

**Board of Trustees - Regular Meeting
Tuesday, May 16, 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.

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 April 4, 2017](#)

Recommend approving the April 4, 2017 Board of Trustee Regular/Committee minutes as prepared.

B. [Minutes of the Board of Trustees Regular Meeting of April 18, 2017](#)

Recommend approving the April 18, 2017 Board of Trustee Regular meeting minutes as prepared.

III. PUBLIC HEARING (NONE)

IV. CHANCELLOR'S REPORTS

A. [Chancellor's Communications](#)

Information Only

B. [Institutional Effectiveness Framework of Indicators for FY 2017-2018](#)

Recommend approving the FY 2017-2018 Institutional Effectiveness Framework of Indicators developed and adopted by each college to measure ongoing conditions; and the District's goals for Fiscal Viability and Programmatic compliance.

C. [Five to Thrive Presentation on Riverside City College's Jazz Program](#)

Information Only

- D. [Healthcare Update](#)
Information Only
- E. [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\$5,278,290 and District Warrant Claims totaling\$5,123,864.
- 2. Budget Adjustments
 - a. [Budget Adjustments](#)
Recommend approving the budget transfers as presented. It is further recommended that the Board of Trustees authorize making the necessary balancing transfers among the various accounts and funds of the district.
- 3. Resolution(s) to Amend Budget
 - a. [Resolution No. 50-16/17 – 2016-2017 State of California Employment Training Panel – #17-0428](#)
Recommend approving adding the revenue and expenditures of \$539,176 to the budget.
 - b. [Resolution No. 51-16/17 – 2016-2017 Full-Time Student Success Grant](#)
Recommend adding the revenue and expenditures of \$13,000 to the budget.
 - c. [Resolution No. 52-16/17 – 2016-2017 Apprenticeship Apportionment](#)
Recommend adding the revenue and expenditures of \$30,367 to the budget.
- 4. Contingency Budget Adjustments (None)
- 5. Bid Awards
 - a. [Selection of an Independent Audit Firm to Perform District, Proposition 39 \(Measure C\), and Foundation Audit Services](#)
Recommend approving entering into agreements with Vavrinek, Trine, Date & Co., LLP (VTD) to perform annual District audit services and Vicenti, Lloyd, Stutzman, LLP (VLS) to perform Proposition 39 Measure C and Foundation audit services, for fiscal years 2016-2017 through 2020-2021.

- b. [Bid Award for Applied Technology Building Roof Tile Replacement Project](#)
Recommend awarding Bid Number 2016/17-20, Applied Technology Building Roof Tile Replacement Project in the total amount of \$384,948 to C.I. Services, Inc.
 - c. [Selection of First Class Vending to provide Food and Beverage Vending Services District Wide](#)
Recommend authorizing the selection of First Class Vending to provide Food and Beverage Vending Services District wide.
 - d. [Purchase Haworth Office Furniture from Total Plan Business Interiors, Inc., Utilizing the U.S. Communities Government Purchasing Alliance Contract No. 4400003402](#)
Recommend approving the purchase of Haworth office furniture from Total Plan Business Interiors, Inc., using U.S. Communities Government Purchasing Alliance Contract No. 4400003402, through December 31, 2017, with an option to renew for three (3) additional one (1) year periods.
6. Grants, Contracts and Agreements
- a. [Contracts and Agreements Report Less than\\$88,300 – All District Resources](#)
Recommend ratifying contracts totaling \$925,624 for the period of March 1, 2017 through April 30, 2017.
 - b. [Amendment No. 1 for Implementing the National Center for Supply Chain Automation Grant with Sinclair Community College](#)
Recommend approving Amendment No. 1 for an additional grant year in the amount of \$83,000 with Sinclair Community College.
7. [Out-of-State Travel](#)
Recommend approving out-of-state travel.
8. Other Items
- a. [Surplus Property](#)
Recommend by unanimous vote 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.

VII. CONSENT AGENDA INFORMATION

- A. [CCFS-311Q – Quarterly Financial Status Report for the 3rd Quarter Ended March 31, 2017](#)
Information Only
- B. [Monthly Financial Report for Month Ending – April 30, 2017](#)
Information Only

VIII. BOARD COMMITTEE REPORTS

- A. Governance
 - 1. [Board Policies for Approval and Second Reading](#)
Recommend approving 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.

C. Planning and Operations (None)

D. Resources

1. [RCCD EEO Fund Multiple Method Certification](#)

Recommend approving the RCCD EEO Fund Multiple Method Certification Form and authorize Human Resources and Employee Relations to submit it.

E. Facilities

1. [Agreement Amendment No. 5 for the Culinary Arts Academy/District Office Building and Agreement Amendment No. 5 for the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts Building Projects with LPA, Inc.](#)

Recommend approving Agreement Amendment No. 5 with LPA, Inc. in the amount of \$22,646 for the CAA/DO project; and Agreement Amendment No. 5 with LPA, Inc., in the amount of \$66,287 for the CSA project.

2. [Agreement Amendment No. 5 for Project Labor Administration with Padilla & Associates, Inc.](#)

Recommend approving Agreement Amendment No. 5 in the amount not to exceed \$32,368 for project labor administration with Padilla & Associates, Inc. for the two remaining construction projects: 1) the Culinary Arts Academy/District Office Building; and 2) the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts Building; and extend their services through August 31, 2017, based on an anticipated Notice of Completion filed for both projects.

IX. ADMINISTRATIVE REPORTS

A. Vice Chancellors

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 an Ad Hoc Committee on Norco Partnerships](#)

Recommend appointing two governing board members to serve an Ad Hoc Committee on Norco Partnerships.

B. [Annual Self Evaluation for Board of Trustees](#)

Recommend reviewing and discussing the results of the Board of Trustees' annual self evaluation, review the goals from 2016-2017 and provide direction for establishing goals for 2017-2018.

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	5/16/2017 - Regular
Agenda Item	Approval of Minutes (II-A)
Subject	Minutes of the Board of Trustees Regular/Committee Meeting of April 4, 2017
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommend approving the April 4, 2017 Board of Trustees Regular/Committee meeting minutes as prepared.

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

Attachments:

[04042017 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 APRIL 4, 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
Luis Velazco Miranda, Student Trustee

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. Patrick Pyle, General Counsel

Guests Present

Mr. Bradley E. Neufeld, attorney, Varner & Brandt

Student Trustee Luis Velazco Miranda led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Mr. Joey Mendoza commented on the importance of the Brown Act; thanked the Board for the Culture of Care; and spoke of centers for undocumented students.

COMMENTS FROM THE PUBLIC

The Committee Chair Virginia Blumenthal convened the meeting at 6:07 p.m. Committee members in attendance: Michael L. Burke, Ph.D., Chancellor; Academic Senate Representative: Dr. Mark Sellick (Riverside City College/RCCD); ASRCCD Representative: Mr. Leonardo Santiago; CTA Representative: Dr. Rhonda Taube; and Management Association Representative: Dr. Melody Graveen (MVC)

GOVERNANCE COMMITTEE

Mr. Pyle reviewed Board Policy and Administrative Procedure 4100 – Graduation Requirements for Degrees and Certificates,

Board Policy for First Reading

formalizing existing practices, which will presented to the Board for First reading at the April 18 regular Board Meeting. Discussion followed.

Mr. Neufeld delivered a presentation on the Brown Act and current updates. Discussion followed.

Presentation on the Brown Act

The committee adjourned the meeting at 7:46 p.m.

Adjourned

The Committee Chair Tracey Vackar convened the meeting at 7:47 p.m. Committee members in attendance: Michael L. Burke, Ph.D., Chancellor; Academic Senate Representative: Dr. Mark Sellick (Riverside City College/RCCD); ASRCCD Representative: Mr. Amofah Brobbey (MVC); CTA Representative: Mr. Peter Boelman (NC); and Management Association representative: Dr. Melody Graveen (MVC)

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 April 18 regular meeting. Discussion followed.

Proposed Curricular Changes

Dr. Reece brought forth to the committee the Agreement for College and Career Access Pathways with Corona-Norco USD Eleanor Roosevelt High School that will be considered by the Board for approval at the April 18 regular Board meeting. Discussion followed.

Agreement for College and
Career Access Pathways with
Corona-Norco USD Eleanor
Roosevelt High School

Mr. Torres presented the committee the RCCD Dashboard Indicators 2009-2016. Discussion followed.

Presentation on RCCD
Dashboard Indicators 2009-
2016

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

Adjourned

RESOURCES COMMITTEE

The Committee Chair Janet Green convened the meeting at 9:01 p.m. Committee members in attendance: Mr. Aaron Brown, Vice Chancellor, Business and Financial Services, Dr. Terri Hampton, Vice Chancellor, Human Resources and Employee Relations; Academic Senate Representative: Dr. Mark Sellick (Riverside City College/RCCD); ASRCCD Representative: Mr. Robbie Bishara (NC); CTA Representative: Mr. Peter Boelman (NC); and Management Association Representative: Dr. Melody Graveen (MVC)

Mr. Brown presented the committee the FY 2017-18 Riverside Community College District Budget Planning. Discussion followed.

Presentation on FY 2017-18
Riverside Community College
District Budget Planning

The committee adjourned the meeting at 9:35 p.m.

The Board adjourned the meeting at 9:36 p.m.

ADJOURNMENT

Agenda Item (II-B)

Meeting	5/16/2017 - Regular
Agenda Item	Approval of Minutes (II-B)
Subject	Minutes of the Board of Trustees Regular Meeting of April 18, 2017
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommend approving the April 18, 2017 Board of Trustees Regular meeting minutes as prepared.

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

Attachments:

[04182017 Minutes](#)

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OF APRIL 18, 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, 92501

CALL TO ORDER

Trustees Present

Virginia Blumenthal, President
Tracey Vackar, Vice-President
Janet Green, Secretary
Mary Figueroa, Board Member
Luis Velazco Miranda, Student Trustee

Trustees Absent

Bill Hedrick, Board Member

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. Peggy Cartwright, Associate Vice Chancellor, Strategic Communications & Institutional Advancement
Ms. LaTonya Parker, Academic Senate Representative, Moreno Valley College
Mr. Sal Soto, Academic Senate Vice President, Moreno Valley College
Ms. Peggy Campo, Academic Senate Representative, Norco College
Dr. Mark Sellick, Academic Senate Representative, District/Riverside City College

Guests Present

Dr. Gustavo Ocegüera, Dean, Grants and Student Equity Initiatives, Norco College
Mr. Justin Mendez, Student Success Coach for Men of Color and Foster Your Initiative, Norco College
Mr. Kenny Solis, Alumni Mentor
Mr. Victor Ayala, Mentor
Mr. Daniel Moscoso, Mentee
Dr. Kara Zamiska, Assistant Professor of Psychology, Norco College
Ms. Debra Yorba, Senior Vice President, Keenan and Associates

Student Trustee Luis Velazco Miranda led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Joey Mendoza spoke regarding the structure of the board meetings.

COMMENTS FROM THE PUBLIC

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

MOTION TO EXCUSE TRUSTEE'S ABSENCE

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

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

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

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

Green/Vackar moved that the Board of Trustees approve amending the agenda to move Consent Agenda Item VI.A.1. Diversity/Human Resources, Academic Personnel; Business from Board Members Agenda Item XII.A.- Appointment of Individuals to the Measure C Citizens' Bond Oversight Committee; and Business from Board Members Agenda Item XII.B.- Recognition of outgoing Citizens' Bond Oversight Committee Members. Motion Carried (4 ayes, 1 absent [Hedrick])

AMEND AGENDA

Green/Vackar moved that the Board of Trustees approve/ratify the listed academic appointments, separations, and assignment and salary adjustments. Motion carried (4 ayes, 1 absent [Hedrick])

Academic Personnel

Vackar/Green moved that the Board of Trustees approve the appointment of MaryAnn Bowman to the Measure C CBOC Committee. Motion carried (4 ayes, 1 absent [Hedrick])

Appointment of Individuals to the Measure C Citizens' Bond Oversight Committee

Recognition from the Board of Trustees of outgoing individuals of the CBOC Committee –Introduction from Peggy Cartwright to present appreciation to Jeff Kraus on serving three terms on the CBOC.

Recognition of Outgoing Citizens' Bond Oversight Committee Members

CHANCELLOR'S REPORTS

Dr. Burke led the award presentation for seventeen professors from the three campuses to the rank of full professor for 2017-2018.

Presentation of Rank of Professor for 2017-2018

Dr. Ocegüera, Mr. Mendez, Mr. Solis, Mr. Ayala and Mr. Moscoso presented the Men of Color Program at Norco College.

Presentation of Men of Color Mentoring Program at Norco College

Dr. Zamiska led a presentation on Working with Millennials: What's Wrong With Kids These Days? Dr. Zamiska expressed that nearly all the students enrolled today are considered Millennials and discussed ways we can support them in the classroom and workplace.

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

Ms. Yorba reported that there are three (3) service tickets open (claims) which are all related to the PPO plan.

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 Norco, Moreno Valley, and Riverside City Colleges and Riverside Community College District.

STUDENT REPORT

CONSENT ITEMS

Action

Figueroa/Vackar moved that the Board of Trustees:

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 \$4,841,121 and District Warrant Claims totaling \$6,690,796;

Purchase Order and Warrant Report – All District Resources

Approve the budget transfers as presented;

Budget Adjustments

Approve adding the revenue and expenditures of \$256,040 to the budget;

Resolution No. 49-16/17 - 2016-2017 CA STEP Grant

Approve the purchase of furniture and fixtures from Krueger International (KL), utilizing the

Purchase Furniture and Fixtures from Krueger International (KI),

Foundation for California Community Colleges Contract Number CB 13-013 through October 2017, with option to renew for one (1) additional term;

utilizing the Foundation for California Community Colleges Contract Number CB 13-013

Item pulled.

Contracts and Agreements Report
Less than \$87,800 – All District Resources

Approve the agreement for ETP Award 17-0428 with the State of California for \$539,176;

Agreement for Employment Training Panel (ETP) Award 17-0428

Approve the agreement to provide training to Fleetwood Aluminum Products using Employment Training Panel funding (ET17-0428);

Agreement to provide training to Fleetwood Aluminum Products

Approve the agreement amendment for maintenance and preventative services with Amtech Elevator Services in the amount of \$35,422;

Agreement Amendment for Elevator Maintenance & Preventative Services with Amtech Elevator Services

Approve a contract extension for Execu-Sys, Ltd., and the total contract amount not to exceed \$93,765;

Contract Agreement for Professional Services with Execu-Sys, Ltd.

Approve out-of-state travel;

Out-of-State Travel

Other Items

Approve Resolution 47-16/17 - Authorization to Encumber Funds.

Resolution No. 47-16/17 – Authorization to Encumber Funds

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

Approve the projects listed on the attachment as complete, and approve the execution of the Notices of Completion (under Civil Code Section 3039 – Public Works).

Notice of Completion

Motion carried. (4 ayes, 1 absent [Hedrick]) with the exception of pulled agenda item VI-B-6-a.

CONSENT AGENDA INFORMATION

The Board received the monthly financial status report for the period July 1, 2016 through March 31, 2017.

Monthly Financial Report for
Month Ending – March 31, 2017

BOARD COMMITTEE REPORTS

Governance

Blumenthal/Green moved that the Board of Trustees approve Board Policy and Administrative procedure 4100 – Graduation Requirements for Degrees and Certificates. Motion carried. (4 ayes, 1 absent [Hedrick])

Board Policy for First Reading

Teaching and Learning

Vackar/Green 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 [Hedrick])

Proposed Curricular Changes

Vackar/Green moved that the Board of Trustees approve the College and Career Pathways with Corona-Norco USD Eleanor Roosevelt High School agreement. Motion carried. (4 ayes, 1 absent [Hedrick])

Agreement for College and Career Pathways with Corona-Norco USD Eleanor Roosevelt High School

ADMINISTRATIVE REPORTS

Vice Chancellors

Vackar/Figueroa moved that the Board of Trustees approve the Employee Benefit Consulting Services agreement with Keenan and Associates from May 1, 2017 through April 30, 2020, in the amount of \$340,849.92 in addition to administrative fees for the Keenan BenefitBridge online enrollment and eligibility system of \$2.50 per employee per month. Motion carried. (4 ayes, 1 absent [Hedrick])

Agreement for Employee Benefits Consulting Services with Keenan and Associates

Green/Blumenthal moved that the Board of Trustees adopt Resolution No. 48-16/17, authorizing the Chancellor, or Designee, of the District to layoff and reduce hours of the classified service and send the appropriate notification to impacted employees. Motion carried. (3 ayes, 1 nay [Figueroa],

Resolution No. 48-16/17
Authorizing the Chancellor, or Designee, of the District to Layoff and Reduce Hours of the Classified Service

1 absent [Hedrick])

Green/Figueroa moved 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. Motion carried. (4 ayes, 1 absent [Hedrick])

Summer Workweek

Dr. Hendrick, Interim President, Moreno Valley College, Dr. Reece, President, Norco College and Dr. Isaac, President, Riverside City College updated the Board on the upcoming events and activities occurring on their campuses.

Presidents

ACADEMIC SENATE REPORTS

Mr. Sal Soto presented the report on behalf of Moreno Valley College.

Moreno Valley College

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

Norco College/District

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

Riverside City College

BARGAINING UNIT REPORTS

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

CTA – California Teachers Association

BUSINESS FROM BOARD MEMBERS

Trustee Figueroa discussed her recent meeting with the Latino Advisory Group at UCR; spoke of the Model United Nations Program; the upcoming CCLC Conference in May; and voiced her concern regarding DACA students.

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

Trustee Green attended the golfer's dinner, where there was a full house, and thanked everyone for their participation.

Trustee Vackar stated that the readiness of high school graduates has changed by 1% and asked what can be done to capture these students; and she commented how she enjoyed the presentations tonight.

Trustee Blumenthal attended the NASA signing

ceremony and noted its importance; stated RCCD has been acknowledged at all the banquets and award dinners and the board is present; attended and enjoyed Performance Riverside and feels we need to promote season ticket sales.

The Board adjourned the meeting at 8:51 p.m.

ADJOURNED

Agenda Item (IV-A)

Meeting 5/16/2017 - Regular
Agenda Item Chancellor's Reports (IV-A)
Subject Chancellor's Communications
College/District District
Information Only

Background Narrative:

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

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

Attachments:

None.

Agenda Item (IV-B)

Meeting	5/16/2017 - Regular
Agenda Item	Chancellor's Reports (IV-B)
Subject	Institutional Effectiveness Framework of Indicators for FY 2017-2018
College/District	District
Funding	Grant
Recommended Action	It is recommended that the Board of Trustees approve the FY 2017-2018 Institutional Effectiveness Framework of Indicators developed and adopted by each college to measure ongoing conditions; and the District's goals for Fiscal Viability and Programmatic compliance.

Background Narrative:

Presented for the Board's review and adoption are the Institutional Effectiveness Framework of Indicators pursuant to the requirements of Education Code section 84754.6 and adopted by the Board of Governors of the California Community Colleges in November of 2016. State statute related to SSSP funding and under the auspices of the Institutional Effectiveness Partnership Initiative (IEPI), requires that a district and its colleges receiving SSSP funds report the goals and metrics to California Community College Chancellor's Office annually. This is Year-3 of statewide reporting that includes the following four areas: student performance and outcomes, accreditation status, fiscal viability, and programmatic compliance with state and federal guidelines.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Irving Hendrick, Interim President, Moreno Valley College
Wolde-Ab Isaac, President, Riverside
Bryan Reece, President Norco College
Carol Farrar, VP Academic Affairs
Gregory Aycock, Dean, Institutional Effectiveness
Martha Rivas, Dean, Institutional Effectiveness
Wendy McEwen, Dean, Institutional Effectiveness (RCC)

Attachments:

[Institutional Effectiveness Framework of Indicators](#)

INSTITUTIONAL EFFECTIVENESS FRAMEWORK OF INDICATORS

In partial submission of Chancellor's Report to
Riverside Community College Board of Trustees
May 2017

Presenters

Dr. Martha Rivas Moreno Valley College

Dr. Greg Aycok Norco College

Wendy McEwen Riverside City College

Aaron Brown Riverside Community College District

Institutional Effectiveness Partnership Initiative (IEPI)

- Indicators
- Professional Development
- Partnership Resource Teams

Indicators

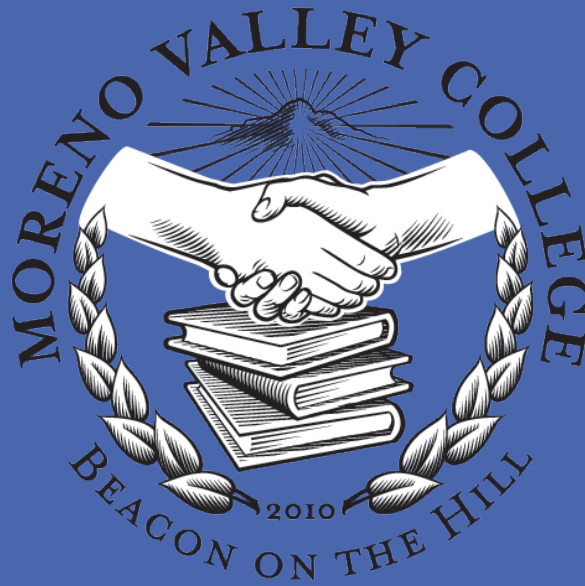
- Student performance and outcomes
- Accreditation status
- Fiscal viability
- Programmatic compliance with state and federal guidelines



Performance & Outcomes Definitions

- Completion Rate
- Remedial Progress Rate (Math, English, ESL)
- CTE Completion Rate
- Successful Course Completion
- Completion of Degrees/Certificates

MORENO VALLEY COLLEGE



Indicator Reporting – Shared Governance

- Five year trends for all goals reported to Academic Senate and the Strategic Planning Council.
- 1-year goals based on calculating standard deviation from five-year trend data. 6-year goals were determined using college plans and multiple student and equity-driven initiatives.
- New IEPI optional indicators, along with 1-year and 6-year goals were reviewed at:
 - MVC's Strategic Planning Committee Retreat (January, 2017);
 - Standard I: Mission and Institutional Effectiveness (March, 2017);
 - SPC Meeting (April, May, 2017); and
 - Academic Senate (May, 2017)

Completion Rate

		2010-11 Entering Freshmen*	1-YEAR TARGET	6-YEAR TARGET
#10	College-Prepared	62.6%	61.9%	67.6%
#11	Unprepared for College	35.5%	33.3%	40.5%
#12	Overall	39.7%	37.1%	44.7%

Remedial Progress Rate

		2010-11 Entering Freshmen*	1-YEAR TARGET	6-YEAR TARGET
#13	Math	26.1%	23.3%	31.1%
#14	English	42%	38.8%	47%
#15	ESL	19.2%	19.7%	24.2%

CTE Completion Rate

		2010-11 Entering Freshmen*	1-YEAR TARGET	6-YEAR TARGET
#16	CTE Rate	48.7%	48.2%	53.7%

**Entering Freshmen tracked for 6 years*

Successful Course Completion

		2015-16	1-YEAR TARGET	6-YEAR TARGET
#17	Successful Course Completion (Fall)	67.8%	68.3%	72.8%

Completion of Degrees & Certificates

		2015-16	1-YEAR TARGET	6-YEAR TARGET
#18	Degrees	702	716	800
#19	Certificates	227	241	259

Accreditation Status

13 different status labels ranging from Fully Accredited-No Action (FA-N) to Fully Accredited-Pending Termination (FA-PT)

		2015-16	1-YEAR TARGET	6-YEAR TARGET
#29	Accreditation Status	FA-N	FA-N	FA-N

Full-Time Equivalent Students

		2015-16	1-YEAR TARGET	6-YEAR TARGET
#30	FTES	6596.50	6901.08	7769.29

College Choice Indicators

Indicator #31:

College Choice Student Achievement-Required

- College must set a goal focused on unprepared students or basic skills students from indicators 11, 13, 14, or 15 above—Complete.

Indicator #32:

Optional College Choice

- College may self-identify an indicator related to any topic. Briefly explain the indicator and provide short-term and long-term goals.
- MVC will monitor all optional indicators

NORCO COLLEGE

NORCO
COLLEGE



Indicator Reporting Approach

Currently tracking and reporting very similar indicators in our strategic planning goals

- After discussion through strategic planning processes, methodology for setting targets is to align with strategic planning goals
- Aligning methodologies will create consistency in targets for both frameworks.

Completion Rate

		2010-11 Entering Freshmen*	1-YEAR TARGET	6-YEAR TARGET
#10	College-Prepared	64.3%	65.4%	70.7%
#11	Unprepared for College	38.5%	39.1%	42.3%
#12	Overall	44.1%	44.8%	48.5%

Remedial Progress Rate

		2010-11 Entering Freshmen*	1-YEAR TARGET	6-YEAR TARGET
#13	Math	32.6%	33.1%	35.9%
#14	English	44.3%	45.0%	48.7%
#15	ESL	18.5%	18.8%	20.3%

CTE Completion Rate

		2010-11 Entering Freshmen*	1-YEAR TARGET	6-YEAR TARGET
#16	CTE Rate	63.8%	64.9%	70.2%

**Entering Freshmen tracked for 6 years*

Successful Course Completion

		2015-16	1-YEAR TARGET	6-YEAR TARGET
#17	Successful Course Completion (Fall)	69.6%	70.1%	71.0%

Completion of Degrees & Certificates

		2015-16	1-YEAR TARGET	6-YEAR TARGET
#18	Degrees	846	860	930
#19	Certificates	138	140	152

Accreditation Status

13 different status labels ranging from Fully Accredited-No Action (FA-N) to Fully Accredited-Pending Termination (FA-PT)

		2015-16	1-YEAR TARGET	6-YEAR TARGET
#29	Accreditation Status	FA-N	FA-N	FA-N

Full-Time Equivalent Students

		2015-16	1-YEAR TARGET	6-YEAR TARGET
#30	FTES	6718.90	6901.08	7434.42

College Choice Indicators

Indicator #31:

College Choice Student Achievement-Required

- College must set a goal focused on unprepared students or basic skills students from indicators 11, 13, 14, or 15 above—Complete since Norco has selected all of these indicators this year.

Indicator #32:

Optional College Choice

- Norco will not report any optional college choice indicators this year.

RIVERSIDE CITY COLLEGE





Indicator Reporting Approach

Currently tracking and reporting on all indicators is as part of our Strategic Planning process

- Methodology for setting targets is to align it with strategic planning goals

Have set one-year goals and six-year goals for all metrics

Completion Rate

		2010-11 Entering Freshmen*	1-YEAR TARGET	6-YEAR TARGET
#10	College-Prepared	63.8%	65.0%	74.0%
#11	Unprepared for College	38.0%	39.0%	48.0%
#12	Overall	42.8%	44.0%	53.0%

Remedial Progress Rate

		2010-11 Entering Freshmen*	1-YEAR TARGET	6-YEAR TARGET
#13	Math	27.0%	29.0%	38.0%
#14	English	40.4%	42.0%	51.0%
#15	ESL	29.7%	31.0%	40.0%

CTE Completion Rate

		2010-11 Entering Freshmen*	1-YEAR TARGET	6-YEAR TARGET
#16	CTE Rate	54.2%	55.0%	64.0%

**Entering Freshmen tracked for 6 years*

Successful Course Completion

		2015-16	1-YEAR TARGET	6-YEAR TARGET
#17	Successful Course Completion (Fall)	65.6%	68.0%	73.0%

Completion of Degrees & Certificates

		2015-16	1-YEAR TARGET	6-YEAR TARGET
#18	Degrees	1856	1885	2000
#19	Certificates	376	447	500

Accreditation Status

13 different status labels ranging from Fully Accredited-No Action (FA-N) to Fully Accredited-Pending Termination (FA-PT)

		2015-16	1-YEAR TARGET	6-YEAR TARGET
#29	Accreditation Status	FA-N	FA-N	FA-N

Full-Time Equivalent Students

		2015-16	1-YEAR TARGET	6-YEAR TARGET
#30	FTES	15367.10	16072.64	18184.70

College Choice Indicators

Indicator #31:

College Choice Student Achievement-Required

- College must set a goal focused on unprepared students or basic skills students from indicators 11, 13, 14, or 15 above—Complete since RCC has selected all of these indicators this year.

Indicator #32:

Optional College Choice

- RCC is tracking all Optional Goals
- The College is engaged in strategic discussion about which indicators most closely align with our internal strategic goals and should be included in the annual report.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RCCD

RIVERSIDE
COMMUNITY
COLLEGE
DISTRICT

Fiscal Viability

Fund Balance

- State Chancellor's Office Definition
 - Ending unrestricted general fund balance as percentage of total expenditures. This indicator demonstrates the district's ability to maintain solvency and adjust to unforeseen circumstances.

Fiscal Viability

Fund Balance (Continued)

- District Board Policy 6200 – Budget Preparation
 - “The District shall employ the concept of a fund balance target in the annual budget development process. The fund balance target concept shall apply to the Unrestricted General Fund budget and shall be equal to a minimum of 5.0 percent of the sum of the projected beginning fund balance for a particular fiscal year and the estimated revenues for that year. The fund balance target amount shall be the first item funded in the budget for any fiscal year....”

Fiscal Viability

Fund Balance (Continued)

- Recommendation
 - It is recommended that the Board of Trustees approve adoption of the minimum 5.0 percent unrestricted general fund balance target as described in Board Policy 6200 as the fiscal viability goal for FY 2017-2018 and the subsequent six years under the Institutional Effectiveness Initiative.

Programmatic Compliance with State and Federal Guidelines

Financial Statements/State and Federal Compliance

- State Chancellor's Office Definition
 - Audit Opinions
 - Independent audit opinions relating to financial statements, state award compliance, and federal award compliance.
 - Internal controls over financial reporting, state programs, and federal programs. Achieving “Unmodified” or “Unqualified” opinions with no or minimal material weakness or significant deficiencies.

Programmatic Compliance with State and Federal Guidelines

Financial Statements/State and Federal Compliance (Continued)

- District Audited Financial Statements
 - Historically the District has instituted strong internal control procedures to: safeguard public funds; provide fiscal accountability; ensure fiscal viability for the institution; and to minimize or prevent material weaknesses or significant deficiencies. Adherence to these ethos and practices have been demonstrated over time by the issuance of unmodified or “clean” opinions and the lack of audit findings relating to the District’s financial statements and state and federal award programs in the District’s annual independent audit reports.

Programmatic Compliance with State and Federal Guidelines

Financial Statements/State and Federal Compliance (Continued)

- Recommendation
 - It is recommended that the Board of Trustees approve adoption of “unmodified” or “unqualified” opinions with no material weaknesses or significant deficiencies as the goals for financial reporting and compliance with state/federal program guidelines for FY 2017-2018 and the subsequent six years under the Institutional Effectiveness Initiative.

THANK YOU

Agenda Item (IV-C)

Meeting 5/16/2017 - Regular

Agenda Item Chancellor's Reports (IV-C)

Subject Five to Thrive Presentation on Riverside City College's Jazz Program

College/District Riverside

Information Only

Background Narrative:

Each month a faculty member is invited through the Academic Senate to present on teaching and programs. This month, Professor Charlie Richard is presenting on Riverside City College's Jazz program.

Prepared By: Wolde-Ab Isaac, President, Riverside
Michelle Davila, Executive Administrative Assistant

Attachments:

[RCC Jazz Program Update](#)



RCC JAZZ

Board Of Trustees Meeting

May 16, 2017

Charles Richard, Professor Music

Downbeat Magazine announces the winners of their annual international competition. RCC won three awards:

- The RCC Jazz Combo I-for Community College Combo Winner
- Jazz Ensemble-for Outstanding Performance
- Andrew Valenzuela-for Outstanding Community College Student Arrangement

RCC Jazz Students also just returned from the University of Nevada, Reno Jazz festival. It is the largest competition of its kind in the United States, with over 350 bands competing this year. RCC students won a number of awards:

- RCC Jazz Ensemble #1 won 1st Place in the 2-year college division
- RCC Jazz Ensemble #2 won 3rd place in the 2-year college division
- Andrew Valenzuela won the Outstanding Saxophonist Award in the College and University division (competing against university graduate students).
- Other Individual Outstanding Musicianship awards awarded to: Sebastian Siojo, Luke Bither, Randy Plummer, Diego Fuentes, Elias Rodriguez, LJ Manns, Anthony Duran, Alec Richard and Andrew Alvarado.

