN-004931-46633-54P-139L	026572
1	DELL	MONITOR, LCD	E173FP7	CN-004931-46633-54Q-0LNL	030240
1	DELL	MONITOR, LCD	E173FP8	CN-004931-46633-54Q-0LNL	026684
1	DELL	MONITOR, LCD	E173FP9	CN-004931-46633-54Q-0GCL	026641
1	DELL	MONITOR, LCD	E173FP10	CN-004931-46633-54S-2R1L	030238
1	DELL	MONITOR, LCD	E177FPF	CN-0WH318-72872-75M-3GGL	NONE
1	DELL	MONITOR, LCD	E177FPB	CN-0UH572-46633-726-4NLL	NONE
1	GATEWAY	MONITOR, LCD	FPD1730	MUL70030002104	021795
1	GATEWAY	MONITOR, LCD	FPD1731	MUL7007K0019390	025738
1	ASUS	MONITOR, LCD	VB171D	9BLMTF076883	NONE
1	LENOVO	MONITOR, LCD	2448-HB6	V6-W0210	042648
1	APPLE	COMPUTER, DESKTOP, AIO	A1207 EMC 2118	QP7121SGVOW	034079
1	APPLE	COMPUTER, DESKTOP, AIO	A1225 EMC 2134	QP8130CMZCT	037434
1	APPLE	COMPUTER, DESKTOP, AIO	A1225 EMC 2135	QP8130CSZCT	037440

**SURPLUS EQUIPMENT**  
**April 18, 2017**

<b>QTY.</b>	<b>BRAND</b>	<b>DESCRIPTION</b>	<b>MODEL #</b>	<b>SERIAL #</b>	<b>ASSET TAG #</b>
1	APPLE	COMPUTER, DESKTOP, AIO	A1225 EMC 2136	QP8130CXZCT	037438
1	APPLE	COMPUTER, DESKTOP, AIO	A1225 EMC 2137	QP8130D0ZCT	037444
1	APPLE	COMPUTER, DESKTOP, AIO	A1225 EMC 2134	QP8130CKZCT	037439
1	APPLE	COMPUTER, DESKTOP, AIO	A1225 EMC 2135	QP8130CZCT	037446
1	APPLE	COMPUTER, DESKTOP, AIO	A1225 EMC 2136	QP8130CZCT	037448
1	APPLE	COMPUTER, DESKTOP, AIO	A1225 EMC 2137	QP8130DIZCT	037447
1	APPLE	COMPUTER, DESKTOP, AIO	A1225 EMC 2138	QP8130CHZCT	037449
1	APPLE	COMPUTER, DESKTOP, AIO	A1225 EMC 2139	QP8130CUZCT	037433
1	APPLE	COMPUTER, DESKTOP, AIO	A1225 EMC 2134	QP8130CKZCT	037439
1	APPLE	COMPUTER, DESKTOP, AIO	A1225 EMC 2135	QP81309DIZCT	037446
1	APPLE	COMPUTER, DESKTOP, AIO	A1225 EMC 2136	QP8130CDIZCT	037448
1	APPLE	COMPUTER, DESKTOP, AIO	A1225 EMC 2137	QP8130ZDIZCT	037447
1	APPLE	COMPUTER, DESKTOP, AIO	A1225 EMC 2138	QP81309CHIZCT	037449
1	APPLE	COMPUTER, DESKTOP, AIO	A1225 EMC 2139	QP81309CUZCT	037433
1	NONE	TABLE, STEEL/WOOD, FOLDING	N/A	NONE	NONE
5	VARIOUS	TABLE, STEEL/WOOD, RECTANGLE	N/A	NONE	NONE
1	NONE	DESK, COMPUTER, ROLLING, WOOD, RECTANGLE, SLIDING OUT SHELF	N/A	NONE	NONE
1	NONE	DESK, STEEL/WOOD, 4- DRAWER, RECTANGLE	N/A	NONE	NONE
4	LAWRENCE METAL	BARRIER, MOBILE, POLE	TENSBARRIER	NONE	NONE
3	DISPLAY 2 GO	BARRIER, MOBILE, POLE	QUEUEDE.ES	NONE	NONE
2	NONE	BARRIER, MOBILE, POLE	N/A	NONE	NONE
1	RALLYE	BICYCLE, 12-SPEED, 26" MENS, BLUE	MT. PEAK	R62980400	NONE
1	SCHWINN	BICYCLE, 18-SPEED, 26" MENS, BLUE	N/A	5NMG 14E36455	NONE
1	BUSH	DESK, 3-DRAWER, W/STORAGE, CHERRY, RETANGLE	500-030-9000	NONE	NONE

**SURPLUS EQUIPMENT**  
**April 18, 2017**

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	STEELCASE	TABLE, SLIDING SURFACE, STEEL, WOOD RECTANGLE	CQDS2460	NONE	NONE
3	VARIOUS	FILECABINET, STEEL, 2-DRAWER, LATERAL	N/A	NONE	NONE
1	NONE	HUTCH, WOOD, 3-SHELF, GLASS DOORS, CHERRY	N/A	NONE	NONE
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 790	C0BKMS1	48187
1	GATEWAY	COMPUTER, DESKTOP	E66010D	0038994961	033924
1	GATEWAY	COMPUTER, DESKTOP	E4100	0033237220	023744
1	GATEWAY	COMPUTER, DESKTOP	E6500	0036616211	034640
1	GATEWAY	COMPUTER, DESKTOP	E4300	0034956371	025517
1	GATEWAY	COMPUTER, DESKTOP	E4600	0024874164	020337
1	GATEWAY	COMPUTER, DESKTOP	E4100	0033237214	023751
1	GATEWAY	COMPUTER, DESKTOP	E4300	0034956317	025260
1	GATEWAY	MONITOR, LCD	FPD1785	MWD77B0N00142	NONE
1	GATEWAY	MONITOR, LCD	FPD1540	405011043	019165
1	NONE	TABLE, END, WOOD, SQUARE	N/A	NONE	NONE
3	NONE	CHAIR, OFFICE, TILT/SWIVEL, WOOD, ROLLING, BURGUNDY/GREEN	N/A	NONE	NONE
3	NONE	TABLE, 2X6 RECTANGLE, STEEL/WOOD, W/ELECTRICAL	N/A	NONE	NONE
1	NONE	TABLE, 2X6 RECTANGLE, STEEL/WOOD	N/A	NONE	NONE
1	D-LINK	USB HUB, 4-PORT	DSB-H4	BQ0323C008080	NONE
39	CA	HEADPHONES, OVER-EAR, W/VOLUME CONTROL	N/A	NONE	NONE
1	GATEWAY	MONITOR, LCD	FPD1730	LIC32579217	022624
1	GATEWAY	MONITOR, LCD	FPD1730	NYK7003D0003646	022450
1	GATEWAY	MONITOR, LCD	FPD1730	MUL7003F0003648	022226
1	LENOVO	MONITOR, LCD	L1951 PWD	V6-V9831	042653
1	LENOVO	MONITOR, LCD	L1951 PWD	V6-V9901	042654
1	LENOVO	MONITOR, LCD	L1951 PWD	V6-V9826	042645
1	LENOVO	MONITOR, LCD	L1951 PWD	V6-V9869	042651
1	LENOVO	MONITOR, LCD	L1951 PWD	V6-V9827	042646
1	DELL	MONITOR, LCD	E173 FPD	CN-0U4931-46633-545Q-0GLL	030255
1	DELL	MONITOR, LCD	E173 FPD	CN-0U4931-46633-545-2PML	026685
1	DELL	COMPUTER, DESKTOP	GX-280	2K6YN71	026584
1	DELL	COMPUTER, DESKTOP	GX-280	GF6YN71	026587
1	DELL	COMPUTER, DESKTOP	GX-280	1TLZN71	030267
1	DELL	COMPUTER, DESKTOP	GX-280	12MZN71	030258
1	DELL	COMPUTER, DESKTOP	GX-280	543YN71	026627
1	DELL	COMPUTER, DESKTOP	GX-280	JF6YN71	026582
1	DELL	COMPUTER, DESKTOP	GX-280	6Y8RM71	030174



**SURPLUS EQUIPMENT**  
**April 18, 2017**

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	DELL	COMPUTER, DESKTOP	GX-280	JV8RM71	030161
1	DELL	COMPUTER, DESKTOP	GX-280	653YN71	026628
1	DELL	COMPUTER, DESKTOP	GX-280	JD6YN71	026583
1	DELL	COMPUTER, DESKTOP	GX-280	NONE	NONE
1	DELL	COMPUTER, DESKTOP	GX-280	8RLZN71	030280
1	DELL	COMPUTER, DESKTOP	GX-280	FG6YN71	026596
1	DELL	COMPUTER, DESKTOP	GX-280	943YN71	026629
1	DELL	COMPUTER, DESKTOP	GX-280	6T8RM71	030159
1	DELL	COMPUTER, DESKTOP	GX-280	6QLZN71	030283
1	DELL	COMPUTER, DESKTOP	GX-280	H38RM71	030204
1	DELL	COMPUTER, DESKTOP	GX-280	4K64N71	026588
1	DELL	COMPUTER, DESKTOP	GX-280	13MZN71	030261
1	DELL	COMPUTER, DESKTOP	GX-280	6H6YN71	030278
1	DELL	COMPUTER, DESKTOP	GX-280	63MZN71	026590
1	DELL	COMPUTER, DESKTOP	GX-280	FV5RM71	026589
1	DELL	COMPUTER, DESKTOP	GX-280	63MZN71	030259
1	DELL	COMPUTER, DESKTOP	GX-280	3RLZN71	026536
1	DELL	COMPUTER, DESKTOP	GX-280	C3MZN71	030263
1	DELL	COMPUTER, DESKTOP	GX-280	3RLZN71	030268
1	DELL	COMPUTER, DESKTOP	GX-280	JRLZN71	030269
1	DELL	COMPUTER, DESKTOP	GX-280	DSLZN71	030265
1	DELL	COMPUTER, DESKTOP	GX-280	JJ6YN71	026591
1	DELL	COMPUTER, DESKTOP	GX-280	GY8RM71	030175
1	3M	PRIVACY SCREEN, COMPUTER MONITOR	PF400XLB	NONE	A02355
1	3M	PRIVACY SCREEN, COMPUTER MONITOR	PF400XLB	NONE	A02331
1	3M	PRIVACY SCREEN, COMPUTER MONITOR	PF400XLB	NONE	A02333
1	3M	PRIVACY SCREEN, COMPUTER MONITOR	PF400XLB	NONE	A02334
1	3M	PRIVACY SCREEN, COMPUTER MONITOR	PF400XLB	NONE	A02306
1	3M	PRIVACY SCREEN, COMPUTER MONITOR	PF400XLB	NONE	A02330
1	OCE	PRINTER, LASER, MFP, MONO	IM2830	7030173	NONE
1	OCE	PRINTER, LASER, MFP, MONO	IM2831	7010050	NONE
2	ANTHRO	TABLE, COMPUTER, STEEL/WOOD, ROLLING, ADJUSTABLE	N/A	NONE	NONE
1	GAUMARD SCIENTIFIC	BIRTHING SIMULATOR, MATERNAL & NEONATAL	N/A	NONE	NONE
48	VIRCO	DESK, STUDENT	3700BR	NONE	NONE
1	NAVITAR	MICROSCOPE, DIGITAL	1-30007	255392	009033
4	EDISON	STORAGE BATTERY	N/A	NONE	NONE
1	TECHNICOLOR	PROJECTOR, 8 MM FILM, LOOP	820	J403692	NONE
1	HP	FAX/COPIER, INKJET, COLOR	Q5620A	CNYCTEG3DQ	NONE

**SURPLUS EQUIPMENT**  
**April 18, 2017**

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
2	VERATABLE	WALL MOUNT, TV, STEEL, BLACK	N/A	NONE	NONE
1	HP	PRINTER, LASER, MONO	Q5911A	CNB2736774	NONE
1	MICHIGAN SCIENTIFIC	VOLTMETER	221	85984W	NONE
1	IBM	PRINTER, IMPACT	5195-002	0886599	NONE
1	NONE	CART, MEDIA	N/A	D947387	NONE
1	HEATHKIT	POWER SUPPLY, REGULATED	1PW-32	6269864	NONE
1	CANON	IMAGE 3200	F14750Z	MSK00656	021381
1	NONE	CABINET, STORAGE, 6-DRAWER	N/A	NONE	NONE
1	KONICA	PRINTER, LASER, MFP, COLOR	DB-209	NONE	017367
1	CANON	PRINTER, LASER, MFP, COLOR	F140100	MPG21276	019181
1	DEJOUR	STENOGRAPHY MACHINE	N/A	144896	NONE
1	DEMON	OSCILLATOR	N/A	NONE	NONE
1	CENCO	POWER SUPPLY, UNIVERSAL	CV-01	0878	NONE
1	CENCO	SPARK TIMER	7493	NONE	NONE
1	DYNACO	STEREO	N/A	NONE	NONE
1	SAMSUNG	VCR VHS	VR-2310	6120100623	NONE
1	QUADRAFLEX	CASSETTE DECK, STEREO	PCD488	70900718	NONE
1	HP	PRINTER, LASER, MONO	C2039A	USVV449385	006973
1	CENTRAL SCIENTIFIC	MOTOR, AC	N/A	29015	NONE
1	CRAFTSMAN	DRILL DRIVER, 7.2 VOLT	3751180	64192	NONE
1	SARGENT-WELCH	SCIENTIFIC-1300	N/A	NONE	NONE
1	MILTON RAY	SPECTROPHOTOMETER	333172	3312196047	NONE
1	DYNACO	STENEO PREAMPLIFIER	PAT-4	18822862	NONE
1	KODAK	SLIGHT PROJECTOR	E-2	2861916	NONE
1	EALING	TIMING SPARK	3026	11683	NONE
1	NONE	DESK, WOOD, 2-DRAWER, COMMERCIAL STORAGE	N/A	NONE	NONE
2	NONE	DESK, WOOD, 5-DRAWER, RECTANGLE	N/A	NONE	NONE
1	NONE	CART, STORAGE, WOOD, ROLLING	N/A	NONE	NONE
1	BRETFORD	TABLE, COMPUTER	355D25-6MA	NONE	NONE
3	VARIOUS	BOOKCASE, WOOD, 4-SHELF, VERTICAL	N/A	NONE	NONE
1	ROY WHITEHEAD	BOOKCASE, WOOD, 6-SHELF, LATERAL	N/A	NONE	NONE
1	HON	DESK, 6-DRAWER, STEEL/WOOD	N/A	2138875	NONE
8	VARIOUS	BOOKCASE, WOOD, VERTICAL	N/A	NONE	NONE

**SURPLUS EQUIPMENT**  
**April 18, 2017**

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	HP	PRINTER, LASER, MONO	C3980A	USB061047	010152
1	HP	PRINTER, LASER, MONO	C3980A	USBB02134	008877
1	GATEWAY	COMPUTER, DESKTOP	E3100	0013728069	013459
1	DELL	MONITOR, LCD	E176FPB	CN-0T998-4633-3I-370	037382
1	DELL	COMPUTER, DESKTOP	GX-280	8X8RM71	030176
1	HP	PRINTER, LASER, COLOR	CC378A	JPAC87200M	039597
1	HP	PRINTER, LASER, MONO	Q2425A	CNBX417240	021082
1	KLH	DVD PLAYER	DVD-8350	021020511-301	021708
1	PHILLIPS	TELEVISION, CRT	PIA70270101	77818294	023420
1	SHARP	VCR	XA-705	908720207	014152
1	SHARP	DVD PLAYER	DV-7700	003711185	015136
30	VARIOUS	FILECABINET, STEEL, 4-DRAWER, VERTICAL	N/A	NONE	NONE
2	NONE	DISPLAY BOARD, FOLDING, METAL	N/A	13120	NONE
1	ANTHRO	TABLE, COMPUTER, STEEL/WOOD, ROLLING, ADJUSTABLE	N/A	NONE	13167
1	BUHL	OVERHEAD PROJECTOR	90	C42376	NONE
1	NONE	HUTCH, DESK, WOOD	N/A	NONE	NONE
1	NONE	COMPUTER STAND, WOOD, ROLLING	N/A	NONE	NONE
2	NONE	PIANO BENCH WOOD, BLACK	N/A	NONE	NONE
1	NONE	HUTCH, DESK, STEEL	N/A	NONE	NONE
1	IBM	TYPEWRITER, ELECTRIC	6783	11-P3964	003087
1	MICROBOARDS	CD DUPLICATOR, ORBIT II	COR2-100-03	UR023976	019843
1	HP	PRINTER, INKJET, MFP, COLOR	C8654A	MY26PB3740	NONE
1	N-COMPUTING	COMPUTER ACCESS TERMINAL	1230	NCL230K07903460	NONE
1	NONE	DESK, STEEL/WOOD, 3-DRAWER, RECTANGLE	N/A	NONE	NONE
1	NONE	DESK, COMPUTER, WOOD, 1-DRAWER, RECTANGLE	N/A	NONE	NONE
1	NONE	DESK, COMPUTER, STEEL/WOOD RECTANGLE	N/A	NONE	NONE
1	NONE	TABLE, COMPUTER WOOD/STEEL, SQUARE	N/A	NONE	NONE
2	VERTIFLEX	HUTCH, DESK, WOOD	FC220OK	NONE	NONE
1	MITCHELL	TABLE, FOLDING, WOOD/STEEL	N/A	NONE	NONE
1	GATEWAY	MONITOR, LCD	FPD1830	MV18009A0005854	022835
3	VARIOUS	BOOKCASE, WOOD, 6-SHELF	N/A	NONE	NONE
1	KODAK	PROJECTOR SLIDE EKTAGRAPHIC	E-2	2877432	002373

**SURPLUS EQUIPMENT**  
**April 18, 2017**

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	NONE	DESK, CORNER, 2-PIECE, 5-DRAWER, WOOD	N/A	NONE	NONE
1	KEWAUNEE	DESK, LAB, WOOD/SLATE	N/A	NONE	NONE
1	GATEWAY	COMPUTER, DESKTOP	E4300	0035001831	025385
1	GATEWAY	COMPUTER, DESKTOP	E6300	0036122931	031345
1	HP	PRINTER, LASER, COLOR	C7096A	JMPB034530	018983
1	CANON	PRINTER/COPIER, LASER, MONO	F133400	MNS03410	014632
1	HP	PRINTER, LASER, MONO	C42654	USBD027044	017434
1	SHARP	PRINTER/COPIER, LASER, MFP, MONO	AR-205	06504449	018050
1	CANON	PRINTER/COPIER, LASER, MONO	IR2200	MPG49854	020447
1	HP	PRINTER, LASER, MONO	C4120A	USEC003546	013174
1	VERTIFLEX	PODIUM, WOOD	N/A	NONE	NONE
1	HP	PRINTER, LASER, MONO	C2003A	USBB449377	006972
1	HP	PRINTER, LASER, MONO	C8520A	JPBCP01874	018353
1	HP	PRINTER, LASER, MONO	C4086A	USBB054110	013496
1	HP	PRINTER, LASER, MONO	C4087A	USDD009521	013879
1	NONE	TABLE, COMPUTER, STEEL/WOOD, RECTANGLE	N/A	NONE	NONE
1	CORTETT	CART, MEDIA, PLASTIC, ROLLING	N/A	NONE	NONE
1	VIRCO	TABLE, WOOD/STEEL, RECTANGLE	N/A	NONE	NONE
1	NONE	TABLE, WOOD/STEEL, RECTANGLE, ROLLING	N/A	NONE	NONE
17	NONE	CHAIR, STUDENT, FOLDING	N/A	NONE	NONE
93	VARIOUS	CHAIR, TASK, MID-BACK, ROLLING	N/A	NONE	NONE
1	NONE	STOOL, SWIVEL, STEEL	N/A	NONE	NONE
27	VARIOUS	CHAIR, EVENT, STACKABLE, STEEL/PADDED	N/A	NONE	NONE
27	VARIOUS	CHAIR, EVENT, STACKABLE, STEEL/PLASTIC	N/A	NONE	NONE
30	VARIOUS	CHAIR, GUEST, PADDED	N/A	NONE	NONE
7	NONE	CHAIR, STUDENT, PADDING, ROLLING	N/A	NONE	NONE
4	NONE	CHAIR, STUDENT, PLASTIC, ROLLING	N/A	NONE	NONE
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996135	017902
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996148	017912
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996196	017830
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996159	017887
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996192	017825
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996199	017880
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996175	017884

**SURPLUS EQUIPMENT**

April 18, 2017

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996150	017909
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996189	017891
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996143	017906
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996186	017828
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996127	017903
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996145	017833
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996185	017823
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996163	017827
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996184	017900
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996193	017897
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996129	017831
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996169	017943
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996120	017913
1	GATEWAY	COMPUTER, DESKTOP	E3400	0023033068	018227
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996136	017910
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022966197	017879
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996124	017832
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996119	017908
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996147	017886
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996125	017898
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996191	017824
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996133	017905
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996142	017907
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996198	017893
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996180	017829
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996146	017889
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996137	017882
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996183	017896
1	GATEWAY	COMPUTER, DESKTOP	E3400	0022996173	017883
1	GATEWAY	COMPUTER, DESKTOP	E3400	0012633382	012486
1	GATEWAY	COMPUTER, DESKTOP	E4100	0034771189	024973
1	GATEWAY	COMPUTER, DESKTOP	E4100	0032988214	023282
1	GATEWAY	COMPUTER, DESKTOP	E4200	0015732337	014109
1	GATEWAY	COMPUTER, DESKTOP	E4650	0026518141	019323
1	GATEWAY	COMPUTER, DESKTOP	E4650	0026518143	019320
1	GATEWAY	COMPUTER, DESKTOP	E4100	0031807942	022573
1	GATEWAY	COMPUTER, DESKTOP	E4650	0026455430	020687
1	GATEWAY	COMPUTER, DESKTOP	6610D	0039129920	034225
1	GATEWAY	COMPUTER, DESKTOP	E4000	0030253826	022019
1	GATEWAY	COMPUTER, DESKTOP	E4000	0028558343	020956
1	MINOLTA	MICROFILM READER	RP605ZB1	365708	005471
1	HP	PRINTER, LASER, MONO	C4086A	USCB000470	011486
1	HP	PRINTER, LASER, MONO	C8520A	JPBMN02026	020068
1	CANON	PRINTER, BUBBLEJET, COLOR	BJC-4000-K30085	B02712072916	NONE
1	HP	PRINTER, LASER, MONO	C3917A	USHB067350	008566
1	HP	PRINTER, LASER, MONO	HP33440A	2743J34870	004466
1	DELL	MONITOR, LCD	1908FPB	CN-OG313H-72261-917-65LL	038305
1	SHARP	TV/VCR COMBINATION	13VT-K100	553998	013199
1	HITACHI	POWER UNIT, 2 AMP	124-0037	44673-92	NONE