RCC Jazz for 2016-17

Hosted RCC Jazz Festival on May 12 & 13, 2017, featuring:

- 80 Bands
- Over 3000 students and parents on campus
- More than 20 artists and adjudicators from throughout the United States
- World famous jazz trumpet artist, Bobby Shew

RCC Jazz for 2016-17

Hosted Jazz Honor Bands Concert:

- Sunday, May 7, in the Concert Hall
- Featured 40 outstanding middle school and high school students from the surrounding area
- 14 middle schools and 14 high schools were represented
- Over 100 students auditioned
- Performed with RCC Jazz Ensemble
- Performed with outstanding young jazz artist, Shai Golan

**Thank
You**

Agenda Item (IV-D)

Meeting 5/16/2017 - Regular
Agenda Item Chancellor's Reports (IV-D)
Subject Healthcare Update
College/District District
Information Only

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-E)

Meeting 5/16/2017 - Regular

Agenda Item Chancellor's Reports (IV-E)

Subject Future Monthly Committee Agenda Planner and Annual Master Planning Calendar

College/District District

Information Only

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:

[Planning Calendar](#)

RECOMMENDED 2016-17 GOVERNING BOARD AGENDA MASTER PLANNING CALENDAR

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

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
	<div data-bbox="499 786 844 1177" style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> ✓ Board report & backup materials attached for review by the Cabinet. ■ Board report and/or backup not yet complete – review pending. ★ Approved by the Cabinet for placement on the Board agenda. <p style="text-align: center; color: red; font-weight: bold; margin-top: 5px;">ALL FINAL REPORTS DUE TO THE CHANCELLOR'S OFFICE BY 06/06/2017 & 06/13/2017.</p> </div>	<ul style="list-style-type: none"> ■ 2019-2023 Five Year Capital Construction Plan (Hendrick, Reece, Isaac, Carlson) 	<ul style="list-style-type: none"> ■ Tentative Budget for FY 2017-2018 and Notice of Public Hearing on the FY 2017-2018 Final Budget (Brown) ■ Project & Budget Approval for the Student Services Building Remodel at Moreno Valley College (Hendrick, Carlson, Purper) 	<ul style="list-style-type: none"> ■ Measure C – Project Closeout (Carlson, Doering, Purper) ■ Charles A. Kane Student Services & Administration Bldg. – Amendment No. 4 with HMC Architects (Isaac, Carlson, Purper)

Agenda Item (V-A)

Meeting 5/16/2017 - Regular

Agenda Item Student Report (V-A)

Subject Student Report

College/District District

Information Only

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	5/16/2017 - 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

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:

[20170516_Academic Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Academic Personnel

Date: May 16, 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>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
RIVERSIDE CITY COLLEGE			
ASSISTANT PROFESSOR			
Somers, Nivard	Counseling	08/28/17	D-4
c. Long-Term, Temporary Faculty			
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
RIVERSIDE CITY COLLEGE			
VISITING ASSISTANT PROFESSOR			
Alanis, Isabel	Counseling (Categorically Funded)	08/22/17	D-2
e. 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>
(None)			

Subject: Academic Personnel

Date: May 16, 2017

2. Salary Placement Adjustment(s)

At their meeting April 18, 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>
Brautigam, Brian	DSP&S Counselor/Learning Disabilities Specialist	G-2	05/1/17

3. Separation(s) – Resignation(s) and 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 the resignation of the individual(s) listed below:

<u>Name</u>	<u>Position Title</u>	<u>Last Day of Employment</u>
RESIGNATION(S)		
Dieckmeyer, Diane	Vice President, Academic Affairs	06/30/17
Vakil, David	Dean of Instruction	05/19/17
RETIREMENT(S)		
Tenpas, Cynthia	Associate Professor, Library Services	06/30/17

Agenda Item (VI-A-2)

Meeting	5/16/2017 - 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

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:

[20170516_Classified Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Classified Personnel

Date: May 16, 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 (On/After)</u>	<u>Contract/ Salary</u>	<u>Action</u>
a.	Management/Supervisory (None)			
b.	Management/Supervisory – Categorically Funded (None)			
c.	Classified/Confidential			
Effective Date Contract/ <u>(On/After)</u> <u>Salary</u> <u>Action</u>				
DISTRICT				
Brucks, Susan	Executive Administrative Assistant	05/08/17	M-LS3	Transfer
MORENO VALLEY COLLEGE				
Arelis, Mariel	Admissions & Records Operations Assistant (Part-Time 50%)	05/17/17	C-1	Appointment
Jones, Terrel	Custodian	05/17/17	C-2	Transfer
Mabon, Theo	Sprinkler Repair Person	05/17/17	H-2	Transfer
NORCO COLLEGE				
Esparza, Monica	Administrative Assistant III	05/17/17	I-5	Transfer
Koch, Daren	Tutorial Services Technician	05/17/17	M-5	Promotion
RIVERSIDE CITY COLLEGE				
Aguirre, Analenda	Academic Evaluations Specialist	06/05/17	K-1	Appointment
Ellis, Claudette	EOPS/CARE Specialist	05/17/17	K-LS3	Promotion
Tago, Carolyn	Student Services Technician (Part Time, 48.75%)	05/17/17	J-1	Appointment

1. Appointments (Cont'd)

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Contract/ Salary</u>	<u>Action</u>
d. Classified/Confidential - Categorically Funded				
MORENO VALLEY COLLEGE				
(None)				
NORCO COLLEGE				
Bailey, Anita	Student Success Coach	06/01/17	M-2	Appointment
Livingston, Sylvia	Employment Placement Coordinator	05/17/17	K-5	Transfer
Lopez, Michael	Support Services Specialist Aide (Part Time, 47.5%)	05/17/17	E-1	Appointment
Owashi, Brandon	Institutional Research Specialist (Part-Time, 60%)	06/06/17	O-1	Appointment
RIVERSIDE CITY COLLEGE				
Dassow, Michelle	Student Success and Support Programs Assistant	05/17/17	O-LS2	Promotion
Fries, Melody	Student Activities Clerk (Part-Time 70%)	05/17/17	G-1	Appointment

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>
Arthur-Taufa'ao, Christina	Administrative Assistant II	48.75% to 100%	05/17/17-06/30/17
Bonilla, Lisa	Instructional Media Assistant	48.75% to 75%	05/10/17-06/30/17
Charlton, Catherine	Learning Center Assistant	48.75% to 85%	04/17/17-06/30/17
Franco, Lorena	Outreach Specialist	47.5% to 80%	07/01/17-06/30/18
LeDuff, Nicole	CalWORKs Specialist	48.75% to 60%	06/03/17-06/30/17

3. Request(s) for Permanent Increase/Decrease in Workload

It is recommended the Board of Trustees approve the permanent 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>
Greene, Brandie	Laboratory Technician II	75% to 100% (12mo)	06/01/17
Perez, Roxana	Grants Administrative Specialist	47.5% to 100%	04/19/17
Pham, Theresa	Student Success Coach	62.5% to 100%	04/19/17

4. Request to Change Grade/Step

At their regular meeting of August 16, 2016, the Board of Trustees approved the appointment of Eden Andom, Executive Administrative Assistant, to be effective August 16, 2016. There is a necessity to change the Grade/Step from M-1 to M-3.

It is recommended the Board of Trustees approve the change for Ms. Andom, Executive Administrative Assistant to Grade/Step M-3, effective August 16, 2016.

5. 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>
Micki Clowney	Director, Upward Bound Math and Science	Director, TRiO Program	R-5 to T-5

6. 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)		
Jackson, Ted	College Receptionist	05/19/17
Houston, Robyn	Payroll Technician	05/11/17
Luster, Shannon	Instructional Media Aide	03/31/17
Monsanto, Steve	Director, Facilities	04/30/17

RETIREMENT(S)
(None)

Agenda Item (VI-A-3)

Meeting	5/16/2017 - 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

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:

[20170516_Other Personnel](#)
[20170516_Other Personnel_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Other Personnel

Date: May 16, 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.

4. Professional Experts

Pursuant to Ed Code 88003, a professional expert is any person employed on a temporary basis for a specific project, regardless of length of employment. It is recommended that the Board of Trustees approve the employment of the following professional experts and authorize the Interim Vice Chancellor, Human Resources and Employee Relations to sign the employment agreement.

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Location</u>	<u>Term</u>	<u>Amount</u>
Casella, Dan	Professional Expert	Health Services	MVC	07/01/17- 06/30/19	\$42.00/hr
Giacona, Judith	Professional Expert	Health Services	MVC	07/01/17- 06/30/19	\$40.00/hr

SUBSTITUTE ASSIGNMENTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
Aldasoro, Jessica	Payroll Technician	Payroll TriTech Small	05/15/17-06/30/17	\$25.66
Khaled, Hanah	Business Development Administrative Specialist	Business Development Center	05/17/17-06/30/17	\$24.22
MORENO VALLEY				
Booth, Marsha	Registered Nurse II	Health Services Grants and Equity	07/01/17-06/30/18	\$37.00
Hernandez, Audrey	Administrative Assistant III	Initiatives	05/17/17-06/30/17	\$22.17
Martinez, Luis	Officer, Safety and Police	Safety and Police	05/01/17-06/30/17	\$27.89
Munoz, Rosa	Outreach Specialist	Outreach	03/01/17-06/30/17	\$24.22
NORCO (None)				
RIVERSIDE				
Hutchison, Mark	Custodian	Facilities	04/18/19-06/30/17	\$16.79

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
Arias Jr. Hector	Interpreter I	Disability Resource Center	07/01/17-06/30/18	\$25.00
Arnhart, Katie	Interpreter IV	Disability Resource Center	07/01/17-06/30/18	\$40.00
Auman, Allen	Interpreter III	Disability Resource Center	07/01/17-06/30/18	\$35.00
Barrera, Paula	Office Assistant IV	Payroll	04/24/17-06/30/17	\$14.00
Becker, Kathleen	Interpreter II	Disability Resource Center	07/01/17-06/30/18	\$30.00
Brown, Brittany	Interpreter III	Disability Resource Center	07/01/17-06/30/18	\$35.00
Buckley, Beverly	Proofreader	Strategic Communications Procurement Assistance Center	07/01/17-06/30/18	\$25.00
Camacho, Kimberly	Office Assistant I	Center	05/02/17-06/30/17	\$10.00
Castaneda, Alexandra	Interpreter III	Disability Resource Center	07/01/17-06/30/18	\$35.00
Castaneda, Magali	Interpreter II	Disability Resource Center	07/01/17-06/30/18	\$30.00
Cheney, Stephanie	Interpreter III	Disability Resource Center	07/01/17-06/30/18	\$35.00
DeFoe, Elyse	Interpreter I	Disability Resource Center	07/01/17-06/30/18	\$25.00
Eddy, Carmen	Interpreter III	Disability Resource Center	07/01/17-06/30/18	\$35.00
Granger, Jimmy	Interpreter III	Disability Resource Center	07/01/17-06/30/18	\$35.00
Guevara, Evan	Interpreter III	Disability Resource Center	07/01/16-06/30/18	\$35.00
Gopico, Imelda	Registered Nurse II	Health Services	07/01/17-06/30/18	\$37.00
Helland, Allyson	Interpreter II	Disability Resource Center	07/01/17-06/30/18	\$30.00
Killen, Laura	Interpreter III	Disability Resource Center	07/01/17-06/30/18	\$35.00
King, Tabatha	Interpreter III	Disability Resource Center	07/01/17-06/30/18	\$35.00
Lopez, Joseph	Interpreter III	Disability Resource Center	07/01/17-06/30/18	\$35.00
Maurer, James	Interpreter II	Disability Resource Center	07/01/17-06/30/18	\$30.00

*Position Title Change

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT (Cont'd)				
Miller, Gwendolyn	Interpreter III	Disability Resource Center	07/01/17-06/30/18	\$35.00
Minkler, Jack	Interpreter III	Disability Resource Center	07/01/17-06/30/18	\$35.00
Moyers, Jessica	Interpreter I	Disability Resource Center	07/01/17-06/30/18	\$25.00
Nunez, Roberto	Interpreter I	Disability Resource Center Administrative Services	07/01/17-06/30/18	\$25.00
Tewahaftewa, Antoinette	Office Assistant IV	Center	07/01/17-06/30/18	\$14.00
Trevino, Catherine	Interpreter II	Disability Resource Center Administrative Services	04/19/17-06/30/17	\$30.00
Villanueva, Adelaide	Office Assistant IV	Center	07/01/17-06/30/18	\$14.00
MORENO VALLEY				
Zentina Fernandez, Karen	Supplemental Instructional Leader	Academic Support	01/03/17-06/30/17	\$12.00
Zentina Fernandez, Karen	Supplemental Instructional Leader	Academic Support	03/01/17-06/30/17	\$12.00
NORCO				
Al-Karam, Ali	Instructional Leader	Tutorial Services	07/01/17-06/30/17	\$12.00
Anvery, Syed	Instructional Leader	Tutorial Services	07/01/17-06/30/18	\$12.00
Chima, Stanley	Instructional Leader	Tutorial Services	07/01/17-06/30/18	\$12.00
Dailey, Joshua	College Mentor	TRiO Programs	07/01/17-08/31/17	\$12.00
Elias, Elizabeth	Instructional Leader	Tutorial Services	07/01/17-06/30/18	\$12.00
French, Carly	Instructional Leader	Tutorial Services	07/01/17-06/30/18	\$12.00
Gallardo, Norma	College Mentor	TRiO Programs	07/01/17-08/31/17	\$12.00
Majzoub, Nader	Supplemental Instructional Leader	Tutorial Services	07/01/17-06/30/18	\$12.00
RIVERSIDE				
Antonissen, Ashley	Lifeguard	Community Education	06/01/17-08/18/17	\$10.00
Armenta, Charles	Grant Facilitator	Upward Bound	06/01/17-07/30/17	\$40.00
Beemer-McGuire, Andrea	Box Office Specialist	Fine & Performing Arts	07/01/17-06/30/18	\$13.00
Blair, Trina	Box Office Specialist	Fine & Performing Arts	05/01/17-06/30/18	\$13.00
Melendrez, Cynthia	Grant Facilitator	Upward Bound	06/01/17-07/30/17	\$40.00
Melendrez, Ronald	Tutor IV	Upward Bound	07/01/17-06/30/18	\$10.00

*Position Title Change

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
RIVERSIDE (Cont'd)				
Mosqueda, Denise	Student Health Specialist	Health and Psychological Services	07/01/17-06/30/18	\$30.00
Navarro, Lynnette	Student Health Specialist	Health and Psychological Services	07/01/17-06/30/18	\$30.00
Perez, Rita	Matriculation Educaitional Support Associate	Student Success and Support	05/01/17-08/21/17	\$20.00

*Position Title Change

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

Backup Other Personnel
May 16, 2017
Page 1 of 2

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<u>DISTRICT FUNDS</u>				
MORENO VALLEY COLLEGE				
Pacheco, Eric A	Student Aide V	Dean of Instruction Office	04/10/17	\$ 14.75
Yaghmour, Hanin	Student Aide I	Tutorial Services	04/12/17	\$ 10.75
NORCO COLLEGE				
Abdulal, Joudy	Student Aide I	Student Life	05/02/17	\$ 10.50
Ahad, Muhammad	Student Aide I	Student Life	05/01/17	\$ 10.50
Bonhage, Joseph	Student Aide I	Student Life	05/01/17	\$ 10.50
Dakhil, Mohammed	Student Aide I	Student Life	05/01/17	\$ 10.50
Elali, Amar	Student Aide I	Student Life	05/01/17	\$ 10.50
Nunez, Isaac	Student Aide I	Student Life	05/01/17	\$ 10.50
Parish, Monica	Student Aide I	Student Life	05/01/17	\$ 10.50
Robinson, Brittany	Student Aide I	Student Life	05/01/17	\$ 10.50
Salazar, Diego	Student Aide I	Student Life	05/01/17	\$ 10.50
Saputo, Santino	Student Aide I	Student Life	05/01/17	\$ 10.50
Stephens, Wade	Student Aide I	Student Life	05/01/17	\$ 10.50
RIVERSIDE CITY COLLEGE				
Alvarado, Andrew	Student Aide I	Performing Arts / Music	05/02/17	\$ 10.50
Cano, Alissa	Student Aide I	Food Services	05/01/17	\$ 10.50
De Leon, Collett	Student Aide I	College Safety and Police	04/10/17	\$ 10.50
Eilar, Katelyn	Student Aide I	Early Childhood Educ.	04/12/17	\$ 10.50
Essakhi, Lamyaa	Student Aide I	Tutorial Services	04/24/17	\$ 10.50
Garcia, Christopher	Student Aide I	Business Admin / Info		
Garcia, Daniel	Student Aide I	Systems and Tech	04/10/17	\$ 10.50
Ghebrial, Jane	Student Aide III	Student Support Services	04/10/17	\$ 12.00
Graham, Carly	Student Aide I	Outreach	04/11/17	\$ 12.00
Hamilton, Amaris	Student Aide III	Early Childhood Educ.	05/02/17	\$ 10.50
Hodges, Julian	Student Aide I	Academic Support	04/12/17	\$ 12.00
		Performing Arts / Music	04/21/17	\$ 10.75
		Disability Resource Center		
Magee, Garhland	Student Aide V	/ TRIO	04/10/17	\$ 14.75
Patton, Matthew	Student Aide I	Tutorial Services	05/04/17	\$ 10.50
		Disability Resource Center		
Peraza, Ryan	Student Aide V	/ TRIO	05/04/17	\$ 14.75
Pina, Jacob	Student Aide III	Outreach	04/11/17	\$ 12.00
Silva, Raquel	Student Aide I	Early Childhood Educ.	04/26/17	\$ 10.50
Townson, Pary	Student Aide III	Outreach	04/11/17	\$ 12.00

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

Backup Other Personnel
 May 16, 2017
 Page 2 of 2

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<u>CATEGORICAL FUNDS</u>				
AMERICA COUNTS PROGRAM				
Barrientos, Rebeca	Student Aide II	My Learning Studio - RCC	04/19/17	\$ 11.00
Linares, Angelica	Student Aide IV	Tomas Rivera Middle	04/27/17	\$ 14.75
CALWORKS WORK STUDY				
Clark, Kimberly	Student Aide I	The Growing Place-RCC	04/03/17	\$ 10.50
McDonough, Lisa	Student Aide II	The Growing Place-RCC	04/03/17	\$ 11.00
COMMUNITY SERVICE PROGRAM				
		Inland Empire		
Do, Tra Bui Huong	Student Aide II	Waterkeeper - RCC	04/26/17	\$ 11.75
MORENO VALLEY COLLEGE				
Arhara, Munder	Student Aide I	Library	04/12/17	\$ 10.50
Ayala, Jasmine	Student Aide I	Early Childhood Education	04/12/17	\$ 10.50
Duran, Monica	Student Aide I	Library	04/12/17	\$ 10.50
Garrett, Shauna D	Student Aide III	First Year Experience	04/12/17	\$ 12.00
Iman, Jafar A	Student Aide I	Library	04/12/17	\$ 10.50
Ortiz, Wendy	Student Aide II	Dental Hygiene	04/12/17	\$ 11.75
Voss, Katarena M	Student Aide III	Academic Support	04/27/17	\$ 12.00
RIVERSIDE CITY COLLEGE				
Dominguez Poole, Nathaniel	Student Aide I	Fine and Performing Arts	05/05/17	\$ 10.50

Agenda Item (VI-B-1)

Meeting	5/16/2017 - 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 \$5,278,290 and District Warrant Claims totaling \$5,123,864.

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 \$5,278,290 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 269434 - 270773) totaling \$5,123,864, 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:

[05162017_Contracts and Purchase Orders Over \\$88,300 Report \(March-April\)](#)

Report of Purchases-All District Resources
 Purchases Over \$88,300
 3/01/17 thru 4/30/17

PO#	Department	Vendor	Description	Amount
C0005594	CTE Projects	Palo Verde Community College	Regional Strong Workforce Program Activities-Master Agrmt. 2017/20	\$ 416,500
C0005595	CTE Projects	San Bernardino Community College District	Regional Strong Workforce Program Activities-Master Agrmt. 2017/20	300,000
C0005598	CTE Projects	San Bernardino Community College District	Regional Strong Workforce Program Activities-Master Agrmt. 2017/20	734,107
C0005599	CTE Projects	San Bernardino Community College District	Regional Strong Workforce Program Activities-Master Agrmt. 2017/20	384,375
C0005600	CTE Projects	Mt. San Jacinto Community College District	Regional Strong Workforce Program Activities-Master Agrmt. 2017/20	561,500
C0005605	President - Moreno Valley	Holt Architecture	Architect's Fees	98,108
P0058565	Facilities - Riverside	Heilu, Inc.	Furniture/TCPN Agreement	89,517
P0058833	Admissions & Records - Riverside	Aljam Promotions	Commencement Services RFP Award	121,824
<u>Approved/Ratify Purchase Orders of \$88,300 and Over</u>				
B0015459	EOPS - Riverside	Barnes & Noble College Booksellers, LLC	Book Vouchers	119,218
			Total	<u>\$ 2,825,149</u>
All Purchase Orders, for the Period of 4/01/17 - 4/30/17				
<u>And Contracts, and Additions for the Period of 3/01/17 - 4/30/17</u>				
Contracts C5594 - C5616 and				
				925,624
Contract Additions C2757 - C5590				
Purchase Orders P58207 - P58849 and				
				1,105,104
Purchase Order Additions P53841 - P58155				
Blanket Purchase Orders B15822 - B15866				
				422,413
Blanket Purchase Order Additions B14705 - B15803				
				<u>\$ 2,453,141</u>
Total				
Grand Total				<u>\$ 5,278,290</u>

Agenda Item (VI-B-2-a)

Meeting	5/16/2017 - 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. It is further recommended that the Board of Trustees authorize making the necessary balancing transfers among the various accounts and funds of the district.

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). Additionally, at the close of each fiscal year, it is necessary for the Board to grant authority to make necessary balancing transfers among the various accounts and funds of the district.

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

Attachments:

[05162017_Budget Adjustments](#)

Budget Adjustments May 16, 2017

<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	Student Help – Non- Instr	\$ 21,923
	Employee Benefits	12,864
	Other Transportation Supplies	233
	Other Services	366
	Equipment	435
To: CalWORKs	Academic PT Non-Instr	\$ 35,821
R2. Transfer to provide for employee benefits. (Fund 12, Resource 1070)		
From: Health Services	Short-Term Temporary	\$ 6,479
To: Health Services	Employee Benefits	\$ 6,479
R3. Transfer to reallocate the Disabled Student Support grant budget, including live captioning services. (Fund 12, Resource 1190)		
From: Disabled Student Support	Classified FT	\$ 25,000
	Instructional Classified PT	29,000
To: Disabled Student Support	Employee Benefits	\$ 78
	Supplies	3,500
	Professional Services	25,422
	Equipment	25,000
R4. Transfer to provide for conferences. (Fund 12, Resource 1190)		
From: SFAA - Capacity	Supplies	\$ 1,605
To: SFAA - Capacity	Conferences	\$ 1,605
R5. Transfer to provide for full-time classified salaries. (Fund 12, Resource 1190)		

<u>Program</u>	<u>Account</u>	<u>Amount</u>
From: SFAA - Base	Supplies	\$ 581
To: SFAA - Base	Classified FT	\$ 442
	Employee Benefits	139
R6. Transfer to reallocate the EOPS grant budget. (Fund 12, Resource 1190)		
From: EOPS	Classified FT	\$ 42,786
	Employee Benefits	22,497
	Conferences	195
To: EOPS	Academic PT Non-Instr	\$ 25,000
	Printing	300
	Supplies	6,000
	Food	1,450
	Educational Supplies	32,728
R7. Transfer to provide for conferences and to purchase mobile medication stations for manikin integration. (Fund 12, Resource 1190)		
From: Enrollment Growth ADN-RN	Classified FT	\$ 42,036
	Employee Benefits	25,301
To: Enrollment Growth ADN-RN	Conferences	\$ 378
	Equipment	66,959
R8. Transfer to provide for health supplies. (Fund 12, Resource 1070)		
From: Health Services	Equipment	\$ 4,000
To: Health Services	Health Supplies	\$ 4,000
R9. Transfer to provide for student help and for copying and printing work.		

<u>Program</u>	<u>Account</u>	<u>Amount</u>
From: Administrative Support Center	Equipment	\$ 9,368
To: Administrative Support Center	Student Help	\$ 3,368
	Copying and Printing	6,000

R10. Transfer to purchase supplies.

From: Institutional Effectiveness	Conferences	\$ 400
To: Institutional Effectiveness	Supplies	\$ 400

R11. Transfer to provide for supplies, commencement services and products, and the College Beautification Project, which includes classroom furniture, outdoor tables and chairs, landscape engineering, custodial equipment, and two office computers.

From: Business Services	Academic FT Administrator	\$ 240,649
	Academic FT Non-Instr	125,228
	Classified FT Administrator	211,274
	Classified FT	225,853
To: Business Services	Supplies	\$ 1,072
Admissions and Records	Copying and Printing	1,432
	Supplies	240
	Professional Services	94,139
Facilities	Site Improvement	10,900
	Fixtures and Fixed Equipment	2,228
	Equipment	692,993

R12. Transfer to provide for custodial supplies, and new campus trash recycling centers.

From: Facilities	Other Services	\$ 19,100
To: Facilities	Custodial Supplies	\$ 2,578
	Equipment	16,522

R13. Transfer to provide for instructional aids.

From: Art	Supplies	\$ 2,182
-----------	----------	----------

<u>Program</u>	<u>Account</u>	<u>Amount</u>
	Mileage	91
	Professional Services	617
To: Art	Instructional Aids	\$ 2,890
R14. Transfer to provide for additional permanent part-time help and instructional aids.		
From: Art Gallery	Copying and Printing	\$ 579
	Supplies	1,783
	Advertising	2,625
To: Art Gallery	Classified Perm PT	\$ 823
	Instructional Aids	4,164
R15. Transfer to provide for student help and employee benefits.		
From: Music	Instructional Supplies	\$ 1,155
	Professional Services	760
To: Music	Student Help - Instructional	\$ 1,901
	Employee Benefits	14
R16. Transfer to provide for supplies and to purchase a new computer.		
From: VP, Academic Affairs	Administrative Contingency	\$ 2,367
To: VP, Academic Affairs	Supplies	\$ 1,000
	Equipment	1,367
R17. Transfer to provide for student travel expenses.		
From: VP, Academic Affairs - Honors	Copying and Printing	\$ 264
	Equipment	24
To: VP, Academic Affairs - Honors	Travel Expenses	\$ 288
R18. Transfer to provide for supplies, copying and printing services, cellular telephone and rents and leases.		
From: Career and Technical Education	Equipment	\$ 2,533

<u>Program</u>	<u>Account</u>	<u>Amount</u>
To: Career and Technical Education	Copying and Printing	\$ 82
	Supplies	600
	Cellular Telephone	736
	Rents and Leases	1,115
R19. Transfer to purchase a new computer.		
From: President	Administrative Contingency	\$ 2,154
To: President	Equipment	\$ 2,154
R20. Transfer to purchase supplies and computer equipment.		
From: Dean of Instruction - STEM	Cellular Telephone	\$ 323
	Administrative Contingency	3,730
To: Dean of Instruction - STEM	Supplies	\$ 700
	Equipment	3,353
R21. Transfer to provide for cellular telephone service and to purchase computer equipment.		
From: Technology Support Services	Supplies	\$ 126
	Repairs	608
	Repair Services	1,640
To: Technology Support Services	Cellular Telephone	\$ 734
	Equipment	1,640
R22. Transfer to provide for copying and printing services, repair services and to purchase supplies.		
From: Dean - LHSS	Conferences	\$ 2,310
	Administrative Contingency	1,000

<u>Program</u>	<u>Account</u>	<u>Amount</u>
To: Dean - LHSS	Copying and Printing	\$ 1,000
	Supplies	2,089
	Repair Services	221

R23. Transfer to purchase equipment including office chairs and a new printer.

From: Econ, Geography and Poli Sci	Student Help	\$ 750
	Employee Benefits	6
To: Econ, Geography and Poli Sci	Equipment	\$ 756

R24. Transfer to provide for additional permanent part-time help.

From: World Languages	Supplies	\$ 421
	Comp Software Maint/Lic	2,244
To: World Languages	Classified Perm PT	\$ 1,012
	Employee Benefits	1,653

R25. Transfer to provide for instructional supplies.

From: Applied Technology	Student Help - Instructional	\$ 5,330
	Instructional Aids – Hourly	880
To: Applied Technology	Instructional Supplies	\$ 6,210

R26. Transfer to provide for instructional supplies.

From: Nursing	Conferences	\$ 90
	Memberships	532
	Mileage	390
To: Nursing	Instructional Supplies	\$ 1,012

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R27. Transfer to purchase a new time clock and printer.		
From: Library	Administrative Contingency	\$ 2,841
To: Library	Equipment	\$ 2,841
R28. Transfer to provide for commencement production services.		
From: Admissions and Records	Short Term Hourly Supplies	\$ 1,475 390
To: Admissions and Records	Professional Services	\$ 1,865
R29. Transfer to provide for educational supplies.		
From: Student Services	Printing	\$ 250
	Supplies	\$ 170
	Transportation	380
To: Student Services – LaCasa	Educational Supplies	\$ 800
R30. Transfer to provide for entry fees.		
From: Athletics	Instructional Supplies	\$ 2,012
	Repairs	316
To: Athletics	Entry Fees	\$ 2,328
R31. Transfer to provide for student help and supplies.		
From: International Students	Conferences	\$ 5,745
To: International Students	Student Help – Non Instr Supplies	\$ 2,365 3,380

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R32. Transfer to provide for student help. (Fund 33, Resource 3300)		
From: Early Childhood Education Center	Academic PT Non-Instr.	\$ 25,000
To: Early Childhood Education Center	Student Help – Non Instr.	\$ 25,000

Norco

N1. Transfer to provide for the installation of office panels and to purchase office furniture.

From: VP, Business Services	Administrative Contingency	\$ 12,179
To: Facilities	Fixtures & Fixed Equipment	\$ 2,522
	Equipment	9,657

N2. Transfer to provide for repairs, laundry and cleaning, and waste disposal.

From: Facilities	Repair Parts	\$ 4,350
To: Facilities	Repairs	\$ 883
	Laundry and Cleaning	2,367
	Waste Disposal	1,100

N3. Transfer to purchase chairs.

From: Academic Affairs	Advertising	\$ 1,768
	Instructional Supplies	13,620
To: Library	Equipment	\$ 15,388

N4. Transfer to purchase supplies and provide for copying and printing.

From: Dean of Instruction	Academic Special Project	\$ 1,500
	Conferences	500
To: Dean of Instruction	Supplies	\$ 1,500
	Copying and Printing	500

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N5. Transfer to provide for salaries.		
From: Building Maintenance	Repair Parts	\$ 865
	Consultants	1,576
Custodial Services	Remodel Project	2,000
A V Labs and Services	Equipment	229
Library	Equipment	1,979
To: VP, Business Services	Classified FT	\$ 3,576
	Classified Perm PT	1,979
	Instructional Classified PT	1,094
N6. Transfer to provide for supplies.		
From: VP, Business Services	Administrative Contingency	\$ 35
To: VP, Business Services	Supplies	\$ 35
N7. Transfer to purchase a synthetic lawn groomer.		
From: Norco Soccer Field	Supplies	\$ 9,661
To: Norco Soccer Field	Equipment	\$ 9,661
N8. Transfer to provide for workspace reconfiguration.		
From: VP, Student Services	Administrative Contingency	\$ 3,301
VP, Business Services	Administrative Contingency	2,581
To: Building Maintenance	Equipment	\$ 3,301
	Repair Parts	2,581
N9. Transfer to provide for a shower remodel.		

<u>Program</u>	<u>Account</u>	<u>Amount</u>
From: VP, Business Services	Instructional Classified FT	\$ 680
To: Custodial Services	Remodel Project	\$ 680
N10. Transfer to provide for a space modification project.		
From: Building Maintenance	Repair Parts	\$ 990
VP, Business Services	Administrative Contingency	11,312
To: Building Maintenance	Fixtures & Fixed Equip	\$ 9,786
	Equipment	2,516
N11. Transfer to purchase supplies.		
From: VP, Academic Affairs	Administrative Contingency	\$ 1,933
To: VP, Academic Affairs	Supplies	\$ 1,933
N12. Transfer to purchase supplies and equipment for the electrician program. (Fund 12, Resource 1190)		
From: Prop 39 Clean Energy	Mileage	\$ 12,448
To: Prop 39 Clean Energy	Instructional Supplies	\$ 3,000
	Equipment	9,448
N13. Transfer to provide for conferences.		
From: VP, Academic Affairs	Instructional Supplies	\$ 2,000
To: College Student Services	Conferences	\$ 2,000
N14. Transfer to provide for special projects. (Fund 12, Resource 1190)		
From: Student Equity	Conferences	\$ 30,000

<u>Program</u>	<u>Account</u>	<u>Amount</u>
To: Student Equity	Academic Special Project	\$ 30,000
N15. Transfer to purchase computers. (Fund 12, Resource 1190)		
From: STEM Engineering Pathways	Supplies	\$ 42,700
To: STEM Engineering Pathways	Equipment	\$ 42,700
N16. Transfer to provide for supplies, printer, and video conference equipment.		
From: President	Administrative Contingency	\$ 9,200
To: President	Supplies	\$ 5,000
	Equipment	4,200
N17. Transfer to provide for a software license.		
From: Dean of Instruction	Supplies	\$ 284
To: Dean of Instruction	Comp Software Maint/Lic	\$ 284
N18. Transfer to provide for a software license. (Fund 12, Resource 1190)		
From: Instructional Materials	Instructional Supplies	\$ 134
To: Instructional Materials	Comp Software Maint/Lic	\$ 134
N19. Transfer to purchase computers.		
From: A V Labs and Services	Repair Parts	\$ 752
Technology Support Services	Repair Parts	62
VP, Business Services	Other Services	57,186
To: Technology Support Services	Equipment	\$ 58,000
N20. Transfer to purchase instructional supplies. (Fund 12, Resource 1190)		
From: Mathematics	Comp Software Maint/Lic	\$ 498

<u>Program</u>	<u>Account</u>	<u>Amount</u>
To: Mathematics	Instructional Supplies	\$ 498
N21. Transfer to purchase instructional supplies.		
From: VP, Business Services	Classified FT	\$ 1,711
Chemistry	Repairs	1,417
To: Chemistry	Instructional Supplies	\$ 3,128
N22. Transfer to purchase instructional supplies. (Fund 12, Resource 1190)		
From: Computer Information Systems	Comp Software Maint/Lic	\$ 7,500
To: Computer Information Systems	Instructional Supplies	\$ 7,500
N23. Transfer to purchase instructional supplies.		
From: Drafting Technology	Repairs	\$ 900
To: Drafting Technology	Instructional Supplies	\$ 900
N24. Transfer to provide for a software license and to purchase video production equipment.		
From: Library	Short-Term Substitute	\$ 356
	Student Help – Non-Instr	150
VP, Academic Affairs	Instructional Supplies	19,327
To: Library	Comp Software Maint/Lic	\$ 150
	Equipment	19,683
N25. Transfer to purchase a printer.		
From: VP, Student Services	Supplies	\$ 610

<u>Program</u>	<u>Account</u>	<u>Amount</u>
To: VP, Student Services	Equipment	\$ 610
N26. Transfer to provide for copying and printing.		
From: Evaluators	Conferences	\$ 70
To: Evaluators	Copying and Printing	\$ 70
N27. Transfer to purchase supplies. (Fund 12, Resource 1190)		
From: Veterans	Conferences	\$ 1,170
To: Veterans	Supplies	\$ 1,170
N28. Transfer to realign the Middle College High School grant budget. (Fund 12, Resource 1190)		
From: Middle College High School	Supplies	\$ 12,483
To: Middle College High School	Classified Perm PT	\$ 1,247
	Employee Benefits	279
	Cellular Telephone	691
	Equipment	10,266
N29. Transfer to purchase a computer and printer.		
From: VP, Academic Affairs	Instructional Supplies	\$ 1,854
Transfer Center	Supplies	400
To: Counseling	Equipment	\$ 1,854
Transfer Center	Equipment	400
N30. Transfer to realign the Student Financial Aid Administration grant budget. (Fund 12, Resource 1190)		
From: SFAA	Employee Benefits	\$ 15,011
	Food	3,288

<u>Program</u>	<u>Account</u>	<u>Amount</u>
To: SFAA	Short-Term Temporary	\$ 7,984
	Copying and Printing	5,915
	Conferences	3,200
	Advertising	1,200
N31. Transfer to provide for classified overtime.		
From: Financial Aid Administration	Supplies	\$ 896
To: Financial Aid Administration	Classified Overtime	\$ 896
N32. Transfer to realign the EOPS grant budget. (Fund 12, Resource 1190)		
From: EOPS	Academic FT Non-Instr	\$ 15,549
	Academic Special Project	5,358
	Employee Benefits	14,000
	Travel Expenses	2,000
To: EOPS	Classified Special Project	\$ 1,000
	Student Help – Non-Instr	5,000
	Food	1,000
	Book Grants	9,792
	Educational Supplies	5,115
	Transportation/ Bus Passes	15,000
N33. Transfer to realign the SSS RISE grant budget. (Fund 12, Resource 1190)		
From: SSS RISE	Academic PT Non-Instr	\$ 21,090
	Supplies	51,750
To: SSS RISE	Classified FT	\$ 4,680
	Student Help – Non-Instr	3,200
	Classified Overtime	110
	Short-Term Temporary	24,000
	Employee Benefits	3,270
	Food	200
	Travel Expenses	10,880
	Conferences	4,000
	Rents and Leases	2,500
	Transportation	12,000

<u>Program</u>	<u>Account</u>	<u>Amount</u>
	Equipment	8,000
N34. Transfer to purchase computers.		
From: College Student Services	Supplies	\$ 3,151
To: College Student Services	Equipment	\$ 3,151
N35. Transfer to provide for student financial grants. (Fund 12, Resource 1190)		
From: California Wellness Foundation	Other Services	\$ 1,500
To: California Wellness Foundation	Student Financial Grants	\$ 1,500
N36. Transfer to realign the Foster Youth Stuart grant budget, including guest speakers. (Fund 12, Resource 1190)		
From: Foster Youth Stuart	Transportation/ Bus Passes	\$ 1,512
To: Foster Youth Stuart	Lecturers	\$ 365
	Conferences	141
	Other Services	1,006
N37. Transfer to provide for supplies and chairs.		
From: VP, Business Services	Academic FT Administrator	\$ 9,947
VP, Student Services	Administrative Contingency	2,687
To: Dean, Student Services	Supplies	\$ 11,903
	Equipment	731
N38. Transfer to provide for canopy rental.		
From: Job Placement	Supplies	\$ 1,000
To: Job Placement	Rents and Leases	\$ 1,000

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N39. Transfer to provide for computers, furniture, and educational supplies. (Fund 12, Resource 1190)		
From: DSPS	Classified Perm PT	\$ 7,468
	Other Services	42,372
To: DSPS	Equipment	\$ 46,888
	Educational Supplies	2,952
N40. Transfer to provide for supplies and a scanner. (Fund 12, Resource 1190)		
From: SSSP	Classified Perm PT	\$ 67,759
To: SSSP	Supplies	\$ 66,595
	Equipment	1,164
N41. Transfer to provide for parking lot maintenance. (Fund 12, Resource 1050)		
From: Safety & Police	Supplies	\$ 1,296
To: Safety & Police	Construction Contract	\$ 1,296
N42. Transfer to purchase supplies.		
From: VP, Business Services	Classified Perm PT	\$ 1,000
To: Safety & Police	Supplies	\$ 1,000
<u>Moreno Valley</u>		
M1. Transfer to purchase a printer, computer, monitor and supplies.		
From: VP, Business Services	Other Services	\$ 5,043
	Academic Contingency	1,052
To: VP, Business Services	Equipment	\$ 4,043
	Supplies	1,000
Facilities	Grounds/Garden Supplies	241

<u>Program</u>	<u>Account</u>	<u>Amount</u>
	Supplies	811
M2. Transfer to purchase custodial supplies.		
From: Facilities	Electricity	\$ 15,000
To: Facilities	Custodial Supplies	\$ 15,000
M3. Transfer to purchase supplies.		
From: Dental Assistant	Repairs	\$ 1,356
	Waste Disposal	877
To: Dental Assistant	Instructional Supplies	\$ 1,923
	Supplies	310
M4. Transfer to purchase instructional supplies. (Fund 12, Resource 1190)		
From: Academic Affairs	Equipment	\$ 23
To: Humanities & Social Sciences	Instructional Supplies	\$ 23
M5. Transfer to purchase office furniture, a computer, printer, laptop and a robotic recording device.		
From: CTE	Consultants	\$ 1,534
	Mileage	1,200
	Memberships	500
	Rents and Leases	1,786
	Other Services	20,605
Dean of Instruction	Classified FT	10,300
To: Education Programs	Equipment	\$ 24,925
CTE	Supplies	2,500
	Equipment	8,500
M6. Transfer to provide for copying and printing and to purchase supplies, a computer and cell phone.		
From: President	Rents and Leases	\$ 2,567

<u>Program</u>	<u>Account</u>	<u>Amount</u>
	Memberships	1,069
To: President	Supplies	\$ 500
	Copying and Printing	500
	Equipment	2,636
M7. Transfer to provide for student and hourly help. (Fund 12, Resource 1190)		
From: Basic Skills/ESL 2015/16	Supplies	\$ 35,000
To: Basic Skills/ESL 2015/16	Student Help – Non-Instr	\$ 14,808
	Short-Term Temporary	19,512
	Employee Benefits	680
M8. Transfer to provide for a conference and purchase supplies and a computer.		
From: Technology Support Services	Student Help – Non-Instr	\$ 1,620
To: Technology Support Services	Supplies	\$ 150
	Conferences	140
	Equipment	1,330
M9. Transfer to provide for fire turnout coats and pants. (Fund12, Resource 1190)		
From: PSET - Lottery	Instructional Supplies	\$ 10,409
To: PSET – Lottery	Rents & Leases	\$ 10,409
M10. Transfer to purchase supplies.		
From: PSET	Repairs	\$ 1,371
	Rents and Leases	26,704
To: PSET	Supplies	\$ 1,371
	Instructional Supplies	26,704
M11. Transfer to provide for curriculum and physics study sessions for Upward Bound Math and Science students during the STEM Summer Academy. (Fund 12, Resource 1190)		
From: Upward Bound Math & Science	Copying and Printing	\$ 2,260

<u>Program</u>	<u>Account</u>	<u>Amount</u>
	Software	3,000
To: Upward Bound Math & Science	Professional Services	\$ 5,260

M12. Transfer to provide for a mariachi band, copying and printing, repairs and laundry and cleaning and purchase supplies and computer monitors.

From: VP, Student Services	Classified Perm PT	\$ 10,518
To: VP, Student Services	Copying and Printing	\$ 400
	Supplies	1,000
	Professional Services	700
	Laundry and Cleaning	202
	Repairs	1,216
	Equipment	7,000

M13. Transfer to provide for cell phone service and web hosting and to purchase computers, thinkpad, and printers.

From: Student Financial Services	Classified FT	\$ 41,598
To: Community Outreach	Cellular Telephone	\$ 498
	Equipment	5,400
Student Services	License Fees	32,500
Student Services & Equity Prog	Equipment	3,200

M14. Transfer to realign the BFAP grant budget. (Fund 12, Resource 1190)

From: BFAP	Classified FT	\$ 10,000
To: BFAP	Supplies	\$ 5,000
	Food	3,000
	Equipment	2,000

M15. Transfer to purchase laptop computers. (Fund 12, Resource 1190)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
From: Student Equity	Academic FT Administrator	\$ 5,471
To: Student Equity	Equipment	\$ 5,471

District Office and District Support Services

D1. Transfer to provide for a survey.

From: Institutional Research	Reference Books	\$ 14
	Equipment	309
To: Institutional Research	Surveys	\$ 323

D2. Transfer to purchase a printer. (Fund 12, Resource 1190)

From: Tri-Tech SBDC	Consultants	\$ 386
To: Tri-Tech SBDC	Equipment	\$ 386

D3. Transfer to establish the Local Strong Workforce Program grant budget.
 (Fund 12, Resource 1190)

From: CTE Projects	Supplies	\$ 180,486
	Other Services	138,600
To: CTE, Moreno Valley	Instr Salaries, Reg FT	\$ 161,824
	Academic Special Project	50,012
	Classified Perm PT	47,040
	Employee Benefits	60,210

D4. Transfer to provide for advertising.

From: Diversity, Equity & Compliance	Reference Books	\$ 1,811
	Periodicals/Magazines	500
	Copying and Printing	350
	Supplies	1,250
To: Diversity, Equity & Compliance	Advertising	\$ 3,911

D5. Transfer to purchase supplies.

<u>Program</u>	<u>Account</u>	<u>Amount</u>
From: Human Resources & Diversity	Other Services	\$ 7,500
To: Human Resources & Diversity	Supplies	\$ 7,500
D6. Transfer to purchase chairs.		
From: Administrative Services Center	Supplies	\$ 692
	Repair Parts	100
	Postage	228
	Repairs	167
To: Administrative Services Center	Equipment	\$ 1,187
D7. Transfer to provide for a subscription and to purchase a computer.		
From: Grants	Conferences	\$ 1,701
	Memberships	228
To: Grants	Periodicals/Magazines	\$ 226
	Equipment	1,703
D8. Transfer to purchase ergonomic supplies. (Fund 61, Resource 6110)		
From: Risk Management	Classified FT Administrator	\$ 5,000
To: Risk Management	Supplies	\$ 5,000
D9. Transfer to realign the Adult Education Block grant budget, including curriculum development modules. (Fund 12, Resource 1190)		
From: Adult Education Block Grant	Supplies	\$ 195,860
To: Adult Education Block Grant	Academic Special Project	\$ 64,685
	Classified FT Administrator	41,228
	Employee Benefits	54,362

<u>Program</u>	<u>Account</u>	<u>Amount</u>
	Mileage	4,386
	Conferences	1,016
	Other Services	16,922
	Comp Software Maint/Lic	2,861
	Equipment	10,400
D10. Transfer to realign the Perkins grant budget. (Fund 12, Resource 1190)		
From: Perkins	Academic Special Project	\$ 5,000
	Classified FT	7,904
	Student Help – Non-Instr	23,000
	Employee Benefits	20,498
	Supplies	37,000
	Copying and Printing	3,817
To: Perkins	Conferences	\$ 10,000
	Equipment	87,219
D11. Transfer to provide for small business consulting services. (Fund 12, Resource 1190)		
From: Federal & State Technology	Classified Special Project	\$ 6,600
	Employee Benefits	145
To: Federal & State Technology	Consultants	\$ 6,745
D12. Transfer to realign the Deputy Sector Navigator grant budget. (Fund 12, Resource 1190)		
From: Deputy Sector Navigator	Other Services	\$ 55,000
To: Deputy Sector Navigator	Classified FT	\$ 12,000
	Short-Term Temporary	18,000
	Employee Benefits	20,000
	Periodicals/Magazines	295
	Supplies	2,059
	Food	2,646
D13. Transfer to establish the Regional Strong Workforce Program grant budget. (Fund 12, Resource 1190)		
From: CTE Projects	Other Services	\$ 392,127

	<u>Program</u>	<u>Account</u>	<u>Amount</u>
To:	CTE, Moreno Valley	Academic Special Project	\$ 58,164
		Classified FT	125,806
		Employee Benefits	117,637
		Site Improvement	15,000
		Equipment	75,520

D14. Transfer to purchase supplies.

From:	Safety & Police	Other Services	\$ 1,750
To:	Safety & Police	Supplies	\$ 1,750

D15. Transfer to provide for copying and printing and to purchase supplies and a vehicle wheel immobilizer for parking enforcement. (Fund 12, Resource 1050)

From:	Safety & Police	License Fees	\$ 1,510
To:	Safety & Police	Supplies	\$ 1,375
		Equipment	135

Agenda Item (VI-B-3-a)

Meeting	5/16/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-a)
Subject	Resolution No. 50-16/17 – 2016-2017 State of California Employment Training Panel – #17-0428
College/District	District
Funding	General Fund
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$539,176 to the budget.

Background Narrative:

The Riverside Community College District has received funding for the 2016-2017 State of California Employment Training Panel - #17-0428 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:

[05162017_Resolution No. 50-16/17](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 50-16/17

2016-2017 State of California Employment Training Panel – #17-0428

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$539,176 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 May 16, 2017.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT

Resolution No. 50-16/17

2016-2017 State of California Employment Training Panel - #17-0428

Year	County	District	Date	Fund
17	33	07	5/16/2017	11

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
11	A00	1170	0	0000	0427	8831	539,176 00	REVENUE
								EXPENDITURES
11	AXB	1170	0	7010	0427	4590	500 00	Office and Other Supplies
11	AXB	1170	0	7010	0427	4599	1,000 00	Contract Ed Instr Supplies
11	AXB	1170	0	7010	0427	5045	100 00	Postage
11	AXB	1170	0	7010	0427	5197	250,000 00	Grant/Contract Sub-Agreem
11	AXB	1170	0	7010	0427	5210	250 00	Mileage
11	AXB	1170	0	7010	0427	5220	500 00	Conferences
11	AXB	1170	0	7010	0427	5890	286,826 00	Trainers
							539,176 00	TOTAL REVENUE
							539,176 00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-b)

Meeting	5/16/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-b)
Subject	Resolution No. 51-16/17 – 2016-2017 Full-Time Student Success Grant
College/District	District
Funding	Grants Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$13,000 to the budget.

Background Narrative:

The Riverside Community College District's Norco College has received additional funding for the 2016-2017 Full-Time Student Success Grant in the amount of \$13,000 from the California Community Colleges Chancellor's Office. The funds will be used for student awards.

Prepared By: Bryan Reece, President Norco College
Monica Green, Vice President, Student Services

Attachments:

[05162017_Resolution No. 51-16/17](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 51-16/17

2016-2017 Full-Time Student Success Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$13,000 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on May 16, 2017.

Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 51-16/17
 2016-2017 Full-Time Student Success Grant**

Year	County	District	Date	Fund
17	33	07	5/16/2017	12

Fund	School	Resource	PY	Goal	Func	Object	Amount		Object Code Description
12	E00	1190	0	0000	0383	8629	13,000	00	REVENUE
									EXPENDITURES
12	EZE	1190	0	6460	0383	5890	13,000	00	Student Stipends
							13,000	00	TOTAL REVENUE
							13,000	00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-c)

Meeting	5/16/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-c)
Subject	Resolution No. 52-16/17 – 2016-2017 Apprenticeship Apportionment
College/District	Norco
Funding	General Fund
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$30,367 to the budget.

Background Narrative:

The Riverside Community College District's Norco College has received additional funding for 2016-2017 Apprenticeship Apportionment from the California Community Colleges Chancellor's Office in the amount of \$30,367. The funds will be used for equipment.

Prepared By: Bryan Reece, President Norco College
Beth Gomez, Vice President, Business Services, Norco College

Attachments:

[05162017_Resolution No. 52-16-17](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 52-16/17

2016-2017 Apprenticeship Apportionment

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$30,367 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 May 16, 2017.

Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 52-16/17
 2016-2017 Apprenticeship Apportionment**

Year	County	District	Date	Fund
17	33	07	5/16/2017	11

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
11	E00	1000	6	0000	0373	8613	30,367 00	REVENUE
								EXPENDITURES
11	EJC	1000	0	6010	4373	6481	30,367 00	Student Desks
							30,367 00	TOTAL REVENUE
							30,367 00	TOTAL EXPENDITURES

Agenda Item (VI-B-5-a)

Meeting	5/16/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-a)
Subject	Selection of an Independent Audit Firm to Perform District, Proposition 39 (Measure C), and Foundation Audit Services
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve entering into agreements with Vavrinek, Trine, Date & Co., LLP (VTD) to perform annual District audit services and Vicenti, Lloyd, Stutzman, LLP (VLS) to perform Proposition 39 Measure C and Foundation audit services, for fiscal years 2016-2017 through 2020-2021.

Background Narrative:

Staff engaged in a Request for Proposal (RFP) process for the purpose of selecting an independent audit firm to conduct the annual District, Proposition 39 Measure C, and Foundation audits. The agreement is for a term not to exceed five (5) years and provides for cancellation upon written notification by either party prior to January 15 each year. Invitations were sent to ten (10) firms which had expressed an interest in providing audit services or were known to have relevant California Community College auditing experience. An advertisement was also published on March 16, 2017 in the Press-Enterprise.

On April 4, 2017, two (2) audit firms submitted proposals. Proposals were evaluated by members of an Audit Review Committee, comprised of District, College, Citizens' Bond Oversight Committee and Foundation representatives. Audit firm proposals were evaluated based on audit experience, cost, California Community College experience, and audit approach.

Based on detailed reviews of each proposal, audit firm interviews, and evaluation of the criteria, the Audit Review Committee recommends engaging Vavrinek, Trine, Day & Co., LLP (VTD) to conduct the annual audit for the District and Vicenti, Lloyd, Stutzman, LLP (VLS) to conduct the annual Proposition 39 Measure C and Foundation audit. Both firms have extensive experience performing audits for California Community Colleges and also participate with the Chancellor's Office on emerging issues.

See the attached cost proposals.

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

Attachments:

[05162017_Audit Firm Cost Proposals](#)

**REQUEST FOR PROPOSALS (RFP)
FOR INDEPENDENT AUDIT SERVICES
District, Proposition 39 and Foundation
FY 2017 through FY 2021
5-Year Total Cost**

	<u>Vavrinek, Trine, Day & Co., LLP</u>	<u>Vicenti, Lloyd & Stutzman, LLP</u>
District	\$ 369,000	\$ 366,500
Prop 39	\$ 60,000	\$ 67,800
Foundation	\$ 59,500	\$ 52,500

Agenda Item (VI-B-5-b)

Meeting	5/16/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-b)
Subject	Bid Award for Applied Technology Building Roof Tile Replacement Project
College/District	Norco
Funding	State Scheduled Maintenance
Recommended Action	It is recommended that the Board of Trustees award Bid Number 2016/17-20, Applied Technology Building Roof Tile Replacement Project in the total amount of \$384,948 to C.I. Services, Inc.

Background Narrative:

On May 5, 2017, the District received four (4) bids in response to an Invitation for Bid solicitation for the Roof Tile Replacement project in the Applied Technology Building. The project consists of removal and disposal of the existing tile roof materials and supporting substrate components, and installation of new tile, PVC membrane, and clad metal flashing materials. See the attached Lowest Responsive and Responsible Bidders summary.

References for C.I. Services, Inc. were checked by District staff and found to be satisfactory.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Majd Askar, Director of Business Services
Beth Gomez, Vice President, Business Services, Norco College
James Reeves, Interim Director Facilities

Attachments:

[05162017_Lowest Responsive and Responsible Bidders Summary](#)

Lowest Responsive and Responsible Bidders

Roof Tile Replacement project in the Applied Technology Building

<u>Contractor</u>	<u>Location</u>	<u>Total Bid</u>
C.I. Services, Inc.	Mission Viejo, CA	\$384,948
Letner Roofing	Orange, CA	\$393,588
Best Contracting Services	Gardena, CA	\$408,685
Commercial Roofing Systems	Arcadia, CA	\$534,939

Agenda Item (VI-B-5-c)

Meeting	5/16/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-c)
Subject	Selection of First Class Vending to provide Food and Beverage Vending Services District Wide
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees authorize the selection of First Class Vending to provide Food and Beverage Vending Services District wide.

Background Narrative:

Staff engaged in a Request for Proposal (RFP) process for the purpose of selecting a provider for Food and Beverage Vending at all District locations. The agreement is for a term not to exceed five (5) years, for the period July 1, 2017 through June 30, 2022. RFP's were provided to four (4) vendors and an advertisement was published on February 28, 2017 in the Press Enterprise. One (1) vendor submitted a proposal. The proposal was evaluated by the Contract Review Committee members comprised of District and College representatives.

The RFP response from First Class Vending provides for a 33% commission rate on all vending items, or a guaranteed minimum of \$100,000, payable at \$20,000 per year for five (5) years, and a one-time signing bonus in the amount of \$22,000, payable at \$4,400 per year over five (5) years.

Based on a detailed review of the proposal and evaluation of criteria established by the Contract Review Committee, the committee recommends First Class Vending to provide Food and Beverage Vending at all District locations.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Majd Askar, Director of Business Services
Nathaniel Jones, Vice President, Business Services (MVC)
Beth Gomez, Vice President, Business Services, Norco College
Sherrie DiSalvio, Financial and Technical Analyst

Attachments:

[05162017_Agreement with First Class Vending](#)

Campus Snack and Food Vending Services Agreement

This Campus Snack and Food Vending Service Agreement is made in the County of Riverside, State of California, by and between the **Riverside Community College District**, hereinafter called the "District", **First Class Vending, Inc.** hereinafter called the "Vendor".

WITNESSETH that the District and the Vendor for the considerations stated herein agree as follows:

- (1) **Contract Documents:** The Vendor shall provide, maintain and service onsite snack and food vending equipment for District sites, and complete all work required in connection with the Campus Snack and Food Vending Services Request Proposal documents. The documents comprising the complete Contract are sometimes hereinafter referred to as the Contract Documents, or the Contract.
- (2) **Term** – This Contract is for the period of **July 1, 2017, through June 30, 2022**, subject to yearly review. The District will review the performance of the Vendor on a yearly basis throughout the life of the Contract.
- (3) **Termination of Contract** - Either party may terminate this Agreement in its entirety if:
 - An order for relief has been entered with respect to any applicable bankruptcy, insolvency, or other similar law now or hereafter in effect, or;
 - A party has filed for reorganization, become insolvent or had a receiver or other officer having similar powers over it appointed for its affairs, by any court of competent jurisdiction, whether or not with their consent.
 - In the event of a failure to perform by the vendor, and upon written notification to Vendor by the District of such substantial failure, Vendor will have five (5) days from the date of notification to correct such failure(s) to the satisfaction of the District. If Vendor fails to correct the failure, District may immediately terminate the Agreement.
 - In the event of termination, Vendor agrees to remove all machines within (5) business days following the effective termination date.
- (4) **Modification** - Modifications to the terms of the agreement may be made by mutual agreement in writing between the parties. Due to ongoing college construction and maintenance projects, it is expected that some vending locations may be closed, and new or remodeled locations be opened over time and these situations are routine and are not considered justification to renegotiate. The District has final say as to the location of vending machine placement.
- (5) **Commission Proposal** - The Vendor guarantees a minimum yearly commission of \$20,000, or 33% on gross sales, whichever is greater, and a signing bonus in the amount of \$22,000 (twenty-two thousand dollars), upon execution of the five-year agreement, paid in the increment of \$4,400.00 per year to Riverside Community College District, in exchange for the right to be the exclusive vendor of vended food, snack, and hot beverage products.
- (6) **Pricing** - The Vendor, having entered into this Contract, will hold its proposed pricing and commission structure (attached hereto as Exhibit A) firm for the five-year period, unless otherwise agreed by the parties. Vend prices shall be mutually agreed to by the district and the Vendor. At no time shall Vendor's pricing be lower than the pricing charged by the District's food service department for similar product, nor shall it be higher than the District's consumer market will bear. The Vendor shall not change prices without prior written approval of the District. The District and the Vendor will review prices and portions periodically and any price increase requests made by the vendor must be in writing and be justified. Any adjustments agreed upon shall be made during an academic break.
- (7) **Commission Payment and Reports** -Vendor agrees to provide a statement report of all vending sales for each

machine to the Director of Food Services by the 5th business day of the month for the previous month. Commissions due to the District must be paid, via check, on a monthly basis by the 15th calendar day of the following month. Vendor agrees to pay interest for any commissions not paid on time at a rate of 1.5% per month for each month or partial month payment is late or the maximum interest rate allowed by law, whichever is lower. Any monies due, which are not paid within sixty (60) days of due date, upon election by the District will terminate this agreement. The Vendor shall also furnish to the District representative, a monthly report which, at the minimum, shall include revenues broken down by detail product mix, then by location and type of machine. The revenues for each campus should be shown separately, as well as cumulatively for the entire District.

- (8) **Accounting** - The Vendor shall furnish the District with an outline of its own system for accountability and record-keeping by which its auditors verify the accuracy and thoroughness of controls related to product issue and cash collections. This report is to be used by DISTRICT's auditors to use in ascertaining the propriety and accuracy of commissions due and paid to the District. The entire Vendor's records pertaining to product dispersal and sales collections covered by this agreement shall be made available upon demand by DISTRICT for the purpose of audit. Vendor shall keep said accounting records for a period of three (3) years beyond the termination of this Agreement.
- (9) **Services and Staff** - The Vendor shall be responsible for providing sufficient personnel and support services to insure timely maintenance of vending machines to the satisfaction of the District. Machines shall be serviced frequently enough to insure that a wide selection of products is available seven days a week. It is expected that vendor will provide emergency repair/service personnel who will respond to service request(s) within 24 hours. Each machine shall have a sticker on it informing the customer who to call if they have problems with lost coins, damaged product, etc. A district designee shall notify the vendor of the exact problem.
- (10) **Conduct of Staff** - Vendor's staff shall always conduct itself in a professional, courteous, and safe manner while on District property, and be familiar with and adhere to District policies regarding parking and vehicle speed. Vendor's staff who disregard these items will be asked to leave the property and the Vendor will be notified of such disregard.
- (11) **Non Discrimination** - Vendor 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, sex or gender, race, color, ancestry, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law. Vendor understands that harassment of any student or employee of Riverside Community College District with regard to ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law is strictly prohibited.
- (12) **Vending Machines** - The vendor shall install, at its expense, at the locations set forth on Attachment "A" of the Request for Proposal, the number and types of vending machines specified.
 - Vending machines must not be in excess of four (4) years old and must be fully reconditioned.
 - The District shall have the right to determine at any time during the period of this agreement that any of the vending machines are no longer required. These machines, that are no longer required, shall be promptly removed by the vendor at the vendor's expense.
 - All vending machines furnished shall be equipped so as to provide thermal overload protection. In addition, all machines shall be equipped with all necessary safety devices which shall be maintained in operating condition at all times. All machines shall be approved by the Underwriter's Laboratories, Inc., the National Sanitation Foundation, National Automatic Merchandising Association, and the Riverside County Health Department.

- The vendor shall at all times, at its expense, maintain the vending machines, including any meters, electronic monitoring systems, electronic sales equipment and special attachments, in proper working order and promptly make all necessary repairs and replacements of parts.
- The vendor will maintain the vending machines, material handling equipment and service vehicles in a clean, attractive and sanitary condition to the satisfaction of the District.
- All products requiring refrigeration and/or freezing are to be transported and maintained at proper temperatures from point of origin to point of delivery.
- The District shall have the right to inspect any and all vending equipment at any time for sanitation and housekeeping reasons and conduct bacteriological examinations of the vending machines and products vended that the District deems appropriate. To this end, the vendor will supply the District, a designated representative with the necessary means to access all vending machines. The District agrees to notify vendor in advance whenever such access is required.
- A schedule will be provided by vendor that details how vending machines will be improved upon, changed out or upgraded.
- Any equipment that repeatedly malfunctions during the contract period shall be removed and replaced with a new vending machine.
- Vendor's Equipment: The vendor shall bear the full responsibility for all risk of loss to their equipment, and money or product loss resulting from vandalism or theft, and shall not penalize the District for any losses incurred. The District will take normal and reasonable care to prevent damage to the vendor's equipment. The District shall cooperate with the successful vendor in devising a mutually agreeable arrangement in the event problems arise regarding the security of machines vending products, or receipts. Any damage or loss shall be immediately reported to College Safety and Police at (951) 222-8172.
- Vendor's Staff: The vendor shall bear any loss from dishonest, destructive, or criminal acts on the part of the vendor or its employees.
- Installation Sites (District Property): Any damage to existing utilities, equipment, or finished surfaces resulting from the performance of this contract shall be repaired to the District's satisfaction at the vendor's expense.

(13) Additional Equipment - The vendor shall install and maintain, at its expense, at the locations set forth and specified in Attachment "B" of the request for proposal, microwave ovens, and make accommodations for additional ovens if needed to enhance sales.

- The vendor shall maintain all microwave ovens in a satisfactory manner. Microwave ovens will be tested by vendor for electromagnetic radiation leakage at the time of installation and every six (6) months thereafter. Vendor will supply written verification to Riverside Community College District indicating:
 - Radiation terminates when the door is closed.
 - No leakage in excess of five (5) mill watts per square centimeter occurs at any point five (5) centimeters or more from the external surface of the oven.

(14) Utilities - The District agrees to arrange with the appropriate college or site to provide all necessary utilities at no cost to the vendor. It is understood that College approvals are required for all installations.

- The Colleges will make every reasonable effort to inform vendor of scheduled utility shutdowns, unexpected utility failures or vandalism but will not be liable for loss of product or equipment.
- Vendor agrees to supply, install and maintain utility cords, tubing, etc., so as to comply with all applicable health, safety and building code requirement(s).
- Vendor agrees to comply with all applicable District and/or College policies, regulations or directives.

- (15) **Products** - At least 25% of the food and 35% of the beverages offered through campus vending must meet accepted nutritional guidelines (attached hereto as Exhibit B).
- The District reserves the right to specify the manufacturer or supplier of goods vended at present or future times based upon partnerships and business relationship with the Riverside Community College District.
 - Any introduction of new products or substitution of products must be agreed upon in writing by the District. Vendor must supply the District with the manufacturer, portion size, weight, cup capacity, brand or quality level for any new product or substituted product.
 - All perishable products will be clearly marked with expiration date visible prior to purchase of product.
 - All sandwiches, salads and related product designated by the District upon review of vendor's products and as having a short shelf life, shall be removed the beginning of the second day after insertion in the vending machine.
 - Vendor agrees to not vend alcohol, near or non-alcoholic beer or wine, tobacco, birth control items, over the counter drugs, gum, health and beauty aids or school supplies. The District reserves the right to amend the aforementioned as it sees fit at any time.
 - Products containing low sodium, low cholesterol, low or non-fat or other healthy alternative characteristics shall be promoted whenever economically feasible over similar products. In addition, the vendor will provide an assortment of vegetarian offerings for testing and acceptance by our customers.
 - Vendor agrees to use the following raw food specifications for all products it prepares and to obtain a prior written waiver from the District if any variations are to be used by vendor:
 - Beef and Veal - USDA Grade Choice
 - Ground Beef - No less than 78%-80% lean meat
 - Poultry - USDA Grade A. Grade B may be used for stews and soups or other dishes of similar styles
 - Pork - USDA Grade A (#1)
 - Variety Meats - Grade #1 from USDA inspected plants
 - Sausage - Grade #1 from USDA inspected plants
 - Eggs - USDA Grade A
 - Dairy Products - USDA Grade A
 - Canned Fruits and Juices - USDA Grade A (Fancy) or Grade B (Choice)
 - Vendor shall comply with all appropriate legislative demands as they may arise.
- (16) **Refund** - Vendor will reimburse consumers (a) if a piece of the Contractor's vend equipment malfunctions and does not vend a snack food or beverage when the appropriate amount of coinage is properly inserted into the machine or (b) defective, spoiled, or inedible products when dispensed. Vendor shall provide a customer refund policy, procedure and execution plan, accepted by the District. Each vending machine shall have contact information displayed in a conspicuous area for refund on damaged goods or when customers do not receive product for their money due to a malfunction of the machine. Vendor will process refunds within seven (7) working days of the occurrence. For the purpose of tracking commissions, refunds and machine failures, the vendor will develop policy, procedures and execution plan that will identify the performance of machines, type of machines, and location.
- (17) **Taxes, Permits, Licenses and Fees** - Vendor agrees to assume complete liability for all taxes, permits, licenses and fees applicable to its property, income and business arising out of or in connection with the performance of the agreement. Vendor shall obtain all necessary permits and licenses for the installation and operation of the vending machines in its name and at its expense. Vendor will not be reimbursed by the District or College for any direct or indirect tax imposed on it by reason of this agreement.