**SURPLUS EQUIPMENT**  
**April 18, 2017**

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	CANON	PRINTER, BUBBLEJET, COLOR	K10190	XADC44695	018807
1	TEXAS INSTRUMENT	VIEW SCREEN, LCD PROJECTOR	LTA94	LTA94008845	NONE
1	IMPRESSIONS	MONITOR, CRT	IMPRESSIONS 7V	8851001406	NONE
1	VIEWSONIC	MONITOR, LCD	VLCD22034-1	A09021700024	019234
1	GATEWAY	MONITOR, CRT	VX900-7000959	T81039479	012171
1	DELL	MONITOR, LCD	1708FPF	CN-OPN372-72872-71U-DUYL	NONE
1	HP	SCANNER, FLATBED	C9910A	CN4CQT600K	031056
1	HP	PRINTER, LASER, MONO	Q5964A	CNGKB42890	032874
1	GATEWAY	MONITOR, CRT	E7006	HDA8J7005875	NONE
1	GATEWAY	MONITOR, CRT	E7006	NIA8J3103795	013125
1	GATEWAY	MONITOR, CRT	VX700A	P910144243	014253
1	GATEWAY	MONITOR, CRT	EV700B	MU17026C0405135	NONE
1	GATEWAY	MONITOR, LCD	TFT1780PS	MW672BOE03860	025666
1	WELCH-SCIENTIFIC	MOTOR, AC W/GEARS	5KH23AC304	NONE	NONE
1	HP	PRINTER, LASER, MONO	C7044A	CNCVO19517	020586
1	OKIDATA	FAX, LASER, MONO	FX-060BVP	AE64006253AO	032784
1	HP	PRINTER, LASER, MONO	Q1334A	CNCB539661	022983
1	HP	COPIER, FAX, SCANNER	5160	CN81MF62CF	NONE
1	GATEWAY	COMPUTER, DESKTOP	E4100	MF8TXPNTMDW	NONE
1	IBM	TYPEWRITER, ELECTRIC	66	051887011184P	000369
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 760	CHBBW-28HBM-M8342	042021
1	GATEWAY	COMPUTER, DESKTOP	ATXSTFOXN	0021886505	017356
3	NONE	SIDE TABLE, OAK	N/A	NONE	NONE
1	SIMMON OMEGA	VARIABLE CONDENSER 100 VOLT	N/A	NONE	NONE
4	CENCO	SYNCHRONOUS SPARK TIMER	N/A	NONE	NONE
2	ELKO	VOLT OHM METER	221	NONE	NONE
1	NONE	DESK, CORNER, 3-PIECE, 5-DRAWER	N/A	NONE	NONE
1	BLUE M	OVEN, CONSTANT TEMPERATURE CABINET	N/A	OV-490A-ZOV3-15803	NONE
4	KEWAUNEE	TABLE, LAB WORKSPACE, WOOD, ROLLING	N/A	NONE	NONE
1	LABCONCO	WASHER, LABORATORY GLASSWARE, STEAM	4400300	0201198745	08992
1	CANON	MICROFILM READER	M32043	AR304170	02283
37	VARIOUS	DESK, STUDENT, FOLDING, WOOD/STEEL	N/A	NONE	NONE
1	SHARP	TV	N/A	NONE	004575
1	SHARP	TV, VHS RECORDER/PLAYER	XA-705	908720290	014147
1	SHARP	TV	DM69525	66003600587	NONE
1	NONE	CART, MEDIA	N/A	NONE	NONE
450	VARIOUS	DESK, STUDENT	N/A	NONE	NONE

**SURPLUS EQUIPMENT**  
**April 18, 2017**

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
11	VARIOUS	CHAIR, LOBBY	N/A	NONE	NONE
31	ALLSTEEL	CHAIR, TASK, ROLLING	7R-MAK	MO7EIW	NONE
7	VL	DESK, COMPUTER	P.LEE	NONE	NONE
1	GESTETNER	COPIER	DSC424	K63025100025	031948
1	HP	PRINTER, LASER, MONO	C9143A	NONE	020263
1	HP	PRINTER, LASER, MONO	C7063A	CNDRD18139	020648
1	HP	SERVERS, STORAGE	N/A	NONE	023185
1	GATEWAY	MONITOR, LCD	FPD1570	LIC21171148	019137
1	GATEWAY	TV, DVD, BLACK	91003697	00043-678-179734	031853
1	GATEWAY	COMPUTER, DESKTOP	E4300	0034848959	024533
1	DETECTO	SCALE	N/A	NONE	NONE
12	VARIOUS	HOSPITAL BEDS	N/A	NONE	NONE
11	NONE	TABLE, LAB, WOOD	N/A	NONE	NONE
1	HP	PRINTER, LASER, MONO	Q7812A	CNRIB030422	038711
1	GATEWAY	COMPUTER, DESKTOP	E4000	B23-02296	NONE
1	BROTHER	LAMINATOR	LX-900	U52543-4 228393	NONE
12	NONE	TABLE, WORKSTATION, WOOD/STEEL	N/A	NONE	NONE
3	NONE	TABLE, COMPUTER	N/A	NONE	NONE
7	VARIOUS	FILECABINET, STEEL	N/A	NONE	NONE
2	LAKESHORE	TABLE, CHILD, PLAY	N/A	NONE	NONE
2	NONE	CHAIR, PLASTIC	N/A	NONE	NONE
24	NONE	CHAIR, ROLLING	BC42	NONE	NONE
42	GARDCO	STREET LIGHTS, VOLTS 277	H261FM-1000MH	NONE	NONE
13	NONE	STREET LIGHTS, ROUND	N/A	NONE	NONE
1	LABCONCO	WASHER, LABORATORY GLASSWARE, STEAM	N/A	NONE	021362
1	NONE	DESK, 6-DRAWER, OAK	N/A	NONE	NONE
1	NONE	DRY ERASE BOARD	N/A	NONE	NONE
1	YAMAHA	PIANO, BLACK	N/A	NONE	003274
1	PANASONIC	CAMERA, VIDEO, VHS, PRO-LINE	AG-188	G5WA10630	NONE
1	PANASONIC	CAMERA, VIDEO, VHS, PRO-LINE	AG-188	H0SA10954	018060
1	PANASONIC	CAMERA, VIDEO, VHS, PRO-LINE	AG-188	H6WA10523	NONE
1	PANASONIC	CAMERA, VIDEO, VHS, PRO-LINE	AG-188	NONE	018061
1	PANASONIC	CAMERA, VIDEO, VHS, PRO-LINE	AG-188	H0SA10861	018058
1	PANASONIC	CAMERA, VIDEO, VHS, PRO-LINE	AG-188	H0SA10733	017436
1	PANASONIC	MONITOR, CRT, VIDEO, COLOR	CT1030M	KA1630190	NONE
1	PANASONIC	MONITOR, CRT, VIDEO, COLOR	CT1030M	KA1630281	NONE
1	TEKMAR	HEADSPACE AUTOSAMPLER	14-4100B-000	92265008	NONE
1	AGILENT HP	GAS CHROMATOGRAPH, 5890 SERIES II	LR47359C	NONE	NONE

**SURPLUS EQUIPMENT**  
**April 18, 2017**

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	AGILENT	GAS CHROMATOGRAPH	N/A	NONE	NONE
1	IBM	TYPEWRITER, ELECTRIC	6783	11-BX897	004570
1	HP	PRINTER, LASER, MONO	C2037A	JPGG008605	NONE
1	HP	PRINTER, SCANNER, COLOR	Q5584A	MY54JD4244	NONE
1	QUARTET	SHREDDER	22305	LV03929	020639
1	SARGENT-WELCH	RECORDER	XKR	3401022	004380
1	MONROE	10-KEY	1670W1	D749202	NONE
1	NONE	BLOOD PRESSURE ARM	N/A	NONE	017466
1	MPL	MULTI SOUND TRAINER KIT	1002557	0003374W	NONE
1	ALARIS	VITAL SIGNS MONITOR	4415	104116707	025707
1	BAXTER	VOLUMETRIC INFUSION PUMP	COLLEAGUE CX	12090858CC	038733
1	TYCO	KANGAROO FEEDING PUMP	KANGAROO 224	S0715016	NONE
1	TYCO	KANGAROO FEEDING PUMP	KANGAROO 224	S0715016	NONE
1	TYCO	KANGAROO FEEDING PUMP	KANGAROO 224	S0813279	NONE
1	ALARIS	VITA CHECK	4415	398292896	013163
1	BAXTER	VOLUMETRIC INFUSION PUMP	COLLEAGUE CX	12090509CC	038313
1	MPL	MULTI SOUND SPEAKER	N/A	L001012296	017467
1	ALARIS	VOLUMETRIC INFUSION PUMP	N/A	12375628	NONE
1	ALARIS	VOLUMETRIC INFUSION PUMP	N/A	12375680	NONE
1	MEAD JOHNSON	MAXI MIST COMPRESSOR	N/A	4614	NONE
1	SCHUCO, INC.	MEDICAL VACUUM	5711130	0001980	NONE
1	POCKET NURSE	MEDICAL ASPIRATOR	6260	AS16738	NONE
1	DYNEX	NEUROSTIMULATOR	2025	830243	NONE
8	NONE	DESK, STUDENT, HANDICAP, FOLDING	N/A	NONE	NONE
1	IBM	TYPEWRITER, ELECTRIC	6783-011	11RP158	NONE
1	HP	FAX/COPIER, INKJET, COLOR	Q5620A	CN51RGH0QK	026705
1	CASIO	OVERHEAD PROJECTOR	0H10	NONE	NONE
1	TEXAS INSTRUMENT	PRINT SECURITY CRADDLE	PC100	PC100002467	NONE
1	HP	PRINTER, LASER, MONO	Q5913	VNB3P02681	036468
1	HP	PRINTER, INKJET, COLOR	C6428B	MY0CA180FD	NONE
12	NONE	OUTDOOR LIGHTS	N/A	NONE	NONE
1	SHARP	PROJECTION PANEL, COMPUTER	QA75	0AU03507	005572
1	PRECISION SCIENTIFIC	INCUBATOR	MODEL 6	22-AH-3	004763
2	BAUSCH & LOMB	MICROSCOPE, MONOCULAR, NON-LIGHTED	N/A	NONE	NONE



**SURPLUS EQUIPMENT**  
**April 18, 2017**

<b>QTY.</b>	<b>BRAND</b>	<b>DESCRIPTION</b>	<b>MODEL #</b>	<b>SERIAL #</b>	<b>ASSET TAG #</b>
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30204332	019881
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30204441	019833
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30204382	019903
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30205938	019900
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30204339	019884
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30204412	019904
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30205951	019902
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30204401	019890
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30204355	019898
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30204442	019882
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30204374	019896
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30204376	019880
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30204348	019901
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30205913	019879
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30205912	019878
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30204417	019889
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30205981	019897
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30205937	019892
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30204349	019887
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30204336	019885
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30204404	019894
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30204381	019893
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30204330	019895
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30204325	019891
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30205932	019888

**SURPLUS EQUIPMENT**  
**April 18, 2017**

<b>QTY.</b>	<b>BRAND</b>	<b>DESCRIPTION</b>	<b>MODEL #</b>	<b>SERIAL #</b>	<b>ASSET TAG #</b>
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30204399	019899
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30204379	019915
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30205933	019914
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30204378	019912
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30204400	019916
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30205946	019911
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30205929	019917
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30204345	019910
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30204398	019913
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30204418	019908
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30205928	019906
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30201943	019909
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30204358	019907
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30204351	019886
1	UNITRON	MICROSCOPE, BINOCULAR, NON-LIGHTED	MSF	47653	NONE
1	UNITRON	MICROSCOPE, BINOCULAR, NON-LIGHTED	MSF	47639	NONE
1	UNITRON	MICROSCOPE, BINOCULAR, NON-LIGHTED	MSF	39459	NONE
1	UNITRON	MICROSCOPE, BINOCULAR, NON-LIGHTED	MSF	47681	NONE
1	UNITRON	MICROSCOPE, BINOCULAR, NON-LIGHTED	MSF	39482	NONE
1	UNITRON	MICROSCOPE, BINOCULAR, NON-LIGHTED	MSF	60205	NONE
1	UNITRON	MICROSCOPE, BINOCULAR, NON-LIGHTED	MSF	47622	NONE

**SURPLUS EQUIPMENT**  
**April 18, 2017**

<b>QTY.</b>	<b>BRAND</b>	<b>DESCRIPTION</b>	<b>MODEL #</b>	<b>SERIAL #</b>	<b>ASSET TAG #</b>
1	UNITRON	MICROSCOPE, BINOCULAR, NON-LIGHTED	MSF	60741	NONE
1	UNITRON	MICROSCOPE, BINOCULAR, NON-LIGHTED	MSF	43692	NONE
1	UNITRON	MICROSCOPE, BINOCULAR, NON-LIGHTED	MSF	39475	NONE
1	UNITRON	MICROSCOPE, BINOCULAR, NON-LIGHTED	MSF	47619	NONE
1	UNITRON	MICROSCOPE, BINOCULAR, NON-LIGHTED	MSF	39425	NONE
1	UNITRON	MICROSCOPE, BINOCULAR, NON-LIGHTED	MSF	39448	NONE
1	UNITRON	MICROSCOPE, BINOCULAR, NON-LIGHTED	MSF	47686	NONE
1	UNITRON	MICROSCOPE, BINOCULAR, NON-LIGHTED	MSF	39447	NONE
1	UNITRON	MICROSCOPE, BINOCULAR, NON-LIGHTED	MSF	39427	NONE
1	UNITRON	MICROSCOPE, BINOCULAR, NON-LIGHTED	MSF	47599	NONE
1	UNITRON	MICROSCOPE, BINOCULAR, NON-LIGHTED	MSF	39466	NONE
1	UNITRON	MICROSCOPE, BINOCULAR, NON-LIGHTED	MSF	39480	NONE
1	UNITRON	MICROSCOPE, BINOCULAR, NON-LIGHTED	MSF	47608	NONE
1	OPTICS TECHNOLOGY	LASER, HELIUM-NEON	170	424	NONE
1	AMERICAN OPTICAL	MICROSCOPE, MONOCULAR, LIGHTED	60	642527	004960
1	AMERICAN OPTICAL	MICROSCOPE, MONOCULAR, LIGHTED	60	642543	004955
1	AMERICAN OPTICAL	MICROSCOPE, MONOCULAR, LIGHTED	60	762842	004961
1	AMERICAN OPTICAL	MICROSCOPE, MONOCULAR, LIGHTED	60	642563	004942
1	AMERICAN OPTICAL	MICROSCOPE, MONOCULAR, LIGHTED	60	747728	006681

**SURPLUS EQUIPMENT**  
**April 18, 2017**

<b>QTY.</b>	<b>BRAND</b>	<b>DESCRIPTION</b>	<b>MODEL #</b>	<b>SERIAL #</b>	<b>ASSET TAG #</b>
1	AMERICAN OPTICAL	MICROSCOPE, MONOCULAR, LIGHTED	60	642104	006683
1	AMERICAN OPTICAL	MICROSCOPE, MONOCULAR, LIGHTED	60	642567	004957
1	AMERICAN OPTICAL	MICROSCOPE, MONOCULAR, LIGHTED	60	747735	004956
1	BAUSCH & LOMB	MICROSCOPE, MONOCULAR, NON-LIGHTED	N/A	NONE	004973
1	BAUSCH & LOMB	MICROSCOPE, MONOCULAR, NON-LIGHTED	N/A	NONE	004983
1	BAUSCH & LOMB	MICROSCOPE, MONOCULAR, NON-LIGHTED	N/A	NONE	004972
1	BAUSCH & LOMB	MICROSCOPE, MONOCULAR, NON-LIGHTED	N/A	NONE	004978
1	BAUSCH & LOMB	MICROSCOPE, MONOCULAR, NON-LIGHTED	N/A	NONE	004981
1	NIKON	MICROSCOPE, BINOCULAR, LIGHTED	ALPHAPHOT-ZYS-2	NONE	006690
1	NIKON	MICROSCOPE, BINOCULAR, LIGHTED	ALPHAPHOT-ZYS-3	NONE	004783
1	OLYMPUS	MICROSCOPE, BINOCULAR, LIGHTED	CH30RF-100	NONE	014326
1	OLYMPUS	MICROSCOPE, BINOCULAR, LIGHTED	CHT CH-2	2L0206	007149
1	OLYMPUS	MICROSCOPE, BINOCULAR, LIGHTED	CHT CH-3	2M0107	007135
1	BAUSCH & LOMB	MICROSCOPE, MONOCULAR, NON-LIGHTED	N/A	YB6777	004901
1	BAUSCH & LOMB	MICROSCOPE, MONOCULAR, NON-LIGHTED	N/A	YB6777	004904
1	BAUSCH & LOMB	MICROSCOPE, MONOCULAR, NON-LIGHTED	N/A	YB6777	004908
1	BAUSCH & LOMB	MICROSCOPE, MONOCULAR, NON-LIGHTED	N/A	YB6777	004905
1	BAUSCH & LOMB	MICROSCOPE, MONOCULAR, NON-LIGHTED	N/A	YB6777	004907
1	BAUSCH & LOMB	MICROSCOPE, MONOCULAR, NON-LIGHTED	N/A	YB6777	004965

**SURPLUS EQUIPMENT**  
**April 18, 2017**

<b>QTY.</b>	<b>BRAND</b>	<b>DESCRIPTION</b>	<b>MODEL #</b>	<b>SERIAL #</b>	<b>ASSET TAG #</b>
1	BAUSCH & LOMB	MICROSCOPE, MONOCULAR, NON-LIGHTED	N/A	YB6777	004969
1	BAUSCH & LOMB	MICROSCOPE, MONOCULAR, NON-LIGHTED	N/A	YB6777	004964
1	BAUSCH & LOMB	MICROSCOPE, MONOCULAR, NON-LIGHTED	N/A	YB6777	004963
1	BAUSCH & LOMB	MICROSCOPE, MONOCULAR, NON-LIGHTED	N/A	YB6777	004967
1	ELEITZ WETZLAR	MICROSCOPE, MONOCULAR, NON-LIGHTED	N/A	294072	NONE
1	ELEITZ WETZLAR	MICROSCOPE, MONOCULAR, NON-LIGHTED	N/A	324172	NONE
1	BAUSCH & LOMB	MICROSCOPE, MONOCULAR, NON-LIGHTED	N/A	BD2887	NONE
1	BAUSCH & LOMB	MICROSCOPE, MONOCULAR, NON-LIGHTED	N/A	BD2375	NONE
1	BAUSCH & LOMB	MICROSCOPE, MONOCULAR, NON-LIGHTED	N/A	251693	NONE
1	BAUSCH & LOMB	MICROSCOPE, MONOCULAR, NON-LIGHTED	N/A	TP430	NONE
1	BAXTER	VOLUMETRIC INFUSION PUMP	FLO GUARD 6201	1120023FA	018813
1	BAXTER	VOLUMETRIC INFUSION PUMP	COLLEAGUE CX	11060206CC	038645
1	IVAC MEDICAL	VOLUMETRIC INFUSION PUMP	7200	3361313	013164
1	ALARIS	VOLUMETRIC INFUSION PUMP	IPX-1	4135689	026008
1	BARD	MINI VOLUMETRIC INFUSION PUMP	300XL	NONE	NONE
1	ABBOTT LIFECARE	PCA PLUS II INFUSER	LIFECARE 4100	00037351	038644
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 780	F7B9DQI	043476
1	AMSCO	AUTOCLAVE	1008CG	010159204	004768
1	GATEWAY	COMPUTER, DESKTOP	E4100	0031807950	022567
2	NONE	TABLE, WOOD, RECTANGLE	N/A	NONE	NONE
1	WIETCHOFF	CART, STEEL/WOOD, 3-SHELF, ROLLING	N/A	NONE	NONE

**SURPLUS EQUIPMENT**  
**April 18, 2017**

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	HERMAN MILLER	DESK, CORNER, STEEL/WOOD, 3-PIECE, 6-DRAWER	N/A	NONE	NONE
1	HON	DESK, 3-DRAWER, STEEL/WOOD, RETANGLE	N/A	NONE	NONE
1	HON	FILECABINET, STEEL, 3-DRAWER, LATERAL	N/A	NONE	NONE
1	BARRICK	TABLE, WOOD/STEEL, FOLDING	N/A	NONE	NONE
1	BOONE	DISPLAY BOARD, FOLDING	N/A	NONE	NONE
1	BOONE	BULLETIN BOARD, FOLDING	N/A	NONE	NONE
1	MONSAM	SINK, PORTABLE, STEEL/WOOD, ROLLING	N/A	NONE	NONE
1	NONE	TABLE, WOOD/STEEL, HALF ROUND	N/A	NONE	NONE
1	NONE	TABLE, WOOD/STEEL, ACCENT	N/A	NONE	NONE
3	NONE	DESK, CLASSROOM, STEEL/WOOD	N/A	NONE	NONE
1	NONE	TABLE, CHILD, LARGE SHELF	N/A	NONE	NONE
1	NONE	CART, WOOD, 2-SHELF, ROLLING	N/A	NONE	NONE
2	NONE	TABLE, CHILD, WOOD/STEEL	N/A	NONE	NONE
1	EPSON	PRINTER, IMPACT	P630B	IF8E246753	NONE
1	CANON	PRINTER/COPIER, LASER, MFP, MONO	F133400	NNS02002	020642
1	PRECISION SCIENTIFIC	INCUBATOR	MODEL 6	NONE	004765
1	PRECISION SCIENTIFIC	INCUBATOR	MODEL 6	22-AE-6	NONE
1	PRECISION SCIENTIFIC	INCUBATOR	MODEL 6	21-AB-10	004764
1	NAPCO	INCUBATOR	3376	161	004767
6	VARIOUS	CHAIR, TASK, HIGH-BACK, ROLLING	N/A	NONE	NONE
1	QUARTET	EASEL, FOLDING	N/A	P028546	NONE
1	QUARTET	WHITE BOARD, PORTABLE	N/A	NONE	NONE
1	CAMBRO	FOOD STORAGE, ROLLING	N/A	NONE	032421
1	CAMBRO	FOOD STORAGE, ROLLING	N/A	NONE	032420
3	CAMBRO	BEVERAGE DISPENSER, INSULATED	N/A	NONE	NONE
2	VARIOUS	FILECABINET, STEEL, 5-DRAWER, LATERAL	N/A	NONE	NONE
1	BEVLES	WARMER, OVEN FOOD	PHC70-MP17	0953PH	NONE
1	HOBART	MIXER, COMMERCIAL	A-200T	31-1099-573	A02008

**SURPLUS EQUIPMENT**  
**April 18, 2017**

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	HOBART	MIXER,COMMERCIAL	3001	31-1101-861	A02038
1	HOBART	SLICER, COMMERCIAL	31261	11-170-031	009902
1	CRES-CAR	WARMER	H339188	KTA-K56947A	023546
1	CRES-CAR	WARMER	H339188	BTE-K1734C	29908
3	VIRCO	TABLE, FOLDING, WOOD/STEEL	6089	NONE	NONE
3	TURNSTON	TABLE, ROUND, STEEL/WOOD	N/A	NONE	NONE
2	LIFETIME	TABLE, FOLDING, PLASTIC/STEEL	N/A	NONE	NONE
1	TURNSTON	TABLE, FOLDING, STEEL/WOOD, ROLLING	N/A	NONE	NONE
2	KI	DESK, CLASSROOM, STEEL/WOOD	N/A	NONE	NONE
1	BRETFORD	CART, MEDIA, STEEL, ROLLING	N/A	NONE	NONE
1	NONE	TABLE, STEEL/WOOD	X-U2430	NONE	NONE
1	MITY-LAT	CHAIR, EVENT, FOLDING	N/A	NONE	NONE
45	VARIOUS	DESK, STUDENT, STEEL/PLASTIC, W/ FOLDING SURFACE	N/A	NONE	NONE
1	GRANDHALL	GRILL, GAS, 4800 BTU, ROLLING	DS08AN6	BQ4E000092	NONE
1	NONE	OUTDOOR COOKER, GAS, DUAL BURNER, STEEL	N/A	NONE	NONE
1	SHERER	MOBILE GREENHOUSE	N/A	NONE	004923
1	SHARP	VCR	XA-705	908720211	014180
1	HAMILTON	HOOD, EXHAUST, LABORATORY FUME, VENTILATED	SAFEAIR	NONE	021361
1	APC	UPS	BE500R	3B0643X68944	NONE
1	DELL	MONITOR, CRT	M991	MX-049VYR-47801- 0B6-H070	016385
1	HP	PRINTER, LASER, MONO	Q5913A	VNB3P02674	036478
1	GATEWAY	COMPUTER, DESKTOP	E4000	0029728953	NONE
1	JOVIAN	SCAN CONVERTER, FLICKER FREE	N/A	13489	004805
1	BAUSCH & LOMB	MICROSCOPE, BINOCULAR, NON-LIGHTED	N/A	NONE	023498
1	BAUSCH & LOMB	MICROSCOPE, BINOCULAR, NON-LIGHTED	N/A	NONE	004966
1	BAUSCH & LOMB	MICROSCOPE, BINOCULAR, NON-LIGHTED	N/A	NONE	004979
1	BAUSCH & LOMB	MICROSCOPE, BINOCULAR, NON-LIGHTED	N/A	NONE	004975