- (18) **Audit** - Vendor agrees that the District has the right to inspect or audit vendor's accounting records, machine meters, and related documentation to verify sales and commissions in a reasonable and timely manner and will accommodate the District upon request.
- (19) **Waste** - All wrappings, boxes, etc., which are necessary to stock products into the machines, shall be removed by the vendor from the District's property by vendor and not deposited into any campus trash.
- (20) **Records** - Vendor will maintain a record of cleaning and sanitizing each machine and records shall be maintained for at least sixty (60) days past the date of the cleaning and sanitizing. Copies of such records shall be made available to the District upon request.
- (21) **Representations, Warranties, Covenants** – Each party hereto represents to the other that:
- It has full power and authority to enter into this agreement and to grant and convey the rights set forth herein.
 - All necessary approvals for execution, delivery and performance of this agreement have been obtained and this agreement has been duly executed and delivered and constitutes a legal, valid and binding obligation enforceable in accordance with its terms, and nothing contained in this agreement violates, interferes with or infringes upon the rights of any third party.
 - The signatory on this agreement is duly authorized and empowered to bind the party to the terms and conditions in this agreement and its performance hereunder.
 - They have complied with all applicable laws, ordinances, codes, rules and regulations relating to the entering this agreement and its performance hereunder.
 - The representations, warranties and covenants contained herein shall survive the execution and delivery of this agreement, and;
 - Except as expressly set forth herein, neither party has made, and neither party is relying on, any representation or warranty, express or implied, with respect to the subject matter hereof.
- (22) **Notices** – Any notices or other communication hereunder shall be in writing and shall be deemed given when received.
- (23) **Relationship of Parties** – The District or College site representative and the Vendor are acting herein as independent contractors and employers and nothing herein shall create or be construed as creating a partnership, joint venture or agency relationship between any of the parties and no party shall have the authority to bind the others in any respect.
- (24) **Confidentiality** – Except as otherwise required by law or the rules and regulations of any national securities exchange or the rule or regulations of the District, the College site and the Vendor agree not to disclose any non-public, confidential, or proprietary information to any third party other than to their respective directors, officers, employees, agents, and advisors, as needed.
- (25) **Governing Law** - This agreement shall be deemed to have been executed and delivered within the State of California, and the rights and obligations of the parties hereunder, and any action arising from or relating to this agreement, shall be construed and enforced in accordance with, and governed by, the laws of the State of California or United States law, without giving effect to conflict of laws principles. Any action or proceeding arising out of or relating to this agreement shall be brought in the county of Riverside, State of California, and each party hereto irrevocably consents to such jurisdiction and venue, and waives any claim of inconvenient forum.
- (26) **Insurance** - Throughout the agreement period, the vendor agrees to maintain in full force and effect at its sole expense the following insurances:

- General Liability: comprehensive or commercial form minimum limit each occurrence \$1,000,000, general aggregate \$2,000,000
- Employer Liability: \$1,000,000
- Business Automobile Liability: Minimum limits for owned, scheduled, non-owned, or hired automobiles with a combined single limit of not less than \$1,000,000 per occurrence.
- Workers' Compensation: Required under California State Law
- Vendor is to provide District with a Certificate of Insurance, evidencing the above-required coverages. Said Certificate shall name the District as an additional insured as follows:

**Riverside Community College District, Its Trustees, Employees,
Representatives, Agents and Volunteers
3801 Market St.
Riverside, CA 92501**

- The Riverside Community College District, the Trustees of the Riverside Community College District, their officers, employees, representatives, agents and volunteers are to be covered as insured with respect to liability arising out of work or operations performed by or on behalf of the vendor.
 - For any claims related to this agreement, the service vendor's insurance coverage shall be primary insurance with respect to the Riverside Community College District, the Trustees of the Riverside Community College District, their officers, employees, representatives, agents, or volunteers.
 - Each insurance policy required by the agreement shall state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the District. Certificates and endorsements must be received and approved by the District before work commences.
 - Vendor's insurance shall be with insurers that carry A. M. Best's rating of no less than A-VII, unless otherwise accepted by the District.
- (27) **Hold Harmless** - Vendor shall indemnify, defend, and hold harmless the Riverside Community College District, the Trustees of the Riverside Community College District, their officers, employees, representatives, agents, and volunteers against any and all liability, claims, costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property (District or otherwise) occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations, or performance of work in connection with this Contract, resulting in whole or part from the malfunction of vending machines or the negligent or willful acts of the Vendor, the Vendor's employee(s), agent(s), or representative(s), or from spoilage or contamination of food and/or beverage products.
- (28) **Force Majeure** – If the performance by either party hereto of its respective nonmonetary obligations under this agreement is delayed or prevented in whole or in part by acts of God, fire, storms, explosions, accidents, epidemics, war, civil disorder, strikes or other labor difficulties, or any law, rule, regulation, order or other action adopted or taken by any federal, state, or local government authority, or any other cause not reasonably within such party's control, whether or not specifically mentioned herein, such party shall be excused, discharged and released of performance only to the extent such performance or obligation is so delayed or prevented by such occurrence (Force Majeure Period) without liability of any kind, and Vendor shall proportionately reduce the then current consideration/sponsorship fee and commissions for the duration of the Force Majeure period.
- (29) **Equal Opportunity Employer** - Vendor, in the execution of this agreement, certifies that it is an equal employment opportunity employer.
- (30) **Software, Licensing Agreements, or Equipment with Software Pre-Loaded** - For purchase orders dealing with software applications, operating systems, web-based intranet and internet information and applications, telecommunications products, video or multimedia products, self-contained closed products such as copiers, and desktop and portable computers the vendor hereby warrants that the products or services to be provided under this

PO comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended, and its implementing regulations. Vendor agrees to respond promptly to and resolve any complaints regarding accessibility of its products or services that are brought to its attention. Vendor further agrees to indemnify and hold harmless the District from and against any claim arising out of its failure to comply with these requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement.

- (31) **Entire Agreement** – This document **including RFP** is a complete and exclusive statement of the terms thereof and supersedes all prior negotiations, representations, and agreements and no representation, understandings, or agreements have been made or relied upon in the making of this proposed agreement. No modification or waiver of any of the terms and conditions of this proposed agreement shall be effective unless such modification or waiver is expressed in writing and signed by each of the parties.
- (32) **Assignment** – Neither party may subcontract or assign its rights or obligations under this proposed agreement to any other entity or person without the express written consent of the other.

Authorized representatives of the parties have executed this Agreement as indicated below.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

FIRST CLASS VENDING, INC.

By _____
Name Aaron Brown
Title Vice Chancellor, Business & Financial Services
Date May 17, 2017
Governing Board Date May 16, 2017

By _____
Name _____
Title _____
Date _____

(Corporate Seal)

Campus Snack and Food Vending Services Agreement

Exhibit "A" (Pricing Structure)

SNACK MACHINE SELECTIONS

Candy-Reg.	\$1.35
Candy-Lg.	\$1.50
Chips-Lg.	\$1.25
Chips-Healthier Options	\$1.25
Cookies-Reg.	\$1.25
Cookies-Lg.	\$1.50
Pastry	\$1.50
Pop Tarts	\$1.50
Beef Jerky	\$2.00
Snacks-Reg.	\$1.25
Trail Mixes	\$1.50

Gum/Mints \$.85

BEVERAGE SELECTIONS

Carbonated Cold Bev. – 20oz	\$1.75
Gatorade	\$2.00
Water- 20oz	\$1.75
Alternative Bev – Asst.	\$1.50 - \$2.50
Coffee, DeCafe - 8oz	\$.55
Coffee, DeCafe - 12oz	\$.85
Coffee Flavor Specialties - 8oz	\$.55
Coffee Flavor Specialties - 12oz	\$.85
Hot Cocoa - 8oz	\$.55
Hot Cocoa - 12oz	\$.85

FOOD MACHINE SELECTIONS

Milk	\$1.25
Fresh Fruit	\$1.25
Cereal Variety	\$1.50
Cup 0 Noodles	\$1.25
Muffins & Cakes	\$1.50
Yogurts & Puddings	\$1.50
Oatmeal Variety	\$1.50
Burritos & Hot Pockets	\$1.75
Sandwiches- Reg.	\$3.00
Sandwiches - Prem.	\$3.50
Pizza & Lunchables	\$3.00
Entrees & Tuna/Chkn Kits	\$3.00-3.50

Campus Snack and Food Vending Services Agreement
Exhibit “B” (Nutritional Guidelines)

The district is committed to improving access to healthier food choices. A step towards this commitment is stocking healthy snack selections in campus vending machines. This follows in line with SB912.

The district is asking the following in all campus vending from the contract provider, 50% of the snacks offered in campus vending to comply with:

- Not more than 35% of total calories from fat with the exception of nuts and seeds or whole grain products.
- Not more than 10% of total calories from saturated fat.
- Does not contain trans fats added during processing (hydrogenated oils and partially hydrogenated oils).
- Not more than 35% total weight from sugar and caloric sweeteners with the exception of fruits and vegetables that have not been processed with added sweeteners or fats.
- All machines have symbols indicating which items are the healthy choices.

Agenda Item (VI-B-5-d)

Meeting	5/16/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-d)
Subject	Purchase Haworth Office Furniture from Total Plan Business Interiors, Inc., Utilizing the U.S. Communities Government Purchasing Alliance Contract No. 4400003402
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the purchase of Haworth office furniture from Total Plan Business Interiors, Inc., using U.S. Communities Government Purchasing Alliance Contract No. 4400003402, through December 31, 2017, with an option to renew for three (3) additional one (1) year periods.

Background Narrative:

U.S. Communities Government Purchasing Alliance, a nonprofit government-purchasing cooperative, maintains lists of contracts for goods and services awarded to multiple vendors. U.S. Communities assists in reducing the cost of purchased goods and services for participating agencies by aggregating their purchasing power nationwide. This is accomplished through competitively solicited contracts with lead public agencies. Public Contract Code 20652 authorizes state and local agencies to piggyback on existing bids properly advertised and awarded by other public entities.

A competitive solicitation was issued on behalf of U.S. Communities for the purchase of office furniture. Total Plan Business Interiors, Inc. was awarded contract No. 4400003402. Riverside Community College District utilizes multiple vendors to purchase furniture. Staff recommends use of U.S. Communities Government Purchasing Alliance Contract No. 4400003402, as one source to purchase office furniture from Total Plan Business Interiors, Inc. The term of agreement is through December 31, 2017 with an option to renew for three (3) additional one (1) year periods. District staff has reviewed available cooperative purchasing agreements and other formal purchasing options and found that this contract best meets 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	5/16/2017 - 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 \$925,624 for the period of March 1, 2017 through April 30, 2017.

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:

[05162017_Contracts and Agreements Less than \\$88,300 Report \(March-April\)](#)

Contracts and Agreements Report-All District Resources
 \$88,300 and Under
 3/01/17 thru 4/30/17

PO#	Department	Vendor	Business Location	Description	Amount
C0005563	Campus Student Services - Norco	Hope	Los Angeles	History Day Conference	\$ 395
C0005564	Athletics - Riverside	City of Riverside	Riverside	Rents and Leases	845
C0005565	Business Operations - Moreno Valley	The Lamar Companies	San Bernardino	Advertising	9,400
C0005566	Career and Technical Ed - Moreno Valley	Vocademy LLC	Riverside	Consultants for Developing Makerspaces	2,000
C0005567	EOPS - Moreno Valley	City of Moreno Valley	Moreno Valley	Rents and Leases	1,412
C0005568	Safety & Police - Riverside	Pacific Parking Systems, Inc.	Irvine	Repairs - Service	15,200
C0005569	Languages, Humanities & Social Sciences	Konica Minolta Business Solutions	San Bernardino	Repairs - Service	1,486
C0005571	Human Resources & Diversity	Maxient LLC	Charlottesville, VA	Tracking & Mgmt. of Conduct & Judicial Affairs	32,000
C0005572	Matriculation - Norco	The College Board	London, KY	Accuplacer Tests	10,044
C0005576	Workforce Preparation - Riverside	Integrated Work Strategies, LLC	Boulder, CO	Consulting Fees for Facilitating CAFYES program	4,900
C0005577	Performance Riverside	University/Resident Theatre Assoc.	New York, NY	Director's Fee for Thoroughly Modern Millie	6,000
C0005580	Institutional Support, Instruction & Curriculum	Harland Technology Services	Chicago, IL	Repairs - Service	759
C0005581	Campus Student Services - Norco	H & L Charter Company, Inc.	Rancho Cucamonga	Transportation Fee for Team Building Event	868
C0005582	Workforce Preparation - Riverside	Pierson & Associates	Atlanta, GA	Professional Svcs. for Default Prevention Initiative	49,450
C0005583	President - Riverside	Center for Academic Programs Abroad	Boston, MA	Professional Services for Study Abroad Program	1,000
C0005584	Customized Solutions	The Company Doctors	Rancho Palos Verdes	ETP Training	52,100
C0005585	Counseling - Moreno Valley	Holiday Inn	San Francisco	Hotel Accommodation for Puente Student	2,865
C0005586	Communications Center - Moreno Valley	US Bank	St Louis, MO	Rents and Leases	50,100
C0005587	Communications Center - Moreno Valley	Sharp Electronics Corp.	Santee	Repairs - Service	27,780
C0005588	Facilities - Norco	H2 Environmental Consulting Services, Inc.	Chino	Microbial Assessment Testing	900
C0005589	Performance Riverside	OD Music, Inc.	Woodland Hills	Paymaster Services for Thoroughly Modern Millie	43,862
C0005591	Kinesiology - Riverside	American Red Cross	Chicago, IL	Lifeguard Certification	2,730
C0005592	Grants & Contract Services	Streamlink Software, Inc.	Cleveland, OH	Computer Software Maint/Lic	5,995
C0005593	Economic Development	Applied Development Resources	Corona	Adult Education Block Grant Consultant Services	80,000
C0005596	Workforce Preparation - Riverside	Lappin, Amber	Menifee	Workshop Presenter	1,600
C0005597	Campus Student Services - Norco	University of California	Riverside	Challenge Course Activities	900
C0005601	EOPS - Norco	Carreras Tours, LLC	Chino	Transportation Services	3,800
C0005602	Counseling - Riverside	GS Consultants	Solana Beach	Workshop Consultants	12,000
C0005603	International Students - Riverside	OEC	Seoul, South Korea	Student Recruitment Fees	500
C0005604	CTE Projects	Riverside Marriott	Riverside	Meeting Room & Catering	4,000
C0005606	Institutional Support, Instruction & Curriculum	Transportation Charter Services	Orange	Bus Transportation	1,340
C0005607	Campus Student Services - Norco	Hope	Los Angeles	Conference Registration	200
C0005608	Facilities - Norco	Reeves, James	Lake Forest	Facilities, Maintenance & Operations Oversight Services	55,000
C0005609	Student Activities - Intramurals-Norco	Pyro Spectaculars, Inc.	Rialto	Commencement Supplies	2,000
C0005610	International Students - Riverside	VNIS Vietnam	Hanoi, Vietnam	Student Recruitment Fees	500
C0005611	Workforce Preparation - Riverside	Victoriano, Eutimio	Moreno Valley	Workshop Presenter	1,600
C0005612	Business Operations - Norco	Nolte, Walter H.	Fort Collins, CO	Speaker Fee	1,128
C0005613	Community & Economic Development	Sandusky, Clinton	Yucaipa	Community Education Presenter	300
C0005614	Community & Economic Development	Miles, Koyett	Riverside	Data Collection & Management	12,250
C0005615	Performing Arts - Riverside	OD Music, Inc.	Woodland Hills	Paymaster Personnel Talent Services for Picasso at Lapin Agile	1,980
C0005616	Human Resources & Diversity	State of California	Sacramento	Administrative Law Judge Services	48,000
N/A	Dean of Instruction, CTE	Sierra Joint Community College	Rocklin	Implementation Plan & Grant Proposal	No Cost
N/A	President - Moreno Valley	Moreno Valley Unified School District	Moreno Valley	GUI 45 Class for High School Students	No Cost
N/A	CTE Projects	Colton - Redlands - Yucaipa ROP	Redlands	Articulation Agreement ADM-67	No Cost
N/A	Fine & Performing Arts	Actor's Equity Association (Daniel Schultz)	North Hollywood	Stage Manager for Hair Spray	No Cost
N/A	Fine & Performing Arts	Actor's Equity Association Tracy Lore)	North Hollywood	Stage Manager for Hair Spray	No Cost
N/A	Student Equity	University Enterprises Corporation at CSUSB	San Bernardino	Subaward Agreement No GT16146	No Cost
N/A	CTE Projects	City of Moreno Valley	Moreno Valley	Letter of Interest - Strategic Partnership	No Cost
N/A	RCC	Alvord Unified School District	Corona	Tutoring	No Cost
N/A	CTE Projects	Palo Verde Community College District	Blythe	Master Agreement 2017/20 Strong Workforce Program	No Cost
N/A	CTE Projects	Mt. San Jacinto Community College	San Jacinto	Master Agreement 2017/20 Strong Workforce Program	No Cost
N/A	CTE Projects	San Bernardino Community College District	San Bernardino	Master Agreement 2017/20 Strong Workforce Program	No Cost

Contracts and Agreements Report-All District Resources
 \$88,300 and Under
 3/01/17 thru 4/30/17

PO#	Department	Vendor	Business Location	Description	Amount
N/A	Human Resources & Diversity	Cal Baptist University	Riverside	Reduced Tuition Courses	No Cost
N/A	CTE Projects	California School for the Deaf	Riverside	AUT-50 Articulation Agreement	No Cost
N/A	CTE Projects	Riverside County Office of Education	Riverside	BUS-22 Articulation Agreement	No Cost
N/A	CTE Projects	Riverside County Office of Education	Riverside	BUS-47 Articulation Agreement	No Cost
N/A	Tri-Tech	CSU Fullerton Auxiliary Services Corporation	Fullerton	Early Stage Entrepreneurs Consulting Services	No Cost
N/A	PSET	College of the Desert	Palm Desert	Fire Fighter Intervention, Safety, and Training	No Cost
N/A	Community & Economic Development	California Community Colleges Chancellor's Office	Sacramento	SBA State Trade Expansion Program Activities	No Cost
N/A	Customized Solutions	Fleetwood Aluminum Products, Inc.	Corona	Training	No Cost
N/A	Applied Technology	Ford Motor Company	Dearborn, MI	Vehicle Usage	No Cost
N/A	Business Services	Wells Fargo Bank, N.A.	Charlotte, NC	Dodd-Frank Resolution Plan	No Cost
N/A	Middle College High School	Val Verde Unified School District	Moreno Valley	Hold Harmless & Indemnification	No Cost
N/A	Tri-Tech	University of California Irvine Applied Innovation	Irvine	FAST Grant Sponsorship	No Cost
N/A	Customized Solutions	Rockwell Collins dba B/E Aerospace	Corona	Training	No Cost
N/A	Customized Solutions	State of California Employment Training Panel	Sacramento	Employment Training Panel Award	No Cost
N/A	CTE Projects	Riverside Unified School District	Riverside	GAM-22 Articulation Agreement	No Cost
N/A	CTE Projects	Riverside Unified School District	Riverside	GAM-50 Articulation Agreement	No Cost
N/A	Office of Economic Development	National Aeronautics & Space Administration	Edwards	NASA Tech Transfer, Econ. Dev., and Training Services	No Cost
N/A	Dean of Instruction - Moreno Valley	US Bank Equipment Finance	Marshall, MN	Dispute Process Agreement	No Cost
N/A	Dean of Instruction - Moreno Valley	Val Verde Unified School District	Perris	STEM Mobile Lab Activities	No Cost
Additions to Approved/Ratify Contracts of \$88,300 and Under					
C0002757	Facilities & Planning	Facilities Planning & Consulting Services	Exeter	Amend. #9/Extends Date	No Cost
C0002844	Campus Student Services - Norco	GreatAmerica Leasing Corporation	Cedar Rapids, IA	Rents and Leases	635
C0003226	Student Services - Norco	Riverside Transit Agency	Riverside	RTA Go-Pass	2,239
C0003421	Facilities Planning & Development	Padilla & Associates, Inc.	Santa Ana	Labor & Compliance	23,666
C0003717	Human Resources & Diversity	Keenan & Associates	Torrance	Employee Benefits Consulting Services	24,300
C0004388	Athletics - Riverside	Adecco USA, Inc.	Melville, NY	Transportation Contracts	10,000
C0004389	Facilities - Riverside	Amtech Elevator Services	Anaheim	Elevator Maintenance & Services RFP	35,422
C0004445	Facilities Planning & Development	Padilla & Associates, Inc.	Santa Ana	PLA for Coil School for the Arts	36,273
C0004639	Facilities Planning & Development	Marina Landscape Inc.	Anaheim	CAADO P2 Construction Landscape	11,676
C0004671	Facilities Planning & Development	West-Tech Mechanical, Inc.	Montclair	CAADO P2 Construction Mechanical (HVAC)	29,806
C0004672	Facilities Planning & Development	West-Tech Mechanical, Inc.	Montclair	CSA P2 Construction Mechanical (HVAC)	7,118
C0004761	Dean of Instruction - Moreno Valley	CBE Office Solutions	Irvine	Copier Maintenance	300
C0004763	Applied Technology - Riverside	Konica Minolta Business Solutions	San Bernardino	Copier Maintenance Agreement	455
C0004767	Dean of Instruction - Moreno Valley	CBE Office Solutions	Irvine	Maintenance Agreement	300
C0004946	Chancellor's Office	RichGrossSolutions, Inc.	Hot Springs, SD	Phase II - Campaign Consulting Support	6,133
C0005191	Customized Solutions	Quest Consulting & Training Corporation	Palisades	ETP Core - Training Services	17,500
C0005199	Chancellor's Office	De Lage Landen Public Finance, LLC	Wayne, PA	Copier Maintenance	1,200
C0005219	Open Campus	Kaltura, Inc.	New York, NY	Computer Software Maint/Lic	18,966
C0005291	Community Ed & Senior Citizen Education	Ellis-Woodson, Cassandra	Eastvale	Community Education Presenter	3,000
C0005263	Academy / Criminal Services	Riverside County	Riverside	Rents and Leases	45,438
C0005348	Health Services - Riverside	Lifestyle Medicine Solutions	Riverside	Doctors/Nurses	6,670
C0005382	Academy / Criminal Services	Scantron Corporation	Eagan, MN	Computer Software Maint/Lic	475
C0005396	Community Ed. & Senior Citizen Education	Youngerman, Stephen	Riverside	Instructional Svcs. For Community Ed. Classes	5,000
C0005449	Information Technology Services	Execu-Sys, Ltd.	New York, NY	Amend. #2/Extends Date	No Cost
C0005456	Customized Solutions	Gomez, Juan C.	Moreno Valley	Grant / Contract Sub Agreements	1
C0005462	Customized Solutions	Brady, Michael	Corona	Training Services at Trademark Plastics	2,520
C0005488	Disabled Student Services - Riverside	RISE Interpreting, Inc.	Riverside	Interpreters	14,000
C0005510	Diversity, Equity & Compliance	Shaw HR Consulting, Incorporated	Newbury Park	Amend. #1/ Increases Funds	7,500
C0005533	Chancellor's Office	Ellucian Company, L.P.	Fairfax, VA	Database Application Software	46,302
C0005544	Institutional Support, Instruction & Curriculum	Transportation Charter Services	Orange	Transportation Services	140
C0005553	Community Ed & Senior Citizen Education	Bowman, Gary	Corona	Community Education Instructor	500
C0005590	Educational Services - Moreno Valley	Digital Networks Group, Inc.	Alisa Viejo	A/V Equipment Upgrades Bid Award	18,902

Contracts and Agreements Report-All District Resources
 \$88,300 and Under
 3/01/17 thru 4/30/17

PO#	Department	Vendor	Business Location	Description	Amount
N/A	Counseling	The Regents of the University of California	Berkeley	Amend. #1/Wording Only	No Cost
N/A	DSPS	State of California Department of Rehab	Sacramento	Amend. #1/Wording Only	No Cost
				Total	<u>\$ 925,624</u>

Agenda Item (VI-B-6-b)

Meeting	5/16/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-b)
Subject	Amendment No. 1 for Implementing the National Center for Supply Chain Automation Grant with Sinclair Community College
College/District	Norco
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve Amendment No. 1 to the Subaward Agreement between Norco College and Sinclair Community College for additional grant year funding in the amount of \$83,000.

Background Narrative:

Presented for the Board's approval is Amendment No. 1 to the Subaward Agreement between Norco College and Sinclair Community College. The agreement is a result of the National Science Foundation Award under its Advanced Technological Education Program to implement a National Center for Supply Chair Automation.

The amendment extends our current contract through September 30, 2018 and allocates additional grant year funding in the amount of \$83,000 for the second year of activities related to the National Center for Supply Chain Automation grant.

This allocation will put the total contract at \$166,000.

Prepared By: Bryan Reece, President Norco College
Dr. Kevin Fleming, Dean of Instruction, Career and Technical Education
Colleen Molko, Associate Dean, Career & Technical Education

Attachments:

[Amendment #1 to Subaward Agreement with Sinclair Community College](#)
[Subaward Agreement with Sinclair Community College](#)

AMENDMENT #1 TO SUBAWARD AGREEMENT WITH
SINCLAIR COMMUNITY COLLEGE

This document amends the original subaward agreement between the Riverside Community College District on behalf of Norco College and Sinclair Community College, which was approved by the Interim President of Norco College on December 6, 2016.

The agreement is hereby amended as follows:

With this amendment, the end date of our agreement is revised to September 30, 2018 and an additional \$83,000 in funding is authorized for grant-related activities to be carried out in the second year of the grant, whose performance period is October 1, 2017 through September 30, 2018.

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

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

Riverside Community College District
On behalf of Norco College

Sinclair Community College

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

By: _____
Steven Lee Johnson, Ph.D.
President and CEO

Dated: _____

Dated: _____

A Subaward Agreement Between
Riverside Community College District
On behalf of Norco College
And
Sinclair Community College
Resulting from an Award from the National Science Foundation
Under its Advanced Technological Education (ATE) Program (NSF 14-577, CFDA No. 47.076)
to Implement a
National Center for Supply Chain Automation
(Award Number DUE-1601452)

This subaward agreement is governed by National Science Foundation (NSF) Program Solicitation NSF-14-577, NSF Award and Administration Guide (version NSF-16-1 dated January 2016) and Grant General Conditions (GC-1) dated July 1, 2016. These references, as well as those relating to the use of program income, and disclosing federal funding in public announcements, apply to this subaward and are binding upon the parties therein.

I. Scope of Subaward Agreement

Contracting Agent: Riverside Community College District (RCCD) (Lead Agency/Fiscal Agent) for Norco College (NC). Subawardee: Sinclair Community College (SINCLAIR)
Subaward Amount: Up to \$83,000 in federal funds, unless otherwise determined by the National Science Foundation, will be utilized in accordance with the terms and conditions of this subaward (including the subaward budget submitted in the NSF Fastlane system), all applicable sections of the agreement between RCCD/NC and the National Science Foundation, as well as the information contained within the grant application to the National Science Foundation written in response to the Foundation's request for ATE proposals. This sum is subject to reduction by RCCD/NC should RCCD/NC experience a reduction in funding from the National Science Foundation (NSF). However, any impact on services as a result of reduction will be discussed, agreed upon and approved by the Norco College Principal Investigator of the NSF Grant.

This subaward between RCCD on behalf of Norco College and Sinclair Community College is entered into on December 6, 2016 and covers a period of time from that date through September 30, 2017 unless terminated early by the National Science Foundation; in that case the termination date of this subaward would be the same date as the termination date given by the National Science Foundation.

II. Description of Work

Through this National Science Foundation funding opportunity, RCCD, Norco College and Sinclair Community College have entered into a collaborative agreement to increase the supply of highly qualified supply chain technicians by 5,000 over five years to meet the growing national need.

We have established this collaborative effort between Norco College and Sinclair Community College with the overarching goals to:

Objective 1: Implement model 2+2 supply chain automation career pathways through high school and community college partnerships nationally to meet the need for educated technicians.

Objective 2: Convene supply chain automation stakeholders via a National Symposium event to enhance collaboration and deliver professional development.

Objective 3: Increase the number of individuals from underrepresented groups entering the field of supply chain automation.

Objective 4: Disseminate information and product deliverables to audiences that include secondary and post-secondary educators, industry and current and potential Supply Chain (Automation) Technicians.

Objective 5: Establish and promote stackable national industry certification in Supply Chain Automation.

SINCLAIR shall notify NC of any intent to significantly deviate from the described statement of work and provide written justification. SINCLAIR shall notify NC of any proposed changes in key personnel.

SINCLAIR will meet (in person during regularly scheduled Center events, but more often by phone) with Norco College as requested by the Norco College Principal Investigator to discuss progress made toward grant objectives, review fiscal issues, address challenges, barriers, and/or concerns regarding the grant, and coordinate activities.

SINCLAIR will provide the necessary administrative services to maintain fiscal and contract compliance with regard to its specific role and responsibilities concerning this grant, while RCCD/NC will provide overall administrative oversight for all parts of this grant and serve as the primary contact to the National Science Foundation.

III. Consideration

In consideration of the performance by SINCLAIR in administering this National Science Foundation Grant, RCCD shall make payments to SINCLAIR totaling no more than \$83,000 in the contract period, unless modified by unanimous approval of Norco College NSF Principal Investigator and the National Science Foundation. These funds will be released no more frequently than monthly and only after the delivery of services and periodic progress reports at intervals determined by the Norco College Principal Investigator. An invoice detailing expenses by major cost category and personnel expenses by individual line item (to correspond with line items listed in the approved budget) shall be sent to the NSF Principal Investigator at Norco College.

Payment for the delivery of services specified shall be made upon written request of SINCLAIR to RCCD/NC by submission of a request for reimbursement. As agreed to in advance, requests

for reimbursement must report expenses by major budget categories on an actual cost reimbursement basis. Invoices shall indicate current period and cumulative cost totals for the approved budget categories. The final invoice of the academic year (which ends June 30, 2017) must be submitted no later than July 15, 2017. Payment of costs questioned by NC may be withheld until SINCLAIR provides adequate documentation to substantiate the costs as proper under the terms of the grant. RCCD/NC will make every effort to reimburse SINCLAIR for services rendered within thirty days. SINCLAIR shall have the right to re-budget expenses as long as the re-budgeting falls within the terms and conditions set by the National Science Foundation. Any funds not spent by the end of the agreement period will not carry forward, unless approval is granted by the Principal Investigator.

IV. Agreement

This agreement shall not be altered, changed or amended except by instrument in writing executed by the parties hereto. Modification of this agreement shall be in writing and agreed to by both parties. An amendment may increase or decrease the total amount of consideration due and extend the performance period of this subaward. The restrictions on the expenditure of federal funds in appropriations acts are applicable to this subaward to the extent those restrictions are pertinent.

Regulatory requirements can be found in:

2CFR 200; NSF Program Solicitation NSF-14-577; NSF Award and Administration Guide (version NSF-16-1 dated January 2016); and Grant General Conditions (GC-1) dated July 1, 2016, including addenda.

RCCD/Norco College, as the lead fiscal agent, reserves for itself all rights to action that would require NSF approval, including but not limited to:

- 1) The right to initiate no-cost extensions
- 2) The need to obtain prior written approval from NSF for all actions requiring such approval.

Communication with NSF

SINCLAIR shall communicate with the grant-funding agency (National Science Foundation) through NC. SINCLAIR has no authority under this agreement to communicate directly with the funding agency regarding the work funded by this agreement. Title to equipment costing \$5,000 or more that is purchased by SINCLAIR as direct costs of the project shall unconditionally vest in SINCLAIR upon acquisition without further obligation to the Federal Awarding Agency subject to the conditions specified by all applicable regulatory guidance. In order to be in compliance with federal requirements, SINCLAIR shall maintain an "Equipment Inventory List." Upon request, the list must be readily available for review by NC Principal Investigator, Riverside Community College District internal auditors, and as requested to comply with federal audits conducted by the National Science Foundation. Disposition of equipment that exceeds its normal life expectancy shall be executed in accordance to federal regulations.

Subcontracting

SINCLAIR may not subcontract any portion of the work to be performed under this agreement without prior written approval of NC.

Assignment

SINCLAIR shall not assign or transfer any interest in the agreement or assign any claims for Money due or to become due under this agreement without the prior written approval of NC.

V. Records/Audits

In accordance with the Terms and Conditions of the grant, in order to be in compliance with federal requirements, SINCLAIR must maintain records regarding the use of grant funds and progress toward grant objectives. SINCLAIR will maintain appropriate financial records in accordance with generally accepted accounting practices. SINCLAIR will make available to RCCD upon request, backup financial documentation (invoices and receipts) that clearly describe the nature of each expense, as authorized in the approved budget and as required by the terms of the National Science Foundation award agreement. SINCLAIR will submit progress reports as requested by the Principal Investigator that address progress made toward grant objectives and barriers or challenges to successful achievement of program objectives. SINCLAIR shall preserve and, with advance notification, make available all records related to this agreement for examination by Riverside Community College District, the federal government, and/or their duly authorized representative. SINCLAIR shall retain these records for five years after the completion of the grant program. If any audit or other action involving the records has been started before the expiration of this period, the records must be retained until completion of the action and resolution of all issues which arise from it or until the end of the five-year period, whichever is later; the retention period starts on the day the grantee submits its last expenditure report for that period or when the grant ends, whichever is later. Any costs which, upon audit, are found to be unallowable will be reduced from future claims for reimbursement, or shall be refunded to NC if the agreement has expired. SINCLAIR is subject to the uniform administrative requirements of 2 CFR 200 and/or other federal guidelines.

VI. Assurances

Acceptance of this subaward constitutes certification that SINCLAIR is not presently debarred, suspended, proposed for disbarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency. Acceptance of this subaward constitutes certification that SINCLAIR is not delinquent on any Federal debt. Acceptance of this subaward constitutes certification that SINCLAIR is in compliance with Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Public Law 100-960, Title V, Subtitle D). Acceptance of this subaward constitutes the subawardee is providing the following certifications found in the NSF Grant Proposal Guide: 1) Drug-Free Workplace Certification - Exhibit II-3, Debarment and Suspension Certification - Exhibit II-4, Lobbying Certification - Exhibit II-5 and Nondiscrimination Certification - Exhibit II-6, all found https://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_index.jsp.