**SURPLUS EQUIPMENT**  
**April 18, 2017**

<b>QTY.</b>	<b>BRAND</b>	<b>DESCRIPTION</b>	<b>MODEL #</b>	<b>SERIAL #</b>	<b>ASSET TAG #</b>
1	BAUSCH & LOMB	MICROSCOPE, BINOCULAR, NON-LIGHTED	N/A	NONE	004976
1	BAUSCH & LOMB	MICROSCOPE, BINOCULAR, NON-LIGHTED	N/A	NONE	004974
1	BAUSCH & LOMB	MICROSCOPE, BINOCULAR, NON-LIGHTED	N/A	NONE	004968
1	BAUSCH & LOMB	MICROSCOPE, BINOCULAR, NON-LIGHTED	N/A	NONE	004962
1	BAUSCH & LOMB	MICROSCOPE, BINOCULAR, NON-LIGHTED	N/A	NONE	004980
1	BAUSCH & LOMB	MICROSCOPE, BINOCULAR, NON-LIGHTED	N/A	NONE	004977
1	BAUSCH & LOMB	MICROSCOPE, BINOCULAR, NON-LIGHTED	N/A	NONE	004971
1	BAUSCH & LOMB	MICROSCOPE, BINOCULAR, NON-LIGHTED	N/A	NONE	004982
1	BAUSCH & LOMB	MICROSCOPE, BINOCULAR, NON-LIGHTED	N/A	NONE	004970
4	VARIOUS	FILECABINET, STEEL, 2-DRAWER, VERTICAL	N/A	NONE	NONE
43	VARIOUS	FILECABINET, STEEL, 5-DRAWER, VERTICAL	N/A	NONE	NONE
16	NONE	CHAIR, STUDENT, PADDED	N/A	NONE	NONE
2	NONE	CHAIR, LOBBY, OVERSIZED	N/A	NONE	NONE
1	NONE	TABLE, LAB WORKSTATION, STEEL/WOOD	N/A	NONE	NONE
1	PANASONIC	MONITOR, CRT	DT-2700MS	EH0440116	004698
1	PANASONIC	MONITOR, CRT	DT-2700MS	EH0440102	004699
1	HP	PRINTER, LASER, MONO	C4170A	NONE	023672
2	VARIOUS	DESK, WOOD, L-SHAPE	N/A	NONE	NONE
10	NONE	CHAIR, CHILD, STEEL/PLASTIC	N/A	NONE	NONE
1	NONE	TABLE, WOOD, ROUND, SMALL	N/A	NONE	NONE
58	NONE	STAND, ART DISPLAY, WOOD	N/A	NONE	NONE
1	NONE	STAND, SPEAKER	N/A	NONE	NONE
1	SONY	PLAYER/RECORDER, DIGITAL VIDEO, MINIDV	GV-D1000NTSC	350322	NONE



**SURPLUS EQUIPMENT**  
**April 18, 2017**

<b>QTY.</b>	<b>BRAND</b>	<b>DESCRIPTION</b>	<b>MODEL #</b>	<b>SERIAL #</b>	<b>ASSET TAG #</b>
1	SONY	PLAYER/RECORDER, DIGITAL VIDEO, MINIDV	GV-D1000NTSC	329964	NONE
1	SONY	PLAYER/RECORDER, DIGITAL VIDEO, MINIDV	GV-D1000NTSC	325233	NONE
1	SONY	PLAYER/RECORDER, DIGITAL VIDEO, MINIDV	GV-D1000NTSC	329975	NONE
1	SONY	PLAYER/RECORDER, DIGITAL VIDEO, MINIDV	GV-D900NTSC	19082	NONE
1	SONY	PLAYER/RECORDER, DIGITAL VIDEO, MINIDV	GV-D900NTSC	18738	NONE
1	SONY	PLAYER/RECORDER, DIGITAL VIDEO, MINIDV	GV-D900NTSC	18735	NONE
1	SONY	PLAYER/RECORDER, DIGITAL VIDEO, MINIDV	GV-D900NTSC	18740	NONE
1	SONY	PLAYER/RECORDER, DIGITAL VIDEO, MINIDV	GV-D900NTSC	25612	NONE
1	SONY	PLAYER/RECORDER, DIGITAL VIDEO, MINIDV	GV-D900NTSC	25556	NONE
1	JVC	S-VHS EDIT-DESK EDITING RECORDER	BR-S800U	14911099	NONE
1	JVC	S-VHS PLAYER/EDIT FEEDER	BR-S500U	14911033	NONE
1	JVC	S-VHS PLAYER/EDIT FEEDER	BR-S500U	16656342	NONE
1	PANASONIC	VCR, PROFESSIONAL, S-VHS	AG-7500	C8TC00151	020340
1	PANASONIC	VCR, PROFESSIONAL, S-VHS	AG-7500A	G8TC00106	020342
1	JVC	MONITOR, CRT, VIDEO, COLOR	TM-131SU	09202260	NONE
1	VIEWSONIC	MONITOR, CRT	VCDTS21532	AY01201981	015561
1	JVC	VCR, DUAL FORMAT, S-VHS, MINIDV	SR-VS30U	17890931	NONE
1	JVC	VCR, DUAL FORMAT, S-VHS, MINIDV	SR-VS30U	12720101	021710
1	MOTIC	MICROSCOPE, BINOCULAR, LIGHTED	B-SERIES	30204418	019908
1	DELL	MONITOR, LCD	E173FPF	CN-0D5428-72872-540-DL2L	030066
1	DELL	MONITOR, LCD	E173FPF	CN-0D5428-72872-54S-931L	031063
1	DELL	MONITOR, LCD	E173FPF	CN-0U4931-46633-54R-0WYL	026636
3	VARIOUS	CHAIR, GUEST, STEEL, PADDED	N/A	NONE	NONE
5	VARIOUS	CHAIR, GUEST, STEEL, PADDED, ROLLING	N/A	NONE	NONE
3	VARIOUS	BOOKCASE, WOOD, 2-SHELF	N/A	NONE	NONE
1	WILSON	CART, MEDIA, PLASTIC, ROLLING	N/A	NONE	NONE

**SURPLUS EQUIPMENT**  
**April 18, 2017**

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
2	VARIOUS	DESK, CORNER, 2-PIECE, STEEL/WOOD	N/A	NONE	NONE
6	VARIOUS	FILECABINET, STEEL, 3-DRAWER, VERTICAL	N/A	NONE	NONE
1	NONE	I.V. STAND, STEEL, ROLLING	N/A	NONE	010491
1	METROPOLITAN WIRE GOODS	SHELVING, STEEL (WIRE), 4-SHELF, ROLLING	N/A	NONE	NONE
1	TEMCO	TABLE, STEEL/WOOD, ADJUSTABLE, ROLLING	N/A	NONE	NONE
1	NONE	DISPLAY CASE, STEEL/GLASS, 4-SHELF, LIGHTED, LOCKING	N/A	NONE	NONE
1	HP	PRINTER/SCANNER, LASER, FLATBED, COLOR	G5584A	MY53DD3006	039797
1	GATEWAY	COMPUTER, DESKTOP	E6610D	00039062256	034121
1	DELL	MONITOR, LCD	P190SB	CN-09M62C-74261-14J-1W9L	043873
1	HP	SCANNER, FLATBED, COLOR	C9910A	CN498TA0NA	026694
1	HP	PRINTER, INKJET, COLOR	C8959B	MY2CJ3C1WC	023425
1	MAGIC CHEF	OVEN, MICROWAVE	MCD990SC	DJ04917074	NONE
1	DELL	MONITOR, LCD	1704FPTT	CN-0Y4299-71618-54P-AN1M	030831
1	GATEWAY	MONITOR, LCD	FPD1520	MUL5015A0001331	NONE
1	GOW-MAC INSTRUMENTS	GAS CHROMATOGRAPH	69-350	C52503	004377
1	GATEWAY	MONITOR, LCD	FPP1730	MUL7003D0027507	021757
1	HP	PRINTER, LASER, MONO	C4224A	USGN296681	NONE
1	RCA	VCR	VR556	B512NJ02H	NONE
1	DELL	MONITOR, LCD	1704FPVS	MX-0H630447605542AW EU	030218
1	BROTHER	TYPEWRITER, ELECTRIC	SX-4000	L5P297892	NONE
1	HP	SCANNER, FLATBED, COLOR	C9910A	CN498TA0PB	026692
1	HP	SCANNER, FLATBED, COLOR	C9910A	CN498TA13B	026690
1	EPSON	PRINTER, INKJET, COLOR	P930A	3HR1404701	011404
1	HP	PRINTER, INKJET, MFP, COLOR	C8644A	MY2BRF94M0	038324
1	HP	PRINTER, INKJET, MFP, COLOR	C8383A	MY3BCF1144	022686
1	HP	SCANNER, FLATBED, COLOR	Q3190A	CN3A8T10G9	036623
1	HP	PRINTER, LASER, MONO	G2477A	CNBDB73852	022649
1	WACOM	TABLET, GRAPHIC DRAWING	GD-1212-R	0DJ000470	015572
1	XEROX	TYPEWRITER, ELECTRIC	6010 MEMORY WRITER	01C-100676	001438
1	HP	PRINTER, LASER, MONO	C2039A	JPGK047671	007717

**SURPLUS EQUIPMENT**

**April 18, 2017**

<b>QTY.</b>	<b>BRAND</b>	<b>DESCRIPTION</b>	<b>MODEL #</b>	<b>SERIAL #</b>	<b>ASSET TAG #</b>
1	DELL	MONITOR, LCD	P190SB	CN-09M62C-74261-14J-1K6L	043879
1	DELL	MONITOR, LCD	P190SB	CN-09M62C-74261-14J-1W0L	043872
1	GATEWAY	MONITOR, LCD	FPD1775	MSN6350N02197	037390
1	LENOVO	MONITOR, LCD	4434-HE1	V1KL124	038906
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 780	F7B9DG1	043488
1	HP	PRINTER, LASER, MONO	C4170A	JHYH023411	NONE
1	HP	PRINTER, LASER, MONO	C4170A	JHYJ022851	014810
1	HP	PRINTER, LASER, MONO	G1335A	CNBB74791	022846
1	SHARP	PRINTER/COPIER, LASER, MFP, COLOR	AR-355J	56000522	031951
1	GATEWAY	COMPUTER, LAPTOP	SOLO 2100	0007004387	009366
1	COMPAQ	COMPUTER, LAPTOP	2940A	ESV814BVL21545	014083
1	HP	PRINTER, LASER, MONO	G2426A	USGNS06742	022986
1	BROTHER	PRINTER, LASER, MONO	MFC-8300	U56461L0J290025	NONE
1	HP	PRINTER, LASER, MONO	C3917A	USHC113882	011447
1	SHARP	PRINTER, LASER, MFP, COLOR	AL-1661CS	65034590	034387
1	HP	PRINTER, LASER, MONO	G1335A	CNBB074789	022853
1	HP	PRINTER, LASER, MONO	C7044A	CNCV019119	NONE
1	SHARP	PRINTER/COPIER, LASER, MFP, COLOR	MX-C312	35186243	051287
1	PANASONIC	FAX, LASER, MONO	KX-FL511	3GAFA009616	NONE
1	HP	SCANNER, FLATBED, COLOR	L1962A	CN69DA0257	041712
1	HP	PRINTER, LASER, MONO	G5401A	CNBXC44721	026745
1	HP	PRINTER, LASER, MONO	G1335A	CNBB074796	022847
1	HP	PRINTER, LASER, MONO	C3980A	USCH030959	NONE
1	HP	PRINTER, LASER, COLOR	C9707A	CNGGB24307	021081
1	HP	FAX/COPIER, INKJET, MONO	C4649A	MY0CCF3126	NONE
1	CANON	SADDLE FINISHER	F261602	XLV02436	NONE
1	SHARP	PRINTER/COPIER, LASER, MFP, COLOR	AR-M208	2504473X	NONE
1	HP	PRINTER, INKJET, COLOR	C6410A	HU03R1P4S5	036622
1	HP	PRINTER, LASER, MONO	C8050A	USBND10475	017341
1	HP	PRINTER, INKJET, COLOR	CN055A	MY78L1R0ZJ	NONE
1	HP	PRINTER, LASER, MONO	C4118A	USMB270459	012178
1	HP	PRINTER, LASER, MONO	G2425A	CNBX100870	020254
1	GATEWAY	MONITOR, LCD	FPD1510	MUL5007A00233452	018384
1	GATEWAY	MONITOR, LCD	FPD1570	KUL5033D00852	016877
1	VIEWLEX	PROJECTOR, SLIDE	V8	12299	NONE
1	VIEWLEX	PROJECTOR, SLIDE	V8	NONE	NONE
1	SHARP	FAX, LASER, MONO	FO-2950M	0G100766	NONE
1	HP	PRINTER, LASER, MONO	C4224A	USGN296693	023405 & 015584
1	HP	PRINTER, LASER, MONO	C8051A	USJNJ38574	019329
1	HP	PRINTER, LASER, COLOR	G5983A	CNYCH65135	034132
1	HP	SCANNER, FLATBED, COLOR	C7670A	3882H151	016529

**SURPLUS EQUIPMENT**  
**April 18, 2017**

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	HP	PRINTER, LASER, MONO	C2001A	JPBF033732	004175
1	HP	SCANNER, FLATBED, COLOR	C9910A	CN46CT608M	026691
1	HP	PRINTER, INKJET, COLOR	C8117A	SG316B104M	NONE
1	IBM	TYPEWRITER, ELECTRIC	6783	11-0237904	001991
1	EPSON	SCANNER, FLATBED, COLOR	J241A	JC6W018378	NONE
1	MINOLTA	MICROFILM READER	RP-605BZI	365728	005472
1	CANON	PRINTER/COPIER, LASER, MFP, COLOR	NP6330	NHE09726	012600
1	CANON	PRINTER/COPIER, LASER, MFP, MONO	NP6030	NCH09654	008044
1	RICOH	PRINTER/COPIER, LASER, MFP, MONO	MP2510	M0975300335	037095
1	CANON	COPIER, LASER, MFP, MONO	IR-5570	0036B038	033015
1	CANON	FINISHER	T1	0037B001	NONE
1	HP	PRINTER, LASER, MONO	C7063A	JPGGR08162	020027
1	CANON	COPIER, LASER, MFP, MONO	IR-2200	MPG84266	023174
1	HP	PRINTER, LASER, MONO	C7064A	JPGGB88086	020196
1	JVC	TELEVISION, CRT, COLOR	AV-32WF47	09124755	NONE
1	SHARP	TELEVISION, CRT, COLOR	25L-M100B	717249	NONE
1	SHARP	TELEVISION, CRT, COLOR	27R-S50	112895501	NONE
1	QUASAR	TV/VCR COMBINATION	FM-205	SB51311275	NONE
1	SANSUI	TV/VCR COMBINATION	C0M2551	122-60801614	NONE
1	DELL	MONITOR, LCD	E173FPF	CN-0D5428-72872-54S-5W2L	030814
1	PELCO	VCR, PROFESSIONAL, TIME-LAPSE, 168 HOUR	TLR3168	003239M	NONE
1	PANASONIC	SCANNER, HIGH-SPEED, MONO	KV-S2065W	6132ZDC1528	021716
1	HP	PRINTER, LASER, MONO	G1335A	CNBB074794	022850
1	HP	PRINTER, INKJET, COLOR	C2693A	SG07L131G4	016812
1	APPLE	COMPUTER, DESKTOP	A1186	G881231RXYL	036825
1	APPLE	COMPUTER, DESKTOP	A1047	G84464G8QPL	026353
1	GATEWAY	MONITOR, LCD	TFT1780PS+	MW662B0C07343	033500
1	GATEWAY	MONITOR, LCD	7005395R	07B06901773D	NONE
1	GATEWAY	MONITOR, LCD	FPD1775W	MGM7C70P08498	039286
1	GATEWAY	MONITOR, LCD	FDP1765	MW662BOC07354	033506
1	GATEWAY	MONITOR, LCD	FDP1775W	MGM7C70P03360	039278
1	LENOVO	MONITOR, LCD	N/A	54Y9400	NONE
1	APC	UPS	BE550G	4B09P23269	NONE
1	HUAWEI	TELEPHONE, MOBILE, SMARTPHONE	PINNACLE VER.B	M635C45B122	NONE
1	IBM	TYPEWRITER, ELECTRIC	6783	11-0283702	002049
1	IBM	TYPEWRITER, ELECTRIC	6782	11-0028452	000644
1	BROTHER	TYPEWRITER, ELECTRIC	ML300	J6K922409	NONE
1	BROTHER	FAX, PERSONAL, PLAIN PAPER	FZX-560	U56503F1K984701	NONE
1	HP	PRINTER, INKJET, COLOR	C8154A	TH639440CP	NONE

**SURPLUS EQUIPMENT**  
**April 18, 2017**

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	HP	PRINTER, LASER, MONO	C3980A	USCH092747	010907
1	DELL	COMPUTER, DESKTOP	VOSTRO 230	BZYFJQ1	043907
1	GATEWAY	MONITOR, CRT	VX720A	108013470	018512
1	SAMSUNG	MONITOR, CRT	955DF	AQ19HCCRB58528B	NONE
1	EPSON	PRINTER, INKJET, COLOR	W2660	NONE	061761
1	GATEWAY	COMPUTER, LAPTOP	M680	0035583402	030623
1	HP	PRINTER, LASER, COLOR	Q3670A	JPHAC20110	024983
1	BELKIN	SWITCH, KVM 2-PORT, OMNIVIEW SE	F1DN102U	3012457599	018374
1	XANTE	PRINTER, LASER, MONO	ACCEL-A-WRITER 4G	421-3669	022818
1	NEC	TELEPHONE, VOIP	ITR-240G-1(BK)TEL	14100234B1F	NONE
1	NEC	TELEPHONE, VOIP	ITR-240G-1(BK)TEL	18200041EH	NONE
1	NEC	TELEPHONE, VOIP	ITR-240G-1(BK)TEL	18100163EH	NONE
1	NEC	TELEPHONE, VOIP	ITR-240G-1(BK)TEL	18200003EH	NONE
1	NEC	TELEPHONE, VOIP	ITR-240G-1(BK)TEL	18200021EH	NONE
1	NEC	TELEPHONE, VOIP	ITR-240G-1(BK)TEL	14100095B1F	NONE
1	HP	PRINTER, LASER, MFP, MONO	CE841A	CNC9B99SFQ	042925
1	KEWAUNEE	HOOD, EXHAUST, LABORATORY FUME, VENTILATED	SUPREME AIR	NONE	020629
1	KEWAUNEE	HOOD, EXHAUST, LABORATORY FUME, VENTILATED	SUPREME AIR	NONE	020631
1	KEWAUNEE	HOOD, EXHAUST, LABORATORY FUME, VENTILATED	SUPREME AIR	NONE	020632
1	KEWAUNEE	HOOD, EXHAUST, LABORATORY FUME, VENTILATED	SUPREME AIR	NONE	020633
1	KEWAUNEE	HOOD, EXHAUST, LABORATORY FUME, VENTILATED	SUPREME AIR	NONE	020634
1	NONE	HOOD, EXHAUST, LABORATORY FUME, VENTILATED	N/A	NONE	020635
1	NONE	HOOD, EXHAUST, LABORATORY FUME, VENTILATED	N/A	NONE	023424
1	JVC	VCR, S-VHS	SR-V101US	060B0164	NONE
1	SONY	VCR, STANDALONE, HI-8, DOCKABLE	EVV-9000	13444	020552

**SURPLUS EQUIPMENT**  
**April 18, 2017**

<b>QTY.</b>	<b>BRAND</b>	<b>DESCRIPTION</b>	<b>MODEL #</b>	<b>SERIAL #</b>	<b>ASSET TAG #</b>
1	RELIABLE SCIENTIFIC	LABORATORY SHAKER, SINGLE PLATFORM	55	000706M	NONE
1	DIGIDESIGN	DIGITAL AUDIO WORKSTATION	MX-001	LT47843	NONE
1	DIGIDESIGN	DIGITAL AUDIO WORKSTATION	MX-001	LT26505	NONE
1	ORION RESEARCH	METER, DIGITAL, PH & MILLIVOLT	611	64187	NONE
1	OLYMPUS	MICROSCOPE, BINOCULAR, LIGHTED	CHT CH	834218	NONE
1	FOSTER & FREEMAN	VISUAL SPECTRAL COMPARATOR, DOCUMENT ANALYSER	VSC-1	NONE	NONE
1	PARKER BALSTON	ZERO AIR GENERATOR	5182-0807	US80000167	NONE
1	PARKER BALSTON	ZERO AIR GENERATOR	76803-M313	US80000171	NONE
1	ROBBINS SCIENTIFIC	INCUBATOR, HYBRIDIZATION	1040-00-1	903590726	NONE
1	LAB-LINE INSTRUMENTS	OVEN, EQUATHERM	299-738	0395-0034	NONE
1	OHAUS	SCALE, ELECTRONIC BALANCE	G400-D0	6574	NONE
1	PARKER BALSTON	HYDROGEN GENERATOR	H2-1200NA	H2-1200267A	NONE
1	PARKER BALSTON	HYDROGEN GENERATOR	A980000	H2-1200122A	NONE
1	BELLCO GLASS	HOT SHAKER WATER BATH	7746-22110	HSPW-460	NONE
1	BELLCO GLASS	HOT SHAKER WATER BATH	7746-22111	HSPW-1202	NONE
1	AGILENT HP	MASS SELECTIVE DETECTOR, 5973 MSD	Q2578A	US02450164	NONE
1	HP	MONITOR, CRT	D2842A	KR95100731	NONE
1	NONE	PRINTER STAND, WOOD, W/ STORAGE	N/A	NONE	NONE

## Agenda Item (VI-B-8-c)

Meeting	4/18/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-c)
Subject	Notices of Completion
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees 1) accept the projects listed on the attachment as complete, and 2) approve the execution of the Notices of Completion (under Civil Code Section 3093 – Public Works).

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### Background Narrative:

Facilities Planning & Development staff reports that the projects listed on the attachment are now complete.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services  
Chris Carlson, Chief of Staff & Facilities Development  
Bart Doering, Facilities Development Director  
Majd Askar, Director of Business Services

### Attachments:

[04182017\\_Notices of Completion](#)

## COMPLETED PROJECTS

April 18, 2017

### Project

CAADO – P2 Construction – Mechanical (HVAC)

CSA – P2 Construction – Mechanical (HVAC)

### Contractor

West-Tech Mechanical, Inc.

West-Tech Mechanical, Inc.



RECORDING REQUESTED BY  
Riverside Community College District  
AND WHEN RECORDED MAIL TO:

Name **Aaron S. Brown**  
Business and Financial Services  
Street Address **3801 Market Street**  
City & State **Riverside, CA 92501**

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SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

### NOTICE OF COMPLETION

Notice is hereby given that:

- The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
- The full name of the owner is Riverside Community College District
- The full address of the owner is 3801 Market Street, Riverside, CA 92501
- The nature of the interest or estate of the owner is in fee.  
Fee Simple  
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:  

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/18/2017. The work done was:  
Culinary Arts Academy & District Offices-P2 Construction-Mechanical (HVAC) DSA #04-112789
- The name of the contractor, if any, for such work of improvement was \_\_\_\_\_  
West-Tech Mechanical, Inc.  
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 3801 Market Street, Riverside, CA 92501  
(If no street address has been officially assigned, insert "none")

Dated: 04/18/2017

\_\_\_\_\_  
 Riverside Community College District  
 President, Board of Trustees  
  
Signature of owner or corporate officer of owner  
named in paragraph 2 or his agent

### VERIFICATION

I, the undersigned, say: I am the Vice Chancellor, Business & Financial Services, Aaron S. Brown the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on April 19, 20 17, at Riverside, California.

(Date of signature) (City where signed)

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

RECORDING REQUESTED BY  
Riverside Community College District  
AND WHEN RECORDED MAIL TO:

Name **Aaron S. Brown**  
Business and Financial Services  
Street Address **3801 Market Street**  
City & State **Riverside, CA 92501**

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- The full name of the owner is Riverside Community College District
- The full address of the owner is 3801 Market Street, Riverside, CA 92501
- The nature of the interest or estate of the owner is in fee.  
Fee Simple  
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:  

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/18/2017. The work done was:  
Coil School for the Arts-P2 Construction-Mechanical (HVAC) DSA #04-112917
- The name of the contractor, if any, for such work of improvement was \_\_\_\_\_  
West-Tech Mechanical, Inc.  
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 3890 University Ave., Riverside, CA 92501  
(If no street address has been officially assigned, insert "none")

Dated: 04/18/2017

Riverside Community College District  
President, Board of Trustees

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

### VERIFICATION

I, the undersigned, say: I am the Vice Chancellor, Business & Financial Services, Aaron S. Brown the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on April 19, 20 17, at Riverside, California.

(Date of signature)

(City where signed)

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

## Agenda Item (VII-A)

Meeting 4/18/2017 - Regular

Agenda Item Consent Agenda Information (VII-A)

Subject Monthly Financial Report for Month Ending – March 31, 2017

College/District District

Information Only

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### Background Narrative:

See the attached monthly Financial Report for the period July 1, 2016 through March 31, 2017.

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

### Attachments:

[04182017\\_Financial Report for July 2016 - Mar 2017](#)

**MONTHLY FINANCIAL REPORT**  
**JULY 1, 2016 – MARCH 31, 2017**

<u>General Funds</u>	<u>Page</u>
Resource 1000 - General Operating	2
Resource 1050 - Parking	3
Resource 1070 - Student Health Services	4
Resource 1080 - Community Education	5
Resource 1090 - Performance Riverside	6
Resource 1110 - Contractor-Operated Bookstore	7
Resource 1120 - Center for Social Justice and Civil Liberties	8
Resource 1170 - Customized Solutions	9
Resource 1180 - Redevelopment Pass-Through	10
Resource 1190 - Grants and Categorical Programs	11
<u>Special Revenue Funds</u>	
Resource 3200 - Food Services	12
Resource 3300 - Child Care	13
<u>Capital Projects Funds</u>	
Resource 4100 - State Construction & Scheduled Maintenance	14
Resource 4130 - La Sierra Capital	15
<u>General Obligation Bond Capital Project Funds</u>	
Resource 4390 - G. O. Bond Series 2015E Capital Appreciation Bonds	16
<u>Internal Service Funds</u>	
Resource 6100 - Self-Insured PPO Health Plan	17
Resource 6110 - Self-Insured Workers Compensation	18
Resource 6120 - Self-Insured General Liability	19
Resource 6900 – Internal Service Fund – OPEB	20
<u>Expendable Trust and Agency Funds</u>	
Associated Students of RCCD	21
Student Financial Aid	22
RCCD Development Corporation	23

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MARCH 31, 2017**

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

**Fund 11, Resource 1000 - General Operating - Unrestricted**

	Prior Year Actuals 7/1/15 to 6/30/16	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 184,678,639	\$ 175,382,613	\$ 175,382,613	\$ 133,886,719
Inter/Intrafund Transfer from				
Customized Solutions (Resource 1170)	5,232	0	0	0
District Bookstore (Resource 1110)	309,232	1,051,333	1,051,333	740,799
Total Revenues	<u>\$ 184,993,103</u>	<u>\$ 176,433,946</u>	<u>\$ 176,433,946</u>	<u>\$ 134,627,519</u>
Expenditures				
Academic Salaries	\$ 72,273,764	\$ 76,443,923	\$ 76,566,740	\$ 55,924,058
Classified Salaries	29,965,557	33,172,373	31,970,175	22,351,533
Employee Benefits	38,759,827	46,643,305	46,632,712	30,188,089
Materials & Supplies	1,791,958	2,404,807	2,479,492	1,128,899
Services	15,921,286	37,310,848	37,726,548	10,853,271
Capital Outlay	1,171,694	1,157,241	1,703,920	443,103
Student Aid			52,910	753
Intrafund Transfers For:				
DSP&S Program (Resource 1190)	590,024	665,157	665,157	498,868
Center for Social Justice and Civil Liberties (Resource 1120)	149,847	168,706	168,706	126,530
Federal Work Study (Resource 1190)	312,250	348,265	348,265	120,419
Student Financial Assist (Resource 1190)	935,159	14,341	14,341	14,341
Veteran Services (Resource 1190)	2,493	4,842	4,842	4,842
Interfund Transfer to:				
Resource 4130	1,270,000	2,630,000	2,630,000	2,630,000
Total Expenditures	<u>\$ 163,143,860</u>	<u>\$ 200,963,808</u>	<u>\$ 200,963,808</u>	<u>\$ 124,284,706</u>
Revenues Over (Under) Expenditures	\$ 21,849,243	\$ (24,529,862)	\$ (24,529,862)	\$ 10,342,813
Beginning Fund Balance	14,667,941	36,517,184	36,517,184	36,517,184
Ending Fund Balance	<u>\$ 36,517,184</u>	<u>\$ 11,987,322</u>	<u>\$ 11,987,322</u>	<u>\$ 46,859,997</u>
Ending Cash Balance				<u>\$ 47,671,197</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MARCH 31, 2017**

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

**Fund 12, Resource 1050 - Parking**

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,713,282	\$ 2,896,177	\$ 2,896,177	\$ 1,890,969
Expenditures				
Classified Salaries	\$ 1,651,936	\$ 1,548,043	\$ 1,548,043	\$ 1,129,454
Employee Benefits	618,606	566,546	566,546	372,830
Materials & Supplies	32,642	48,846	48,846	23,280
Services	706,917	851,183	849,773	575,033
Capital Outlay	120,262	219,340	220,750	84,561
Total Expenditures	\$ 3,130,363	\$ 3,233,958	\$ 3,233,958	\$ 2,185,159
Revenues Over (Under) Expenditures	\$ (417,082)	\$ (337,781)	\$ (337,781)	\$ (294,190)
Beginning Fund Balance	(36,982)	(454,063)	(454,063)	(454,063)
Ending Fund Balance	\$ (454,063)	\$ (791,844)	\$ (791,844)	\$ (748,253)
Ending Cash Balance				\$ (687,149)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MARCH 31, 2017**

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

**Fund 12, Resource 1070 - Student Health Services**

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,517,810	\$ 1,480,500	\$ 1,480,500	\$ 1,166,496
Expenditures				
Academic Salaries	\$ 444,802	\$ 470,668	\$ 473,792	\$ 332,542
Classified Salaries	537,324	671,314	643,409	368,939
Employee Benefits	287,558	280,816	302,056	191,755
Materials & Supplies	72,637	115,030	136,230	68,691
Services	218,918	314,405	302,746	172,563
Capital Outlay	28,192	53,266	47,266	8,049
Total Expenditures	\$ 1,589,430	\$ 1,905,499	\$ 1,905,499	\$ 1,142,538
Revenues Over (Under) Expenditures	\$ (71,620)	\$ (424,999)	\$ (424,999)	\$ 23,958
Beginning Fund Balance	2,189,378	2,117,758	2,117,758	2,117,758
Ending Fund Balance	\$ 2,117,758	\$ 1,692,759	\$ 1,692,759	\$ 2,141,716
Ending Cash Balance				\$ 2,076,626

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MARCH 31, 2017**

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

**Fund 11, Resource 1080 - Community Education**

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 128,035	\$ 130,006	\$ 130,006	\$ 122,364
Expenditures				
Academic Salaries	\$ 2,674	\$ 0	\$ 0	\$ 1,164
Classified Salaries	103,119	103,798	103,798	79,133
Employee Benefits	27,008	26,891	26,891	12,244
Materials & Supplies	3,155	3,300	3,300	0
Services	42,177	42,716	42,716	27,311
Total Expenditures	\$ 178,133	\$ 176,705	\$ 176,705	\$ 119,852
Revenues Over (Under) Expenditures	\$ (50,098)	\$ (46,699)	\$ (46,699)	\$ 2,512
Beginning Fund Balance	(236,942)	(287,040)	(287,040)	(287,040)
Ending Fund Balance	\$ (287,040)	\$ (333,739)	\$ (333,739)	\$ (284,528)
Ending Cash Balance				\$ (279,186)



**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MARCH 31, 2017**

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

**Fund 11, Resource 1090 - Performance Riverside**

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 299,587	\$ 248,240	\$ 248,240	\$ 194,721
Intrafund Transfer from				
Performance Riverside (Resource 1090)	<u>275,000</u>	<u>275,000</u>	<u>275,000</u>	<u>206,250</u>
Total Revenues	<u>\$ 574,587</u>	<u>\$ 523,240</u>	<u>\$ 523,240</u>	<u>\$ 400,971</u>
Expenditures				
Academic Salaries	\$ 9,969	\$ 16,119	\$ 7,688	\$ 7,139
Classified Salaries	183,010	175,274	171,774	126,772
Employee Benefits	81,878	83,832	82,608	55,929
Materials & Supplies	20,513	24,013	5,472	3,270
Services	<u>190,261</u>	<u>198,450</u>	<u>230,146</u>	<u>212,994</u>
Total Expenditures	<u>\$ 485,630</u>	<u>\$ 497,688</u>	<u>\$ 497,688</u>	<u>\$ 406,104</u>
Revenues Over (Under) Expenditures	\$ 88,957	\$ 25,552	\$ 25,552	\$ (5,133)
Beginning Fund Balance	<u>(806,432)</u>	<u>(717,476)</u>	<u>(717,476)</u>	<u>(717,476)</u>
Ending Fund Balance	<u>\$ (717,476)</u>	<u>\$ (691,924)</u>	<u>\$ (691,924)</u>	<u>\$ (722,608)</u>
Ending Cash Balance				<u>\$ (709,723)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MARCH 31, 2017**

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

**Fund 11, Resource 1110 - Contractor-Operated Bookstore**

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,106,055	\$ 1,101,270	\$ 1,101,270	\$ 658,875
Expenditures				
Services	\$ 43,600	\$ 43,600	\$ 43,600	\$ 32,700
Interfund Transfer to				
Food Services (Resource 3200)	155,045	105,045	105,045	78,784
Riverside - Early Childhood Services (Resource 3300)	75,000	75,000	75,000	56,250
Intrafund Transfer to				
Performance Riverside (Resource 1090)	275,000	275,000	275,000	206,250
General Operating (Resource 1000)	309,232	1,051,333	1,051,333	740,798
Total Expenditures	\$ 857,877	\$ 1,549,978	\$ 1,549,978	\$ 1,114,782
Revenues Over (Under) Expenditures	\$ 248,178	\$ (448,708)	\$ (448,708)	\$ (455,907)
Beginning Fund Balance	208,317	456,496	456,496	456,496
Ending Fund Balance	\$ 456,496	\$ 7,788	\$ 7,788	\$ 589
Ending Cash Balance				\$ 589

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MARCH 31, 2017**

Center for Social Justice and Civil Liberties is used to record the revenues and expenditures associated with operating the museum, archive, and educational center.

**Fund 12, Resource 1120 - Center for Social Justice and Civil Liberties**

	Prior Year Actuals 7/1/15 to 6/30/16	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 25,408	\$ 25,400	\$ 25,400	\$ 25,024
Intrafund Transfer from				
General Operating (Resource 1000)	149,847	168,706	168,706	126,530
Total Revenues	\$ 175,255	\$ 194,106	\$ 194,106	\$ 151,554
Expenditures				
Classified Salaries	\$ 57,746	\$ 89,436	\$ 8,751	\$ 0
Employee Benefits	34,397	60,424	31,421	0
Materials & Supplies	1,161	1,350	4,910	2,651
Services	72,106	50,849	156,766	90,633
Capital Outlay	2,178	0	211	0
Total Expenditures	\$ 167,589	\$ 202,059	\$ 202,059	\$ 93,284
Revenues Over (Under) Expenditures	\$ 7,667	\$ (7,953)	\$ (7,953)	\$ 58,270
Beginning Fund Balance	5,468	13,134	13,134	13,134
Ending Fund Balance	\$ 13,134	\$ 5,181	\$ 5,181	\$ 71,404
Ending Cash Balance				\$ 72,171

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MARCH 31, 2017**

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

**Fund 11, Resource 1170 - Customized Solutions**

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 336,463	\$ 773,216	\$ 773,216	\$ 47,075
Expenditures				
Academic Salaries	\$ 27,361	\$ 0	\$ 0	\$ 0
Classified Salaries	147,643	152,736	152,736	114,552
Employee Benefits	82,611	79,416	79,416	52,318
Materials & Supplies	3,593	30,150	30,150	895
Services	322,162	941,581	941,581	409,059
Capital Outlay	0	3,500	3,500	0
Intrafund Transfer For:				
General Fund (Resource 1000)	5,232	0	0	0
Total Expenditures	\$ 588,602	\$ 1,207,383	\$ 1,207,383	\$ 576,824
Revenues Over (Under) Expenditures	\$ (252,139)	\$ (434,167)	\$ (434,167)	\$ (529,749)
Beginning Fund Balance	419,187	167,047	167,047	167,047
Ending Fund Balance	\$ 167,047	\$ (267,120)	\$ (267,120)	\$ (362,702)
Ending Cash Balance				\$ (446,668)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MARCH 31, 2017**

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

**Fund 12, Resource 1180 - Redevelopment Pass-Through**

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,900,184	\$ 1,889,750	\$ 1,889,750	\$ 1,113,269
Expenditures				
Services	\$ 399,386	\$ 567,283	\$ 567,283	\$ 190,954
Capital Outlay	6,292,424	3,307,759	3,307,759	369,862
Total Expenditures	\$ 6,691,810	\$ 3,875,042	\$ 3,875,042	\$ 560,816
Revenues Over (Under) Expenditures	\$ (4,791,626)	\$ (1,985,292)	\$ (1,985,292)	\$ 552,453
Beginning Fund Balance	9,478,952	4,687,326	4,687,326	4,687,326
Ending Fund Balance	\$ 4,687,326	\$ 2,702,034	\$ 2,702,034	\$ 5,239,779
Ending Cash Balance				\$ 5,261,397

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MARCH 31, 2017**

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

**Fund 12, Resource 1190 - Grants and Categorical Programs**

	Prior Year Actuals 7/1/15 to 6/30/16	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 38,680,461	\$ 66,181,065	\$ 80,013,060	\$ 52,580,225
Intrafund Transfers from				
General Operating (Resource 1000)				
For DSP&S	590,024	665,157	665,157	498,868
For Federal Work Study	312,250	348,265	348,265	120,419
For Student Financial Assistance	935,159	14,341	14,341	14,341
For Veteran Services	2,493	4,842	4,842	4,842
Total Revenues	<u>\$ 40,520,387</u>	<u>\$ 67,213,670</u>	<u>\$ 81,045,665</u>	<u>\$ 53,218,696</u>
Expenditures				
Academic Salaries	\$ 5,711,215	\$ 5,723,575	\$ 8,596,915	\$ 4,615,798
Classified Salaries	12,024,211	13,445,870	16,288,578	9,444,223
Employee Benefits	5,518,636	7,336,824	9,026,471	4,100,560
Materials & Supplies	1,986,137	8,161,523	7,471,026	1,041,846
Services	10,493,423	26,100,298	31,524,249	5,222,757
Capital Outlay	3,438,172	5,003,132	6,669,248	1,465,355
Student Grants (Financial, Book, Meal, Transportation)	1,348,594	1,442,448	1,469,178	720,933
Total Expenditures	<u>\$ 40,520,387</u>	<u>\$ 67,213,670</u>	<u>\$ 81,045,665</u>	<u>\$ 26,611,472</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 26,607,224
Beginning Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 26,607,224</u>
Ending Cash Balance				<u>\$ 25,640,574</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MARCH 31, 2017**

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

**Fund 32, Resource 3200 - Food Services**

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 2,882,332	\$ 2,991,142	\$ 2,991,142	\$ 1,997,809
Interfund Transfers from Contractor-Operated Bookstore (Resource 1110)	<u>155,045</u>	<u>105,045</u>	<u>105,045</u>	<u>78,784</u>
Total Revenues	<u>\$ 3,037,377</u>	<u>\$ 3,096,187</u>	<u>\$ 3,096,187</u>	<u>\$ 2,076,593</u>
Expenditures				
Classified Salaries	\$ 996,803	\$ 1,079,578	\$ 1,079,578	\$ 745,137
Employee Benefits	327,407	415,765	415,765	250,926
Materials & Supplies	1,255,366	1,283,711	1,283,711	827,408
Services	228,461	226,450	226,450	151,258
Capital Outlay	<u>16,462</u>	<u>36,809</u>	<u>36,809</u>	<u>12,825</u>
Total Expenditures	<u>\$ 2,824,499</u>	<u>\$ 3,042,313</u>	<u>\$ 3,042,313</u>	<u>\$ 1,987,554</u>
Revenues Over (Under) Expenditures	\$ 212,878	\$ 53,874	\$ 53,874	\$ 89,039
Beginning Fund Balance	<u>773,365</u>	<u>986,243</u>	<u>986,243</u>	<u>986,243</u>
Ending Fund Balance	<u>\$ 986,243</u>	<u>\$ 1,040,117</u>	<u>\$ 1,040,117</u>	<u>\$ 1,075,282</u>
Ending Cash Balance				<u>\$ 1,070,341</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MARCH 31, 2017**

Child Care was established to manage the finances of the District's child care centers at all three colleges.

**Fund 33, Resource 3300 - Child Care**

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,354,718	\$ 1,344,975	\$ 1,344,975	\$ 954,358
Interfund Transfer from Contractor-Operated Bookstore (Resource 1110)	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>	<u>56,250</u>
Total Revenues	<u>\$ 1,429,718</u>	<u>\$ 1,419,975</u>	<u>\$ 1,419,975</u>	<u>\$ 1,010,608</u>
Expenditures				
Academic Salaries	\$ 635,449	\$ 696,611	\$ 696,611	\$ 436,660
Classified Salaries	279,469	390,388	390,388	297,863
Employee Benefits	160,760	255,089	255,089	95,927
Materials & Supplies	44,624	55,411	64,411	21,026
Services	63,052	66,569	64,569	32,439
Capital Outlay	<u>48,801</u>	<u>40,000</u>	<u>33,000</u>	<u>360</u>
Total Expenditures	<u>\$ 1,232,156</u>	<u>\$ 1,504,068</u>	<u>\$ 1,504,068</u>	<u>\$ 884,274</u>
Revenues Over (Under) Expenditures	\$ 197,562	\$ (84,093)	\$ (84,093)	\$ 126,334
Beginning Fund Balance	<u>601,631</u>	<u>799,193</u>	<u>799,193</u>	<u>799,193</u>
Ending Fund Balance	<u>\$ 799,193</u>	<u>\$ 715,100</u>	<u>\$ 715,100</u>	<u>\$ 925,526</u>
Ending Cash Balance				<u>\$ 936,763</u>



**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MARCH 31, 2017**

State Construction & Scheduled Maintenance was established to account for the financial activities of State-approved construction and maintenance projects. The funding sources are state funds and matching funds for Scheduled Maintenance from the District's General Obligation Bond Funded Capital Outlay Projects (Resource 4390).

**Fund 41, Resource 4100 - State Construction & Scheduled Maintenance**

	Prior Year Actuals 7/1/15 to 6/30/16	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,285,244	\$ 7,736,992	\$ 7,611,024	\$ 5,989,370
Interfund Transfer from General Obligation Bond Funded Projects (Resource 4390)	20,950	0	0	0
Total Revenues	\$ 2,306,194	\$ 7,736,992	\$ 7,611,024	\$ 5,989,370
Expenditures				
Classified Salaries	\$ 597	\$ 0	\$ 0	\$ 0
Employee Benefits	57	0	0	0
Services	6,707	0	0	15,904
Capital Outlay	2,266,785	7,736,992	7,611,024	963,406
Total Expenditures	\$ 2,274,147	\$ 7,736,992	\$ 7,611,024	\$ 979,310
Revenues Over (Under) Expenditures	\$ 32,048	\$ 0	\$ 0	\$ 5,010,060
Beginning Fund Balance	12,422	44,470	44,470	44,470
Ending Fund Balance	\$ 44,470	\$ 44,470	\$ 44,470	\$ 5,054,529
Ending Cash Balance				\$ 4,998,358

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MARCH 31, 2017**

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

**Fund 41, Resource 4130 - La Sierra Capital**

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 10,556	\$ 10,000	\$ 10,000	\$ 9,963
Inter/Intrafund Transfer from General Operating (Resource 1000)	<u>1,270,000</u>	<u>2,630,000</u>	<u>2,630,000</u>	<u>2,630,000</u>
Total Revenues	<u>\$ 1,280,556</u>	<u>\$ 2,640,000</u>	<u>\$ 2,640,000</u>	<u>\$ 2,639,963</u>
Expenditures				
Capital Outlay	<u>\$ 9,400,891</u>	<u>\$ 2,849,109</u>	<u>\$ 2,849,109</u>	<u>\$ 1,249,973</u>
Total Expenditures	<u>\$ 9,400,891</u>	<u>\$ 2,849,109</u>	<u>\$ 2,849,109</u>	<u>\$ 1,249,973</u>
Revenues Over (Under) Expenditures	\$ (8,120,335)	\$ (209,109)	\$ (209,109)	\$ 1,389,990
Beginning Fund Balance	<u>8,510,141</u>	<u>389,806</u>	<u>389,806</u>	<u>389,806</u>
Ending Fund Balance	<u>\$ 389,806</u>	<u>\$ 180,697</u>	<u>\$ 180,697</u>	<u>\$ 1,779,796</u>
Ending Cash Balance				<u>\$ 2,140,281</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MARCH 31, 2017**

General Obligation Series 2015E Capital Appreciation Bonds were established to account for General Obligation Bond proceeds and financial activities related to Board approved Measure C projects.

**Fund 43, Resource 4390 - GO Bond Series 2015E Capital Appreciation Bonds**

	Prior Year Actuals 7/1/15 to 6/30/16	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 49,515	\$ 130,000	\$ 130,000	\$ 40,981
Proceeds from General Obligation Bond Series 2015E	44,817,527	0	0	0
Total Revenues	\$ 44,867,042	\$ 130,000	\$ 130,000	\$ 40,981
Expenditures				
Classified Salaries	\$ 403,434	\$ 741,939	\$ 741,939	\$ 221,761
Employee Benefits	187,774	377,672	377,672	89,123
Materials & Supplies	1,531	0	1,530	1,533
Services	188,517	252,728	252,728	89,891
Capital Outlay	34,901,350	21,090,284	21,088,754	916,252
Total Expenditures	\$ 35,682,605	\$ 22,462,623	\$ 22,462,623	\$ 1,318,560
Revenues Over (Under) Expenditures	\$ 9,184,437	\$ (22,332,623)	\$ (22,332,623)	\$ (1,277,579)
Beginning Fund Balance	945,022	10,129,460	10,129,460	10,129,460
Ending Fund Balance	\$ 10,129,460	\$ (12,203,163)	\$ (12,203,163)	\$ 8,851,881
Ending Cash Balance				\$ 9,259,179

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MARCH 31, 2017**

Self-Insured PPO Health Plan is used to account for the revenues and expenditures of the District's health self-insurance program.