Acceptance of this subaward constitutes certification that SINCLAIR is in compliance with the Series 3000 of the Staff Diversity/Affirmative Action Policy (Americans with Disabilities Act

[1990], Ed. Code 87100, Title 5, California Code of Regulations Policy Number 3010x). Acceptance of this subaward constitutes certification that to the best of SINCLAIR's knowledge and belief: No federal appropriated funds have been paid or will be paid, by or on behalf of SINCLAIR to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement. If funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, SINCLAIR shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

SINCLAIR agrees to abide by all regulations regarding intellectual property, compliance with ADA and the FEHA/Rehabilitation Act 1973. Copyrights: SINCLAIR shall grant an irrevocable, royalty-free, non-transferable, non-exclusive right and license to use, reproduce, make derivative works, display, and perform publicly any copyrights or copyrighted material (including any computer software and its documentation and/or databases) first developed and delivered under this subaward Agreement solely for the purpose of and only to the extent required to meet RCCD/NC's obligations to the Federal Government under its Prime Award. Data Rights: SINCLAIR grants to RCCD/NC the right to use data created in the performance of this subaward agreement. SINCLAIR agrees to notify RCCD immediately if there is any change of status in any of the above.

Independent Contractor

SINCLAIR, its agents and employees are independent contractors performing services for NC under this grant and are not employees of NC. SINCLAIR, its agents and employees shall not accrue leave, retirement, insurance, bonding, or any other benefit afforded to employees of NC as a result of this agreement.

VII. Designation of Personnel

RCCD/NC and National Science Foundation have designated Dr. Kevin Fleming as the Principal Investigator of the NSF National Center grant program. Dr. Fleming is responsible for technical and administrative management of the National Center project. All inquiries and reports regarding this subaward should be directed to Dr. Fleming. SINCLAIR has designated Dr. Ned Young the Co-PI of the program. These designated individuals are responsible for coordinating programmatic, financial and administrative matters as they relate to this subaward.

VIII. Suspension and Termination of Funds

Pursuant to a mutual understanding that the terms of this subaward do not encumber the implementation of DUE Award Number 1601452, as granted by the National Science Foundation for the explicit purposes of this NSF grant program, either party may suspend or terminate this subaward upon thirty (30) days written notice, when at any time in either party's determination, the other party to this subaward violates or departs from the terms and conditions of this subaward; or if the program would not be achieved by continuance of the

existing subaward; or if SINCLAIR fails to submit the reports required under this subaward according to the established schedule. Termination of this subaward, however, will not invalidate commitments or obligations properly incurred by SINCLAIR prior to the date of termination that cannot be cancelled. SINCLAIR also agrees to adhere to conflict of interest regulations as approved by its governing body.

IX. Liability

- Each party agrees to be responsible and assume liability for its own willful or negligent acts or omissions, or those of its officers, agents, or employees, resulting from the performance of this subaward, and agrees to hold the other party, its officers, employees, subawardors, agents, State agencies, Trustees, or representatives harmless from any such liability. All partners of the NSF National Center are institutions of higher education and assume liability only to the extent allowed by law.

X. Anti-Kickback

The Anti-Kickback Act of 1986 was passed to deter entities from making payment for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contract or a subaward relating to a prime contract. By acceptance of this subaward, SINCLAIR agrees to comply with the following regulations: FAR 3.502 and FAR 52.203.7.

XI. Acknowledgement of Support

SINCLAIR is responsible for assuring that an acknowledgment of the National Science Foundation support is made during news media interviews, including popular media such as radio, television and news magazines, that discuss in a substantial way work funded by this award.

XII. Law

This contract shall be governed by and construed in accordance with the laws of the State of California. The parties recognize that Sinclair is a political subdivision of the State of Ohio and nothing in this Agreement shall prevent Sinclair from asserting any and all claims, defenses, and immunities available to it under law, including but not limited to the political subdivision immunities set forth in Ohio Revised Code Chapter 2744.

XIII. Notices

All notices, claims, correspondence, reports, invoices and/or statements authorized or required by this subaward shall be addressed as follows:

For RCCD/Norco College
Dr. Kevin Fleming
Dean of Instruction, Career & Technical Education
Norco College
2001 Third Street
Norco, CA 92860

For SINCLAIR
Dr. Ned Young
Professor, Management and MIS
Sinclair Community College
444 W. Third St.
Dayton, OH 45402

All notices, claims, correspondence, reports, invoices and/or statements shall be deemed effective when they are made in writing, addressed as indicated above, and deposited in the United States mail.

Signature Authorization

Norco College

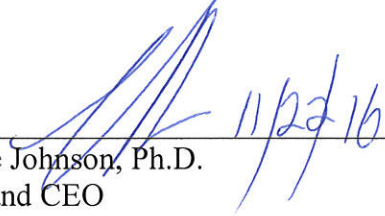


Monica Green, Ed.D.
Interim President

12/6/16

Date

Sinclair Community College



Steven Lee Johnson, Ph.D.
President and CEO

Date

Agenda Item (VI-B-7)

Meeting	5/16/2017 - 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.

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:

[05152017 Out of State Travel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: May 16, 2017

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

Current:

Moreno Valley College

- 1) Ms. Lisa Hausladen, associate professor, health, human and public services, to travel to St. Louis, Missouri, June 1 through 4, 2017, to attend the 2017 Teaching Professor Conference. Estimated cost: \$2,759.53. Funding source: Perkins Title I-C funds.
- 2) Mr. Ray King, law instructor, public safety education and training, ben clark training center, to travel to Emmitsburg, Maryland, June 8 through 14, 2017, to attend the Facilitator Certification Seminar, International Public Safety Leadership and Ethics Institute. Estimated cost: \$2,419.66. Funding source: Hotel cost of \$240.00 to be paid by the International Public Safety Leadership and Ethics Institute and \$2,179.66 to be paid from General funds.
- 3) Mr. Don Williamson, law instructor, public safety education and training, ben clark training center, to travel to Emmitsburg, Maryland, June 8 through 14, 2017, to attend the Facilitator Certification Seminar, International Public Safety Leadership and Ethics Institute. Estimated cost: \$1,722.47. Funding source: Hotel cost of \$240.00 to be paid by the International Public Safety Leadership and Ethics Institute and \$1,482.47 to be paid from General funds.

Norco College

- 1) Ms. Colleen Molko, associate dean, career technical education, to travel to Salt Lake City, Utah, July 18 through 21, 2017, to attend the High Impact Technology Exchange Conference. Estimated cost: \$1,668.00. Funding source: Supply Chain Automation Grant funds.
- 2) Ms. Elena Santa Cruz, grants administrative specialist, career technical education, to travel to Salt Lake City, Utah, July 18 through 21, 2017, to attend the High Impact Technology Exchange Conference. Estimated cost: \$1,668.00. Funding source: Supply Chain Automation Grant funds.

Riverside City College

- 1) Mr. Richard Gabriel, assistant professor, applied technology-culinary, to travel to Chicago, Illinois, May 19 through 23, 2017, to attend the National Restaurant Association Show. Estimated cost: \$1,877.43. Funding source: Perkins Grant funds.
- 2) Dr. Wolde-Ab Isaac, president, president's office, to travel to Manhattan, New York, May 17 through 21, 2017, to attend the Bard High School/Early College Tour/Visitation. Estimated cost: \$1,823.16. Funding source: General funds.

Agenda Item (VI-B-8-a)

Meeting	5/16/2017 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-a)
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.

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:

[05162017_Surplus Property List](#)

SURPLUS EQUIPMENT
May 16, 2017

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	KONICA MINOLTA	PRINTER/COPIER, LASER, MFP, MONO	BIZHUB 421B	A0R601100542	039831
1	GATEWAY	COMPUTER, LAPTOP	M255-E	0038953235	033269
1	EPSON	PRINTER, INKJET, WIDE, COLOR	CA61201-VM	LPJE045834	049371
1	EPSON	PRINTER, INKJET, WIDE, COLOR	C635011UCM	JJXE004897	033981
1	PHILLIPS	TELEVISION, CRT	PA9027 C121	50662149	016469
1	3M	PRIVACY SCREEN, COMPUTER MONITOR	PF400XLB	NONE	A02362
1	APPLE	COMPUTER, DESKTOP, AIO	A1311 (EMC 2389)	QP0480J6DNM	042862
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 780	J86M1P1	041465
1	GATEWAY	COMPUTER, DESKTOP	CLIENTPRO 7620	4628547-0001	037785
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135A0A21K0167	046388
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135A0A21K0285	046401
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135A0A21K0189	046408
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135A0A21K0283	046393
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135A0A21K0166	046381
1	HITACHI	17" STARBOARD W/ 5 FOOT USB CABLE	T-17SXL	W643135A0A21K0148	046367
1	HITACHI	STARBOARD	TOUCH SCREEN	3CFP00025	023035
1	PRIMERA TECHNOLOGY, INC.	PRINTER, CD/DVD DISC LABEL	BRAVO PRO	2070401675	NONE
1	LOREX	MONITOR, CRT, 8-CHANNEL, NETWORKABLE, COLOR	L21Q784	0509-2781	030960
1	DELL	COMPUTER, DESKTOP	PRECISION T1600	H48LYQ1	044039
1	DELL	COMPUTER, DESKTOP	PRECISION T1600	H49KYQ1	044035
1	DELL	COMPUTER, DESKTOP	PRECISION T1600	H45KYQ1	044010
1	DELL	COMPUTER, DESKTOP	PRECISION T1600	H45HYQ1	044015
1	DELL	COMPUTER, DESKTOP	PRECISION T1600	H48JYQ1	044031
1	DELL	COMPUTER, DESKTOP	PRECISION T1600	H46JYQ1	044020
1	DELL	COMPUTER, DESKTOP	PRECISION T1600	H49GYQ1	044009
1	DELL	COMPUTER, DESKTOP	PRECISION T1600	H4BDYQ1	044022
1	DELL	COMPUTER, DESKTOP	PRECISION T1600	H46LYQ1	044025

SURPLUS EQUIPMENT
May 16, 2017

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	DELL	COMPUTER, DESKTOP	PRECISION T1600	H45JYQ1	044041
1	DELL	COMPUTER, DESKTOP	PRECISION T1600	H44LYQ1	049661
1	DELL	COMPUTER, DESKTOP	PRECISION T1600	H49LYQ1	044028
1	DELL	COMPUTER, DESKTOP	PRECISION T1600	H48GYQ1	044034
1	DELL	COMPUTER, DESKTOP	PRECISION T1600	H47HYQ1	044030
1	DELL	COMPUTER, DESKTOP	PRECISION T1600	H46GYQ1	044016
1	DELL	COMPUTER, DESKTOP	PRECISION T1600	H4BFYQ1	044014
1	DELL	COMPUTER, DESKTOP	XPS 8500	H5TNTW1	051052
1	DELL	COMPUTER, DESKTOP	XPS 8500	H5FKTW1	051059
1	LENOVO	COMPUTER, DESKTOP	M0569-CTO	MJTNBFF	052005
1	LENOVO	COMPUTER, DESKTOP	M0569-CTO	MJTNBGL	052016
1	LENOVO	COMPUTER, DESKTOP	M7484-WUE	MJLXB81	042535
1	LENOVO	COMPUTER, DESKTOP	M7484-WUE	MJPKY69	042531
1	LENOVO	COMPUTER, DESKTOP	M6075-CTO	LKMNYDF	038039
1	LENOVO	COMPUTER, DESKTOP, AIO	M1677-W1J	MJKRDHF	048117
1	LENOVO	COMPUTER, DESKTOP, AIO	M1677-W1J	MJKRDGL	048131
1	LENOVO	COMPUTER, DESKTOP, AIO	M1677-W1J	MJKRDGR	048118
1	LENOVO	COMPUTER, DESKTOP, AIO	M1677-W1J	MJKRDGV	048114
1	LENOVO	COMPUTER, DESKTOP, AIO	M1677-W1J	MJKRDHX	048133
1	LENOVO	COMPUTER, DESKTOP, AIO	M1677-W1J	MJKRDGK	048140
1	LENOVO	COMPUTER, DESKTOP, AIO	M1677-W1J	MJKRFRL	048074
1	LENOVO	COMPUTER, DESKTOP, AIO	M1677-W1J	MJKRDGD	048126
1	LENOVO	COMPUTER, DESKTOP, AIO	M1677-W1J	MJKRDGY	048115
1	LENOVO	COMPUTER, DESKTOP, AIO	M1677-W1J	MJKRDGH	048116
1	LENOVO	COMPUTER, DESKTOP, AIO	M1677-W1J	MJKRFRB	048072
1	LENOVO	COMPUTER, DESKTOP, AIO	M1677-W1J	MJKRDHN	048129
1	LENOVO	COMPUTER, DESKTOP, AIO	M1677-W1J	MJKRFRK	048075
1	LENOVO	COMPUTER, DESKTOP, AIO	M1677-W1J	MJKRDHA	048134
1	LENOVO	COMPUTER, DESKTOP, AIO	M1677-W1J	MJKRDHD	048122
1	LENOVO	COMPUTER, DESKTOP, AIO	M1677-W1J	MJKRDHC	048136
1	LENOVO	MONITOR, LCD	2448-HB6	V6-D9943	041876
1	LENOVO	MONITOR, LCD	4431-HE1	V1-AXB09	044499
1	LENOVO	MONITOR, LCD	2572-HB6	V6-B1024	041974
1	LENOVO	MONITOR, LCD	2572-HB6	V6-C5635	042528
1	GATEWAY	COMPUTER, DESKTOP	E6610D	0039064538	035008
1	HP	PRINTER, INKJET, COLOR	C8970A	MY64R7R162	034897
1	HP	FAX, INKJET, MONO	FAX1040	CN8ANCMDH0	NONE
1	BROTHER	FAX, LASER, MONO	FAX-2820	U61325G8N627103	039352
1	FUJIFILM	PRINTER, INKJET, POSTER, WIDE FORMAT, COLOR	PROIMAGE XL 3000 WIDE	91203743	NONE
1	HON	FILECABINET, STEEL, 3- DRAWER, LATERAL	N/A	NONE	NONE
17	NONE	TABLE, SINGLE PEDESTAL, STEEL/WOOD, SQUARE	N/A	NONE	NONE
2	NONE	TABLE, SINGLE PEDESTAL, STEEL/WOOD, RECTANGLE	N/A	NONE	NONE
18	NONE	TABLE, DUAL PEDESTAL, STEEL/WOOD, RECTANGLE	N/A	NONE	NONE

SURPLUS EQUIPMENT
May 16, 2017

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
6	NONE	SEAT, BOOTH, DOUBLE SIDE	N/A	NONE	NONE
1	NONE	SEAT, BOOTH, SINGLE SIDE	N/A	NONE	NONE
1	NONE	SEAT, BOOTH, BENCH, LONG	N/A	NONE	NONE
1	SHARP	PRINTER/COPIER, LASER, MFP, MONO	AR-M355N	NONE	NONE
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 780	19XWVNI	042659
1	DELL	MONITOR, LCD	P190SC	CN-04JNJ2-64180-067-OMNS	042668
4	NONE	DESK, 3-PIECE, "L" SHAPED, 3-DRAWER W/ OVER HEAD STORAGE	N/A	NONE	NONE
4	NONE	FILECABINET, STEEL, 2-DRAWER, VERTICAL	N/A	NONE	NONE
1	NONE	FILECABINET, STEEL, 4-DRAWER, LATERAL W/ TOP STORAGE	N/A	NONE	NONE
1	NONE	DISPLAY CASE, WOOD/GLASS	N/A	NONE	NONE
6	NONE	CABINET/COUNTER, WOOD, (CASHIER, WAITRESS, FOOD PICK-UP, DRINK, FOOD WARMER, SERVING STATION)	N/A	NONE	NONE
1	NONE	CABINET/COUNTER, WOOD, W/ SINK (SERVING STATION)	N/A	NONE	NONE
3	NONE	STORAGE SHELF, STEEL, 4-SHELF	N/A	NONE	NONE
1	BROTHER	FAX, LASER, MONO	FAX-2820	U61325D2N334077	NONE
1	MICROS	POINT-OF-SALE, CPU	N/A	7295002736	NONE
1	MICROS	POINT-OF-SALE, PRINTER	N/A	K6GG303181	NONE
1	MICROS	POINT-OF-SALE, CPU	N/A	7295002751	NONE
1	MICROS	POINT-OF-SALE, PRINTER	N/A	K6GG305	NONE
1	MICROS	POINT-OF-SALE, CPU	N/A	7295002694	NONE
1	MICROS	POINT-OF-SALE, PRINTER	N/A	K6GG017920	NONE
5	NONE	CABINET, STORAGE, STEEL 2-DOOR	N/A	NONE	NONE
2	NONE	TABLE, STAINLESS STEEL W/ SHELF, SQUARE	N/A	NONE	NONE
5	NONE	CAMERA, SECURITY, IR	N/A	NONE	NONE
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 780	CZRJVL1	041169
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 780	5ZRJVL1	041168
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 780	10SJVL1	041173
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 780	DZRJVL1	041170
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 780	92RJVL1	041165
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 780	HZRJVL1	041157
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 780	59XWVN1	042657
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 780	29XWVN1	042656
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 780	30SJVL1	041166
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 780	7ZRJVL1	041171
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 780	F2RJVL1	041154
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 780	82RJVL1	041164
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 780	J8XWVN1	042660

SURPLUS EQUIPMENT
May 16, 2017

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 780	49XWVN1	042658
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 780	39XWVN1	042661
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 780	69XWVN1	042655
1	DELL	MONITOR, LCD	P190SC	CN-04JNJ2-64180-9B6-1735	041156
1	DELL	MONITOR, LCD	P190SC	CN-04JNJ2-64180-9B6-162S	041152
1	DELL	MONITOR, LCD	P190SC	CN-04JNJ2-64180-9B6-17RS	041158
1	DELL	MONITOR, LCD	P190SC	CN-04JNJ2-64180-9B6-179S	041153
1	DELL	MONITOR, LCD	P190SC	CN-04JNJ2-64180-9B6-172S	041161
1	DELL	MONITOR, LCD	P190SC	CN-04JNJ2-64180-9B6-17LS	041163
1	DELL	MONITOR, LCD	P190SC	CN-04JNJ2-64180-067-OALS	042667
1	DELL	MONITOR, LCD	P190SC	CN-04JNJ2-64180-067-OF6S	042663
1	DELL	MONITOR, LCD	P190SC	CN-04JNJ2-64180-9B6-178S	041155
1	DELL	MONITOR, LCD	P190SC	CN-04JNJ2-64180-9B6-17PS	041160
1	DELL	MONITOR, LCD	P190SC	CN-04JNJ2-64180-9B6-175S	041159
1	DELL	MONITOR, LCD	P190SC	CN-04JNJ2-64180-9B6-16YS	041162
1	DELL	MONITOR, LCD	P190SC	CN-04JNJ2-64180-9B6-17ES	041154
1	DELL	MONITOR, LCD	P190SC	CN-04JNJ2-64180-067-OF0S	042666
1	DELL	MONITOR, LCD	P190SC	CN-04JNJ2-64180-067-OF4S	042665
1	DELL	MONITOR, LCD	P190SC	CN-04JNJ2-64180-067-OF5S	042664
1	DELL	MONITOR, LCD	P190SC	CN-04JNJ2-64180-067-OEXS	042662
1	BROTHER	PRINTER, LASER, MONO	HL-60	U60955K9J251749	NONE
1	NONE	DESK, 1-PIECE, RECTANGLE, W/ OVER HEAD STORAGE	N/A	NONE	NONE
2	NONE	DESK, 1-PIECE, RECTANGLE, 3-DRAWER, W/ OVER HEAD SHELF	N/A	NONE	NONE
1	NONE	CABINET, STORAGE, STEEL/WOOD, ROLLING	N/A	NONE	NONE
11	NONE	CHAIR, TASK, MID-BACK, ROLLING	N/A	NONE	NONE
60	NONE	DESK, STUDENT, STEEL/WOOD	N/A	NONE	NONE
2	NONE	TABLE, STEEL/WOOD, RECTANGLE	N/A	NONE	NONE
1	HITACHI	PROJECTOR, OVERHEAD	CP-X3011N	NONE	041562
2	NONE	SCREEN, PROJECTION	N/A	NONE	NONE

SURPLUS EQUIPMENT
May 16, 2017

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
3	NONE	LOCKERS, STEEL, 6-UNIT, WALL MOUNT, VERTICAL	N/A	NONE	NONE
8	NONE	TABLE, STEEL/WOOD, RECTANGLE, FOLDING	N/A	NONE	NONE
17	NONE	TABLE, STEEL/WOOD, RECTANGLE, FOLDING, NARROW	N/A	NONE	NONE
1	PANASONIC	TELEVISION, CRT	PV-M2737	D7AA10660	A02073
69	NONE	CHAIR, EVENT, STEEL/PADDED, PURPLE	N/A	NONE	NONE
49	NONE	CHAIR, EVENT, STEEL/PADDED, RED/TAN	N/A	NONE	NONE
86	NONE	CHAIR, EVENT, STEEL/PADDED, BURGUNDY	N/A	NONE	NONE
3	NONE	TABLE, STEEL/WOOD, ROUND	N/A	NONE	NONE
1	NONE	SOFA, 2-SEAT, TEAL	N/A	NONE	NONE
14	NONE	CHAIR, EVENT, STACKABLE, STEEL/PLASTIC	N/A	NONE	NONE
1	NONE	FILECABINET, STEEL, 5-DRAWER, LATERAL	N/A	NONE	NONE
1	NONE	FILECABINET, STEEL, 4-DRAWER, LATERAL	N/A	NONE	NONE
3	NONE	CABINET, STORAGE, 2-DOOR, WALL MOUNT	N/A	NONE	NONE
1	NONE	VENDING MACHINE, CANNED BEVERAGE	N/A	NONE	NONE
1	NONE	REFRIGERATOR/FREEZER, SIDE-BY-SIDE, WHITE	N/A	NONE	NONE
1	NONE	REFRIGERATOR/FREEZER, OVER-UNDER, WHITE	N/A	NONE	NONE
3	NONE	FILECABINET, STEEL, 5-DRAWER, VERTICAL	N/A	NONE	NONE
1	NONE	STORAGE RACK, PLASTIC, 4-SHELF	N/A	NONE	NONE
3	NONE	FILECABINET, STEEL, 2-DRAWER, LATERAL	N/A	NONE	NONE
1	NONE	CABINET, STORAGE, WALL MOUNT	N/A	NONE	NONE
1	NONE	TABLE, STAINLESS STEEL, RECTANGLE	N/A	NONE	NONE
1	CANON	PRINTER, INKJET, MFP, COLOR	PIXMA MG2420	HAAA8600S	NONE
1	BROTHER	PRINTER, LASER, MONO	HL-61	U63083A3N298230	052433
1	NONE	TABLE, STEEL/WOOD, SQUARE	N/A	NONE	NONE
1	CANON	PRINTER, INKJET, MFP, COLOR	PIXMA MP800	941027535878606	041459
1	CANON	PRINTER, INKJET, MFP, COLOR	PIXMA MP800	94102753478606	041460
1	NONE	CABINET, STORAGE, PLASTIC, 2-DOOR, VERTICAL	N/A	NONE	NONE

SURPLUS EQUIPMENT
May 16, 2017

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
3	NONE	CABINET, STORAGE, STEEL, HORIZONTAL	N/A	NONE	NONE
1	HP	PRINTER, INKJET, MFP, COLOR	Q3066A	MY31MB74ZW	A02076
1	NONE	DESK, 3-PIECE, "L" SHAPED, 3-DRAWER W/ HUTCH	N/A	NONE	NONE
2	NONE	FILECABINET, STEEL, 4-DRAWER, VERTICAL	N/A	NONE	NONE
1	HITACHI	PROJECTOR, OVERHEAD	N/A	NONE	NONE
1	NONE	PODIUM, WOOD	N/A	NONE	NONE
3	NONE	BOOKCASE, STEEL, 4-SHELF, HORIZONTAL	N/A	NONE	NONE
1	BROTHER	PRINTER, INKJET, MFP, COLOR	HL-6050D	U60955K9J251747	041329
1	HP	PRINTER, INKJET, MFP, COLOR	CM756A	CN11LBK1XY	NONE
1	NONE	BOOKCASE, STEEL, 4-SHELF, HORIZONTAL	N/A	NONE	NONE
2	NONE	BOOKCASE, STEEL, 5-SHELF, HORIZONTAL	N/A	NONE	NONE
1	NONE	BOOKCASE, WOOD, 5-SHELF, HORIZONTAL	N/A	NONE	NONE
1	NONE	BOOKCASE, WOOD, 6-SHELF, HORIZONTAL	N/A	NONE	NONE
10	NONE	SHELVING, STEEL/WOOD, 6-SHELF	N/A	NONE	NONE
1	NONE	SHELVING, STEEL, 5-SHELF	N/A	NONE	NONE
2	NONE	FOOD WARMER	N/A	NONE	NONE
2	NONE	CART, STEEL, ROLLING	N/A	NONE	NONE
1	JVC	TELEVISION, CRT	LT37X787	10131005	032662
1	NONE	LOCKERS, STEEL, 32-UNIT, FLOOR STANDING, VERTICAL	N/A	NONE	NONE
1	NONE	LOCKERS, STEEL, 12-UNIT, FLOOR STANDING, VERTICAL	N/A	NONE	NONE
3	NONE	STORAGE RACK, PLASTIC, 5-SHELF	N/A	NONE	NONE
2	NONE	TABLE, STAINLESS STEEL, W/ SHELF AND OVERHEAD STORAGE	N/A	NONE	NONE
1	NONE	STORAGE RACK, STEEL, 5-SHELF	N/A	NONE	A02010
1	NONE	STORAGE RACK, STEEL, 5-SHELF	N/A	NONE	A02011
1	NONE	STORAGE RACK, STEEL, 5-SHELF, LOCKING	N/A	NONE	A02026
5	NONE	TABLE, STAINLESS STEEL, WOOD TOP, W/ SHELF, ROLLING	N/A	NONE	NONE
2	NONE	TABLE, STAINLESS STEEL, W/ SHELF, ROLLING	N/A	NONE	NONE
1	NONE	RACK, STEEL, WIRE, 6-SHELF, ROLLING	N/A	NONE	A02027

SURPLUS EQUIPMENT
May 16, 2017

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
2	NONE	TABLE, STAINLESS STEEL, WOOD TOP, W/ SHELF	N/A	NONE	NONE
1	JVC	TELEVISION, CRT	LT37X787	10131291	032666
1	JVC	TELEVISION, CRT	LT37X787	10130505	032660
1	JVC	TELEVISION, CRT	LT37X787	13132384	032661
1	SABINE	FEEDBACK EXTERMINATOR	FBX 1200	NONE	NONE
1	NONE	STORAGE RACK, STEEL, WIRE, 4-SHELF	N/A	NONE	032301
1	NONE	STORAGE RACK, STEEL, WIRE, 4-SHELF	N/A	NONE	A02041
1	NONE	STORAGE RACK, STEEL, WIRE, 4-SHELF	N/A	NONE	A02042
1	NONE	STORAGE RACK, STEEL, WIRE, 4-SHELF	N/A	NONE	A02043
1	NONE	STORAGE RACK, STEEL, WIRE, 4-SHELF	N/A	NONE	A02044
1	NONE	STORAGE RACK, STEEL, WIRE, 4-SHELF	N/A	NONE	A02045
1	NONE	STORAGE RACK, STEEL, WIRE, 4-SHELF	N/A	NONE	A02046
1	NONE	STORAGE RACK, STEEL, WIRE, 4-SHELF	N/A	NONE	A02047
1	NONE	STORAGE RACK, STEEL, WIRE, 4-SHELF	N/A	NONE	A02048
1	HP	PRINTER, LASER, MONO	CA170A	USGH234672	016483
1	LOREX	MONITOR, CRT, SECURITY CCTV	S615F6584	B0107021856	034156
1	LOREX	DVR, 4-CHANNEL, SECURITY	L15481	A0106056435	034157
1	GATEWAY	COMPUTER, DESKTOP	E6610D	39187627	034341
1	DELL	MONITOR, LCD	1704FPT	CN-0Y4299-71618- 54P-AN3E	031108
1	DELL	MONITOR, LCD	1704FPT	CN-0Y4299-71618- 54R-AL2E	026556
1	DELL	COMPUTER, DESKTOP	OPTIPLEX GX240	DKSSD11	039743
1	NONE	DESK, 2-PIECE, "L"-SHAPE, W/ 2-DRAWER FILE CABINET	N/A	NONE	NONE
1	NONE	CABINET, STORAGE, STEEL, 3-DRAWER	N/A	NONE	NONE
1	NONE	STORAGE SHELF, STEEL, 5- SHELF	N/A	NONE	NONE

Agenda Item (VII-A)

Meeting 5/16/2017 - Regular

Agenda Item Consent Agenda Information (VII-A)

Subject CCFS-311Q – Quarterly Financial Status Report for the 3rd Quarter Ended March 31, 2017

College/District District

Information Only

Background Narrative:

See the attached CCFS-311Q – Quarterly Financial Status Report for the 3rd Quarter ended March 31, 2017.

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

Attachments:

[05162017_CCFS 311Q 3rd Quarter](#)

CCFS-311Q – Quarterly Financial Status Report Background Narrative
March 31, 2017

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

The General Fund consists of the following:

Fund 11 – Unrestricted

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

Fund 12 – Restricted

- Resource 1050 – Parking
- Resource 1070 – Student Health
- Resource 1120 – Center for Social Justice and Civil Liberties
- Resource 1180 – Redevelopment Pass-Through
- Resource 1190 – Grants and Categorical Programs

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

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

CHANGE THE PERIOD

Fiscal Year: 2016-2017

Quarter Ended: (Q3) Mar 31, 2017

District: (960) RIVERSIDE

Your Quarterly Data is ready for certification.
Please complete the fields below and click on the 'Certify This Quarter' button

Chief Business Officer

CBO Name:

CBO Phone:

CBO Signature: 
Date Signed:

District Contact Person


Name:

Title:

Telephone:

Chief Executive Officer Name:

Fax:

CEO Signature: 
Date Signed:

E-Mail:

Electronic Cert Date:

Certify This Quarter

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4550
Sacramento, California 95811

Send questions to:
Christine Atalig (916)327-5772 catalig@cccco.edu or Tracy Britten (916)324-9794 tbritten@cccco.edu

CHANGE THE PERIOD

Fiscal Year: 2016-2017

Quarter Ended: (Q3) Mar 31, 2017

District: (960) RIVERSIDE

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2013-14	Actual 2014-15	Actual 2015-16	Projected 2016-2017
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	142,471,581	152,045,454	186,539,851	177,626,245
A.2	Other Financing Sources (Object 8900)	-1,360,199	-734,910	-1,980,844	-1,192,211
A.3	Total Unrestricted Revenue (A.1 + A.2)	141,111,382	151,310,544	184,559,007	176,434,034
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	137,015,538	147,166,125	161,174,821	199,004,963
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	3,288,493	1,626,406	1,500,045	2,862,955
B.3	Total Unrestricted Expenditures (B.1 + B.2)	140,304,031	148,792,531	162,674,866	201,867,918
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	807,351	2,518,013	21,884,141	-25,433,884
D.	Fund Balance, Beginning	10,926,707	11,734,058	14,252,071	36,136,212
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	10,926,707	11,734,058	14,252,071	36,136,212
E.	Fund Balance, Ending (C. + D.2)	11,734,058	14,252,071	36,136,212	10,702,328
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	8.4%	9.6%	22.2%	5.3%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	26,400	27,660	28,682	28,929
-----	---	--------	--------	--------	--------

III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2013-14	2014-15	2015-16	2016-2017
H.1	Cash, excluding borrowed funds		32,014,569	54,047,728	78,599,828
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	25,464,854	32,014,569	54,047,728	78,599,828

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	177,626,245	177,626,245	134,894,848	75.9%
I.2	Other Financing Sources (Object 8900)	-1,192,211	-1,192,211	-750,092	62.9%
I.3	Total Unrestricted Revenue (I.1 + I.2)	176,434,034	176,434,034	134,144,756	76%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	199,057,873	199,004,963	122,026,445	61.3%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,810,045	2,862,955	2,765,787	96.6%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	201,867,918	201,867,918	124,792,232	61.8%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-25,433,884	-25,433,884	9,352,524	
L.	Adjusted Fund Balance, Beginning	36,136,212	36,136,212	36,136,212	
L.1	Fund Balance, Ending (C. + L.2)	10,702,328	10,702,328	45,488,736	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	5.3%	5.3%		

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Miscellaneous	
			Permanent		Temporary			
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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

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

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

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL FUND REVENUE AND EXPENDITURE REPORT
FOR THE PERIOD ENDED March 31, 2016**

Cash Position - Unrestricted and Restricted

	YTD Activity
Beginning Cash, July 1, 2016	\$ 56,086,735
Net Change in Accounts Receivables	9,593,842
Net Change in Accounts Payables	(23,430,698)
Revenue and Other Financial Sources	191,733,439
Expenditures and Other Outgo	(155,383,490)
Ending Cash, March 31, 2017	\$ 78,599,828

Budget and Actual Activity - Unrestricted

	Adopted Budget	Revised Budget	YTD Activity
Revenues			
Federal	\$ 196,606	\$ 196,606	\$ 31,703
State	123,591,138	123,591,138	95,125,906
Local	53,838,501	53,838,501	39,737,238
Total Revenues	177,626,245	177,626,245	134,894,848
Other Financing Sources	(1,192,211)	(1,192,211)	(750,092)
Total Revenues	176,434,034	176,434,034	134,144,756
Expenditures			
Academic Salaries	\$ 76,460,042	\$ 76,574,428	\$ 55,934,114
Classified Salaries	33,604,181	32,398,483	22,671,990
Employee Benefits	46,833,444	46,821,627	30,308,839
Materials & Supplies	2,462,270	2,518,414	1,133,064
Services	38,537,195	38,984,591	11,535,335
Capital Outlay	1,160,741	1,707,420	443,103
Total Expenditures	199,057,873	199,004,963	122,026,445
Other Outgo - Objects	2,810,045	2,862,955	2,765,787
Total Expenditures and Other Outgo	201,867,918	201,867,918	124,792,232
Revenues Over (Under)			
Expenditures	\$ (25,433,884)	\$ (25,433,884)	\$ 9,352,524
Beginning Fund Balances	36,136,212	36,136,212	36,136,212
Ending Fund Balances	\$ 10,702,328	\$ 10,702,328	\$ 45,488,736
Contingency			
Unrestricted	\$ 9,802,328	\$ 9,802,328	\$ 44,588,736
Reserve	900,000	900,000	900,000
Total Contingency/Reserve	\$ 10,702,328	\$ 10,702,328	\$ 45,488,736

Agenda Item (VII-B)

Meeting 5/16/2017 - Regular

Agenda Item Consent Agenda Information (VII-B)

Subject Monthly Financial Report for Month Ending – April 30, 2017

College/District District

Information Only

Background Narrative:

See the attached monthly Financial Report for the period July 1, 2016 through April 30, 2017.