**Fund 61, Resource 6100 - Self-Insured PPO Health Plan**

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 7,358,980	\$ 9,498,791	\$ 9,498,791	\$ 7,264,932
Expenditures				
Classified Salaries	\$ 79,697	\$ 109,341	\$ 109,341	\$ 81,584
Employee Benefits	35,774	40,390	40,390	30,176
Services	<u>5,574,042</u>	<u>8,599,069</u>	<u>8,599,069</u>	<u>4,875,491</u>
Total Expenditures	\$ <u>5,689,513</u>	\$ <u>8,748,800</u>	\$ <u>8,748,800</u>	\$ <u>4,987,251</u>
Revenues Over (Under) Expenditures	\$ 1,669,467	\$ 749,991	\$ 749,991	\$ 2,277,681
Beginning Fund Balance	<u>(1,080,107)</u>	<u>589,360</u>	<u>589,360</u>	<u>589,360</u>
Ending Fund Balance	<u>\$ 589,360</u>	<u>\$ 1,339,351</u>	<u>\$ 1,339,351</u>	<u>\$ 2,867,041</u>
Ending Cash Balance				<u>\$ 3,375,204</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MARCH 31, 2017**

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

**Fund 61, Resource 6110 - Self-Insured Workers' Compensation**

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,465,755	\$ 706,887	\$ 706,887	\$ 517,574
Expenditures				
Classified Salaries	\$ 238,229	\$ 430,643	\$ 430,643	\$ 178,584
Employee Benefits	89,196	222,306	222,306	67,924
Materials & Supplies	5,804	24,179	28,954	3,660
Services	1,691,343	1,938,445	1,933,670	1,026,704
Capital Outlay	0	20,025	20,025	18,976
Total Expenditures	\$ 2,024,572	\$ 2,635,598	\$ 2,635,598	\$ 1,295,849
Revenues Over (Under) Expenditures	\$ (558,817)	\$ (1,928,711)	\$ (1,928,711)	\$ (778,275)
Beginning Fund Balance	3,907,285	3,348,468	3,348,468	3,348,468
Ending Fund Balance	\$ 3,348,468	\$ 1,419,757	\$ 1,419,757	\$ 2,570,193
Ending Cash Balance				\$ 4,979,983

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MARCH 31, 2017**

Self-Insured General Liability is used to account for the revenues and expenditures of the District's general liability self-insurance program.

**Fund 61, Resource 6120 - Self-Insured General Liability**

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,041,047	\$ 1,383,294	\$ 1,383,294	\$ 775,617
Expenditures				
Academic Salaries	\$ 0	\$ 895	\$ 895	\$ 0
Classified Salaries	91,627	181,920	181,920	68,636
Employee Benefits	32,579	97,733	97,733	26,126
Materials & Supplies	4,391	3,490	3,490	92
Services	954,866	1,736,982	1,736,982	1,115,120
Capital Outlay	2,678	6,500	6,500	0
Total Expenditures	\$ 1,086,140	\$ 2,027,520	\$ 2,027,520	\$ 1,209,975
Revenues Over (Under) Expenditures	\$ 954,906	\$ (644,226)	\$ (644,226)	\$ (434,358)
Beginning Fund Balance	288,426	1,243,332	1,243,332	1,243,332
Ending Fund Balance	\$ 1,243,332	\$ 599,106	\$ 599,106	\$ 808,974
Ending Cash Balance				\$ 1,326,590

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MARCH 31, 2017**

Internal Services Fund - OPEB Liability is used to account for the funds accumulated to address future retiree health benefits that are transferred to an irrevocable trust established with CalPERS - California Employees' Retiree Benefit Trust (CERBT).

**Fund 69, Resource 6900 - Internal Services Fund - OPEB Liability**

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	<u>\$ 325,339</u>	<u>\$ 372,070</u>	<u>\$ 372,070</u>	<u>\$ 205,451</u>
Expenditures				
Services	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Total Expenditures	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Revenues Over (Under) Expenditures	\$ 325,339	\$ 372,070	\$ 372,070	\$ 205,451
Beginning Fund Balance	<u>0</u>	<u>325,339</u>	<u>325,339</u>	<u>325,339</u>
Ending Fund Balance	<u><u>\$ 325,339</u></u>	<u><u>\$ 697,409</u></u>	<u><u>\$ 697,409</u></u>	<u><u>\$ 530,790</u></u>
Ending Cash Balance				<u><u>\$ 530,790</u></u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MARCH 31, 2017**

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

**Associated Students of RCCD**

	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 914,339	\$ 1,044,353	\$ 1,044,353	\$ 878,091
Expenditures				
Materials & Supplies	\$ 976,818	\$ 1,270,015	\$ 1,270,015	\$ 721,798
Total Expenditures	\$ 976,818	\$ 1,270,015	\$ 1,270,015	\$ 721,798
Revenues Over (Under) Expenditures	\$ (62,479)	\$ (225,662)	\$ (225,662)	\$ 156,293
Beginning Fund Balance	1,315,480	1,253,002	1,253,002	1,253,002
Ending Fund Balance	\$ 1,253,002	\$ 1,027,340	\$ 1,027,340	\$ 1,409,295
ASRCCD Trust Fund Ending Balance				\$ 1,232,534
Ending Cash Balance				\$ 2,493,954

\*\* Note: Ending Cash Balance includes both ASRCCD Funds and Trust Funds for College and Students Organizations



**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MARCH 31, 2017**

Student Financial Aid is used to record financial transactions for scholarships given to students from the Federal Pell and FSEOG Grant Programs as well as the State's Cal Grant Program.

	<u>Student Financial Aid</u>			
	Prior Year Actuals <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 54,127,415	\$ 73,015,000	\$ 73,015,000	\$ 40,608,863
Expenditures				
Other				
Scholarships and Grant Reimbursements	\$ 54,122,866	\$ 73,015,000	\$ 73,015,000	\$ 40,525,996
Total Expenditures	\$ 54,122,866	\$ 73,015,000	\$ 73,015,000	\$ 40,525,996
Revenues Over (Under) Expenditures	\$ 4,550	\$ 0	\$ 0	\$ 82,867
Beginning Fund Balance	46,605	51,155	51,155	51,155
Ending Fund Balance	\$ 51,155	\$ 51,155	\$ 51,155	\$ 134,022
Ending Cash Balance				\$ 267,411

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED MARCH 31, 2017**

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

**RCCD Development Corporation**

	Prior Year Actuals 7/1/15 to 6/30/16	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 8	\$ 8	\$ 8	\$ 5
Expenditures				
Services	\$ 71	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 71	\$ 0	\$ 0	\$ 0
Revenues Over (Under) Expenditures	\$ (63)	\$ 8	\$ 8	\$ 5
Beginning Fund Balance	16,237	16,174	16,174	16,174
Ending Fund Balance	\$ 16,174	\$ 16,182	\$ 16,182	\$ 16,179
Ending Cash Balance				\$ 16,179

# Agenda Item (VIII-A-1)

Meeting	4/18/2017 - Regular
Agenda Item	Committee - Governance (VIII-A-1)
Subject	Board Policy for First Reading
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees accept for first reading Board Policy and Administrative Procedure 4100 - Graduation Requirements for Degrees and Certificates

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## Background Narrative:

The Board Policy and Administrative Procedure listed below is presented to the Board of Trustees for first reading:

### Academic Affairs

Board Policy 4100 - Graduation Requirements for Degrees and Certificates - Last revised April 22, 2008

Prepared By: Michael Burke, Ph.D., Chancellor  
Patrick Pyle, General Counsel

### Attachments:

[BPAP 4100](#)

**BP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES**

**References:**

Education Code Section 70902(b)(3);  
Title 5 Sections 55060, 55063-55064, and 53200(b)

The Colleges grants the degrees of Associate in Arts, ~~and~~ Associate in Science, **and degrees for college transfer** to those students who have completed the subject requirements for graduation and who have maintained a 2.0 **grade point** average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement **and participate in a graduation ceremony** upon successful completion of a minimum of 18 or more semester units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The Chancellor shall establish procedures to determine degree and certificate requirements. The procedures shall assure that graduation requirements are published in ~~the District's~~ **each college's** catalog(s) and included in other resources that are convenient for students.

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Date Adopted: April 22, 2008

**Revised:**

## AP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

### Reference:

Title 5 Sections 55060, et seq.

For the Associate in Arts or Sciences degree, a student must demonstrate competence in reading, in written expression, and in mathematics.

The student must satisfactorily complete at least 60 semester units of college work of which 18 semester units are a major or area of emphasis or career-technical program.

A definition of "college work" which provides that courses acceptable toward the associate degree include those which have been properly approved pursuant to Title 5 Section 55002(a) or, if completed at other than a California community college, would reasonably be expected to meet the standards of that Title 5 section.

The work must include at least ~~45~~ **12** semester units of study in residence; exceptions to the residence requirement can be made by the Board of Trustees when an injustice or undue hardship would result.

The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality. ~~Additional degree requirements include a five (5) semester unit minimum in health education and self-development.~~

**A student must have a minimum grade point average of 2.0 in coursework taken at Riverside Community College District. If coursework taken at one or more accredited colleges is used to satisfy degree requirements, the overall cumulative grade point average must be at least 2.0 and will be determined by an aggregation of all grades from all transcripts used. If coursework is applied towards degree requirements from an institution using a "+/-" grading scale, the original grade points assigned by that institution as indicated on the transcript will be used to calculate the cumulative grade point average.**

**Students who have been awarded a bachelor's degree from a regionally-accredited institution in the United States will be exempt from the general education requirements should they pursue an Associate of Arts or Science degree at one of the District's colleges.**

Students may petition to have non-credit courses counted toward the satisfaction of

requirements for an associate degree.

Board Policies and Administrative Procedures regarding general education and degree requirements must be published in the **District Colleges'** catalogs and must be filed with the California Community College Chancellor's Office.

For a **eCertificate of aAchievement**, a student must successfully complete a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework. The **eCertificate of aAchievement** shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

Shorter credit programs that lead to a certificate may be established by the District.

Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of the District, meet a demonstrated need, are feasible and adhere to guidelines on academic achievement.

Certificates for which the State Chancellor's approval is not sought may be given any name or designation deemed appropriate except for **eCertificate of aAchievement**, **eCertificate of eCompletion** or **eCertificate of eCompetency**.

Office of Primary Responsibility: Vice Chancellor, Educational Services, Workforce  
Development and Planning

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Administrative Approval: June 16, 2008

Revised: April, 2014 (job titles only)

**Revised:**

## Agenda Item (VIII-B-1)

Meeting 4/18/2017 - Regular

Agenda Item Committee - Teaching and Learning (VIII-B-1)

Subject Proposed Curricular Changes

College/District District

Funding

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

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### 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: Michael Burke, Ph.D., Chancellor

### Attachments:

[04182017 Proposed Curricular Changes](#)

### 1. New Courses:

Course	Title	Location	Comment
ENG-70 is being proposed as a new course to add an additional option for basic skills in English.			
ENG 70	Composition Fundamentals	MNR	Intended
ADM-74 is being deleted and will be replaced by ADM-74A and ADM-74B. A & B will apply towards the Applied Digital Media certificates and degree.			
ADM 74A	Web Design	R	
ADM 74B	Web Design with Dreamweaver	R	
To allow greater repeatability KIN-A90 and KIN-54 are being deleted and replaced by the courses below, KIN-A90A-C, and KIN-A54A-C respectively.			
KIN A90A	Weight Training – Beginning	NR	
KIN A90B	Weight Training – Intermediate	NR	
KIN A90C	Weight Training - Advanced	NR	
KIN A54A	Fast Pitch Softball Fundamentals – Beginning	R	
KIN A54B	Fast Pitch Softball Fundamentals - Advanced	R	

### 2. Course Inclusions:

Course	Title	Location	Comment
CIS 90	Microsoft Outlook	NR	Norco would like to add this course to their inventory.

### 3. Minor Course Modifications:

Course	Title	Location	Comment
Early Childhood Education is making minor language changes to their courses in order to be compliant with the State Curriculum Alignment Project.			
EAR 24	Introduction to Curriculum	MNR	
EAR 30	Practicum in Early Childhood Education	MNR	



Course	Title	Location	Comment
EAR 53	Parenting: Guiding Young Children - Approaches to Discipline	R	

#### 4. Major Course Modifications:

Course	Title	Location	Comment
As part of a programmatic review the EAR courses below include the following modifications: updates to course content and textbooks, updates for compliance with ACCJC standards.			
EAR 19	Observation and Assessment in Early Childhood Education	MNR	
EAR 23	Family Home Child Care Program	MR	
EAR 25	Teaching in a Diverse Society	MNR	
EAR 26	Health, Safety and Nutrition	MNR	
EAR 28	Principles and Practices of Teaching Young Children	MNR	
EAR 42	Child, Family, and Community	MNR	
The modifications to ENG-14 and ENG-15 below include updates to the content and objectives. This is being done as part of a course and content review to insure C-ID alignment.			
ENG 14	American Literature I: Pre-Contact through Civil War	MNR	
ENG 15	American Literature II: 1860 to the Present	MNR	
The GAM courses below are being modified to strengthen the GAM pathway. These modifications include changes to prerequisites, cross-listings, texts, and content, as well as the delineation of lab content.			
GAM 21	History of Video Games	N	
GAM 51	Game Mechanics and Simulation	N	
GAM 52	Game Engine Scripting I	N	
GAM 53	Game Engine Scripting II	N	

Course	Title	Location	Comment
GAM 79B	Game Studio: Character Modeling	N	
GAM 79C	Game Studio: Environments and Vehicles	N	
GAM 79E	Game Studio: Game Design Capstone	N	
GAM 79F	Game Studio: Game Programming	N	
The JOU courses below are being modified to separate and address TBA hour requirements.			
JOU 52A	Newspaper Editing: Beginning	R	
JOU 52B	Newspaper Editing: Intermediate	R	
JOU 52C	Newspaper Editing: Advanced	R	
JOU 52D	Newspaper Editing: Executive	R	
The modifications to MAT-35 include enhanced details of the course topics, updates to the topics, and SLOs.			
MAT 35	Intermediate Algebra	MNR	
A prerequisite of ENG-70, Composition Fundamentals, a newly proposed course which is currently in review (see new courses above).			
ENG 50	Basic English Composition	MNR	
JOU-20A-D are being modified to delineate lecture and lab content and hours.			
JOU 20A	Newspaper: Beginning	MNR	
JOU 20B	Newspaper: Intermediate	MNR	
JOU 20C	Newspaper: Advanced	MNR	
JOU 20D	Newspaper: Professional	MNR	
The courses below are being updated for currency in the field including POST standards for Administration of Justice courses.			
ADJ A29A	Courtroom Testimony/Demeanor	M	
ADJ A5A	Bicycle Patrol	M	
ADJ C2A	Adult Correctional Office Supplemental	M	

Course	Title	Location	Comment
	Core Course		
The courses below are being updated for currency in the field including Ford standards and curriculum, as well as technology changes.			
AUT 42	Ford Heating and Air Conditioning	R	
AUT 51B	Internal Combustion Engines Rebuilding, Gas and Diesel (Lower End)	R	
AUT 52B	Automotive Tune-up and Emission Controls	R	
The courses below are being modified to update texts, materials, SLOs, and to make minor adjustments to descriptions and content.			
ADM 63A	Design for Print Publication	M	
FTV 64A	Beginning Digital Editing Principles and Techniques	R	
GEO 30A	Geologic Field Studies of Southern California	R	
GEO 30B	Geologic Field Studies of Southern California	R	
GEO 31	Regional Field Studies in Geology	R	
GEO 32	Regional Field Studies in Geology	R	
KIN 24	Sports Officiating – Fall Sports	R	
KIN 25	Sports Officiating – Spring Sports	R	
KIN 27	Football Theory	R	
KIN 34	Softball Theory	R	
KIN V02	Football, Varsity, Men	R	
KIN V08	Tennis, Varsity, Men	R	
KIN V09	Swimming and Diving, Varsity, Men	R	

Course	Title	Location	Comment
KIN V11	Pep Squad, Varsity, Men and Women	R	
KIN V19	Swimming and Diving, Varsity, Women	R	
KIN V23	Water Polo, Varsity, Men	R	
KIN V24	Water Polo, Varsity, Women	R	
KIN V60	Football Fundamentals, Defensive	R	
KIN V61	Football Fundamentals, Offensive	R	

### 5. Course Exclusions:

None at this time.

### 6. Course Deletions:

Course	Title	Location	Comment
ADM-74 is being deleted and replace with ADM-74A and ADM-74B – see new courses above.			
ADM 74	Dreamweaver for Graphic Designers	R	
The colleges have not offered the EAR and ENG courses below in some time and do not plan to offer them again.			
EAR 37	School-Age Child Care	MR	
EAR 52	Parenting: Parents as Teachers	R	
EAR 55	Parenting: Common Problems in Infancy and Childhood	R	
ENG 13	Introduction to Playwriting	R	
ENG 49	Introduction to the One-Hour Teleplay	R	
Moreno Valley previously excluded GUI-801 from their inventory. Riverside and Norco have not offered the course and would like to delete GUI-801 as they do not intend to offer the course.			
GUI 801	Testing for Success CAHSEE Preparation	NR	
CSC-6 has not been offered in many years. The course has previously been excluded from the inventories of Moreno Valley College and Norco College.			
CSC 6	Discrete Mathematics for Computer	R	

Course	Title	Location	Comment
	Science		

**7. New Locally Approved Certificates:**

None at this time.

**8. New State Approved Degrees/Certificates:**

Program Name	Location	Comment
Information Security Certificate	R	

**9. Substantial Change to State Approved Certificates/Degrees:**

Program Name	Location	Comment
The proposed changes to the AD-T in English include the removal of two courses: ENG-13, Introduction to Playwriting, and ENG-49, Introduction to the One-Hour Teleplay; the addition of ENG-17A, Literary Magazine Production: Beginning is also being proposed.		
ADT in English	R	

**10. Modification to State/Locally Approved Certificates/Degrees:**

None at this time.

**11. Program Discontinuance:**

None at this time.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
PROGRAM OUTLINE OF RECORD

**Information Security Certificate**

**College:** Riverside  
**TOP Code:** 0708.10

The Information Systems: Information Security Certificate will give the students the basic skills needed in the field of Computer and information Security. The focus on Cyber Security will provide students with the basic skills needed for an entry-level career in Cyber Security. The courses provide an overview of the entire field. Topics covered will include Cisco Networking, Windows Operating System security, Linux security, Firewalls, Intrusion Prevention systems, Security policies and procedures, Web security, and building a secure computer network. This program also maps to the California Community Colleges IT Technician pathway and C-ID state approved model curriculum.

**Certificate Program**

**Program Learning Outcomes**

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

- Analyze fundamental principles and topics of Information Technology Security and Risk Management at the organizational level.
- Describe and implement the concepts, principles, and techniques involved in attacking and disabling a network within the context of properly securing a network in both theory and through hands-on exercises.
- Describe the architecture, components, and operations of routers and switches basic functionality.
- Configure and troubleshoot routers and switches, resolve common issues dealing with security points of failure in a medium size LAN.
- Demonstrate essential knowledge of Linux and other open source operating systems and software needed for employment in the IT/technical support, mobile application support and network operations security career fields.
  
- Identify environmental issues, understand and comply with disaster recovery, and physical software security policies and procedures.
- Securing Information Management systems including identifying risks, configuring devices, protocols, attack methods, cryptography implementation and practice, and security of ICS networks.

**Required Courses (17 Units)**

	Units
CIS-21A / CSC-21A    Linux Operating Systems Administration	3
CIS-25 / CSC-25     Information and Communication Technology Essentials	3
CIS-26A              Cisco Networking Academy 1A	4
CIS-26B              Cisco Networking Academy 1B	4
CIS-27 / CSC-27    Information and Network Security	3
Select another 3 units from the following	
CIS-1A                Introduction to Computer Information	3
CIS-5 / CSC-5        Programming Concepts and Methodology	4
CIS-21 / CSC-21    Introduction to Operating Systems	3
CIS-26F              Cisco Networking Security	4
CIS-27A / CSC-27A   Computer Forensics Fundamentals	3

# Associate in Arts in English for Transfer Degree

CSUGE) AA648 (IGETC) AA649

The Associate in Arts in English for Transfer degree is a curricular pattern designed specifically to transfer students as English majors with junior status to the CSU system . Though the Associate in Arts in English for Transfer also provides broad general preparation for English majors entering any four-year university, students must consult the specific requirements of any non-CSU campus to which they are applying . Students earning the Associate in Arts in English for Transfer will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses, and they will encounter interpretive questions to which there are multiple plausible answers . Students earning this degree will also have exposure to a variety of literary genres and periods and will be able to illustrate a basic understanding of the ways that literature can embody cultural, intellectual, and artistic trends .

## PROGRAM LEARNING OUTCOMES

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

1. Think critically about and interpret literature, employing language and methods of literary analysis to construct interpretive arguments and to address the ways that literature invites multiple interpretive possibilities.
2. Write essays of literary analysis effectively supported by effectively integrated, interpreted, and relevant textual evidence.
3. Demonstrate an understanding of how cultural history informs and is informed by literature.

<u>Required Courses (19 units)</u>		<u>Units</u>
ENG-1B* or 1BH*	Critical Thinking and Writing	4
LIST A	Choose from the list below	6
LIST B	Choose from the list below	6
LIST C	Choose from the list below	3

### LIST A Choose two courses from the following (6 units):

ENG-6*	British Literature I: Anglo-Saxon through Eighteenth Century	3
ENG-7*	British Literature II: Romanticism through Modernism/Post-Modernism	3
ENG-14*	American Literature I: Pre-Contact through Civil War	3
ENG-15*	American Literature II: 1860 to the Present	3
ENG-40*	World Literature I: From Ancient Literatures to the Seventeenth Century	3
ENG-41*	World Literature II: Seventeenth Century Through the Present	3

### LIST B Choose two courses from the following (6 units)

Any course from List A not already used		
ENG-8*	Introduction to Mythology (same as Hum 8)	3
ENG-11*	Creative Writing	3
ENG-16*	Introduction to Language	3
ENG-44*	Poetry from the Twentieth Century to the Present	3

### LIST C Choose one course from the following (3 units)

Any course from List A and List B not already used		
ENG-9*	Introduction to Shakespeare	3
ENG-10	Special Studies in Literature	3
ENG-12*	Special Studies in Creative Writing	3
ENG-17A (*)	Literary Magazine Production: Beginning	3
ENG-18*	Survey of Native American Literature	3
ENG-20*	Survey of African American Literature	3

ENG-23*	The Bible as Literature (same as HUM 23)	3
ENG-25*	Latino Literature of the United States	3
ENG-30*	Children's Literature	3
ENG-34*	Literature by Women	3
ENG-35*	Images of Women in Literature	3
ENG-38	Introduction to Screenwriting	3
ENG-39	Screenwriting II	3
ENG-45*	Modern Drama	3
ENG-47	Inlandia: Regional Writing about the Inland Empire	3
ENG-48*	Short Story and Novel from the Twentieth Century to the Present	3

\*courses may be double-counted



## Agenda Item (VIII-B-2)

Meeting	4/18/2017 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-2)
Subject	Agreement for College and Career Access Pathways with Corona-Norco USD Eleanor Roosevelt High School
College/District	Norco
Funding	N/A
Recommended Action	It is recommended that Board of Trustees approve the College and Career Access Pathways agreement.

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### Background Narrative:

Norco College is partnering with Corona Norco Unified School District (CNUSD) to offer college courses on the Eleanor Roosevelt High School campus. The term of this agreement is three (3) years beginning on July 1, 2017 and ending on June 30, 2020.

This agreement takes full advantage of AB288's College and Career Access Pathways (CCAP) Partnership Agreements legislation. CCAP allows community college districts to claim full-time equivalent student (FTES) and state apportionment for courses offered through CCAP provided that California Education Code (EC) and California Code of Regulations, Title 5 requirements are met.

The College and Career Access Pathways Agreement has been carefully drafted in collaboration with Norco College, Riverside Community College District, and Corona-Norco USD stakeholders. This represents an exciting opportunity, bringing Norco College and Eleanor Roosevelt High School together in a common effort to provide free college courses to high school students; and is part of the College's efforts to duplicate these efforts throughout the region.

Prepared By: Bryan Reece, President Norco College  
Monica Green, Vice President, Student Services

### Attachments:

[College and Career Access Pathways Agreement](#)

**COLLEGE AND CAREER ACCESS PATHWAYS  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT  
2017-2020**

This College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Riverside Community College District on behalf of Norco College (“COLLEGE”), 3801 Market Avenue, Riverside, CA 92501, and Corona-Norco Unified School District on behalf of Eleanor Roosevelt High School (“SCHOOL DISTRICT”), 2820 Clark Avenue, Norco, CA 92860.

WHEREAS, the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within the Riverside College Community College District; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, SCHOOL DISTRICT is a public school district serving grades 9-12 located in West Riverside County and within the regional service area of the COLLEGE unless otherwise specified and agreed to as specified in Sec. 2 (e); and

WHEREAS, the COLLEGE and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288, for high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and helping high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor’s Office and COLLEGE;

NOW THEREFORE, the COLLEGE and SCHOOL DISTRICT agree as follows:

**1. TERM OF AGREEMENT**

- 1.1 The term of this CCAP Agreement shall be for three (3) years beginning on July 1, 2017 and ending on June 30, 2020, and will be subject to renewal, unless otherwise terminated in accordance with Section 19 of this Agreement.
- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in

compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. Sec. 2 (c)(1)

- 1.3 The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner. Sec. 2 (c)(2)
- 1.4 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges before the start of the CCAP partnership. Sec. 2 (c)(3)

## **2. DEFINITIONS**

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOLDISTRICT have been approved in accordance with the policies and guidelines of the COLLEGE and applicable law. Sec. 2 (a)
- 2.2 Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 2.3 Pupil or Student - A resident or nonresident student attending high school in California. Pursuant to SB 150 Concurrent enrollment in secondary school and community college: nonresident tuition exemption: Effective January 1, 2014, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the SB 150 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

## **3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY**

- 3.1 Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience

and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and the COLLEGE standards and policies.

- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and the COLLEGE policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.8 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

#### **4. COLLEGE APPLICATION PROCEDURE**

- 4.1 The COLLEGE will be responsible for processing student applications.
- 4.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.

- 4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.
- 4.4 The SCHOOL DISTRICT and COLLEGE understand and agree that successful COLLEGE admission and registration requires that each participating student has completed the COLLEGE enrollment application process.
- 4.5 Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by California Education Code Sections 49011, 76060.5, 76140, 76223, 76300, 76350, and 79121. Sec. 2 (f)(q)

## **5. PARTICIPATING STUDENTS**

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f)(q). The governing board of a community college district participating in a CCAP partnership agreement established pursuant to this article shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.
- 5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by SCHOOL DISTRICT. Books and instructional materials purchased by the SCHOOL DISTRICT will remain the property of and housed at the SCHOOL DISTRICT. The COLLEGE will ensure, whenever possible, textbooks to remain the same throughout the term of the CCAP agreement. Both SCHOOL DISTRICT and COLLEGE will pursue methods of keeping textbook costs down and will seek additional funding sources including grants to cover textbook costs.
- 5.3 Participating students must meet all prerequisite requirements of the COLLEGE as established by the COLLEGE and stated in the college catalog before enrolling in a course offered as part of this CCAP Agreement.
- 5.4 Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official COLLEGE transcript. Students may submit a request for Pass/No Pass if the course is designated as such in the COLLEGE catalog.
- 5.5 Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of the COLLEGE for information regarding applicable policies and procedures.
- 5.6 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at the COLLEGE or through the SCHOOL DISTRICT. COLLEGE shall ensure that student support services, including counseling and guidance, assistance with assessment and placement, and tutoring are available to participating students at the COLLEGE. SCHOOL DISTRICT shall ensure that support services, including counseling and guidance, and assistance with assessment and placement are available

to students at the SCHOOL DISTRICT.

- 5.7 Students requiring reasonable accommodations for COLLEGE courses offered at the SCHOOL DISTRICT as part of this CCAP Agreement will receive services through the SCHOOL DISTRICT. Students requiring reasonable accommodations for COLLEGE courses offered at the COLLEGE will receive services through the COLLEGE.
- 5.8 Students who withdraw from courses offered as part of this CCAP Agreement will not receive COLLEGE credit. Students must comply with, and submit appropriate information/paperwork, by all published deadlines. Transcripts will be annotated according to COLLEGE policy.
- 5.9 A course dropped within the COLLEGE drop “without a W” deadline will not appear on the SCHOOL DISTRICT or the COLLEGE transcript.

## **6. CCAP AGREEMENT COURSES**

- 6.1 The COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP Agreement. Sec. 2 (o)(1)
- 6.2 Courses offered as part of this CCAP Agreement at the COLLEGE may not limit enrollment in the course. Sec. 2 (o)(1)
- 6.3 The COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.4 The scope, nature, time, location, and listing of courses shall be offered and determined by the COLLEGE with the approval of the Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)
- 6.5 Courses offered as part of a CCAP Agreement either at the COLLEGE or SCHOOL DISTRICT shall be jointly reviewed and approved.
- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with the COLLEGE academic standards.
- 6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.
- 6.8 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department.
- 6.9 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to

COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between the COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the COLLEGE regulations, policies, procedures, prerequisites, and standards, shall prevail.

- 6.10 Site visits and instructor evaluations by one or more representatives of the COLLEGE shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with the COLLEGE academic standards.
- 6.11 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.12 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with the COLLEGE guidelines, policies, pertinent statutes, and regulations.
- 6.13 COLLEGE has the sole right to control and direct the instructional activities of all instructors.
- 6.14 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)

## **7. INSTRUCTOR(S)**

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the COLLEGE.
- 7.2 The CCAP Agreement Appendix shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment monitoring and reporting to the county office of education. Sec. 2 (m)(1)
- 7.3 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)
- 7.4 Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.

- 7.5 COLLEGE and SCHOOL DISTRICT certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)
- 7.6 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.7 Prior to teaching, faculty shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training may be approved and provided by the COLLEGE.
- 7.8 Faculty will participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.9 Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of the COLLEGE.
- 7.10 SCHOOL DISTRICT personnel selected to be instructors will be subject to the authority of the COLLEGE specifically with regard to their duties as instructors.
- 7.11 The COLLEGE and SCHOOL DISTRICT jointly determine the subject areas of instruction. The COLLEGE shall determine the number of instructors and the ratio of instructors to students.

## **8. ASSESSMENT OF LEARNING AND CONDUCT**

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.
- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.



- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.
- 8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught both at the SCHOOL DISTRICT and on the COLLEGE campus. Both parties will work together in resolving behavioral issues.

## **9. LIAISON AND COORDINATION OF RESPONSIBILITIES**

- 9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with the COLLEGE policies and standards. Sec. 2 (c)(2)
- 9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)
- 9.3 The COLLEGE will provide SCHOOL DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments, outreach/recruitment activities and compliance with the COLLEGE policy and COLLEGE procedures and academic standards.
- 9.4 The SCHOOL DISTRICT shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment and college applications, the enrollment of eligible students and other related services as deemed necessary.
- 9.5 The SCHOOL DISTRICT's personnel will perform services specified in 9.4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of SCHOOL DISTRICT, subject to the authority of SCHOOL DISTRICT, but will also be subject to the direction of COLLEGE, specifically with regard to their duties pertaining to the COLLEGE courses.
- 9.6 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1)(A-D)
  - The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)

- The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)
- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(C)
- The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2 (t)(1)(D)

## **10. APPORTIONMENT**

- 10.1 The COLLEGE shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o)(2)
- 10.3 The COLLEGE shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)
- 10.4 The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Sec. 2 (s)

## **11. CERTIFICATIONS**

- 11.1 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.
- 11.2 The COLLEGE certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.3 The SCHOOL DISTRICT agrees and acknowledges that the COLLEGE will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
- 11.4 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)

- 11.5 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)
- 11.6 This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. Sec. 2 (j)
- 11.7 The COLLEGE certifies that:
- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
  - A community college course that is oversubscribed or has a waiting list shall not be offered or included in this Agreement, whenever possible. Sec. 2 (k)(2)
  - The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)
- 11.8 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

## **12. PROGRAM IMPROVEMENT**

- 12.1 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

## **13. RECORDS**

- 13.1 Permanent records of student enrollment, attendance, grades and achievement for students under this CCAP agreement shall be maintained by COLLEGE.
- 13.2 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

## **14. REIMBURSEMENT**

- 14.1 The financial arrangements implied herein may be adjusted annually by a duly adopted written Appendix to this CCAP Agreement.

## **15. FACILITIES**

- 15.1 The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to the COLLEGE or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 15.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.
- 15.3 The COLLEGE facilities may be used subject to mutually agreement by the parties as expressed in the Appendix to this Agreement.

## **16. INDEMNIFICATION**

- 16.1 The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.
- 16.2 The COLLEGE agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of COLLEGE'S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

## **17. INSURANCE**

- 17.1 The SCHOOL DISTRICT, in order to protect the COLLEGE, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage

insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE.

- 17.2 For the purpose of Workers' Compensation, the COLLEGE shall be the "primary employer" for all its personnel who perform services as instructors. The COLLEGE shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by COLLEGE personnel made in connection with performing services and receiving instruction under this Agreement. COLLEGE agrees to hold harmless, indemnify, and defend SCHOOL DISTRICT, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by COLLEGE personnel connected with providing services under this Agreement.

## **18. NON-DISCRIMINATION**

- 18.1 Neither the SCHOOL DISTRICT nor the COLLEGE shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

## **19. TERMINATION**

- 19.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 20 below.

## **20. NOTICES**

- 20.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

COLLEGE  
Riverside Community College District  
Norco College  
2001 Third Street  
Norco, CA 92860  
Attn: Bryan Reece, Ph.D. –President, Norco College

SCHOOL DISTRICT  
Corona-Norco Unified School District  
2820 Clark Ave.

Norco, CA 92860  
Attn: Michael Lin, Ed.D. - Superintendent

**21. INTEGRATION**

21.1 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

**22. MODIFICATION AND AMENDMENT**

22.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

**23. GOVERNING LAWS**

23.1 This agreement shall be interpreted according to the laws of the State of California.

**24. COMMUNITY COLLEGE DISTRICT BOUNDARIES**

24.1 For locations outside the geographical boundaries of, COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

**25. SEVERABILITY**

25.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

**26. COUNTERPARTS**

26.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

Executed on \_\_\_\_\_ 2017

By: \_\_\_\_\_  
CORONA-NORCO UNIFIED SCHOOL DISTRICT

By: \_\_\_\_\_  
RIVERSIDE COMMUNITY COLLEGE DISTRICT

**APPENDIX**

**COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) A  
DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

WHEREAS, the College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Riverside Community College District (“COLLEGE”), 3801 Market Street, Riverside, CA 92501, and Corona-Norco Unified School District (SCHOOL DISTRICT.”), 2820 Clark Ave., Norco, CA 92860.

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; Sec. 2 (k)(3)

NOW THEREFORE, the COLLEGE and SCHOOL DISTRICT agree as follows:

**1. CCAP AGREEMENT**

- a. COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)
- b. COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership. Sec. 2 (c)(2)
- c. COLLEGE and SCHOOL DISTRICT shall review and establish new or amended CCAP Agreements annually on or before July 1<sup>st</sup> and follow the protocols set forth in (a) and (b) of this section.
- d. COLLEGE and SCHOOL DISTRICT point of contact: Sec. 2 (c)(2)

<b>LOCATION</b>	<b>NAME</b>	<b>TELEPHONE</b>	<b>EMAIL</b>
College:	Monica Green, Ed.D., Vice President, Student Services	951-372-7082	Monica.green@norcocollege.edu
School District:	Kelly Bruce, Administrative Director, Secondary Education	951-736-5080	Krbruce@cnusd.k12.ca.us

## **2. STUDENT SELECTION**

- a. Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142. In all circumstances the COLLEGE shall claim allowable FTES for the enrollment of high school students in a CCAP Agreement community college course.
- b. SCHOOL DISTRICT shall select students consistent with the intent of AB 288 to include: high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” *Sec. 2 (a)* and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” *Sec. 1 (d)*
- c. COLLEGE and SCHOOL DISTRICT shall certify that participating students will have a signed parental consent form on file with the COLLEGE. *Preamble and Sec. 2 (c)(1)*
- d. COLLEGE and SCHOOL DISTRICT shall certify that participating students may enroll in up to a maximum of 15 unit load per term, the units may not constitute more than four courses per term, the units are part of an academic (educational) program identified as part of this CCAP Agreement and the units are part of an academic (educational) program designed to award students both a high school diploma and an associate degree or a certificate or credential. *Sec. 2 (p)(1-3)*

## **3. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)**

- a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.



4. **CCAP AGREEMENT PROGRAM YEAR: BEGINNING FALL 2017 THROUGH SPRING 2020 - COLLEGE** has identified the following three pathways, course offerings per program year, estimated students served, and projected FTES. The employer of record for all courses under this CCAP Agreement is the COLLEGE and the location of the courses is the DISTRICT. The grid below is intended to project the courses offered, subject to change based on the needs of the student cohorts within the pathway.

<b>Business Administration Pathway</b>					
Fall 2017	Spring 2018	Fall 2018	Spring 2019	Fall 2019	Spring 2020
<b>BUS-18A</b> <i>Business Law I</i>	<b>BUS-20</b> <i>Business Mathematics</i>	<b>BUS-22/*BUS-24</b> <i>Management Communications/Business Communications</i>	<b>ACC-1A</b> <i>Principles of Accounting, I</i>	<b>BUS-18A</b> <i>Business Law I</i>	<b>BUS-20</b> <i>Business Mathematics</i>
<b>*ENG-1A</b> <i>English Composition</i>	<b>*ENG-1B</b> <i>Critical Thinking and Writing</i>	<b>*ENG-1A</b> <i>English Composition</i>	<b>*ENG-1B</b> <i>Critical Thinking and Writing</i>	<b>*ENG-1A</b> <i>English Composition</i>	<b>*ENG-1B</b> <i>Critical Thinking and Writing</i>
<b>GUI-45</b> <i>Introduction to College</i>	<b>GUI-48</b> <i>College Success</i>	<b>GUI-45</b> <i>Introduction to College</i>	<b>GUI-48</b> <i>College Success</i>	<b>GUI-45</b> <i>Introduction to College</i>	<b>GUI-48</b> <i>College Success</i>
<b>Engineering Pathway</b>					
Fall 2017	Spring 2018	Fall 2018	Spring 2019	Fall 2019	Spring 2020
<b>*MAT-36</b> <i>Trigonometry</i>	<b>*MAT-10</b> <i>PreCalculus</i>	<b>*MAT-36</b> <i>Trigonometry</i>	<b>*MAT-10</b> <i>PreCalculus</i>	<b>*MAT-36</b> <i>Trigonometry</i>	<b>*MAT-10</b> <i>PreCalculus</i>
		<b>*MAT-1A</b> <i>Calculus I</i>	<b>*MAT-1B</b> <i>Calculus II</i>	<b>*MAT-1A</b> <i>Calculus I</i>	<b>*MAT-1B</b> <i>Calculus II</i>
<b>*ENG-1A</b> <i>English Composition</i>	<b>*ENG-1B</b> <i>Critical Thinking and Writing</i>	<b>*ENG-1A</b> <i>English Composition</i>	<b>*ENG-1B</b> <i>Critical Thinking and Writing</i>	<b>*ENG-1A</b> <i>English Composition</i>	<b>*ENG-1B</b> <i>Critical Thinking and Writing</i>
<b>GUI-45</b> <i>Introduction to College</i>	<b>GUI-48</b> <i>College Success</i>	<b>GUI-45</b> <i>Introduction to College</i>	<b>GUI-48</b> <i>College Success</i>	<b>GUI-45</b> <i>Introduction to College</i>	<b>GUI-48</b> <i>College Success</i>
<b>Game Development Pathway</b>					
Fall 2017	Spring 2018	Fall 2018	Spring 2019	Fall 2019	Spring 2020
<b>*GAM-80</b> <i>3D Modeling and Texturing</i>	<b>*GAM-24</b> <i>Video Game Prototyping</i>	<b>*GAM-23</b> <i>Digital Game Design</i>	<b>*GAM-52</b> <i>Game Engine Scripting I</i>	<b>*GAM-81</b> <i>3D Modeling and Texturing</i>	<b>*GAM-24</b> <i>Video Game Prototyping</i>
		<b>*GAM-81</b> <i>3D Modeling and Texturing</i>	<b>*GAM-24</b> <i>Video Game Prototyping</i>	<b>*GAM-23</b> <i>Digital Game Design</i>	<b>*GAM-52</b> <i>Game Engine Scripting I</i>
<b>GUI-45</b> <i>Introduction to College</i>	<b>GUI-48</b> <i>College Success</i>	<b>GUI-45</b> <i>Introduction to College</i>	<b>GUI-48</b> <i>College Success</i>	<b>GUI-45</b> <i>Introduction to College</i>	<b>GUI-48</b> <i>College Success</i>

\*Prerequisite or Placement test needed

█ Courses being offered in multiple sectors at same time

BEGINNING PROGRAM YEAR: 2017-2018 COLLEGE: Norco College

EDUCATIONAL PROGRAM: College and Career Readiness and CTE Pathway

SCHOOL DISTRICT: Corona-Norco Unified School District

HIGH SCHOOL: Eleanor Roosevelt High School

**Required:** Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec. 2 (c)(1):

Students are being prepared to be college ready.  
Students in a CTE Pathway.

TOTAL NUMBER OF STUDENTS TO BE SERVED: 125/year      TOTAL PROJECTED FTES: 100/year

5. **BOOKS** - The total cost of books for students participating as part of this CCAP agreement will be borne by the SCHOOL DISTRICT. The COLLEGE will ensure, whenever possible, textbooks to remain the same throughout the term of the CCAP agreement.

Course Name	Text	ISBN	Cost
<b>English Composition</b> ENG-1A	A Brief Guide to Writing from Readings (Stephan Wilhoit)	9780205245741	\$81.00
	Contemporary & Classic Arguments (Barnet & Benau)	9781457665325	\$38.00
<b>Critical Thinking and Writing</b> ENG-1B	Literature: A Portable Anthology (Gardner, et.al.)	9781319035341	\$51.35
<b>Business Law I</b> BUS 18A	Business Law I	9780324690040	\$162.00- \$216.00
<b>Business Mathematics</b> BUS-20	Pract. Bus. Math LL W Aleks Code	9781259981456	\$146.65
<b>Management Communications</b> BUS-22	Essentials of business...(LL) Package	9781305699199	\$130.35
<b>Business Communications</b> BUS-24	Excellence in Bus. Commun. (LL)-W/Access	9780134421810	\$143.55
<b>Principles of Accounting I</b> ACC-1A	Corporate Financial ACCTG W Cennow	9781337032032	\$120.65
<b>Trigonometry</b> MAT-36	Trigonometry, 8 <sup>th</sup> Edition (McKeague)	9781305652224	\$56.00 - \$238.35
<b>PreCalculus</b> MAT-10	PreCalculus, 10 <sup>th</sup> Edition (Sullivan)	9780321979070	\$99.05- \$247.60
<b>Calculus I</b> MAT 1A	Calculus, Early Transcendentals, 8 <sup>th</sup> Edition (Stewart)	9781305270336	\$171.65- \$171.65
<b>Calculus II</b> MAT 1B	Calculus, Early Transcendentals, 8 <sup>th</sup> Edition (Stewart)	9781305270336	\$171.65- \$171.65
<b>Introduction to College</b> GUI-45	No Textbook		

<b>College Success</b> GUI-48	Becoming A Master Student	9781285193892	\$115.35
<b>3D Modeling and Texturing</b> GAM-81	Unity Software Program		Existing Site License
<b>Video Game Prototyping</b> GAM-24	Unity Software Program		Existing Site License
<b>Digital Game Design</b> *GAM-23	Unity Software Program		Existing Site License
<b>Game Engine Scripting I</b> *GAM-52	Unity Software Program		Existing Site License
<b>3D Modeling and Texturing</b> GAM-80	Unity Software Program		Existing Site License

## 6. MATHEMATICS ARTICULATION AGREEMENTS

### NORCO COLLEGE OF THE RIVERSIDE COMMUNITY COLLEGE DISTRICT/CORONA-NORCO UNIFIED SCHOOL DISTRICT INTER-AGENCY COOPERATION ARTICULATION AGREEMENT

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2017, by and between Norco College of The Riverside Community College District, (“College”) and the Corona-Norco Unified School District (“District”) both located in the City of Norco and the County of Riverside.

#### RECITAL

WHEREAS, both the College and the District have a common interest in improving the mathematical skills of students;

WHEREAS, improving the mathematical skills of students while in high school will lead to enhanced readiness for college;

WHEREAS, the educational success and college preparedness of students will serve the interest of both students and the community;

#### TERMS OF THE AGREEMENT

NOW THEREFORE, College and District agree as follows:

The District will offer at Eleanor Roosevelt High School (ERHS) Integrated Math 3, which integrates the course outline requirements and standards for the College’s Math 35, Intermediate Algebra.

Students that obtain a grade of “B” or better in ERHS’s Integrated Math 3 class OR a “B” or better in ERHS’s Precalculus A class (first semester) would be eligible to waive the college’s math placement exam and be qualified to enroll in a Norco College “Column A” course (see below).

<b>Norco College Course (aka Column A)— all are transferable</b>	<b>Application to Major Area of Study</b>
Math 5--Business/Life Calculus	Business
Math 11--College Algebra	CSU/UC
Math 12--Statistics	Social Science  Business  Nursing
Math 36--Trigonometry *	Leads to a progression of Norco College math courses for students interested in

	STEM majors
Math 25--Math Survey	Liberal Arts Teacher Prep

\* Student must validate successful completion of Math 53 – Geometry before entry into Math 36 – Trigonometry.

Enrollment in a Column A course(s) must be within one academic year of completion of ERHS’s Integrated Math 3 or within one academic year of completion (both semesters) of ERHS’s Precalculus course with a grade of C or better in each semester.

Students who obtain a grade of “B-” or below in ERHS’s Integrated Math 3 class would be required to take the College’s placement test before attempting to take any of the college’s math courses. (see below)

<b>Student with a grade of “B-“ or below at ERHS takes the Norco College placement test</b>	<b>Results of Placement</b>	<b>Norco College Course</b>
	Column A or higher course	Eligible to take the appropriate Column A (or higher) course.
	Places at Math 35 (Intermediate Algebra) level	Eligible to take Math 35.
	Places at Math 52 level (Beginning Algebra) or lower	Eligible to take the course as determined by the placement test.

The College faculty will work collaboratively with the District’s ERHS faculty throughout the year, providing guidance and assistance regarding the above courses.

There will be an annual review of the articulation agreement between the two schools that includes faculty and administration from both institutions.

### INDEMNIFICATION

The parties mutually agree and understand that, during the terms of this Agreement:

- a. the College is self-insured;
- b. the College will indemnify and hold harmless the District and its employees and agents from any and all claims, suits, damages, and costs (including reasonable attorney’s fees) resulting from the negligence of the College in connection with the operation of the Program, including, but not limited to , injury to persons, public liability, and property damage occurring on the property of the College or the property of the District; and
- c. the District will indemnify and hold harmless the College and its employees and agents from any and all claims, suits, damages, and costs (including reasonable attorney’s fees)

resulting from the negligence of the District in connection with the operation of the Program, including, but not limited to, injury to persons, public liability, and property damage occurring on the property of the District or the property of the College.

**MISCELLANEOUS PROVISIONS**

This Agreement constitutes the complete understanding of the parties regarding the matters to which it refers, and incorporates all prior oral agreements in contemplation of this written Agreement. This written Agreement contains all the relevant understandings between the parties.

This Agreement will become effective when the articulation agreement is signed by all parties. The Agreement will continue in effect on a year-to-year basis, unless either party terminates it.

This Agreement may be modified at the request of either party subject to the approval of both parties.

*In witness whereof* the parties have executed the Agreement as of the date and year indicated.

NORCO COLLEGE, RIVERSIDE COMMUNITY COLLEGE DISTRICT,  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

By \_\_\_\_\_  
Dr. Bryan Reece, President

\_\_\_\_\_  
Date

CORONA-NORCO UNIFIED SCHOOL DISTRICT  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

By \_\_\_\_\_  
Dr. Michael Lin, Superintendent

\_\_\_\_\_  
Date

**NORCO COLLEGE OF THE RIVERSIDE COMMUNITY COLLEGE  
DISTRICT/CORONA-NORCO UNIFIED SCHOOL DISTRICT  
INTER-AGENCY COOPERATION ARTICULATION AGREEMENT**

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2017, by and between the Norco College of The Riverside Community College District, (“College”) and the Corona-Norco Unified School District (“District”) both located in the City of Norco and the County of Riverside.