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

Attachments:

[05162017_Financial Report for July 2016 - Apr 2017](#)

MONTHLY FINANCIAL REPORT
JULY 1, 2016 – APRIL 30, 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 APRIL 30, 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	\$ 146,951,058
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	788,500
Total Revenues	\$ 184,993,103	\$ 176,433,946	\$ 176,433,946	\$ 147,739,557
Expenditures				
Academic Salaries	\$ 72,273,764	\$ 76,443,923	\$ 76,130,144	\$ 60,378,194
Classified Salaries	29,965,557	33,172,373	31,507,107	24,921,186
Employee Benefits	38,759,827	46,643,305	46,634,373	33,507,944
Materials & Supplies	1,791,958	2,404,807	2,527,428	1,343,133
Services	15,921,286	37,310,848	37,665,489	11,941,253
Capital Outlay	1,171,694	1,157,241	2,614,246	525,069
Student Aid			53,710	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	\$ 163,143,860	\$ 200,963,808	\$ 200,963,808	\$ 136,012,532
Revenues Over (Under) Expenditures	\$ 21,849,243	\$ (24,529,862)	\$ (24,529,862)	\$ 11,727,025
Beginning Fund Balance	14,667,941	36,517,184	36,517,184	36,517,184
Ending Fund Balance	\$ 36,517,184	\$ 11,987,322	\$ 11,987,322	\$ 48,244,210
Ending Cash Balance				\$ 49,037,491

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 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	<u>\$ 2,713,282</u>	<u>\$ 2,896,177</u>	<u>\$ 2,896,177</u>	<u>\$ 2,470,741</u>
Expenditures				
Classified Salaries	\$ 1,651,936	\$ 1,548,043	\$ 1,548,043	\$ 1,246,318
Employee Benefits	618,606	566,546	566,546	418,582
Materials & Supplies	32,642	48,846	48,925	25,662
Services	706,917	851,183	848,263	646,124
Capital Outlay	<u>120,262</u>	<u>219,340</u>	<u>222,181</u>	<u>85,682</u>
Total Expenditures	<u>\$ 3,130,363</u>	<u>\$ 3,233,958</u>	<u>\$ 3,233,958</u>	<u>\$ 2,422,369</u>
Revenues Over (Under) Expenditures	\$ (417,082)	\$ (337,781)	\$ (337,781)	\$ 48,372
Beginning Fund Balance	<u>(36,982)</u>	<u>(454,063)</u>	<u>(454,063)</u>	<u>(454,063)</u>
Ending Fund Balance	<u>\$ (454,063)</u>	<u>\$ (791,844)</u>	<u>\$ (791,844)</u>	<u>\$ (405,691)</u>
Ending Cash Balance				<u>\$ (344,587)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 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	\$ 1,218,773
Expenditures				
Academic Salaries	\$ 444,802	\$ 470,668	\$ 473,792	\$ 369,425
Classified Salaries	537,324	671,314	643,409	419,070
Employee Benefits	287,558	280,816	302,056	219,513
Materials & Supplies	72,637	115,030	140,230	73,952
Services	218,918	314,405	302,746	181,527
Capital Outlay	28,192	53,266	43,266	8,049
Total Expenditures	\$ 1,589,430	\$ 1,905,499	\$ 1,905,499	\$ 1,271,536
Revenues Over (Under) Expenditures	\$ (71,620)	\$ (424,999)	\$ (424,999)	\$ (52,763)
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	\$ 2,064,995
Ending Cash Balance				\$ 1,999,905

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 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	\$ 139,200
Expenditures				
Academic Salaries	\$ 2,674	\$ 0	\$ 0	\$ 188
Classified Salaries	103,119	103,798	103,798	88,566
Employee Benefits	27,008	26,891	26,891	13,675
Materials & Supplies	3,155	3,300	3,300	1,401
Services	42,177	42,716	42,716	30,542
Total Expenditures	\$ 178,133	\$ 176,705	\$ 176,705	\$ 134,372
Revenues Over (Under) Expenditures	\$ (50,098)	\$ (46,699)	\$ (46,699)	\$ 4,828
Beginning Fund Balance	(236,942)	(287,040)	(287,040)	(287,040)
Ending Fund Balance	<u>\$ (287,040)</u>	<u>\$ (333,739)</u>	<u>\$ (333,739)</u>	<u>\$ (282,212)</u>
Ending Cash Balance				<u>\$ (276,870)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 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	\$ 252,088
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>\$ 458,338</u>
Expenditures				
Academic Salaries	\$ 9,969	\$ 16,119	\$ 7,688	\$ 8,237
Classified Salaries	183,010	175,274	171,774	141,440
Employee Benefits	81,878	83,832	82,608	63,631
Materials & Supplies	20,513	24,013	5,472	3,311
Services	<u>190,261</u>	<u>198,450</u>	<u>230,146</u>	<u>220,050</u>
Total Expenditures	<u>\$ 485,630</u>	<u>\$ 497,688</u>	<u>\$ 497,688</u>	<u>\$ 436,668</u>
Revenues Over (Under) Expenditures	\$ 88,957	\$ 25,552	\$ 25,552	\$ 21,669
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>\$ (695,806)</u>
Ending Cash Balance				<u>\$ (682,921)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 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	\$ 738,750
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	788,500
Total Expenditures	\$ 857,877	\$ 1,549,978	\$ 1,549,978	\$ 1,162,484
Revenues Over (Under) Expenditures	\$ 248,178	\$ (448,708)	\$ (448,708)	\$ (423,733)
Beginning Fund Balance	208,317	456,496	456,496	456,496
Ending Fund Balance	\$ 456,496	\$ 7,788	\$ 7,788	\$ 32,763
Ending Cash Balance				\$ 32,763

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 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 <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 25,408	\$ 25,400	\$ 25,400	\$ 25,082
Intrafund Transfer from				
General Operating (Resource 1000)	<u>149,847</u>	<u>168,706</u>	<u>168,706</u>	<u>126,530</u>
Total Revenues	<u>\$ 175,255</u>	<u>\$ 194,106</u>	<u>\$ 194,106</u>	<u>\$ 151,612</u>
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	2,909
Services	72,106	50,849	156,766	102,112
Capital Outlay	<u>2,178</u>	<u>0</u>	<u>211</u>	<u>0</u>
Total Expenditures	<u>\$ 167,589</u>	<u>\$ 202,059</u>	<u>\$ 202,059</u>	<u>\$ 105,020</u>
Revenues Over (Under) Expenditures	\$ 7,667	\$ (7,953)	\$ (7,953)	\$ 46,592
Beginning Fund Balance	<u>5,468</u>	<u>13,134</u>	<u>13,134</u>	<u>13,134</u>
Ending Fund Balance	<u>\$ 13,134</u>	<u>\$ 5,181</u>	<u>\$ 5,181</u>	<u>\$ 59,725</u>
Ending Cash Balance				<u>\$ 60,493</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 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	\$ 297,379
Expenditures				
Academic Salaries	\$ 27,361	\$ 0	\$ 0	\$ 0
Classified Salaries	147,643	152,736	152,736	127,280
Employee Benefits	82,611	79,416	79,416	59,498
Materials & Supplies	3,593	30,150	30,150	957
Services	322,162	941,581	941,581	471,303
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	\$ 659,038
Revenues Over (Under) Expenditures	\$ (252,139)	\$ (434,167)	\$ (434,167)	\$ (361,659)
Beginning Fund Balance	419,187	167,047	167,047	167,047
Ending Fund Balance	\$ 167,047	\$ (267,120)	\$ (267,120)	\$ (194,611)
Ending Cash Balance				\$ (278,577)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 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	\$ 1,125,592
Expenditures				
Services	\$ 399,386	\$ 567,283	\$ 567,283	\$ 283,239
Capital Outlay	6,292,424	3,307,759	3,307,759	380,293
Total Expenditures	\$ 6,691,810	\$ 3,875,042	\$ 3,875,042	\$ 663,532
Revenues Over (Under) Expenditures	\$ (4,791,626)	\$ (1,985,292)	\$ (1,985,292)	\$ 462,060
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	\$ 5,149,386
Ending Cash Balance				\$ 5,171,004

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 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 <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 38,680,461	\$ 66,181,065	\$ 80,269,100	\$ 54,767,742
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>\$ 81,301,705</u>	<u>\$ 55,406,212</u>
Expenditures				
Academic Salaries	\$ 5,711,215	\$ 5,723,575	\$ 8,968,247	\$ 5,007,445
Classified Salaries	12,024,211	13,445,870	16,325,126	10,652,018
Employee Benefits	5,518,636	7,336,824	9,190,631	4,636,922
Materials & Supplies	1,986,137	8,161,523	7,024,259	1,225,494
Services	10,493,423	26,100,298	31,185,938	6,134,101
Capital Outlay	3,438,172	5,003,132	7,065,528	1,729,798
Student Grants (Financial, Book, Meal, Transportation)	1,348,594	1,442,448	1,541,976	763,537
Total Expenditures	<u>\$ 40,520,387</u>	<u>\$ 67,213,670</u>	<u>\$ 81,301,705</u>	<u>\$ 30,149,315</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 25,256,896
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>\$ 25,256,896</u>
Ending Cash Balance				<u>\$ 24,366,734</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 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	\$ 2,279,876
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>\$ 2,358,660</u>
Expenditures				
Classified Salaries	\$ 996,803	\$ 1,079,578	\$ 1,079,578	\$ 833,900
Employee Benefits	327,407	415,765	415,765	283,375
Materials & Supplies	1,255,366	1,283,711	1,283,711	952,187
Services	228,461	226,450	226,450	165,925
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>\$ 2,248,212</u>
Revenues Over (Under) Expenditures	\$ 212,878	\$ 53,874	\$ 53,874	\$ 110,447
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>\$ 1,096,690</u>
Ending Cash Balance				<u>\$ 1,091,638</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 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	\$ 1,085,785
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>\$ 1,142,035</u>
Expenditures				
Academic Salaries	\$ 635,449	\$ 696,611	\$ 671,611	\$ 437,262
Classified Salaries	279,469	390,388	415,388	335,999
Employee Benefits	160,760	255,089	255,089	104,476
Materials & Supplies	44,624	55,411	64,411	24,309
Services	63,052	66,569	64,569	37,578
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>\$ 939,984</u>
Revenues Over (Under) Expenditures	\$ 197,562	\$ (84,093)	\$ (84,093)	\$ 202,051
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>\$ 1,001,244</u>
Ending Cash Balance				<u>\$ 1,012,481</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 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 <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,285,244	\$ 7,736,992	\$ 7,611,024	\$ 6,344,055
Interfund Transfer from General Obligation Bond Funded Projects (Resource 4390)	<u>20,950</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenues	<u>\$ 2,306,194</u>	<u>\$ 7,736,992</u>	<u>\$ 7,611,024</u>	<u>\$ 6,344,055</u>
Expenditures				
Classified Salaries	\$ 597	\$ 0	\$ 0	\$ 0
Employee Benefits	57	0	0	0
Services	6,707	0	0	15,904
Capital Outlay	<u>2,266,785</u>	<u>7,736,992</u>	<u>7,611,024</u>	<u>964,690</u>
Total Expenditures	<u>\$ 2,274,147</u>	<u>\$ 7,736,992</u>	<u>\$ 7,611,024</u>	<u>\$ 980,594</u>
Revenues Over (Under) Expenditures	\$ 32,048	\$ 0	\$ 0	\$ 5,363,461
Beginning Fund Balance	<u>12,422</u>	<u>44,470</u>	<u>44,470</u>	<u>44,470</u>
Ending Fund Balance	<u>\$ 44,470</u>	<u>\$ 44,470</u>	<u>\$ 44,470</u>	<u>\$ 5,407,931</u>
Ending Cash Balance				<u>\$ 5,351,760</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 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	\$ 24,602
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>\$ 2,654,602</u>
Expenditures				
Capital Outlay	<u>\$ 9,400,891</u>	<u>\$ 2,849,109</u>	<u>\$ 2,849,109</u>	<u>\$ 1,249,816</u>
Total Expenditures	<u>\$ 9,400,891</u>	<u>\$ 2,849,109</u>	<u>\$ 2,849,109</u>	<u>\$ 1,249,816</u>
Revenues Over (Under) Expenditures	\$ (8,120,335)	\$ (209,109)	\$ (209,109)	\$ 1,404,786
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>\$ 1,794,592</u>
Ending Cash Balance				<u>\$ 2,155,077</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 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	\$ 44,763
Proceeds from General Obligation Bond Series 2015E	44,817,527	0	0	0
Total Revenues	<u>\$ 44,867,042</u>	<u>\$ 130,000</u>	<u>\$ 130,000</u>	<u>\$ 44,763</u>
Expenditures				
Classified Salaries	\$ 403,434	\$ 741,939	\$ 741,939	\$ 246,020
Employee Benefits	187,774	377,672	377,672	101,468
Materials & Supplies	1,531	0	1,530	1,533
Services	188,517	252,728	252,728	103,836
Capital Outlay	34,901,350	21,090,284	21,088,754	924,982
Total Expenditures	<u>\$ 35,682,605</u>	<u>\$ 22,462,623</u>	<u>\$ 22,462,623</u>	<u>\$ 1,377,839</u>
Revenues Over (Under) Expenditures	\$ 9,184,437	\$ (22,332,623)	\$ (22,332,623)	\$ (1,333,076)
Beginning Fund Balance	945,022	10,129,460	10,608,458	10,608,458
Ending Fund Balance	<u>\$ 10,129,460</u>	<u>\$ (12,203,163)</u>	<u>\$ (11,724,165)</u>	<u>\$ 9,275,382</u>
Ending Cash Balance				<u>\$ 9,128,016</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 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	\$ 8,132,098
Expenditures				
Classified Salaries	\$ 79,697	\$ 109,341	\$ 109,341	\$ 91,365
Employee Benefits	35,774	40,390	40,390	34,410
Services	<u>5,574,042</u>	<u>8,599,069</u>	<u>8,599,069</u>	<u>5,441,226</u>
Total Expenditures	\$ <u>5,689,513</u>	\$ <u>8,748,800</u>	\$ <u>8,748,800</u>	\$ <u>5,567,001</u>
Revenues Over (Under) Expenditures	\$ 1,669,467	\$ 749,991	\$ 749,991	\$ 2,565,097
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>\$ 3,154,457</u>
Ending Cash Balance				<u>\$ 3,662,619</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 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	\$ 572,332
Expenditures				
Classified Salaries	\$ 238,229	\$ 430,643	\$ 425,643	\$ 197,350
Employee Benefits	89,196	222,306	222,306	77,020
Materials & Supplies	5,804	24,179	33,954	6,121
Services	1,691,343	1,938,445	1,933,670	1,096,370
Capital Outlay	0	20,025	20,025	27,766
Total Expenditures	\$ 2,024,572	\$ 2,635,598	\$ 2,635,598	\$ 1,404,627
Revenues Over (Under) Expenditures	\$ (558,817)	\$ (1,928,711)	\$ (1,928,711)	\$ (832,295)
Beginning Fund Balance	3,907,285	3,348,468	3,078,468	3,078,468
Ending Fund Balance	\$ 3,348,468	\$ 1,419,757	\$ 1,149,757	\$ 2,246,173
Ending Cash Balance				\$ 4,918,870

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 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	\$ 1,008,028
Expenditures				
Academic Salaries	\$ 0	\$ 895	\$ 895	\$ 0
Classified Salaries	91,627	181,920	181,920	75,854
Employee Benefits	32,579	97,733	97,733	29,625
Materials & Supplies	4,391	3,490	3,490	92
Services	954,866	1,736,982	1,736,982	1,165,172
Capital Outlay	2,678	6,500	6,500	0
Total Expenditures	\$ 1,086,140	\$ 2,027,520	\$ 2,027,520	\$ 1,270,743
Revenues Over (Under) Expenditures	\$ 954,906	\$ (644,226)	\$ (644,226)	\$ (262,715)
Beginning Fund Balance	288,426	1,243,332	1,243,332	1,243,332
Ending Fund Balance	\$ 1,243,332	\$ 599,106	\$ 599,106	\$ 980,616
Ending Cash Balance				\$ 1,498,232

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 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>\$ 223,585</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	<u>\$ 325,339</u>	<u>\$ 372,070</u>	<u>\$ 372,070</u>	<u>\$ 223,585</u>
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>\$ 548,924</u></u>
Ending Cash Balance				<u><u>\$ 548,924</u></u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 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	\$ 877,482
Expenditures				
Materials & Supplies	\$ 976,818	\$ 1,270,015	\$ 1,270,015	\$ 809,976
Total Expenditures	\$ 976,818	\$ 1,270,015	\$ 1,270,015	\$ 809,976
Revenues Over (Under) Expenditures	\$ (62,479)	\$ (225,662)	\$ (225,662)	\$ 67,506
Beginning Fund Balance	<u>1,315,480</u>	<u>1,253,002</u>	<u>1,253,002</u>	<u>1,253,002</u>
Ending Fund Balance	<u>\$ 1,253,002</u>	<u>\$ 1,027,340</u>	<u>\$ 1,027,340</u>	<u>\$ 1,320,508</u>
ASRCCD Trust Fund Ending Balance				<u>\$ 1,231,268</u>
Ending Cash Balance				<u>\$ 2,558,130</u>

** 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 APRIL 30, 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	\$ 40,847,538
Expenditures				
Other				
Scholarships and Grant Reimbursements	\$ 54,122,866	\$ 73,015,000	\$ 73,015,000	\$ 40,507,005
Total Expenditures	\$ 54,122,866	\$ 73,015,000	\$ 73,015,000	\$ 40,507,005
Revenues Over (Under) Expenditures	\$ 4,550	\$ 0	\$ 0	\$ 340,533
Beginning Fund Balance	46,605	51,155	51,155	51,155
Ending Fund Balance	\$ 51,155	\$ 51,155	\$ 51,155	\$ 391,688
Ending Cash Balance				\$ 535,709

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED APRIL 30, 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 <u>7/1/15 to 6/30/16</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 8	\$ 8	\$ 8	\$ 6
Expenditures				
Services	\$ 71	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 71	\$ 0	\$ 0	\$ 0
Revenues Over (Under) Expenditures	\$ (63)	\$ 8	\$ 8	\$ 6
Beginning Fund Balance	16,237	16,174	16,174	16,174
Ending Fund Balance	<u>\$ 16,174</u>	<u>\$ 16,182</u>	<u>\$ 16,182</u>	<u>\$ 16,180</u>
Ending Cash Balance				<u>\$ 16,180</u>

Agenda Item (VIII-A-1)

Meeting	5/16/2017 - Regular
Agenda Item	Committee - Governance (VIII-A-1)
Subject	Board Policies for Approval and Second Reading
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees approve Board Policy and Administrative Procedure 4100 - Graduation Requirements for Degrees and Certificates.

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 Graduation Requirements for Degrees and Certificates](#)

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.

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

Administrative Approval: June 16, 2008

Revised: April, 2014 (job titles only)

Revised:

Agenda Item (VIII-B-1)

Meeting	5/16/2017 - 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.

Background Narrative:

Presented for the Board's review and approval 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:

[05162017 Proposed Curricular Changes](#)

1. *New Courses*

The following courses are being proposed in preparation for new Code Enforcement Officer in-service trainings at Moreno Valley College (note that ADJ-K1A will follow at a later date):

<i>Course</i>	<i>Title</i>	<i>College</i>
ADJ-K1B	Code Enforcement Officer, Intermediate	M
ADJ-K1C	Code Enforcement Officer, Advanced	M

2. *Course Inclusions*

None at this time.

3. *Major Course Modifications*

The following courses in the Administration of Justice program are being modified to meet updated Peace Officer Basic Training (POST) standards:

<i>Course</i>	<i>Title</i>	<i>College</i>
ADJ-B3A	Basic Community Service Officer Academy	M
ADJ-D1A	Basic Public Dispatch	M
ADJ-D1B	Dispatcher Update, Public Safety	M
ADJ-D3A	Dispatch Update, Handling the Rising Tide of Suicide	M
ADJ-D5A	Dispatch, Public Safety, Advanced	M
ADJ-T1A	Traffic Collision Investigation, Basic	M
ADJ-T1B	Intermediate Traffic Collision Investigation	M

The following courses are being modified to update student learning outcomes, minor adjustments to content, etc.:

<i>Course</i>	<i>Title</i>	<i>College</i>
BUS-30	Entrepreneurship: Foundations and Fundamentals	M
GAM-73	Storyboarding for Games	NR
KIN-V70	Water Polo Techniques	R
MAG-56	Human Resources Management	MNR
PHO-9	Intermediate Photography	R
PHO-10	Advanced Photography	R

PHO-12	Photojournalism	R
PHO-17	Introduction to Color Photography	R

4. Minor Course Modifications

The following courses are being modified to update texts, materials, etc.:

<i>Course</i>	<i>Title</i>	<i>College</i>
ADJ-5	Community Relations	MNR
BUS-43	International Business – Marketing	R
BUS-46	International Business – Intro to Imprt/Exprt	R
BUS-48	International Management	R
PAL-71	Legal Terminology	R

5. Course Exclusions

None at this time.

6. New Programs (certificates, degrees)

None at this time.

7. Program Modifications (certificates, degrees)

The programs below are being modified to update the program learning outcomes, as well as add courses and units to the requirements and electives (see updated program – attached):

Certificate and degree	Music Industry Studies: Audio Production	(Norco College)
Certificate and degree	Music Industry Studies: Performance	(Norco College)

8. Program Discontinuance

None at this time.

RIVERSIDE COMMUNITY COLLEGE DISTRICT PROGRAM OUTLINE of RECORD

College: R___ M___ N_X__

TOPs Code: 1005

Music Industry Studies: Audio Production

PROGRAM PREREQUISITE:

None.

SHORT DESCRIPTION of PROGRAM

The Music Industry Studies certificate in Audio Production is designed to provide students with the knowledge and skills necessary for producing popular music, and engineering in the recording studio as well as for live sound. Courses allow students to become proficient on a DAW (Digital Audio Workstation), gain experience recording and producing music on digital and analog devices, and record and mix in a state-of-the-art multi-track digital recording studio. Classes are taught utilizing industry-standard software and equipment in state-of-the-art facilities. The program prepares students for a wide variety of careers as music producers or audio engineers in studio and/or live performance settings.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate an understanding of musicianship and music theory.
- Employ music technology to create and refine musical product.
- Sensitively enhance multitrack recordings and live performances as a mixing engineer.
- Collaborate effectively with peers to create new musical works that exhibit quality and craftsmanship.
- Demonstrate a fundamental understanding of intellectual property law as it applies to music.

Required Courses

Units

Core (32 units)

MIS-1A	Studio Techniques	2
MIS-1B	Studio Techniques	2
MIS-1C	Studio Techniques	2
MIS-2	Songwriting	2
MIS-3	Digital Audio Production 1	4
MIS-4	Digital Audio Production 2	4
MIS-7	Intro to Music Technology	3
MIS-12	Live Sound	3
MIS-13	Studio Recording Workshop	3
MUS-3	Fundamentals	4
MUS-93	Business of Music	3

AND

4-6 units from the following:

<u>Elective Courses</u>		<u>Units</u>
MUS-4	Music Theory	4
MUS-23	History of Rock and Roll	3
MUS-32A	Class Piano	2
MUS-32B	Class Piano	2
MUS-32C	Class Piano	2
MUS-38	Beginning Applied Music	2
MUS-39	Applied Music 1	3
MIS-200	Work Experience	1-4

Total Units: 36-38 units

Associate of Arts Degree

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT PROGRAM OUTLINE of RECORD

College: R___ M___ N_X__

TOPs Code: 1005

Music Industry Studies: Performance

PROGRAM PREREQUISITE:

None.

SHORT DESCRIPTION of PROGRAM

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

PROGRAM LEARNING OUTCOMES

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

- Demonstrate an understanding of musicianship and music theory.
- Employ music technology to create and refine musical product.
- Sensitive interpret and communicate musical literature as a performer or studio musician.
- Collaborate effectively with peers to create new musical works exhibiting quality and craftsmanship.
- Demonstrate a fundamental understanding of intellectual property law as it applies to music.

Required Courses:

33-35 units

Units

MIS-1A	Studio Techniques	2
MIS-1B	Studio Techniques	2
MIS-1C	Studio Techniques	2
MUS-3	Fundamentals	4
MUS-93	Business of Music	3

AND

(10-12 units of Applied Music)

MUS-38	Beginning Applied Music	2
MUS-78	Beginning Applied Music II	2
MUS-39	Intermediate Applied Music	3
MUS-79	Intermediate Applied Music II	3

(4 semesters of study)

OR

MUS-39 Intermediate Applied Music (taken two times) 3 (6)

MUS-79 Intermediate Applied Music II (taken two times) 3 (6)

AND

8 units from the following:

(4 semesters of study)

MIS-10A – Norco Choir (2x) 2

MIS-10B – Norco Choir (2x) 2

or

MIS-11A – Studio Arts Ensemble (2x) 2

MIS-11B – Studio Arts Ensemble (2x) 2

AND

2-4 units from the following:

MIS-7 – Intro to Music Technology 3

MUS-4 – Music Theory 4

MUS-23 – History of Rock and Roll 3

MUS-32A – Class Piano 2

MUS-32B – Class Piano 2

MUS-32C – Class Piano 2

Total Units: 33-37 units

Associate of Arts Degree

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

1. Course Inclusions

The courses below are being proposed for inclusion at Moreno Valley college in order to expand the college's ART offerings and offer students a potential career option in Art.

<i>Course</i>	<i>Title</i>	<i>College</i>
ART-35A	Beginning Illustration	M
ART-35B	Intermediate Illustration	M

2. Major Course Modifications

The course below is being modified to meet the current Peace Officer Standards and Training (P.O.S.T.), as well as the course objectives.

<i>Course</i>	<i>Title</i>	<i>College</i>
ADJ-D1A	Basic Public Safety Dispatch Course	M

The course below is increasing in units from 3 to 4, and includes a change in hours from 36 lecture and 84 lab to 45 lecture and 81 lab. AUT-54 Automotive Electrical Systems (a new course) is being added as a prerequisite in addition to AUT-52A or ASE Certification. The content is being updated and expanded accordingly.

<i>Course</i>	<i>Title</i>	<i>College</i>
AUT-56	Automotive Computer Controls	R

The courses below are being modified to adjust the lab hours from 90 to 81 hours.

<i>Course</i>	<i>Title</i>	<i>College</i>
ENE-21	Drafting	N
ENE-28	Technical Design	N
ENE-30	Computer Aided Drafting (CAD)	N
ENE-42	SolidWorks I	

Agenda Item (VIII-D-1)

Meeting	5/16/2017 - Regular
Agenda Item	Committee - Resources (VIII-D-1)
Subject	RCCD EEO Fund Multiple Method Certification
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees approve the RCCD EEO Fund Multiple Method Certification Form and authorize Human Resources and Employee Relations to submit it.

Background Narrative:

In the Fall of 2015, the Statewide EEO and Diversity Advisory Committee identified nine best practice areas for success in promoting EEO. These nine areas now serve as the "Multiple Methods" for the allocation of the EEO Fund. In order to qualify for EEO Funding for fiscal year 2017-2018, the District must complete and submit a Multiple Method Certification Form by June 1, 2017. The attached document satisfies this requirement.

Prepared By: Terri Hampton, Vice Chancellor, HR and Employee Relations
Lorraine Jones, District Compliance Officer

Attachments:

[20170516_RCCD EEO Fund Multiple Method Certification Form_Backup](#)

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

District Name: Riverside Community College District

The district met Multiple Method #1 (Mandatory for Funding): District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year.

- Yes
 No

The district met at least 5 of the remaining 8 Multiple Methods? (Please mark your answers.)

- Yes
- Method 2 (Board policies and adopted resolutions)
 - Method 3 (Incentives for hard-to-hire areas/disciplines)
 - Method 4 (Focused outreach and publications)
 - Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
 - Method 6 (Consistent and ongoing training for hiring committees)
 - Method 7 (Professional development focused on diversity)
 - Method 8 (Diversity incorporated into criteria for employee evaluation and tenure review)
 - Method 9 (Grow-Your-Own programs)
- No

I CERTIFY THAT THIS REPORT FORM IS COMPLETE AND ACCURATE. Please attach meeting agenda of when District's EEO Advisory Committee certified this report form.

Chair, Equal Employment Opportunity Advisory Committee.

Name: Lorraine Y. Jones Title: District Compliance Officer
Signature: _____ Date: _____

Chief Human Resources Officer

Name: Terri L. Hampton, D.P.A. Title: Vice Chancellor Human Resources & Employee Relations
Signature: _____ Date: _____

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Michael Burke, Ph.D. Title: Chancellor
Signature: _____ Date: _____

President/Chair, District Board of Trustees

Date of governing board's approval/certification: _____

Name: Virginia Blumenthal Title: President, Board of Trustees
Signature: _____ Date: _____

Date Due at the Chancellor's Office: June 1, 2017
Return to: Leslie LeBlanc lleblanc@cccco.edu Chancellor's Office California Community Colleges
1102 Q Street, Ste. 4400, Sacramento, CA 95811

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

This form requires districts to report the various activities that they are implementing to promote Equal Employment Opportunity for each of the 9 *Multiple Methods*.

When providing explanation(s) and evidence of your district's success in implementing the *Multiple Methods*, please keep narrative to no more than one page per Multiple Method. If you reference an attachment, please ensure it is attached to your submittal.

Nine (9) Multiple Methods

Mandatory for Funding

1. District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year.

Pre-Hiring

2. Board policies & adopted resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused outreach and publications

Hiring

5. Procedures for addressing diversity throughout hiring steps and levels
6. Consistent and ongoing training for hiring committees

Post-Hiring

7. Professional development focused on diversity
8. Diversity incorporated into criteria for employee evaluation and tenure review
9. Grow-Your-Own programs

Does district meet Multiple Method #1 (District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year)?

Yes

No

Under the *Multiple Method* allocation model, districts must minimally have an operational District EEO Advisory Committee, and an updated EEO Plan. Additionally, districts are required to annually report on the use of EEO funds.

- In order to qualify for receipt of the EEO Fund, districts are required to submit a board-adopted EEO plan every three years to the Chancellor's Office. (Title 5, Section 53003).
- EEO Plans are considered active for three years from the date of when the District's Board of Trustees approved the plan.
- The districts are required to establish an EEO Advisory Committee to assist in the development and implementation of the EEO Plan. (Title 5, Section 53005).
- The districts are required to annually submit a report on the use of Equal Employment Opportunity funds. (Title 5, section 53034).

Please provide an explanation and evidence of meeting this Multiple Method, #1.

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

Riverside Community College District has had an Equal Employment Opportunity Plan in place since 2010. The most recent update to the District's EEO Plan was approved by the Board of Trustees on December 13, 2016, and submitted to the State Chancellor's Office. The revision incorporated a major rewrite of the plan to ensure compliance with the October 2013, modifications to the EEO sections of Title 5 as well as the addition of a longitudinal analysis of the District's workforce, applicant data and hiring trends.

Each College in the District has operated an EEO Advisory Committee that was co-facilitated by the previous District Compliance Officer. The December 13, 2016, revision of the EEO Plan included the addition of language to establish the District Council on Diversity, Equity and Inclusion. The makeup of the Council shall consist of three (3) employees from the District Offices, who shall be appointed by the Chancellor, and three (3) members from each college Diversity Committee. Ex-Officio members of the Council shall include the District Compliance Officer, the Director Human Resources and Employee Relations, Human Resources Generalist (1), and Human Resources Analyst (1).

Riverside Community College District submitted the completed "District Performance Report" for fiscal/academic year 2015-16 to the State Chancellor's Office on September 30, 2016.

Evidence

1. http://www.rccd.edu/administration/humanresources/DEC/Documents/EEO/District_EEO_Plan_Approved_12_13_2016.pdf
2. <http://www.rccd.edu/administration/humanresources/DEC/Pages/Initiatives.aspx>

To receive funding for this year's allocation amount, districts are also required to meet 5 of the remaining 8 Multiple Methods.

Does the District meet Method #2 (Board policies and adopted resolutions)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #2.