**RECITAL**

WHEREAS, both the College and the District have a common interest in improving the mathematical skills of students;

WHEREAS, improving the mathematical skills of students while in high school will lead to enhanced readiness for college;

WHEREAS, the educational success and college preparedness of students will serve the interest of both students and the community;

**TERMS OF THE AGREEMENT**

NOW THEREFORE, College and District agree as follows:

The District will offer at Eleanor Roosevelt High School (ERHS) Precalculus, which integrates the course outline requirements and standards for the College’s Math 10 (Precalculus) in all areas and topics except trigonometry.

Students who earn a grade of “B” or better in both Fall and Spring semester in ERHS’s Precalculus AND pass Norco College’s Math 36 (Trigonometry) class with a grade of “C” or better would be eligible to waive the college’s math placement exam and be qualified to enroll in Math 1A (Calculus I) at Norco College. Acceptance into Math 1A is dependent upon students successfully completing Math 36 within one major semester of completion of Precalculus at ERHS (see table below).

Enrollment in Norco College’s Math 1A (Calculus I) must be within one academic year of completion of ERHS Precalulus.

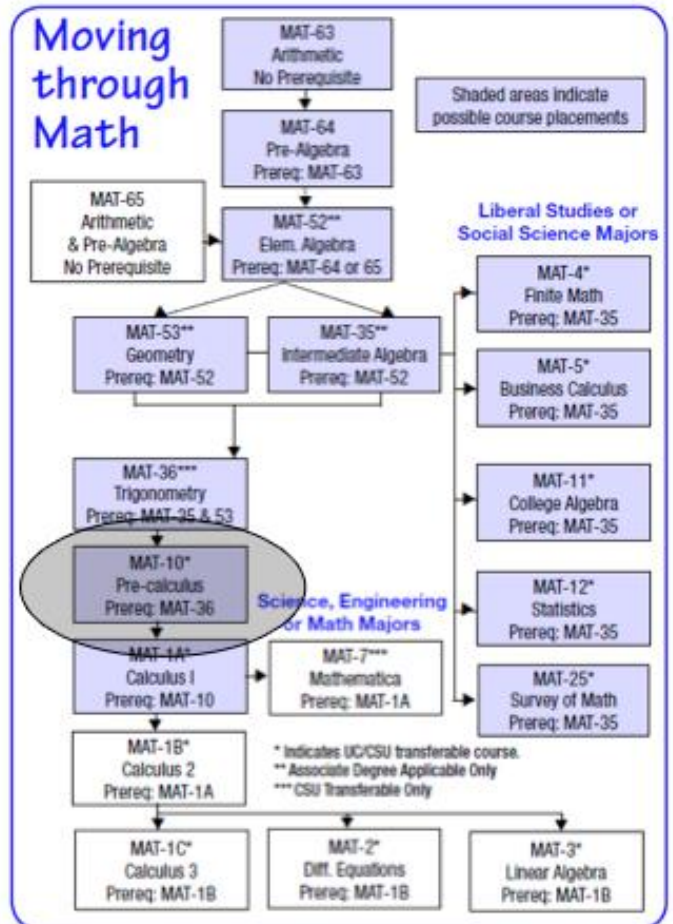
Students who earn a grade of “B-” or below in ERHS’s Precalculus class during either the Fall or Spring semesters are considered ineligible for the agreement detailed in this articulation agreement.

The College faculty will work collaboratively with the District’s ERHS faculty throughout the year, providing guidance and assistance regarding the above courses.

There will be an annual review of the articulation agreement between the two schools that includes faculty and administration from both institutions.



Possible sequences that meet the criteria for this agreement	
Courses taken at ERHS	Courses Taken at Norco College
Precalculus with a “B” or better in both Fall and Spring semesters	Math 36 with a “C” or better taken during either the Fall or Spring semester concurrent with Precalculus at ERHS.  <i>Concurrent during the Spring semester is considered the optimal situation.</i>
Precalculus with a “B” or better in both Fall and Spring semesters	Math 36 with a “C” or better taken prior to enrollment in Precalculus at ERHS.
Precalculus with a “B” or better in both Fall and Spring semesters	Math 36 with “C” or better taken during the Summer intersession or Fall semester immediately following successful completion of Precalculus at ERHS.



## INDEMNIFICATION

The parties mutually agree and understand that, during the terms of this Agreement:

- the College is self-insured;
- the College will indemnify and hold harmless the District and its employees and agents from any and all claims, suits, damages, and costs (including reasonable attorney’s fees) resulting from the negligence of the College in connection with the operation of the Program, including, but not limited to , injury to persons, public liability, and property damage occurring on the property of the College or the property of the District; and
- the District will indemnify and hold harmless the College and its employees and agents from any and all claims, suits, damages, and costs (including reasonable attorney’s fees) resulting from the negligence of the District in connection with the operation of the Program, including, but not limited to, injury to persons, public liability, and property damage occurring on the property of the District or the property of the College.

**MISCELLANEOUS PROVISIONS**

This Agreement constitutes the complete understanding of the parties regarding the matters to which it refers, and incorporates all prior oral agreements in contemplation of this written Agreement. This written Agreement contains all the relevant understandings between the parties.

This Agreement will become effective when the articulation agreement is signed by all parties. The Agreement will continue in effect on a year-to-year basis, unless either party terminates it.

This Agreement may be modified at the request of either party subject to the approval of both parties.

*In witness whereof* the parties have executed the Agreement as of the date and year indicated.

NORCO COLLEGE, RIVERSIDE COMMUNITY COLLEGE DISTRICT,  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

By \_\_\_\_\_  
Dr. Bryan Reece, President

\_\_\_\_\_  
Date

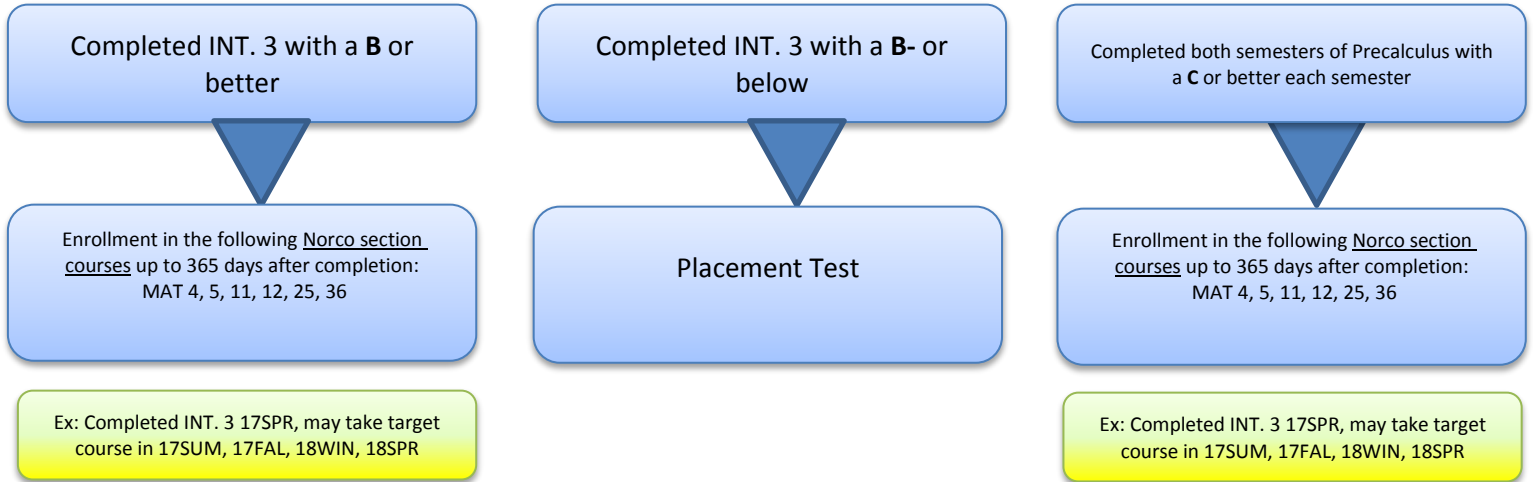
CORONA-NORCO UNIFIED SCHOOL DISTRICT  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

By \_\_\_\_\_  
Dr. Michael Lin, Superintendent

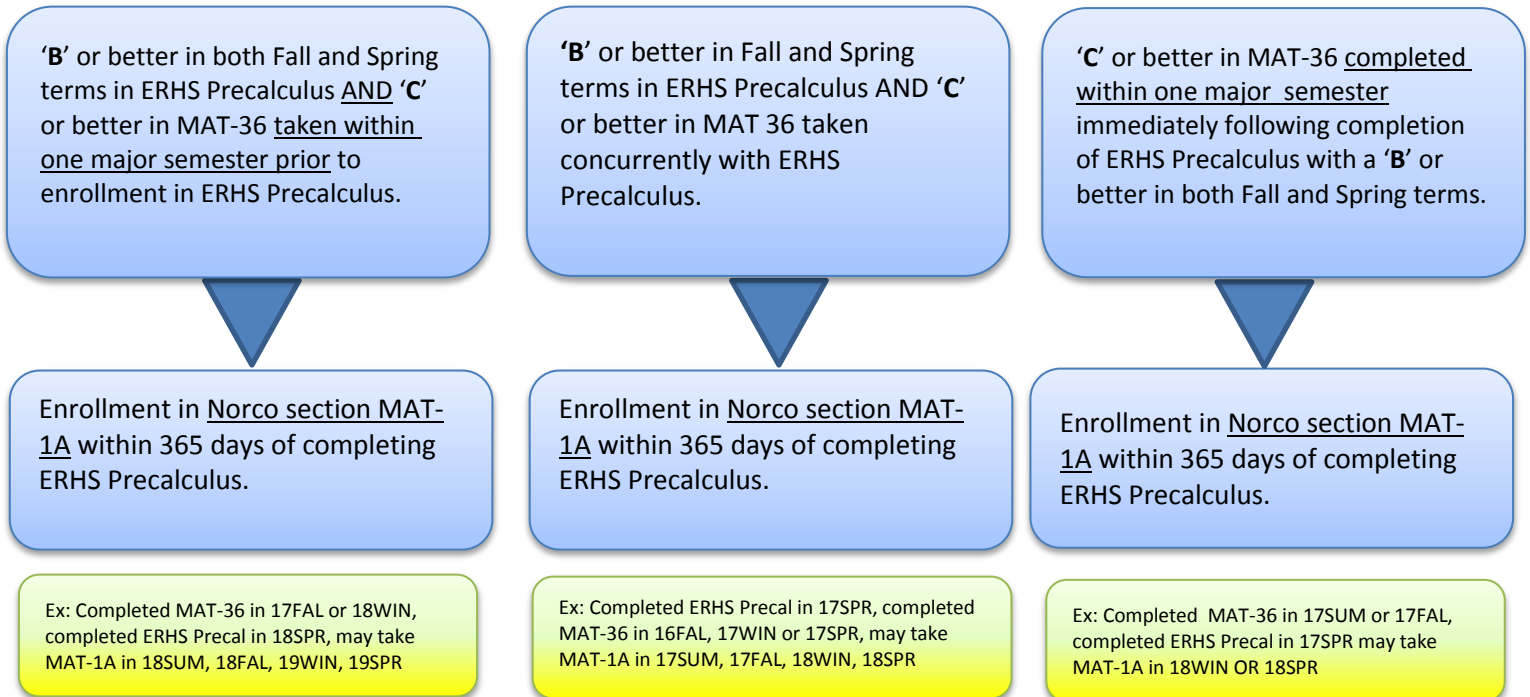
\_\_\_\_\_  
Date

## MATHEMATICS ARTICULATION AGREEMENTS

### INTEGRATED MATH 3 Prerequisite Articulation Agreement



### PRECALCULUS Prerequisite Articulation



For information on fulfilling high school graduation requirements, please see your high school counselor. For questions on this flowchart, please see your high school counselor or math teacher.

## **7. MANDATED ANNUAL STATE REPORTING**

- a. COLLEGE and SCHOOL DISTRICT shall ensure accurate and timely reporting of the total number of full-time equivalent students generated by CCAP partnership community college district participants.
- b. COLLEGE and SCHOOL DISTRICT shall report the annual total number of unduplicated high school student headcount by school site enrolled in each CCAP Agreement are aggregated by gender and ethnicity and shall be reported annually in compliance with all applicable state and federal privacy laws. The COLLEGE shall annually report the student data to the office of the Chancellor of the California Community Colleges. *Sec. 2 (t) (1)(A)*
- c. COLLEGE and SCHOOL DISTRICT shall report the annual total number of community college courses by category and type and by school site enrolled in by this CCAP Agreement. *Sec. 2 (t) (1)(B)*
- d. COLLEGE and SCHOOL DISTRICT shall report the annual total number of the unduplicated high school student headcount and the percentage of successful course completions, by course category and type and by school site. *Sec. 2 (t)(1)(C)*
- e. COLLEGE and SCHOOL DISTRICT shall report the annual total number of full- time equivalent students generated by this CCAP Agreement. *Sec. 2 (t)(1)(D)*
- f. COLLEGE and SCHOOL DISTRICT shall ensure that the point of contact for each site establish protocols for the collection and dissemination of participating student data each semester within 30 days of the end of the term.

## **8. CCAP AGREEMENT DATA MATCH AND REPORTING**

- a. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- b. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

## **9. PRIVACY OF STUDENT RECORDS**

- a. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence,

and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)

- b. **Limitation on Use.** COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)
- c. **Recordkeeping Requirements.** COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.
- d. **Acknowledgement of Receipt of Notice of FERPA Regulations.** By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

## **10. FACILITIES USE**

- a. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.

# Agenda Item (IX-A-1)

Meeting	4/18/2017 - Regular
Agenda Item	Administrative Reports (IX-A-1)
Subject	Agreement for Employee Benefits Consulting Services with Keenan and Associates
College/District	District
Funding	Unrestricted General Fund and Self Insurance Fund
Recommended Action	It is recommended that the Board of Trustees approve the Employee Benefit Consulting Services Agreement with Keenan and Associates from May 1, 2017 through April 30, 2020. Consulting service fees for the life of the service agreement are \$340,849.92 in addition to administrative fees for the Keenan BenefitBridge online enrollment and eligibility system of \$2.50 per employee per month.

---

## Background Narrative:

In December 2016, the Riverside Community College District (RCCD) invited Requests for Proposals (RFP) for consideration in the selection of a health benefits consultant in conjunction with health and welfare benefits provided to approximately 1,200 employees and retirees. The health benefits consultant will conduct ongoing review and analysis of the design and performance of RCCD's current benefit plans and provide analysis of available options and alternatives, as appropriate. This will include assessing rate structures, analyzing utilization of plans, evaluating and negotiating insurance renewals on RCCD's behalf and reviewing claims experience to develop projected costs. The health benefits consultant will meet regularly with the Office of Human Resources and Employee Relations, the benefits committee, administrative staff and employees to provide information concerning developments and trends in employee benefits and new legislation that may affect the District's Plans.

The District's Benefits Committee, with representatives from all employee groups, screened RFP submittals, and unanimously recommended Keenan and Associates to the Chancellor. The Benefits Committee evaluated proposals on the basis of professional expertise, level of services, level of health plan development experience and cost factors, among other vendor criteria. Keenan & Associates has been dedicated to providing innovative insurance solutions for California public schools and community colleges since 1972 and has a local office in the Riverside area.

The agreement is attached for the Board's review and consideration, it will extend the existing contract with Keenan and Associates for an additional three (3) years.

The monthly consulting services fees for the renewal term shall be as follows: May 1, 2017 through April 30, 2018 \$9,281.16; May 1, 2018 through April 30, 2019 \$9,467.00; and May 1, 2019 through April 30, 2020 \$9,656.00.

Commencing May 1, 2017, administrative fees for the Keenan BenefitBridge online enrollment and eligibility system will be invoiced monthly at \$2.50 per employee per month.

Prepared By: Terri Hampton, Vice Chancellor, HR and Employee Relations

## Attachments:

[20170418\\_Amdmnt to Agrmnt for EmpBenConsultServ wKA\\_Amndmnt6\\_Backup](#)

RENEWAL AMENDMENT No. 6

This Amendment hereby amends the Employee Benefits Consulting Services Agreement (“Agreement”) dated February 1, 2012 by and between Keenan & Associates and Riverside Community College District (hereinafter referred to collectively as the “Parties”) as follows:

WHEREAS, the current term of the Agreement shall expire on April 30, 2017; and

WHEREAS, the Parties desire to continue their relationship subject to the terms and conditions outlined in the Agreement;

NOW, THEREFORE, the Parties agree as follows:

The Agreement is hereby renewed for an additional 3 year term beginning on May 1, 2017 and ending on April 30, 2020 (“Renewal Term”). Under the Agreement, Keenan shall continue to include the cost of COBRA Administration and Retiree Billing Administration.

1. Exhibit C. Paragraph A is hereby deleted and replaced with the following:
  - A. Year 1: The monthly Consulting Services fee for the Renewal Term beginning May 1, 2017 through April 30, 2018 shall be payable in twelve (12) equal monthly installments of \$9,281.16 commencing on May 1, 2017.
  - B. Year 2: The monthly Consulting Services fee for the Renewal Term beginning May 1, 2018 through April 30, 2019 shall increase by 2.0% and shall be payable in twelve (12) equal monthly installments of \$9,467.00 commencing on May 1, 2018.
  - C. Year 3: The monthly Consulting Services fee for the Renewal Term beginning May 1, 2019 through April 30, 2020 shall increase by 2.0% and shall be payable in twelve (12) equal monthly installments of \$9,656.00 commencing on May 1, 2019.
2. Addendum to Broker And Consulting Agreement – BenefitBridge Platform, Section 4. Compensation to Keenan, is hereby amended as follows:

Commencing May 1, 2017, Administrative Fees for the Keenan BenefitBridge online enrollment and eligibility system, will be invoiced monthly at \$2.50 per employee per month for the Renewal Term beginning May 1, 2017 through April 30, 2020.
3. All the remaining terms and conditions of the Agreement shall remain unchanged and in full force and effect, and shall govern the conduct of the Parties during the Renewal Term.
4. The effective date of this Amendment is May 1, 2017.
5. Each person signing this Amendment to the Agreement on behalf of a Party represents and warrants that he or she has the necessary authority to bind such Party and that this Amendment is binding on and enforceable against such Party.

*Signature Page Follows This Page*



<u>Riverside Community College District</u>		<u>Keenan &amp; Associates</u>	
<u>Signature:</u>		<u>Signature:</u>	
<u>By:</u>	Aaron S. Brown	<u>By:</u>	John Scatterday
<u>Title:</u>	Vice Chancellor, Business and Financial Services	<u>Title:</u>	Senior Vice President
<u>Address:</u>	3801 Market Street	<u>Address:</u>	1111 Broadway , Ste. 2000
	Riverside, CA 92501		Oakland, CA 90647
<u>Attention:</u>	Terri L. Hampton	<u>Attention:</u>	Debra Yorba





## Agenda Item (IX-A-2)

Meeting 4/18/2017 - Regular

Agenda Item Administrative Reports (IX-A-2)

Subject Resolution No. 48-16/17 Authorizing the Chancellor, or Designee, of the District to Layoff and Reduce Hours of the Classified Service

College/District District

Funding

Recommended Action It is recommended that the Board of Trustees adopt Resolution Number 48-16/17, authorizing the Chancellor, or Designee, of the District to layoff and reduce hours of the classified service and send appropriate notification to impacted employees.

---

### Background Narrative:

Funding for the Upward Bound grant at Norco College may be ending on May 31, 2017. With the expiration of the grant and the loss of funding to support the positions, the College will be forced to layoff the following positions:

Director, Upward Bound

Grants Administrative Specialist

Outreach Specialist Upward Bound

The office of Human Resources and Employee Relations will meet with the affected employees to advise them of possible re-employment opportunities.

Prepared By: Terri Hampton, Vice Chancellor, HR and Employee Relations

### Attachments:

[20170418\\_Res No 48-16-17\\_Layoff and Reduce Hours of the Clsfd Serv\\_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Resolution No. 48-16/17

Resolution of the Board of Trustees of Riverside Community College District Authorizing the Chancellor, or Designee, of the District to Layoff and Reduce Hours of the Classified Service

WHEREAS, funds and/or work load have been eliminated/reduced; and

WHEREAS, projected funding levels and/or work load for a classified position load has been eliminated or reduced, the Governing Board of the Riverside Community College District (“District”) hereby finds it necessary and in the best interest of the District to reduce the classified services as specified below:

<u>Position Title</u>	<u>Department</u>	<u>FTE</u>	<u>College</u>
Director, Upward Bound	Trio	.50	Norco College
Grants Administrative Specialist	Trio	.34	Norco College
Outreach Specialist Upward Bound	Trio	1.0	Norco College

NOW THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED that, as of the end of the workday on June 21, 2017, the classified positions specified herein shall be reduced to the extent set forth in accordance with California Education Code §88017;

BE IT FURTHER RESOLVED, DETERMINED, AND ORDERED that the Board of Trustees, Chancellor, or Designee, of the District is authorized and directed to give notice of layoff to all affected employees and to the appropriate exclusive bargaining representative no later than 60 days prior to the effective date of layoff as set forth above.

ADOPTED this 18th day of April, 2017.

\_\_\_\_\_  
President of the Board of Trustees

ATTEST:

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

## Agenda Item (IX-A-3)

Meeting	4/18/2017 - Regular
Agenda Item	Administrative Reports (IX-A-3)
Subject	Summer Workweek
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees approve the four-ten hour day workweek from June 12, 2017 through August 18, 2017 for Classified and Confidential support staff; contingent upon CSEA ratification.

---

### Background Narrative:

In an effort to afford classified employees the opportunity to spend quality time with their families during the summer months, the District and CSEA have agreed to activate a four-ten workweek for 2017 summer, as described below:

1. The four-ten schedules will start June 12, 2017 and will end August 18, 2016.
2. Full-time classified employees who work Monday through Friday schedules will work ten (10) hours per day during the four (4) days Monday through Thursday of each week with the following exceptions:
  - a. Offices that are required to serve the needs of the District and/or the public Monday through Friday will provide staffing for the five (5) days.
  - b. For employees working schedules other than those noted in item #2 above, options for alternate work plans may be developed. The immediate supervisor shall schedule classified employees with input from the employees involved, and in consultation with CSEA. Such scheduling shall remain the same for the entire summer. Any exceptions will be approved and communicated by the appropriate President, Vice-President, Vice Chancellor or Chief of Staff to the immediate supervisor.
  - c. Those employees choosing not to participate in the alternate workweek schedule may be reassigned to an alternative work location if his/her regular work site is closed as a result of the summer schedule.
3. Part-time classified employees with supervisor approval may have their work hours adjusted to accommodate the four-ten summer workweek, but the total number of hours shall not increase the total number of hours worked in a week.
4. For the week of July 4, 2017, the District will revert back to a five-day, 40-hour workweek.
5. Except for the week of July 4, 2017, employees taking advantage of the alternate workweek summer schedule, all full-day absences (vacation, sick, bereavement, etc.) will be reported in increments of ten (10) hours, not to exceed forty (40) hours in a workweek.
6. Classified employees who do not wish to participate or be reassigned to an alternative work location during the four-ten hour day workweek have the option of using vacation, compensatory time off, or may request a reduced workload. All requests are subject to supervisory approval.

This schedule enables our valued classified employees the opportunity to exercise work-life balance during a time when families traditionally bond. The District supports the 4/10 schedule and asks you to approve the recommendation.