The Riverside Community College District's Board of Trustees regularly updates its adopted policies and procedures which affirm the District's commitment to nondiscrimination and equal employment opportunity. Board policy 3140 titled "Nondiscrimination" states in part "The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to actual, perceived or association with others' ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, genetic information, ancestry, sexual orientation, or 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 (a) of Section 422.6 of the Penal

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

Code.”

Evidence

1. <http://www.rccd.edu/administration/board/New%20Board%20Policies/3410BPAP.pdf>
2. <http://www.rccd.edu/administration/board/New%20Board%20Policies/3420BPAP.pdf>
3. <http://www.rccd.edu/administration/board/New%20Board%20Policies/3430BPAP.pdf>
4. <http://www.rccd.edu/administration/board/New%20Board%20Policies/3435AP.pdf>
5. <http://www.rccd.edu/administration/board/New%20Board%20Policies/3440BPAP.pdf>
6. <http://www.rccd.edu/administration/board/New%20Board%20Policies/3447AP.pdf>
7. <http://www.rccd.edu/administration/board/New%20Board%20Policies/7100BP.pdf>

Does the District meet Method #3 (Incentives for hard-to-hire areas/disciplines)?

- Yes
 No

Please provide an explanation and evidence of meeting this Multiple Method, #3.

An analysis of the District’s current practices resulted in no processes to report in this area.

Does the District meet Method #4 (Focused outreach and publications)?

- Yes
 No

Please provide an explanation and evidence of meeting this Multiple Method, #4.

The District is currently conducting a District-wide classification study for all classified and confidential positions in order to ensure that job descriptions and job announcements most accurately reflect the duties being fulfilled in these positions.

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

The District's Human Resources & Employee Relations Office has a standard practice of posting all permanent full-time and part-time positions in all job categories in a numerous of print and online publications in an effort to cast as wide a net as possible to attract a highly qualified and diverse applicant pools. The following job posting sites are representative of the most commonly utilized advertising sources:

- CalJobs.ca.gov
- cccregistry.org
- HigherEdJobs.com
- AsiansInHigherEd.com
- BlacksInHigherEd.com
- DisabledInHigherEd.com
- HispanicsInHigherEd.com
- LGBTinHigherEd.com
- NativeAmericansinHigherEd.com
- WomenAndHigherEd.com
- VeteransInHigherEd.com
- ChronicleVitae.com

Additional focused outreach campaigns are conducted as needed via placement of job postings via professional organizations to increase applicant pools for hard to fill vacancies.

Evidence

1. <http://www.rccd.edu/administration/humanresources/DEC/Pages/EEO.aspx>

Does the District meet Method #5 (Procedures for addressing diversity throughout hiring steps and levels)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #5.

The district timely and thoroughly investigates all complaints filed under this chapter, and all harassment and discrimination complaints filed under subchapter 5 (commencing with section 59300) of chapter 10 of this division, and takes appropriate corrective action in all instances where a violation is found.

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

The recruitment process begins with an assessment of the composition of every screening and selection committee to ensure that the committee is diverse as well as verification of the EEO Training Certification for each committee member (see Method #6). Human Resources and Employee Relations works collaboratively with the appropriate hiring authority to identify methods to address any lack of diversity in the composition of a screening and selection committee. Human Resources and Employee Relations staff facilitates access to the required EEO Training for Screening and Selection Committee Members as needed. The Human Resources Generalist or Liaison assigned to facilitate a recruitment serves as a non-voting member of every screening and selection committee as serves as a resource for committees on all EEO related matters.

The next step in the process begins with a wide-ranging advertising campaign (refer to Method #4) to cast as wide a net as possible to attract a highly qualified, diverse applicant pool. Prior to a posting closing date, the Human Resources Generalist or Liaison assigned to facilitate a recruitment evaluates the applicant pool to determine if the posting deadline should be extended in support of increasing the size and/or diversity of a total applicant pool. Although the October 19, 2013, revisions to Title 5 regulations removed the requirement to certify applicant pools, Human Resources and Employee Relations continues this practice as a part of a comprehensive best practice effort to ensure that adverse impact is not an unintended consequence of minimum qualification screening in addition to adherence to Uniform Guidelines on Employee Selection Procedures.

The assigned Human Resources Generalist or Liaison completes the minimum qualifications screening of the approved total applicant pool. This best practice ensures consistency and reliability in the assessment of minimum qualifications as well as provides the Human Resources staff with a full understanding of the qualified applicant pool. The Human Resources staff facilitates a pre-screening/orientation meeting with each screening and selection committee. During this meeting, the screening and selection committee develops screening criteria for the qualified applicant pool, first level interview questions and first level interview performance based solely on job qualifications and the information listed in the job notice in accordance with Uniform Guidelines on Employee Selection Procedures. The committee then disperses to individually assess each member of the qualified applicant pool. A minimum of 1 interview question designed to elicit candidates' demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students and employees in ways that are meaning to the job to which they have applied is required.

The assigned Human Resources staff then facilitates a pre-interview meeting where the committee determines which members of the qualified applicant pool will be invited to a first level interview. The assigned Human Resources staff works closely with the committee to ensure that the screening criteria is consistently and fairly applied in accordance with Uniform Guidelines on Employee Selection Procedures. The interview pool of applicants is reviewed and approved by the District Compliance Officer prior to interview scheduling.

The committee conducts structured first level interviews for the candidates selected for interview and selects candidates to move forward to second level interviews utilizing the previously established assessment criteria in accordance with Uniform Guidelines on Employee Selection Procedures.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

Evidence

1. <http://www.rccd.edu/administration/humanresources/DEC/Pages/EEO.aspx>

Does the District meet Method #6 (Consistent and ongoing training for hiring committees)?

- Yes**
 No

Please provide an explanation and evidence of meeting this Multiple Method, #6.

The District's EEO Plan Component 8 states that any organization or individual who is involved in the recruitment, screening and selection of applicants shall receive appropriate training on the requirements of the Title 5 regulations regarding equal employment opportunity (section 53000 et seq.); the requirements of federal and state nondiscrimination laws; the requirements of the District's Equal Employment Opportunity Plan; the District's policies on nondiscrimination, recruitment, and hiring; principles of diversity and cultural proficiency; the educational benefits of a diverse workforce; and identification and elimination of bias in hiring.

Riverside Community College District is a multi-college District which presents logistical and practical challenges with facilitation of frequently available EEO Training for Screening and Selection Committee Members. Relying on in-person training is impractical as it is costly and creates difficulty in guaranteeing consistency and dependability of the facilitation and learning experience. In response to these challenges, the EEO Training for Screening and Selection Committee Meeting was updated in March 2016 and is now available on-demand using a web based delivery method. The updated training includes an expanded review of the educational benefits of workforce diversity; federal and state EEO laws and regulations and best practices in screening and selection.

During the 2016 election cycle a new Trustee for Riverside Community College District's Trustee Area 1 was elected. On December 13, 2016, the Board of Trustees were provided a review of the updated EEO Plan to include a review of the educational benefits of workforce diversity and the elimination of bias in hiring and employment.

Lastly, the District has scheduled classroom based AB1825 training for managers and supervisors and will begin offering web-based AB1825 training modules to comply with training requirement.

Evidence

1. <https://www.youtube.com/watch?v=nXJAAVag10o>
2. http://www.rccdistrict.net/eb/PDF%20Conversions/121316_Complete.pdf

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

Does the District meet Method #7 (Professional development focused on diversity)?

- Yes**
 No

Please provide an explanation and evidence of meeting this Multiple Method, #7.

The District annually renews its membership to the Liebert Cassidy Whitmore Southern California Community College Districts Employment Relations Consortium. This membership affords all employees within the District to participate in-person or via webinar in a series of training workshops throughout the year. Training options include topics focused on workplace diversity.

Additionally, the Academic Senate for each college within the District coordinates the development of faculty professional development workshops each semester. Multiple workshops focused on workplace diversity are offered.

The District has scheduled classroom based AB1825 training for managers and supervisors and will begin offering web-based AB1825 training modules to comply with training requirement.

Lastly, Human Resources and Employee Relations developed a calendar of workshops on workplace diversity topics available throughout the academic year.

Evidence

1. <http://www.rccd.edu/administration/humanresources/DEC/Pages/Workshops.aspx>
2. <http://www.rccd.edu/administration/humanresources/DEC/Pages/EEO.aspx>

Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)?

- Yes**
 No

Please provide an explanation and evidence of meeting this Multiple Method, #8.

An analysis of the District's current practices resulted in no processes to report in this area.

Does the District meet Method #9 (Grow-Your-Own programs)?

- Yes**

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

No

Please provide an explanation and evidence of meeting this Multiple Method, #9.

An analysis of the District's current practices resulted in no processes to report in this area.

Agenda Item (VIII-E-1)

Meeting	5/16/2017 - Regular
Agenda Item	Committee - Facilities (VIII-E-1)
Subject	Agreement Amendment No. 5 for the Culinary Arts Academy/District Office Building and Agreement Amendment No. 5 for the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts Building Projects with LPA, Inc.
College/District	District
Funding	College and District Allocated Measure C Funds/Program Reserve Measure C Funds, Redevelopment Funds and La Sierra Funds
Recommended Action	It is recommended that the Board of Trustees approve: 1) Agreement Amendment No. 5 with LPA, Inc. in the amount of \$22,646 for the CAA/DO project: and 2) Agreement Amendment No. 5 with LPA, Inc., in the amount of \$66,287 for the CSA project.

Background Narrative:

On June 15, 2010, the Board of Trustees approved the architectural agreement with LPA for design services for the Culinary Arts Academy and District Office Building (CAA/DO) project in the amount of \$1,853,192.00. In addition, on June 19, 2012, the Board of Trustees approved the architectural agreement with LPA for design services for the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts (CSA) project in the amount of \$2,131,599. Both projects have since generated four previous amendments.

At this time, it is requested that the Board of Trustees approve Agreement Amendment No. 5 with LPA, Inc. in the amount of \$22,646 for the CAA/DO project for an additional nine (9) months of construction administration services, now totaling the agreement with amendments to \$2,422,872.50. It is also requested that the Board of Trustees approve Agreement Amendment No. 5 with LPA, Inc. in the amount of \$66,287 for the CSA project which includes \$2,263 for construction change documents and \$64,024 for an additional nine (9) month period of construction administration services, totaling the agreement with amendments to \$2,524,221.50. Detailed scopes of work are outlined in Exhibits I, on the attached amendments.

Cost for the requested amendments are within the project budgets approved by the Board of Trustees and no augmentation of the project budget is required.

Prepared By: Michael Burke, Ph.D., Chancellor
Wolde-Ab Isaac, President, Riverside
Aaron Brown, Vice Chancellor, Business and Financial Services
Chris Carlson, Chief of Staff & Facilities Development
Bart Doering, Facilities Development Director

Attachments:

[Amendment 5_CAADO_LPA](#)
[Amendment 5_CSA_LPA](#)

FIFTH (5) AMENDMENT TO AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
LPA, INC.
(Culinary Arts Academy and District Office Building Project)

This document amends the original agreement between the Riverside Community College District and LPA, Inc., which was originally approved by the Board of Trustees on September 21, 2010.

The agreement is hereby amended as follows:

Additional compensation of this amended agreement shall not exceed \$22,646, including reimbursable expenses, totaling agreement to \$2,422,872.50. The term of this agreement shall be from the original agreement date of June 16, 2010, to the completion of the project. Payments and final payment shall coincide with original agreement.

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

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

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

LPA, INC.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____

James A. Kelly, AIA
Executive Vice President
5161 California Avenue, Suite 100
Irvine, CA 92617
LPA # 29071.20/PSA 10

By: _____

Aaron S. Brown
Vice Chancellor
Business and Financial Services

Date: _____

Date: _____

Exhibit I



p. 949.261.1001 f. 949.260.1190
w. lpainc.com e. lpa@lpainc.com

5161 California Avenue, Suite 100, Irvine, California 92617

April 14, 2017

Mr. Bart Doering
RIVERSIDE COMMUNITY COLLEGE DISTRICT
Facilities Planning and Development
3801 Market Street
Riverside, CA 92501

Re: Culinary Arts and District Offices (CAADO)
Additional Services Request
LPA Project No. 29071.20

Dear Bart:

The following is a summary of an item that has accumulated to date that is considered an Additional Service for professional design services.

Professional Services Authorization 10

EXTENDED CONSTRUCTION ADMINISTRATION – Per Item 1(f.) of Article III – Compensation to the Architect of The Architectural Services Agreement between Riverside Community College District, the time initially established for construction was 24 months per schedules issued by Tilden-Coil Constructors. The 24 months occurred from June 2014 through May 2016. The construction contract time was exceeded and LPA continued to provide an additional 9 months of Construction Administration services from June 2016 through February 2017.

LPA's total effort from June 2016 - February 2017 is \$86,276. LPA is removing hours related to LEED documentation, Mechanical, Plumbing, Electrical, Lighting and Audio Visual issues and coordination leaving Project Management and Project Coordinator effort that equates to an Additional Services request of \$22,646.

Please let me know if additional information or back-up is needed, thank you for your consideration of this request.

Sincerely,

LPA, Inc.

Steven Flanagan
Principal

cc: File 03

FIFTH (5) AMENDMENT TO AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
LPA, INC.
(Henry W. Coil, Sr. and Alice Edna Coil School for the Arts)

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

The agreement is hereby amended as follows:

Additional compensation of this amended agreement shall not exceed \$66,287, including reimbursable expenses, totaling agreement to \$2,524,221.50. The term of this agreement shall be from the original agreement date of June 20, 2012, to the completion of the project. Payments and final payment shall coincide with original agreement.

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

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

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

LPA, INC.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____
James A. Kelly, AIA
Executive Vice President
5161 California Avenue, Suite 100
Irvine, CA 92617
LPA # 12030.20/PSA 11 & 12

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

Date: _____

Date: _____

Exhibit 1

LPA

PROFESSIONAL SERVICES AUTHORIZATION

Client: Riverside Community College District	Project No.: 12030.20	Date: March 15, 2017
Facilities Planning & Development	Project: RCCD Coil School for the Arts & Parking Structure	
3801 Market Street	Location: Riverside	PSA No.: 11
Riverside, CA 92501	Office: Irvine	Issued By: Steve Tiner
Attn: Bart Doering, Facilities Development Director	Client Contract: C-0003953	LPA PIC: Steve Flanagan
Email: Bart.Doering@rccd.edu	Client Job No.: C-0003953	License #: C23695
Phone: 951-222-8962 Fax:	LPA Contracts: Lorrie Ellis	LPA PM: Steve Tiner

Execution of this document will confirm your request for professional services. Please refer to the 'Terms and Conditions' of the Architectural Services Agreement dated 6/20/2012 for additional information. The 'Terms & Conditions' are a part of this Agreement. The Project is generally described as:

Coil School for the Arts and 4-Level Parking Structure located within the Riverside Community College District.

LPA will provide: New Services Additional Services Revised Scope of Services

Services shall include:

TK1SC Service; Construction Change Directive (CCD) #158. Modify Security drawings per Client revisions.

Jensen Hughes; Fire Protection Consulting Services. One issuance of the CCD-212 drawing exhibits associated with the Office 245. Address plan check comments received by DSA pertaining to the CCD-212 fire protection design modifications. Revised drawing exhibits will be provided to address the comments for DSA resubmission.

Please refer to the attached CCD #158 and CCD #212 for additional information.

Services shall commence upon receipt of a signed copy of this document and a retainer in the amount of **\$0.00** and shall be completed:

Pursuant to project schedule.

LPA shall be compensated for these services as indicated below. Unless otherwise noted below, neither Consultant Costs nor Project Expenses are included in the LPA fee and shall be reimbursed to LPA per the 'Terms and Conditions' shown on the Architectural Services Agreement dated 6/20/2012. The 'Terms and Conditions' are a part of this Agreement.

Fee:	Fixed Fee	\$2,263.00
Reimbursable Expenses:	Maximum	\$0.00

The following consultants shall provide services for this scope of services:

TK1SC- Security
Jensen & Hughes- Fire Protection

Special Conditions:

None

Contract Status:	Services:	Expenses:	Contract Total:
Original Contract Amount:	\$2,111,599.00	\$20,000.00	\$2,131,599.00
Total of Previous Addenda:	\$321,180.50	\$5,155.00	\$326,335.50
Previous Totals:	\$2,432,779.50	\$25,155.00	\$2,457,934.50
This PSA Amount:	\$2,263.00	\$0.00	\$2,263.00
New Fee Totals:	\$2,435,042.50	\$25,155.00	\$2,460,197.50

Client Authorized Signature _____ Date _____

LPA Authorized Signature _____ Date _____

Authorized Signature (Sign, Print Name, Date, and Title)

Steven Flanagan, AIA, LEED® AP, Principal

March 15, 2017

Please return one fully executed copy to LPA, Inc. at: 5161 California Avenue, Suite 100, Irvine, CA 92617

Tel: 949.261.1001 Fax: 949.260.1190



5161 California Avenue, Suite 100, Irvine, California 92617

p. 949.261.1001 f. 949.260.1190
w. lpainc.com e. lpa@lpainc.com

April 14, 2017

Mr. Bart Doering
RIVERSIDE COMMUNITY COLLEGE DISTRICT
Facilities Planning and Development
3801 Market Street
Riverside, CA 92501

Re: Henry W. Coil Sr., and Alice Edna Coil School for the Arts (CSA)
Additional Services Request
LPA Project No. 12030.20

Dear Bart:

The following is a summary of an item that has accumulated to date that is considered an Additional Service for professional design services.

Professional Services Authorization 12

EXTENDED CONSTRUCTION ADMINISTRATION – Per Item 1(f.) of Article III – Compensation to the Architect of The Architectural Services Agreement between Riverside Community College District, the time initially established for construction was 24 months per schedules issued by Tilden-Coil Constructors. The 24 months occurred from June 2014 through May 2016. The construction contract time was exceeded and LPA continued to provide an additional 9 months of Construction Administration services from June 2016 through February 2017.

LPA's total effort from June 2016 - February 2017 is \$100,563. LPA is removing hours related to LEED documentation, Landscape, Mechanical, Plumbing, Electrical, Lighting and Audio Visual issues and coordination leaving Project Management and Project Coordinator effort that equates to an Additional Services request of \$64,024,

Please let me know if additional information or back-up is needed, thank you for your consideration of this request.

Sincerely,

LPA, Inc.

Steven Flanagan
Principal

cc: File 03

SUMMARY:

Construction Change Documents:
TK1SC – Security
Jensen & Hughes – Fire Protection

Total = \$ 2,263.00

Additional Nine (9) Month Period of Construction Administration Services:

Total = \$64,024.00

Grand Total = \$66,287.00

Agenda Item (VIII-E-2)

Meeting	5/16/2017 - Regular
Agenda Item	Committee - Facilities (VIII-E-2)
Subject	Agreement Amendment No. 5 for Project Labor Administration with Padilla & Associates, Inc.
College/District	District
Funding	District and Riverside City College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve Agreement Amendment No. 5 in the amount not to exceed \$32,368 for project labor administration with Padilla & Associates, Inc. for the two remaining construction projects: 1) the Culinary Arts Academy/District Office Building; 2) the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts Building; and 3) extend their services through August 31, 2017, based on an anticipated Notice of Completion filed for both projects.

Background Narrative:

On June 15, 2010, the Board of Trustees approved an agreement with Padilla & Associates, Inc. in an amount not to exceed \$1,600,000 to provide administrative assistance as required by the Project Labor Agreement (PLA) for Measure C projects within the Riverside Community College District. On November 18, 2014, the Board of Trustees approved Amendment No. 1 in the amount of \$200,000 as the number of projects exceeded the projects envisioned when the PLA was originally passed by the Board. On April 21, 2015, Amendment No. 2 was executed for time extension only, without additional compensation for remaining projects. On August 16, 2016, the Board of Trustees approved Amendment No. 3 in the amount of \$105,000 for additional administrative services for the two remaining construction projects: 1) the Culinary Arts Academy/District Offices (CAA/DO); and Coil School for the Arts (CSA), extending their services through December, 2016. Again, on February 21, 2017, the Board of Trustees approved Amendment No. 4 in the amount of \$60,000 for additional administrative services for the remaining construction projects CAA/DO and CSA, extending their services through April 30, 2017 based on an anticipated Notice of completion filed for both projects.

Due to delays with Audio Visual completion issues, it is now requested that the Board of Trustees approve Agreement Amendment No. 5 with Padilla & Associates, Inc. in the amount not to exceed \$32,368 for administrative services, including Construction and Close-Out Tasks and Deliverables for the two remaining projects: 1) CAA/DO; 2) CSA; and 3) extend their services through August 31, 2017, based on anticipated Notice of Completions filed for both projects. Amendment No. 5 would bring Padilla & Associates' total contract amount to \$1,997,368. Details are listed on Exhibit I on the attached amendment for both CAA/DO and CSA.

Prepared By: Wolde-Ab Isaac, President, Riverside
Chris Carlson, Chief of Staff & Facilities Development
Bart Doering, Facilities Development Director

Attachments:

[Amendment No 5_Padilla and Associates](#)

FIFTH (5) AMENDMENT TO AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
PADILLA & ASSOCIATES, INC.
(Project Labor Agreement)

This document amends the original agreement between the Riverside Community College District and Padilla & Associates, which was originally approved by the Board of Trustees on June 15, 2010.

The agreement is hereby amended as follows:

Additional compensation of this amended agreement shall not exceed \$32,368, including reimbursable expenses, totaling agreement to \$1,997,368. The term of this agreement shall be from the original agreement date of June 15, 2010, to the extended date of August 31, 2017, based on an anticipated Notice of Completion filed for both projects.

Payments and final payment shall coincide with original agreement.

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

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

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

PADILLA & ASSOCIATES, INC.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____

By: _____

Patricia K. Padilla
President
211 E. City Place Drive
Santa Ana, CA 92706

Aaron S. Brown
Vice Chancellor
Business and Financial Services

Date: _____

Date: _____

Exhibit I



TRANSMITTED VIA E-MAIL: Bart.Doering@rccd.edu

April 17, 2017

Mr. Bart Doering
Facilities Development Director
Facilities, Planning & Development
Riverside Community College District
450 E. Alessandro Blvd., Riverside, CA 92508
Phone: (951) 222-8962

RE: RCC Culinary Arts Academy & District Offices (CAADO) Project (1- AV Prime Contractor Only)

SUBJECT: Cost Proposal Extension: Project Labor Agreement and Labor Compliance Services for Pre-Construction, Construction and Close-Out Task and Deliverables

Dear Mr. Doering:

As requested, Padilla & Associates, Inc. (P&A) is pleased to submit for your review the enclosed cost proposal extension for the scope of work under our existing RCCD Agreement for the Project Labor Agreement and Labor Compliance Services for Pre-Construction, Construction and Close-Out Task and Deliverables for the RCC Culinary Arts Academy & District Offices (CAADO) Project. This project will be administered and enforced utilizing RCCD's Labor Compliance Program.

Should you have any questions regarding any aspect of the enclosed proposal, please feel free to contact me or Tony Dupré at (714) 973-1335, or by e-mail at ppadilla@padillainc.com or tdupre@padillainc.com.

Sincerely,

Patricia K. Padilla
President

Enclosures

Corporate Office
211 E. City Place Drive
Santa Ana, CA 92705
Phone (714) 973-1335

717 K Street, Ste. 427
Sacramento, CA 95814
Phone (714) 973-1335

**PADILLA & ASSOCIATES, INC.
 RIVERSIDE COMMUNITY COLLEGE DISTRICT
 PROJECT LABOR AGREEMENT AND LABOR COMPLIANCE ADMINISTRATOR SERVICES
 RCC CULINARY ARTS ACADEMY & DISTRICT OFFICES (CAADO) COST PROPOSAL**

April 17, 2017

PROJECT UNDERSTANDING

Campus: District
 Project: RCC Culinary Arts Academy & District Offices
 Estimated Project Budget: \$33,134,262.00

TASK AND DELIVERABLES (1- AV Prime Contractor Only)

The following table serves to identify the tasks and deliverables required in performing the PLA & LCP administrative duties. This project will be administered and enforced utilizing RCCD's Labor Compliance Program. Please see the proposal attached as "Exhibit A" to this proposal.

CONSTRUCTION TASK AND DELIVERABLES	
14	Work with local unions and general contracting community (union and non-union) via the dispatch process to identify and refer competent craft persons as needed for the project.
15	Promote employment of local residence toward meeting RCCD Local Hire goal of 50%.
16	Monitor, tract, and report contractor's utilization of local hires statistics in database.
17	At the request of a participating union to the PLA, obtain proof of contractor core employee and review to ensure compliance with the criteria set forth in the PLA.
18	Review submitted request in accordance with Article 5 Section 5 of the PLA to assess the contractor's eligibility for exemption.
19	Verify that the requested contractor's fringe benefits for their core workforce are equal to, or better than, those designated in the Schedule A's.
20	Secure and collect weekly Certified Payroll Records (CPR's) no later than the 10th of each month following the commencement of the work.
21	Issue discrepancy notices at least monthly to each prime contractor.
22	Make recommendations to withhold contract payments and withholdings equal to the amount of underpayments for unresolved discrepancies after second notices have been sent to the contractors.
23	Prepare withholding and penalty request to the Department of Industrial Relations on behalf of the District.
24	Perform jobsite field interviews.
25	Collect and reconcile jobsite field interviews against the respective CPR's.
26	Process and coordinate the enforcement of the PLA in response to work stoppages and lock-outs in accordance with Article 7 of the PLA.
27	Prepare and issue project specific submittal logs on a bi-monthly basis to RCCD and Tilden-Coil to facilitate/remedy areas of discrepancy or non-compliance.
28	Work with a representative of the Council, the contractor, and workers to settle grievances under Article 10 of the PLA.
29	Work with grieving parties to resolve disputes in accordance with the provisions set forth in Articles 7, 8 or 10 of the PLA.
30	Notify the District and contractor of all actions taken at steps 2 and 3 of Section 10.2 of the PLA, and participate as a neutral administrative party to all proceedings at such steps including Arbitration.

PADILLA & ASSOCIATES, INC.
RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROJECT LABOR AGREEMENT AND LABOR COMPLIANCE ADMINISTRATOR SERVICES
RCC CULINARY ARTS ACADEMY & DISTRICT OFFICES (CAADO) COST PROPOSAL

31	Perform ongoing monitoring to ensure compliance by all contractors and subcontractors in accordance with the PLA.
32	Monitor apprenticeship ratio in accordance with the PLA, and issue cure notices as necessary.
33	Respond to inquiries and complaints from third parties.
34	Provide technical assistance to Contractors and subcontractors.
35	Receive worker complaints, conduct labor investigations, issue findings, process Notice of Contractor Withholding and conduct labor proceedings with DIR and District legal counsel.
36	Maintain project specific files and electronic databases (contractors, unions, Letter of Assent, Core Employee List, DAS 140, third party requests, etc.)
37	Respond to RFI's regarding the PLA and other Labor Compliance requirements from contractors, subcontractors, unions, and other parties.
38	Prepare quarterly reports relative to Local Hire and Apprentice Utilization of RCCD service area residents.
PROJECT CLOSE-OUT TASK AND DELIVERABLES	
39	Initiate final audit of PLA and LCP contractor documents.
40	As a part of the final acceptance, ensure that all outstanding final documentation required of the contractor has been received.
41	Secure certification from each contractor and subcontractor has paid all fringe benefit contributions due and owing to the appropriate Trust or fringe benefit program prior to the release of final payment/retention, as applicable.
42	Prepare final project close-out report.

PADILLA & ASSOCIATES, INC.
RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROJECT LABOR AGREEMENT AND LABOR COMPLIANCE ADMINISTRATOR SERVICES
RCC CULINARY ARTS ACADEMY & DISTRICT OFFICES (CAADO) COST PROPOSAL

FIXED FEE SCHEDULE Rev. 1		FIXED PRICE
PROJECT:		CONTRACT
RCC CULINARY ARTS ACADEMY & DISTRICT OFFICES - Budget: \$33,134,262.00		
Current Project Duration - 28 Months: Pre-Construction February 2014, Construction: March 2014 – May 2016		\$225,000.00 *
Projected Project Extension Duration - 7 Months: On-Going Construction: June 2016 – December 2016		\$41,415.43 *
Projected Project Extension Duration - 4 Months: On-Going Construction: January 2017 – March 2017, Close-out April 2017		\$23,665.96 *
(40% Discount) Projected Project Extension Duration - 4 Months: On-Going Construction: May 2017 – July 2017, Close-out August 2017 (1 – AV Prime Contractor Only)		\$16,183.57
SCOPE OF SERVICES:		
<ul style="list-style-type: none"> ➤ Project Labor Agreement and Labor Compliance Administrator Services ➤ This project will be administered and enforced utilizing Padilla & Associates, Inc.'s Labor Compliance Program. 		
TOTAL FIXED PRICE FEE SCHEDULE		\$306,264.96 *

*Fixed Price Fee Schedule is reflective of rates which include a 4% escalation in effect January increase per calendar year and associated travel and material costs.

Total for 4 months at \$4,046 each = \$16,184.00 (CAA/DO)



TRANSMITTED VIA E-MAIL: Bart.Doering@rccd.edu

April 17, 2017

Mr. Bart Doering
Facilities Development Director
Facilities, Planning & Development
Riverside Community College District
450 E. Alessandro Blvd., Riverside, CA 92508
Phone: (951) 222-8962

RE: Coil, School of the Arts (CSA) Project (1 Project) (1- AV Prime Contractor Only)

SUBJECT: Cost Proposal Extension: Project Labor Agreement and Labor Compliance Services for Pre-Construction, Construction and Close-Out Task and Deliverables

Dear Mr. Doering:

As requested, Padilla & Associates, Inc. (P&A) is pleased to submit for your review the enclosed cost proposal extension for the scope of work under our existing RCCD Agreement for the Project Labor Agreement and Labor Compliance Services for Pre-Construction, Construction and Close-Out Task and Deliverables for the RCCD Coil, School of the Arts (CSA) Project (1 Project). This project will be administered and enforced utilizing RCCD's Labor Compliance Program.

Should you have any questions regarding any aspect of the enclosed proposal, please feel free to contact me or Tony Dupré at (714) 973-1335, or by e-mail at ppadilla@padillainc.com or tdupre@padillainc.com.

Sincerely,

Patricia K. Padilla
President

Enclosures

Corporate Office
211 E. City Place Drive
Santa Ana, CA 92705
Phone (714) 973-1335

717 K Street, Ste. 427
Sacramento, CA 95814
Phone (714) 973-1335

**PADILLA & ASSOCIATES, INC.
 RIVERSIDE COMMUNITY COLLEGE DISTRICT
 PROJECT LABOR AGREEMENT AND LABOR COMPLIANCE ADMINISTRATOR SERVICES
 COIL SCHOOL OF THE ARTS (CSA) COST PROPOSAL**

April 17, 2017

PROJECT UNDERSTANDING

Campus: District
 Project: Coil School of the Arts Project (1 Project)
 Estimated Project Budget: \$43,088,000.00

TASK AND DELIVERABLES (1- AV Prime Contractor Only)

The following table serves to identify the tasks and deliverables required in performing the PLA & LCP administrative duties. This project will be administered and enforced utilizing RCCD's Labor Compliance Program. Please see the proposal attached as "Exhibit A" to this proposal.

CONSTRUCTION TASK AND DELIVERABLES	
14	Work with local unions and general contracting community (union and non-union) via the dispatch process to identify and refer competent craft persons as needed for the project.
15	Promote employment of local residence toward meeting RCCD Local Hire goal of 50%.
16	Monitor, tract, and report contractor's utilization of local hires statistics in database.
17	At the request of a participating union to the PLA, obtain proof of contractor core employee and review to ensure compliance with the criteria set forth in the PLA.
18	Review submitted request in accordance with Article 5 Section 5 of the PLA to assess the contractor's eligibility for exemption.
19	Verify that the requested contractor's fringe benefits for their core workforce are equal to, or better than, those designated in the Schedule A's.
20	Secure and collect weekly Certified Payroll Records (CPR's) no later than the 10th of each month following the commencement of the work.
21	Issue discrepancy notices at least monthly to each prime contractor.
22	Make recommendations to withhold contract payments and withholdings equal to the amount of underpayments for unresolved discrepancies after second notices have been sent to the contractors.
23	Prepare withholding and penalty request to the Department of Industrial Relations on behalf of the District.
24	Perform jobsite field interviews.
25	Collect and reconcile jobsite field interviews against the respective CPR's.
26	Process and coordinate the enforcement of the PLA in response to work stoppages and lock-outs in accordance with Article 7 of the PLA.
27	Prepare and issue project specific submittal logs on a bi-monthly basis to RCCD and Tilden-Coil to facilitate/remedy areas of discrepancy or non-compliance.
28	Work with a representative of the Council, the contractor, and workers to settle grievances under Article 10 of the PLA.
29	Work with grieving parties to resolve disputes in accordance with the provisions set forth in Articles 7, 8 or 10 of the PLA.
30	Notify the District and contractor of all actions taken at steps 2 and 3 of Section 10.2 of the PLA, and participate as a neutral administrative party to all proceedings at such steps including Arbitration.

PADILLA & ASSOCIATES, INC.
RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROJECT LABOR AGREEMENT AND LABOR COMPLIANCE ADMINISTRATOR SERVICES
COIL SCHOOL OF THE ARTS (CSA) COST PROPOSAL

31	Perform ongoing monitoring to ensure compliance by all contractors and subcontractors in accordance with the PLA.
32	Monitor apprenticeship ratio in accordance with the PLA, and issue cure notices as necessary.
33	Respond to inquiries and complaints from third parties.
34	Provide technical assistance to Contractors and subcontractors.
35	Receive worker complaints, conduct labor investigations, issue findings, process Notice of Contractor Withholding and conduct labor proceedings with DIR and District legal counsel.
36	Maintain project specific files and electronic databases (contractors, unions, Letter of Assent, Core Employee List, DAS 140, third party requests, etc.)
37	Respond to RFI's regarding the PLA and other Labor Compliance requirements from contractors, subcontractors, unions, and other parties.
38	Prepare quarterly reports relative to Local Hire and Apprentice Utilization of RCCD service area residents.
PROJECT CLOSE-OUT TASK AND DELIVERABLES	
39	Initiate final audit of PLA and LCP contractor documents.
40	As a part of the final acceptance, ensure that all outstanding final documentation required of the contractor has been received.
41	Secure certification from each contractor and subcontractor has paid all fringe benefit contributions due and owing to the appropriate Trust or fringe benefit program prior to the release of final payment/retention, as applicable.
42	Prepare final project close-out report.