Prepared By: Terri Hampton, Vice Chancellor, HR and Employee Relations

**Attachments:**

[20170418\\_Summer Workweek MOU](#)

MEMORANDUM OF UNDERSTANDING  
Between  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
And  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 535

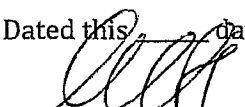
**2017 SUMMER WORKWEEK**


The Riverside Community College District (hereinafter "District") and the California School Employees Association, Chapter 535 (hereinafter "CSEA"), have agreed to activate a four-ten workweek for 2017 summer, as described below:

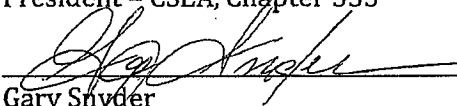
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  - a. Offices that are required to serve the needs of the District and/or the public Monday through Friday will provide staffing for the five (5) days.
  - b. For employees working schedules other than those noted in item #2 above, options for alternate work plans may be developed. The immediate supervisor shall schedule classified employees with input from the employees involved, and in consultation with CSEA. Such scheduling shall remain the same for the entire summer. Any exceptions will be approved and communicated by the appropriate President, Vice-President, Vice Chancellor or Chief of Staff to the immediate supervisor.
  - c. Those employees choosing not to participate in the alternate workweek schedule may be reassigned to an alternative work location if his/her regular work site is closed as a result of the summer schedule.
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6. Classified employees who do not wish to participate or be reassigned to an alternative work location during the four-ten hour day workweek have the option of using vacation, compensatory time off, or may request a reduced workload. All requests are subject to supervisory approval.

This agreement is subject to approval per CSEA Policy 610 and by the RCCD Governing Board of Trustees.

Dated this \_\_\_\_\_ day of April, 2017

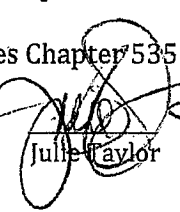
  
\_\_\_\_\_  
Gustavo Segura  
President - CSEA, Chapter 535

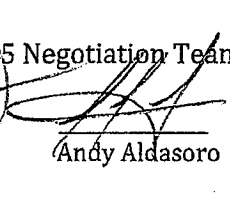
  
\_\_\_\_\_  
Terri L Hampton, D.P.A.  
Vice-Chancellor - HRER

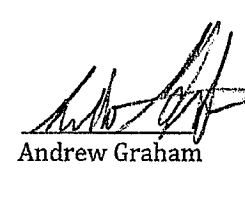
  
\_\_\_\_\_  
Gary Snyder  
Labor Relations Rep CSEA

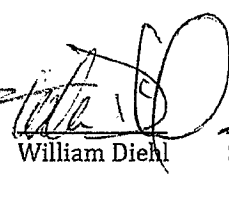
RCCD Employees Chapter 535 Negotiation Team

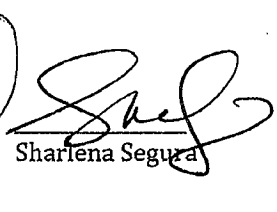
  
\_\_\_\_\_  
Marie McCarthy

  
\_\_\_\_\_  
Julie Taylor

  
\_\_\_\_\_  
Andy Aldasoro

  
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Andrew Graham

  
\_\_\_\_\_  
William Diehl

  
\_\_\_\_\_  
Sharlena Segura

# Agenda Item (XII-A)

Meeting	4/18/2017 - Regular
Agenda Item	Business From Board Members (XII-A)
Subject	Appointment of Individuals to the Measure C Citizens' Bond Oversight Committee
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees consider the applications submitted by individuals interested in serving on the Measure C Citizens' Bond Oversight Committee and select one individual to serve in the open category -- Member of a Bona-Fide Taxpayers Organization--for initial two-year terms.

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## Background Narrative:

When vacancies occur on the RCCD Measure C Citizens' Bond Oversight Committee (CBOC)—either through resignation or the completion of a member's term—it is the responsibility of the Board of Trustees to select and appoint individuals to fill those vacancies. CBOC currently has openings in two categories: Community-at-large, Member of a College Support Organization. Notices advertising the vacancies were placed on the District website and affiliated social media sites, in local print media, and through direct contact with current and former CBOC members, and local community and business sources. A CBOC applicant matrix and applications are submitted to the Board of Trustees for consideration.

Prepared By: Michael Burke, Ph.D., Chancellor  
Peggy Cartwright, AVC, Strategic Communications and Institutional Advancement

## Attachments:

[CBOC Application Matrix\\_4\\_18\\_2017](#)  
[CBOC Applications\\_4\\_18\\_2017](#)

Applicant Matrix  
 Member Bona-Fide Taxpayers Organization  
 April 18, 2017

Applicant	Bone-Fide Taxpayers Organization	City of Residence	Business Community	College Support Organization	Community Member at-Large	Senior Citizen Organization	Student
MaryAnn Bowman	X	Riverside					
Jason Hunter	X	Riverside					

Current Members

Name	Category	Residence
Morrie Barembaum	Community Member at-Large	Corona
Susan Cash	Senior Citizen Organization	Riverside
James Cuevas	Business Community	Riverside
Clark DuPont	Community Member at-Large	Riverside
Raymond Hicks	College Support Organization	Riverside
Tyrone Macedon, Sr.	Student	Moreno Valley

**Application for Appointment  
Citizens' Bond Oversight Committee  
Riverside Community College District**

California law requires certain persons to be represented on the Citizens' Bond Oversight Committee (Committee). Please indicate all Committee designations for which you are qualified:

- **Business Representative** Company Name: \_\_\_\_\_
- **Active Member of a Senior Citizen Group** Group Name: \_\_\_\_\_
- **Member of a Taxpayer Organization** Organization Name: Howard Jarvis
- **RCCD Student Organization/Student Club** Org. Name: \_\_\_\_\_
- **Member of a College Support Organization** Org. Name: \_\_\_\_\_
- **Member of the San Bernardino and Riverside Counties Central Labor Council**
- **At-Large Community Member**

*If possible, please provide a contact person and phone number for the organization in which you are active. The College District may contact these organizations to verify your participation. Attach extra sheets, if necessary, to complete this application.*

**General Information:**

Name: Dr. Mary Ann Bowman  
Home Address: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Employer Information:**

Name of Employer: Rialto USD - Frisbie Middle School  
Work Address: 182 E. Walnut Ave. Rialto, Cal. 92376  
Work Telephone: 909. 820. 7700 E-mail: rialto.k12.ca.us

**Educational Background** (optional; you may attach a resume or additional pages, if needed):

College and/or University: Univ. of La Verne  
Degree/Major: Educational/Organizational Leadership Ed.D  
Vocational and/or Other Institution: —  
Certificate/Technical Training: —

**Additional Information:**

1. Have you been a member of any College District committee? Yes  No If yes, if what capacity?
2. Are you or have you or anyone in your immediate family ever been employed by the District? Yes  No  If yes, please explain: \_\_\_\_\_
3. List present or past membership in any community service (e.g., volunteer, civic or youth) organizations: Oversight Community Riverside School District (current)  
San Bernardino City Schools District (past)



4. List participation in professional seminars, workshops or organizations: Professional development for instructional practices / educational webinars.

**Qualifications:**

Describe your training and experience in finance, facilities, and/or construction. (Attach a resume or additional pages, if needed.) none

**Please answer the following questions:**

5. How long have you been a resident within the College District? 28 Years \_\_\_ Months

6. Do you have any family members who now attend (or have attended) one of the RCCD campuses or educational centers?  Yes \_\_\_ No If yes, which campus or center: Riverside Community College main campus / Moreno Valley / Norco Campuses

7. Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Citizens' Bond Oversight Committee? \_\_\_ Yes  No If yes, please explain: \_\_\_\_\_

8. Why you would like to be appointed to this Committee? (Attach additional pages, if needed.) \_\_\_\_\_

I am interested in an opportunity to serve my community / the school community to become an active member of my community of residence.

Are you a vendor, contractor or consultant of the College District? \_\_\_ Yes  No If yes, please explain: \_\_\_\_\_

9. Are you available to attend Committee meetings on weeknights?  Yes \_\_\_ No If no, please explain. \_\_\_\_\_

**Certificate of Applicant:**

All answers and statements in this document are true and complete to the best of my knowledge and belief.

Signature: Dr. Mangana Barma Date: 3/28/2017

Completed signed applications should be returned to the RCCD Office of Public Affairs, 4800 Magnolia Ave., Riverside, CA 92506 or fax to (951) 682-5943. Please be aware that completed applications are public records available for public review. If you have any questions, please call 951-222-8857.

## **Mary Ann Bowman**

### **Career Objective:**

My objective is become the Curriculum Coordinator for San Bernardino County Superintendent of Schools. I would like to partner with educators to strengthen their knowledge and skill capacity that result all students reaching their academic goals. I am eager to take on a leadership role that gives me an opportunity to utilize my skills in curriculum design, assessment design, intervention protocols, and team building. I would like to work with parents and community leaders to build awareness, participation, and involvement in providing all children with an exceptional learning experience.

### **Career History:**

**2015-(2 months)-Process Consultant-Closed Eyes Open Heart Non-profit, Jason McCullough, Chairman/Executive Director**

- Provided support to onboard a new member into the organization.
- Coached and mentored the president to train new employee.
- Coached and mentored each member as needed.
- Provided feedback to enhance technology use to manage volunteer base and communicated effectively through the use of technology.
- Assisted in the coordination of a launching event by bringing in an event planner.
- Provided minutes taken at each meeting to document our progress.
- Conducted a Needs Assessment to identify the needs of the organization.
- Clarified roles of members to help organization function more effectively
- Assisted with revision of mission statement, job descriptions, and organizational protocols for working with volunteers.
- Successfully completed agreements within two months as expected

**2005- present –Certificated Academic Site Coach- Rio Vista Elementary, Charles Brown, Principal (Promoted)/ (Resent change in administration) Martha Martinez, Principal**

- Classroom Teacher in grades 3<sup>rd</sup> to 6<sup>th</sup>
- Facilitated and designed English Language Arts common assessments for grades K-5 for 5 years.
- Observed teachers and provide non-evaluative feedback on their teaching practices for Mainstream and English Language Learners and for classroom management maintaining an effective learning environment
- Designed and modeled lessons that demonstrate effective research-based instructional strategies that engages all students.
- Participated in monthly data reflections to analyze and discuss student data to provide teachers with specific strategies designed to improve performances of all students.
- Assisted and facilitated professional development workshops and training for grades K-5 to help teachers to implement and embed state standards into their

- instructional plans.
- Co- facilitated Curriculum Alignment and “unpacking” of State standards to help teachers to plan their instructional approach that will meet the needs of their students and to enhance learning.
  - Facilitated the design and plan for teaching Writing through the use of GLAD and Step Up for grades K-5.
  - Case Manager for the Student Study (Mainstream) and Language Appraisal Teams (English Language Learners) to ensure students’ needs are addressed and Tier 2 interventions are in place that meets individual student’s needs. Provide input on the discussions and next steps for these students being monitored for possibility of Tier 3 intervention.
  - Monitored the implementation and effectiveness of CORE curriculum, Universal Access, Response to Intervention, and all intervention programs being used
  - Served on the Administrative Cabinet for the purpose of planning and designing for the improvement of instruction and learning for teachers and students on site
  - Attended professional development workshops and training to delivered feedback to the administrative team and provided ongoing instructional support to staff of teachers.
  - Modeled lessons in areas of ELA and Math to K-5 teachers.
  - Designed, coordinated, and taught in a learning center in 2005 to provide intensive instruction to meet the needs of Mainstream and English Language Learners who performed at Far Below basic on California Standards Tests
  - Served as site liaison for reporting and retrieving information from other departments for compliance with QEIA accountability
  - Provided timely and accurate updates to the QEIA database with professional development hours of teaching staff
  - Monitor student performances and effectiveness of instruction based on data collected through common assessments, CST’s, diagnostic tests, benchmarks, and AIMSweb for the purpose of improving instruction and learning.
  - Coached and mentor new teachers to the profession
  - Assisted STAR Coordinator with state testing
  - Monitored the implementation of Universal Access and Response to Intervention for grades K-5. Provide teachers with feedback and support.
  - Provided teachers with written and oral feedback that supports the best teaching practices for all students, including English Language Learners.
  - Provided Tier 2 Reading intervention to students in grades 3<sup>rd</sup> to 5<sup>th</sup> in the RtI
  - Designed the RtI protocol for use of minutes and pacing in that block for Tier 2 instructional expectations.

**2005-2006- PAR Consulting Teacher- San Bernardino City USD-Hanna Ward, Human Resources Director (retired)**

- Consulted tenured and non-tenured teachers to improve their instructional and management strategies to meet the diverse needs of their students.
- Provided teachers with classroom management strategies, analyzing of student data and work to plan instruction, modeled lessons demonstrating effective use of SAIDE and GLAD strategies to enhance learning of English Language Learners,

- and design of rigorous lesson plans to engage students.
- Supported teachers in implementing BLOOMS comprehension strategies and other effective resources.
- Facilitated professional development workshops on effective delivery and management of CORE curriculum, lesson planning, use of assessments and data to plan next steps for student learning.
- Observed and provide non-evaluative feedback to teachers. Maintained confidential logs of events and recommendations that were used to document actions and responses from the teachers being monitored.

**1999-2005- Classroom Teacher/Mentor-Lankershim Elementary, Marv Johnson, Principal (retired)**

- Implemented CORE curriculum to provide students with rigorous instruction that engaged students of an At-risk population and diverse needs, including language.
- Provided students with motivation, encouragement, and support in an environment that was safe to take risks.
- Increased student performances and learning through instructional practices that meet the needs of At-risk student populations in grades 4 to 6.

**Dissertation Topic**

- Teachers' Efficacy: A Case Study on the Effects of Writing Instruction on Fourth Grade Students in Urban, Low Socioeconomic, and Low Performance Schools in the Inland Empire

**Professional Development**

- ELPD, GLAD, GATE, Equity/Diversity all SBCUSD 2011
- California Association of Bilingual Educators (CABE) 2012
- National Association of Black Educators (NABE) 2010
- Certificated Academic Site Coach 2010
- Professional Learning Communities through SBCUSD 2008
- AIMSweb Progress Monitoring
- Data Director
- Bookroom Guided Reading Materials
- Screening/ Placement, Running Records, and Guided Reading Instruction
- Step Up, Build Up, and Spiral Up Phonics Intervention Program
- UNRAVEL/ 12 Powerful Words- Larry Bell
- Step Up to Writing
- Moving Into English
- 6 Minute Fluency
- Curriculum Alignment of ELA
- Kaleidoscope A and B
- MODEL/PBiS
- SBCUSD Aspirating Administration Workshop 2005, 2014
- Systematic Instruction on Phonics and Phonemic Awareness (SIPPS)

- Student Study Team Protocol (SST)/ Language Appraisal Team (LAT)
- Kaleidoscope Phonics and Phonemic Awareness Reading Program
- SWUN Math 2011
- AB 472 Language Arts/Math

### **Participation**

- Rigorous Curriculum Designer for English Language Arts
- District Coaching and Mentoring Community Member
- District Multiple-Tiered Support Systems (MTSS) Community Member
- District Committee Member to Design Writing Protocol, Rubric Design, and Assessments
- Science and Social Studies Curriculum Review
- Language Arts and Math Curriculum Review
- Team member for design of School site Single Plan for Rio Vista
- Transformation of Rio Vista in compliance with QEIA
- QEIA Site Liaison

### **Education**

- University of La Verne, Educational and Organizational Leadership Ed. D Aug. 2015
- MS Educational Management/Innovation-Western Governor's University 2008
- Administrative Preliminary Credential (tested/passed) -2008
- BS Liberal Studies-Regents College 1997
- Multiple Subjects Credential CLAD- California State University San Bernardino 2001
- Professional Clear Multiple Subjects Credential Expiration Date 2016

**Application for Appointment  
Citizens' Bond Oversight Committee  
Riverside Community College District**

California law requires certain persons to be represented on the Citizens' Bond Oversight Committee (Committee). Please indicate all Committee designations for which you are qualified:

- **Business Representative** Company Name: \_\_\_\_\_
- **Active Member of a Senior Citizen Group** Group Name: \_\_\_\_\_
- **Member of a Taxpayer Organization** Organization Name: Howard Jarvis Taxpayers' Association
- **RCCD Student Organization/Student Club** Org. Name: \_\_\_\_\_
- **Member of a College Support Organization** Org. Name: \_\_\_\_\_
- **Member of the San Bernardino and Riverside Counties Central Labor Council**
- **At-Large Community Member**

*If possible, please provide a contact person and phone number for the organization in which you are active. The College District may contact these organizations to verify your participation. Attach extra sheets, if necessary, to complete this application.*

**General Information:**

Name: Jason Hunter  
Home Address: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Employer Information:**

Name of Employer: self  
Work Address: \_\_\_\_\_  
Work Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Educational Background** (optional; you may attach a resume or additional pages, if needed):

College and/or University: MIT / University of Texas  
Degree/Major: SB / MBA  
Vocational and/or Other Institution: \_\_\_\_\_  
Certificate/Technical Training: \_\_\_\_\_

**Additional Information:**

1. Have you been a member of any College District committee?  Yes  No If yes, if what capacity?
2. Are you or have you or anyone in your immediate family ever been employed by the District?  Yes  No If yes, please explain: \_\_\_\_\_
3. List present or past membership in any community service (e.g., volunteer, civic or youth) organizations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. List participation in professional seminars, workshops or organizations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Qualifications:**

Describe your training and experience in finance, facilities, and/or construction. (Attach a resume or additional pages, if needed.) Degree in engineering (civil, w/4 yr experience), working on small, medium, large (billion+ \$) projects - design, and construction management. MBA with a concentration in finance, 20 years experience with medium and large companies working in all aspects of finance

**Please answer the following questions:**

5. How long have you been a resident within the College District? 7 Years 6 Months  
6. Do you have any family members who now attend (or have attended) one of the RCCD campuses or educational centers? Yes  No If yes, which campus or center: \_\_\_\_\_

7. Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Citizens' Bond Oversight Committee? Yes  No If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Why you would like to be appointed to this Committee? (Attach additional pages, if needed.) \_\_\_\_\_  
Would like to contribute my time, experience, and energy to my local community. I've always felt RCCD has been a tremendous asset to the area

Are you a vendor, contractor or consultant of the College District? Yes  No If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

9. Are you available to attend Committee meetings on weeknights?  Yes No If no, please explain. \_\_\_\_\_  
\_\_\_\_\_

**Certificate of Applicant:**

All answers and statements in this document are true and complete to the best of my knowledge and belief.

Signature:  Date: 4/5/17

Completed signed applications should be returned to the RCCD Office of Public Affairs, 4800 Magnolia Ave., Riverside, CA 92506 or fax to (951) 682-5943. Please be aware that completed applications are public records available for public review. If you have any questions, please call 951-222-8857.

## Agenda Item (XII-B)

Meeting 4/18/2017 - Regular

Agenda Item Business From Board Members (XII-B)

Subject Recognition of Outgoing Citizens' Bond Oversight Committee Members

College/District District

Information Only

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### Background Narrative:

RCCD Measure C Citizens' Bond Oversight Committee (CBOC) members are eligible to serve three, two-year terms. Upon completion of their term(s) it is appropriate for the Board of Trustees to officially recognize the contributions and stewardship of these committee members. Through their efforts, the Board of Trustees and the public is assured that public monies approved by voters through the general obligation bond measure in 2004 are spent in accordance with Proposition 39 and the ballot measure. In February 2017, one individual completed the third two-year terms of service on the CBOC: Mr. Jeff Kraus. During six years of service on the committee, Mr. Kraus proved to be dedicated, engaged and responsive in performing required oversight duties. Through his participation, he helped ensure that RCCD students and local communities benefit from high quality, accessible learning environments.

Prepared By: Michael Burke, Ph.D., Chancellor  
Peggy Cartwright, AVC, Strategic Communications and Institutional Advancement

### Attachments:

None.



# Agenda Item (XII-C)

Meeting 4/18/2017 - Regular

Agenda Item Business From Board Members (XII-C)

Subject Update from Members of the Board of Trustees on Business of the Board.

College/District District

Information Only

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## Background Narrative:

Members of the Board of Trustees will briefly share information about recent events/conferences they attended since the last meeting, including any updates regarding the following assigned associations:

Association of Community College Trustees (ACCT)

Association of Governing Board of Universities and Colleges (AGB)

California Community College Trustees and Legislative Network (CCCT)

Community College League of California (CCLC)

Latino Trustees Association

Inland Valleys Trustees and CEO Association

African-American Organizations Liaison Riverside Branch - NAACP

Hispanic Chambers of Commerce: Corona, Moreno Valley, and Riverside

Chambers of Commerce: Corona, Moreno Valley, Norco and Riverside

Riverside County School Board Association

Riverside County Committee on School District Organization

Alvord Unified School District Ad-Hoc Committee

At the September 20, 2016 Board of Trustees meeting, the Board approved the attached goals and may wish to address them.

Prepared By: Chris Carlson, Chief of Staff & Facilities Development

## Attachments:

[BOT Goals](#)



## Board Goals for 2016-2017

### **1. Create and implement a process/ program to study emerging and persistent issues impacting the college.**

- 1.1. Board holds workshops on identified issues and becomes better informed
  - 1.1.1. Board to hold workshop to identify subjects to be studied and identify the process to be used for such reviews.
  - 1.1.2. Develop a calendar for Board workshops
  - 1.1.3. In 2016/17 review implementation and value of workshops.
    - 1.1.3.1. 06/30/2017.

### **2. Study the relationship between the 3 colleges and establish a model to equalize services and funding.**

- 2.1. Board adopts by 5/31/17 new policies on issues affecting the balancing of services and funding among the colleges.
  - 2.1.1. Hold a Board workshop before 1/1/17 on the factors to be considered for review and evaluation
  - 2.1.2. Review models from other multi-college districts for equalization of services and funding.
  - 2.1.3. Consider Chancellor's recommended model for equalization of funding and services.
  - 2.1.4. Adopt a model by 5/31/17.
    - 2.1.4.1. 05/31/2017.

### **3. Update Board policies to reflect expansion to 3 colleges in the District.**

- 3.1. Board identifies, reviews, and adopts revised policies by 6/30/17
  - 3.1.1. Assign task to appropriate Board committee.
  - 3.1.2. Identify and review appropriate Board policies requiring updates.
  - 3.1.3. Board review and adoption of revised Board policies by 6/30/17
    - 3.1.3.1. 06/30/2017.

### **4. Improve Board relations and seek consensus on issues to act as a team.**

- 4.1. Board evaluates and reports on improved relations by 1/1/17.
  - 4.1.1. Board to adjust behavior by listening more before speaking, seeking related data, asking questions rather than making statements, and seeking a solution that contains the elements from all members of the Board.
  - 4.1.2. Periodically self-evaluate the Board's practices and behavior.
  - 4.1.3. Thru the Board chair mentor Board members that are struggling with this goal.
    - 4.1.3.1. *On-going, but no later than 01/01/2017.*

### **5. Review District's governing budget policies and update where needed to reflect the Board's direction.**

- 5.1. Board adopts revised budget policies by 4/30/17.
  - 5.1.1. Board to seek models of Board policies affecting District budgets.
  - 5.1.2. Board to identify its budget goals to be included in updated Board budget policies.
  - 5.1.3. Board considers and adopts Board policies to be used to guide.
    - 5.1.3.1. 04/30/2017.

**6. Improve communications w/ Chancellor & among members of the Board of Trustees.**

- 6.1. Board & Chancellor participation in a communications training session.
- 6.2. Board and Chancellor resolve any communications issues by 1/1/17.
  - 6.2.1. Meet with Chancellor to identify communication difficulties and potential resolutions.
  - 6.2.2. Obtain communications training for the Board and Chancellor to resolve difficulties.
  - 6.2.3. Evaluate communications with Chancellor by 1/1/17.
    - 6.2.3.1. *As quickly as possible, but not later than 01/01/2017.*

## Agenda Item (XIII-A)

Meeting	4/18/2017 - Regular
Agenda Item	Closed Session (XIII-A)
Subject	Pursuant to Government Code Section 54957, Public Employee Discipline/Dismissal/Release
College/District	District
Funding	n/a
Recommended Action	To be Determined

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### Background Narrative:

None.

Prepared By: Michael Burke, Ph.D., Chancellor

### Attachments:

None.