EXHIBIT "A"
PADILLA & ASSOCIATES, INC.
RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROJECT LABOR AGREEMENT AND LABOR COMPLIANCE ADMINISTRATOR SERVICES
COIL SCHOOL OF THE ARTS (CSA) COST PROPOSAL

FIXED FEE SCHEDULE Rev. 1		FIXED PRICE
PROJECT:		CONTRACT
COIL SCHOOL OF THE ARTS PROJECT (1 PROJECT) - Budget: \$43,088,000.00		
Current Project Duration - 25 Months: Pre-Construction May 2014, Construction: June 2014 – May 2016		\$244,843.72 *
Projected Project Extension Duration - 7 Months: On-Going Construction: June 2016 – December 2016		\$63,478.03 *
Projected Project Extension Duration - 4 Months: On-Going Construction: January 2017 – March 2017, Close-out April 2017		\$36,273.16 *
(40% Discount) Projected Project Extension Duration - 4 Months: On-Going Construction: May 2017 – July 2017, Close-out August 2017 (1 – AV Prime Contractor Only)		\$16,183.57 *
SCOPE OF SERVICES:		
➤ Project Labor Agreement and Labor Compliance Administrator Services		
➤ This project will be administered and enforced utilizing Padilla & Associates, Inc.'s Labor Compliance Program.		
TOTAL FIXED PRICE FEE SCHEDULE		\$360,778.48 *

*Fixed Price Fee Schedule is sum(s) reflective of rates which include a 4% escalation in effect January increase per calendar year and associated travel and material costs.

Total for 4 months at \$4,046 each = \$16,184.00 (CSA)
Grand Total for both CAA/DO & CSA = \$32,368.00

Agenda Item (XII-A)

Meeting	5/16/2017 - Regular
Agenda Item	Business From Board Members (XII-A)
Subject	Appointment of Individuals to an Ad Hoc Committee on Norco Partnerships
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees appoint two governing board members to serve an Ad Hoc Committee on Norco Partnerships.

Background Narrative:

Riverside Community College District has a multitude of partnerships and relationships throughout the District in service and advancement of the colleges, programs, and in service to the greater community in fulfilling our missions.

The District established Norco College in 1991 with support of the City of Norco, with facilitation through the Department of Defense and Department of Education. In 2002, the District and the Corona-Norco Unified School District came together to develop and then implement the development and operation of JFK High School on the most eastern area of the college property.

Over the past years, with the success of serving the educational needs and the growth of the region; there are new growth and service challenges facing the three governmental agencies of the City of Norco, Corona-Norco Unified School District, and the Riverside Community College District on behalf of Norco College. Two key issues of immediate concern to all three entities are safe and adequate access and regional transportation infrastructure.

To this end, administrators at each of the three local governing agencies have had meaningful dialogue around this matter, and each recommends to advance the development of a strategic agenda to address this matter via the formation of an ad hoc committee of the governing boards.

It is the recommendation that two governing board members/councilmembers be appointed by their respective governing boards to the Ad Hoc Committee on Norco Partnerships.

Prepared By: Michael Burke, Ph.D., Chancellor
Chris Carlson, Chief of Staff & Facilities Development
Bryan Reece, President Norco College

Attachments:

None.

Agenda Item (XII-B)

Meeting	5/16/2017 - Regular
Agenda Item	Business From Board Members (XII-B)
Subject	Annual Self Evaluation for Board of Trustees
College/District	District
Funding	
Recommended Action	Recommend reviewing and discussing the results of the Board of Trustees' annual self evaluation, review the goals from 2016-2017 and provide direction for establishing goals for 2017-2018.

Background Narrative:

On April 18, 2017, each Board member was provided with an evaluation packet that included: Board Policy 2745-Board Self-Evaluation, a self-evaluation tool, a summary of the Board activities from June 2016-2017 and a copy of the results from the Board Self-Evaluation that was reported out at the June 2016 regular Board meeting, and fall 2016 retreat.

Each Board member, independently, filled out and returned the self-evaluation tool. Staff has compiled and summarized the results, and categorized the information provided into the 70 segments across the dimensions of effectiveness contained within the Board Policy, to facilitate the Board's review.

Prepared By: Chris Carlson, Chief of Staff & Facilities Development

Attachments:

[BOT Self Ev Presentation 05162017](#)
[BOT Self Ev Summary](#)
[BOT Self Ev Rankings 2017](#)



Board Self Assessment Highlights

Riverside Community College District

Board of Trustees

May 2017

PROCESS

- Each member of the Board receives report of Board tasks and accomplishments
- Completes Board Self Assessment Form, independently
 - 70 items, in 8 dimensions
 - Open-ended questions
 - Ranking Scale:
 - 1=*strongly disagree*
 - 2= *somewhat disagree*
 - 3=*somewhat agree*
 - 4=*agree*
 - 5=*strongly agree*
- Results presented at May 2017 Board meeting
- Reporting out / Goals setting scheduled for June 2017 Board meeting

OVERVIEW

- With few exceptions, all members ranked all items from 3.0 - 5.0
 - Like 2016, the ranking of 2.0 was more prevalent than prior years, and this year the use of ranking of 1.0 was used.
- 37 of 70 items received an average ranking of 4.0 and higher (53%)
 - 14 of these ranked 4.6 or higher, indicating strong agreement (20%)
- 30 ranked between 3.0 – 3.8 (43%)
- This year, 3 (4%) items were ranked 2.8
- Improvement / Decline
 - 20 (29%) items ranked more positive since 2016 (+0.4)
 - Largest variation was +0.8
 - 21 (30%) items ranked less positive since 2016 (-0.4)
 - Largest variation was -1.2

OVERVIEW (cont.)

Of the 70 items, this years self assessment included:

- Overall unified segments
 - 9 ranked with unified perspectives (four or more, ranked the same)
- Overall split segments
 - 43 ranked with diverse perspectives (rankings across three or more rankings)
 - 21 ranked as “super splits” (rankings across four or more rankings) [48% of all splits]
- Segments with unified & diverse perspectives
 - Same one this year

Overview: Since using this tool in 2009, this years assessment, like last year included the largest number of split, and super split rankings.

This year, while overall positive, the use of ranking of 1.0 and 2.0 impacted overall rankings with three (3) ranked at 2.8

BOARD ORGANIZATION

12 Segments ranked

- Ranking ranged from 3.2 to 4.6
- 1 ranked congruently
- 75% (9) split rankings (6 super-splits)
- 50% (6) ranked lower than prior year
 - 1 ranked -1.2 less than prior year: 3.2 Board meetings are conducted in an orderly, efficient and effective manner....
- 3 ranked higher than prior year
 - 4.4 Board works to achieve the District's goals
 - 4.2 Agenda items contain sufficient background and documentation for the Board's review and decision
 - 4.6 Members uphold the final major decision of the Board.
- 3 ranked similar to prior year

COMMITMENT TO LEARNERS

7 Segments ranked

- Ranking ranged from 3.8 to 4.6
- 1 ranked congruently
 - 3.8 Board monitors the effectiveness of the District in fulfilling her mission
 - Was congruent last year at 5.0, fell in ranking by -1.2
- 4 split rankings
- 1 ranked lower than prior year
- 6 ranked similar to prior year

CONSTITUENCY INTERFACE

9 Segments ranked

- Ranking ranged from 3.6 to 4.6
- 2 ranked congruently
 - 1 ranked both congruently and split: 4.6 Board recognizes and celebrates positive accomplishments of the District's students, faculty and staff.
- 4 split rankings
- 4 ranked higher than prior year
- 2 ranked lower than prior year
- 3 ranked similar to prior year

COMMUNITY COLLEGE SYSTEM INTERFACE

5 Segments ranked

- Ranking ranged from 3.0 to 4.2
- 4 split rankings / 4 super split rankings
- 1 ranked congruently
 - 3.0 Board members assist and support the District by attending events of the State Chancellor's Office
- 3 ranked higher than prior year
- 0 ranked lower than prior year
- 2 ranked similar to prior year

ECONOMIC / POLITICAL SYSTEM INTERFACE

9 Segments ranked

- Ranking ranged from 3.4 to 4.8
- 1 congruent ranking
 - 4.8 Board actively seeks political and civic support for the District
- 2 split rankings
 - 1 super split 3.4 Board Agendas contain sufficient state policy issues facing the District.
- 4 ranked higher than prior year
- 2 ranked lower than prior year
- 3 ranked similar to prior year

DISTRICT POLICY LEADERSHIP

9 Segments ranked

- Ranking ranged from 2.8 to 4.2
- 2 ranked congruently
 - 3.8 Board ensures and is involved in a systematic and comprehensive review of Board policies
 - 2.8 Board, through the Chancellor, seeks advise and recommendations from faculty, staff and students in developing educational policy.
- 7 split rankings (78%)
 - 4 super split rankings (57% of all splits)
- 2 ranked higher than prior year
- 3 ranked lower than prior year
- 4 ranked similar to prior year

MANAGEMENT OVERSIGHT

10 Segments ranked

- Ranking ranged from 2.8 to 3.8
- 10 split rankings (100%)
 - 10 super split rankings (100%)
- 6 ranked lower than prior year
- 1 ranked higher than prior year
 - 3.4 Board has clear protocols for communicating with staff that includes Chancellor
- 3 ranked similar to prior year
- Note: Use of 1.0 in ranking, with splits ranking from 1.0 to 5.0
 - A climate of mutual trust and respect exists between the Board and the Chancellor
 - Board clearly delegates the administration of the District to the Chancellor

GUARDIANSHIP

9 Segments ranked

- Ranking ranged from 3.6 to 4.8
- 3 split rankings
- 1 congruent ranking
 - 4.8 Board reviews the annual audit and monitors responses to recommendations
- 1 ranked lower than prior year
- 3 ranked higher than prior year
- 5 ranked similar to prior year

SUMMARY - RANKINGS

- This year's rankings continue to be majority positive
 - 0 ranked at 5.0
 - 37 (53%) ranked between 4.0-4.9
 - 30 (43%) ranked between 3.0 - 3.9
 - 3 (4%) ranked 2.8

SUMMARY - RANKINGS

- Modest amount ranked with a deviation greater than +0.4, over the prior year. Dimensions with the greatest concentration of **increases** were:
 - Constituency Interface (44%)
 - Community College System Interface (60%)
 - Economic/Political System Interface (44%)
- Modest amount ranked with a deviation greater than -0.4, over the prior year. Dimensions with the greatest concentration of **decreases** were:
 - Board Organization (50%)
 - District Policy Leadership (33%)
 - Management Oversight (60%)

SUMMARY – PERCEPTIONS/ SPLITS

- Great number of splits at 43 (61%)
- Dimensions with rankings with large number of splits included:
 - Board Organization (75%)
 - Commitment to Learners (57%)
 - Constituency Interface (44%)
 - Community College System Interface (80%)
 - District Policy Leadership (78%)
 - Management Oversight (100%)

SUMMARY – PERCEPTIONS/ SPLITS

- 21 (30%) of those being super splits (over 4 or more rankings)
- Dimensions that included rankings with large number of super splits included:
 - Board Organization (50%)
 - District Policy Leadership (57%)
 - Management Oversight (100%)
 - Guardianship (44%)

SUMMARY – PERCEPTIONS/ CONGRUENT

- 9 (12%) segments were ranked congruently (4 or more)
 - Lowest number in recent years
 - No clusters within any one dimension
 - None were ranked the same by all five (only 4)
- Areas of congruent perceptions include:
 - 4.2 Board Organization - Agenda items contain sufficient background and documentation for the Board's review and decision.
 - 3.8 Commitment to Learners – Board monitors the effectiveness of the District in fulfilling its mission.
 - Constituency Interface
 - 4.2 Board is knowledgeable about community and regional needs and expectations.
 - 4.6* Constituency Interface- Board recognizes and celebrates positive accomplishments of the District's students, faculty, and staff.

(*both congruent/split)

SUMMARY – PERCEPTIONS/ CONGRUENT

- Areas of congruent perceptions include (*Cont.*):
 - 3.0 Community College System Interface - Board members assist and support the District by attending events of State Chancellor's Office.
 - 4.8 Economic/Political System Interface – Board actively seeks political and civic support for the District.
 - District Policy Leadership –
 - 3.8 Board ensures and is involved in defining the vision, mission and goals of the District.
 - 2.8 Board, through Chancellor seeks advise and recommendations from faculty, staff and students in developing educational policy.
 - 4.8 Guardianship – Board reviews the annual audit and monitors responses to recommendations.

6 OPEN ENDED QUESTIONS

○ 1. What are the Board's greatest strengths

- The Board members education and professional backgrounds brings the greatest strength to supporting policy, instruction, fiscal stability, and community engagement.
- Board members have a wealth of experience and all seem to be motivated by a desire to make RCCD the best district possible. They seem to have a single-minded focus on the interest of the district.
- Community networking & involvement.
- Commitment to college mission.
- Commitment to college students.
- Involvement in community and advocating at state and federal levels.

○ 2. What are the major accomplishments of the Board this past year?

- Supporting a diverse population and the willingness to be active listeners and problem solvers through policy and communication with the district stakeholders.
- Surviving an internal ethic challenge.
- The Board produced resolutions addressing challenges resulting from the current political environment.
- The Board also conducted an effective lobby effort in Washington D.C.

6 OPEN ENDED QUESTIONS

3. What are the areas in which the Board could improve?

- Communication with student base.
- CTE Focus and expansion.
- Micromanaging – learn to set policy instead.
- As goals are developed, perhaps a more focused approach might be of benefit – tackling one or two very specific issues rather than a plethora of concerns.
- Be more sensitive to attendees' time when responding to questions.
- The RCCD District has not identified for three years a strategic plan framework. This has hurt our ability to communicate effectively and better define the roles of the district vs the colleges.
- Although we are socially respectful of each other, the board needs to spend time together learning how we can better work together on initiatives and support initiatives and long range goals.

4. As a Trustee, I am most pleased about...

- The amazing grant opportunities that we have received as a district and through our colleges that support our students and the programs.
- The cooperation of District staff.
- Our continued efforts toward student success.
- The District seems to be making continuous strides forward in meeting student needs.

6 OPEN ENDED QUESTIONS

○ 5. As a Trustee, I would like to see the following change(s) in how the Board conducts business.

- Each board member should be an equal to our colleagues when representing the district and colleges. When providing accolades to the academic, employee groups, or when accepting district recognition, we should all be included and have the opportunity to be recognized as a cohesive board.
- I would like to see a restructuring of the Business meeting so that committees might function in a meaningful manner and stakeholders, in the spirit of 10+1, actually feel ownership of recommendations.
- Less “political” comments and more on board business.
- We need to meet with our feeder districts to collaborate about issues of concerns and identify priority plans to work on.
- Making sure we are time sensitive when making *{illegible}*.
- Possibly adding one board meeting at Norco and Moreno Valley.

○ 6. What issue(s) do you feel the Board should make a priority for the coming year?

- Increasing the Latino faculty and administrator staff diversity.
- Be sensitive to college funding and working with the state and Governor.
- Learn proper role of Board.
- Supporting our students and employees of the district with information about social and civil rights. Ex: This could be done by developing an on-line tool kit or information in the student center that will provide resources that clearly demonstrate that we support and care about our students and employees. For successful implementation this must be done with faculty, administration, students, employees and other stakeholders who have valuable input.
- The district would benefit if more students moved from part-time to full-time. I also believe that RCCD needs to devolve its PR to the colleges and an aggressive plan be developed to market the colleges – especially Norco and Moreno Valley.

GOALS SET *for* 2016-2017

The Board identified the following priorities for 2016-2017

- I. Create and implement a process/ program to study emerging and persistent issues impacting the college.
- II. Study the relationship between the 3 colleges and establish a model to equalize services and funding.
- III. Update Board policies to reflect expansion to 3 colleges in the District.
- IV. Improve Board relations and seek consensus on issues to act as a team.
- V. Review District's governing budget policies and update where needed to reflect the Board's direction.
- VI. Improve communications w/ Chancellor & among members of the Board of Trustees.



What's next . . .June Board Meeting

REPORTING OUT *via* SETTING OF GOALS FOR 2017-2018

Summary of 2017 Board Self-Assessment Form

The Riverside Community College District uses a board self-assessment tool which includes eight (8) dimensions which rank 70 different elements throughout the different dimensions. With receipt of the five, independently completed Board Self-Assessment forms, the composite results were developed. With the use of the same assessment tool from the Board's Self Evaluation since 2009, the results were tabulated and a comparative ranking to the board's evaluation to the three, prior reviews included.

As seen in last year's evaluation, the members were more split in their rankings, and some were large/'super' splits. While most rankings were in 3.0-5.0; this year's rankings of 2.0 were more prevalent than prior years, and rankings of 1.0 were seen for the first time by individual member(s). As such, the composite results reflect rankings of 2.8 to 4.8.

NUMERICAL RANKINGS

Dimensions with a perfect (5.0) Strongly Agree Rating: None

Dimensions assessed as Strongly Agree/Highly Rated Dimensions (4.0 or higher) in:

- Segments of Board Organization, related to:
 - Agenda items contain sufficient background and documentation for the board's review and consideration.
 - Board works to achieve District's goals.
 - Board meetings comply with state laws.
 - Members uphold the final majority decision of the board.
 - Board is appropriately involved in the accreditation process.
 - Board's knowledgeable about the culture, history, and values of the District.
- All segments of Commitment to Learners, except one ranked 3.8.
- All segments of Constituency Interface, except two ranked 3.6.
- Segments of Community College System Interface:
 - Board supports development of educational partnerships with state agencies, where appropriate.
 - Board members actively seek to understand state educational policy issues.
- All segments of Economic/Political System Interface, except for one ranked 3.4, and one ranked 3.75.
- Segments of District Policy Leadership, related to:
 - Policy recommendations contain adequate and accurate information and are presented with sufficient time to allow for study and discussion.
 - Board discusses issues openly and actively seeks the views of college constituents.
- All Segments of Guardianship, except one ranked 3.75 and one ranked 3.6

Dimensions assessed at “Somewhat Agreed/Lowest Rated” (3.0-3.9), included:

- Segments of Board Organization, related to:
 - Board meetings are conducted in an orderly, efficient and effective manner that provides sufficient time for discussion.
 - Board understands its roles and responsibilities.
 - Board meeting allow appropriate input from constituencies.
 - Board operates as a unit.
 - Board operates without conflict of interest.
 - Board reviews its mission statement regularly.
- Segment of Commitment to Learners, related to Board monitors the effectiveness of the District in fulfilling its mission.
- Segments of Constituency Interface, related to:
 - Board members adhere to protocols for dealing with college and community citizens and the media.
 - Board actively supports the District’s Foundation and fundraising efforts.
- Segments of Community College System Interface, related to:
 - Board members assist and support the District by attending events of CCCT and State Chancellor’s office.
 - Board members assist and support the District by attending events of the state Chancellor’s office.
 - Board is aware of the policies of state government and Chancellor’s office and Board of Governors.
- Segment of Economic / Political System Interface, related to:
 - Board attend national events on behalf of the interest of the District.
 - Board agenda contains sufficient state policy issues facing the District.
- Segments of District Policy Leadership, related to:
 - Board ensures and is involved in a systematic and comprehensive review of Board policies.
 - Board focuses on policy in Board discussions.
 - Policy-making process is clear, transparent, and inclusive.
 - Board seeks community input in developing policies that affect the community at large.
 - Board understands its policy role and differentiates it from those of the Chancellor and college staff.
- All segments of Management Oversight, except one ranked 2.8.
- Segments of Guardianship, related to:
 - Board ensures that District budget reflects District’s mission and plans.
 - Board assures that budget is linked to planning.

Dimensions ranked below 3.0, with 3.0 ranking equating to “Somewhat Agree” included rankings of 2.8, in:

- Segments of District Policy Leadership, related to:
 - Board is appropriately involved in defining the vision, mission and goals of the District.
 - Board, through the Chancellor, seeks advice and recommendations from faculty, staff and students in developing educational policy.
- Segment of Management Oversight, related to a climate of mutual trust and respect exists between the Board and the Chancellor.

CHANGE IN RANKINGS

Summary of Results from Prior Year Assessment

Overall, the results of the 2017 Board Self-Assessment showed variations of 59% of the dimensions to the prior year ranking. No elements within any dimensions were ranked 5.0. Rankings between 4.0-4.9 included 37 (53%); and rankings between 3.0 and 3.9 were 29 (41%). This year the rankings included 4 (6%) elements ranked at 2.8. With the comparative ranking to the board’s assessment in 2016, it is easy to see areas where the board saw measureable (+0.4 or more points, shown with **blue numbers**) favorable advancements in certain dimensions; and conversely, dimensions where measureable reductions (-0.4 or more points shown in **red numbers**) in ranking from the board members for the past 12 months. This year’s rankings were comprised a number of increases in 20 (29%) and a number of reductions in 21 (30%) the seventy elements ranked. However, final numerical rankings show only one measurement.

Seven of the eight dimensions received **positive increases from 2016, and included most notably:**

- Segments of Board Organization, related to:
 - Agenda items contain sufficient background and documentation for the Board’s review and decision.
 - Board works to achieve the District’s goals.
 - Members uphold the final majority decision of the board.
- Segments of Constituency Interface, related to:
 - Board helps education the local community about community college needs and causes.
 - Board supports the development of educational partnerships with community agencies, businesses, and local government, where appropriate.
 - Board members support the development of programs in partnership with local unified districts and other educational entities.
 - Board members adhere to protocols for dealing with college and community citizens and the media.

- Segments of Community College Community College Interface, related to:
 - Board supports the development of educational partnerships with state government agencies, where appropriate
 - Board members actively seek to understand state educational policy issues.
 - Board is aware of the state governmental and Chancellor's office and Board of Governors.
- Segments of Economic/Political System Interface, related to:
 - Board is knowledgeable about national policy that affects the District. (largest increase of +0.8)
 - Board actively seeks political and civic support for the District.
 - Board advocates District interest to state agencies and legislators.
 - Board helps educate the state legislators about community college causes and District needs.
- Segments of District Policy Leadership, related to:
 - Policy recommendations contain adequate and accurate information and are presented with sufficient time to allow for study and discussion.
 - Board understands its policy role and differentiates it from those of the Chancellor and college staff.
- Management Oversight, related to Board has clear protocols for communicating with staff that include the Chancellor.
- Segments of Guardianship, related to:
 - Board policies assure effective fiscal management and internal controls.
 - Board regularly receives and reviews reports on the financial status of the District.
 - Board reviews the annual audit and monitors responses to recommendations.

This year's rankings were somewhat positive, with modest amount ranked with a deviation greater than +0.4, over the prior year. Dimensions with the greatest concentration of increases were Constituency Interface (44%), Community College System Interface (60%), and Economic/Political System Interface (44%).

Seven of the eight dimensions received reduced rankings from 2016, and they included:

- Segments of Board Organization, related to:
 - Board meetings are conducted in an orderly, efficient and effective manner that provides sufficient time for discussion. (largest reduction of -1.2)
 - Board operates as a unit.
 - Board meetings allow appropriate input from constituencies (staff, faculty, student, community).
 - Board meetings comply with state laws.
 - Board operates without conflict of interest.
 - Board is appropriately involved in the accreditation process.

- Segment of Commitment to Learners related to Board monitors the effectiveness of the District in fulfilling its mission. (largest reduction from 5.0 to 3.8 [-1.2])
- Segments of Constituency Interface, related to:
 - Board is knowledgeable about community and regional needs and expectations.
 - Board actively supports District's Foundation and fundraising efforts.
- Segment of Economic / Political System Interface, related to:
 - Board attends national events of behalf of the interest of the District.
 - Board agendas contain sufficient state policy issues facing the District.
- Segments of District Policy Leadership, related to:
 - Board is appropriately involved in defining the vision, mission, and goals of the District (lowest rated element at 2.8)
 - Policy-making process is clear, transparent, and inclusive.
 - Board seeks community input in developing policies that affect the community at large.
- Segments of Management Oversight, related to:
 - Board provides a high level of support to the Chancellor.
 - Board maintains open communication with Chancellor.
 - Board annually evaluates the Chancellor in a manner consistent with AP 2435
 - A climate of mutual trust and respect exists between the Board and the Chancellor. (lowest rated element at 2.8)
 - Board clearly delegates the administration of the District to the Chancellor.
 - Board sets clear expectations and goals for the Chancellor.
- Segment of Guardianship, related to Board assures that budget is linked to planning.

This year's rankings were not as negative as the prior year, with only a modest amount ranked with a deviation greater than -0.4, over the prior year. Dimensions with the greatest concentration of decreases were Board Organization (50%), District Policy Leadership (33%), and Management Oversight (60%).

PERCEPTION IN RANKINGS

Additionally, some areas show a spread of rankings, across three ranking levels or more, indicate a difference in perception board members with one another. Like the year prior, this year had a great number of splits at 43 (61%) with 21 (30%) of those being super splits (over 4 or more rankings).

This year the use of a rating of 2.0 was used as was in the prior year; but this year the use of 1.0 was introduced and used three times, and two of these uses then provided a super-split of rankings from 1.0 to 5.0. This use of rankings with a split across all five ranking numbers denote a strong different in perception by members of the board in the areas of Management Oversight of a climate of mutual trust and respect existing between the Board and the Chancellor; and the Board clearly delegations the administration of the District to the Chancellor. Dimensions that included rankings with large number of splits included; Board Organization (75%), Commitment to Learners (57%), Constituency Interface (44%),

Community College System Interface (80%), District Policy Leadership (78%), and Management Oversight (100%). Of these splits, Board Organization (50%), District Policy Leadership (57%), Management Oversight (100%), and Guardianship (44%) saw the majority of the splits to be super splits.

Similarly the dimensions ranked similarly (four or more members) indicated perceptions amongst members of the board which are primarily congruent with each other. Congruent rankings applied to nine (12%) of the 70 elements, and there were no clusters within any one dimension. This is the lowest seen in recent years. Areas of congruent perceptions include:

- Board Organization - Agenda items contain sufficient background and documentation for the Board's review and decision.
- Commitment to Learners – Board monitors the effectiveness of the District in fulfilling its mission.
- Constituency Interface – Board is knowledgeable about community and regional needs and expectations.
- Constituency Interface- Board recognizes and celebrates positive accomplishments of the District's students, faculty, and staff.
- Community College System Interface - Board members assist and support the District by attending events of State Chancellor's Office.
- Economic/Political System Interface – Board actively seeks political and civic support for the District.
- District Policy Leadership – Board ensures and is involved in defining the vision, mission and goals of the District.
- District Policy Leadership – Board, through Chancellor seeks advice and recommendations from faculty, staff and students in developing educational policy.
- Guardianship – Board reviews the annual audit and monitors responses to recommendations

One of the elements ranked with congruent perceptions of the board members, also include a split ranking; that element being Constituency Interface -- Board recognizes and celebrates positive accomplishments of the District's students, faculty and staff. This was also true in the 2016 ranking with the same element. All congruent rankings were four members, none included all five members ranking the same.

In June 2016, when the board reported out the result of the 2015 Self-Assessment, and then held a retreat in the fall of 2016, where the Board planned to:

- 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.

This Summary is intended only to facilitate the board's self-evaluation process and reporting of outcomes for the June Board meeting.

2017 RIVERSIDE COMMUNITY COLLEGE DISTRICT BOARD SELF-ASSESSMENT FORM

**This is intended to describe the Board as a whole rather than as individual members.
Please rate the Board in the following key functional areas related to the seven dimensions of Board Effectiveness (BP 2745).**

1 = strongly disagree; 2 = somewhat disagree; 3= somewhat agree;

4= agree; 5 = strongly agree

Board Organization	2017 Ranking	2016 Ranking	2015 Ranking	2014 Ranking
• Board meetings are conducted in an orderly, efficient and effective manner that provides sufficient time for discussion	3.2	4.4	4.4	4.8
• The Board operates as a unit.	3.2	3.6	4.4	3.8
• Agenda items contain sufficient background and documentation for the Board's review and decision	4.2	3.8	3.6	4.4
• The Board understands its roles and responsibilities.	3.6	3.8	4.0	4.0
• Board meetings allow appropriate input from constituencies (staff, faculty, students, community)	3.5	4.2	4.4	4.8
• The Board works to achieve the District's goals	4.4	4.0	4.8	4.6
• Board meetings comply with state laws	4.2	4.6	4.8	5.0
• The Board operates without conflict of interest	3.6	4.2	4.4	4.6
• Members uphold the final majority decision of the Board	4.6	4.2	4.25	4.6
• The Board reviews the District's mission statement on a regular basis	3.75	3.6	4.0	4.2
• The Board is appropriately involved in the accreditation process	4.0	4.6	4.8	4.8
• The Board is knowledgeable about the culture, history, and values of the District	4.2	4.0	4.6	4.4

Commitment to Learners	2017 Ranking	2016 Ranking	2015 Ranking	2014 Ranking
• The Board is knowledgeable about the educational programs and services of the District	4.2	4.0	4.0	4.4
• The Board demonstrates a concern for the success of all students	4.6	4.6	4.8	4.4
• The Board monitors the effectiveness of the District in fulfilling its mission	3.8	5.0	4.2	4.2

2017 RIVERSIDE COMMUNITY COLLEGE DISTRICT BOARD SELF-ASSESSMENT FORM

Commitment to Learners	2017 Ranking	2016 Ranking	2015 Ranking	2014 Ranking
• The Board receives information about students, educational programs, services and initiatives	4.6	4.6	4.2	4.4
• The Board reviews reports on student outcomes and success	4.4	4.4	4.2	4.2
• The Board supports one student contract and a learner-centered curriculum	4.0	3.8	4.0	4.6
• The Board makes decisions based on what is best for learners and the community	4.2	4.4	4.8	4.6

Constituency Interface	2017 Ranking	2016 Ranking	2015 Ranking	2014 Ranking
• The Board is knowledgeable about community and regional needs and expectations	4.2	4.8	4.2	4.6
• Board members maintain good relationships with community leaders	4.6	4.6	4.6	5.0
• Board members assist and support the District by attending community events	4.4	4.6	4.8	5.0
• The Board helps educate the local community about community college needs and causes	4.0	3.6	4.4	4.8
• The Board supports the development of educational partnerships with community agencies, businesses, and local government, where appropriate	4.6	4.0	4.8	4.8
• Board members support the development of programs in partnership with local unified school districts and other educational entities	4.4	3.8	4.6	5.0
• The Board recognizes and celebrates positive accomplishments of the District's students, faculty, and staff.	4.6	4.4	5.0	5.0
• Board members adhere to protocols for dealing with college and community citizens and the media	3.6	3.2	4.4	4.0
• The Board actively supports the District's Foundation and fundraising efforts	3.6	4.0	4.4	4.6

Comment: Diversify the community outreach

2017 RIVERSIDE COMMUNITY COLLEGE DISTRICT BOARD SELF-ASSESSMENT FORM

Community College System Interface	2017 Ranking	2016 Ranking	2015 Ranking	2014 Ranking
• Board members assist and support the District by attending events of CCCT and State Chancellor's Office	3.6	3.4	4.0	3.6
• The Board supports the development of educational partnerships with state government agencies, where appropriate	4.2	3.8	4.4	4.2
• The Board members actively seek to understand state educational policy issues	4.2	3.8	4.2	4.0
• Board members assist and support the District by attending events of State Chancellor's Office	3.0	3.2	3.2	3.4
• Board is aware of the policies of state government and Chancellor's Office and Board of Governors	3.8	3.4	3.8	4.2

Economic/Political System Interface	2017 Ranking	2016 Ranking	2015 Ranking	2014 Ranking
• The Board advocates District interests to national agencies and legislators	4.6	4.6	4.8	4.0
• The Board advocates with and interfaces with local, state, and federal bodies	4.6	4.4	4.8	4.0
• The Board is knowledgeable about national policy that affects the District	4.6	3.8	4.2	4.4
• The Board attends national events on behalf of the interests of the District	3.75	4.2	3.8	4.6
• The Board advocates District interests to regional legislators	4.6	4.4	4.6	4.2
• The Board actively seeks political and civic support for the District	4.8	4.4	4.6	4.4
• The Board advocates District interests to state agencies and legislators	4.6	4.2	4.8	4.2
• The Board helps educate the state legislators about community college causes and District needs	4.6	4.2	4.6	4.4
• Board agendas contain sufficient state policy issues facing the District	3.4	3.8	4.2	3.8

District Policy Leadership	2017 Ranking	2016 Ranking	2015 Ranking	2014 Ranking
• The Board ensures and is involved in a systematic and comprehensive review of Board policies	3.8	3.6	4.2	4.2
• The Board focuses on policy in Board discussions	3.6	3.6	4.0	4.2
• The Board is appropriately involved in defining the vision, mission, and goals of the District	2.8	3.6	4.4	4.4
• Policy recommendations contain adequate and accurate information and are presented with sufficient time to allow for study and discussion	4.2	3.8	4.0	4.0

2017 RIVERSIDE COMMUNITY COLLEGE DISTRICT BOARD SELF-ASSESSMENT FORM

District Policy Leadership	2017 Ranking	2016 Ranking	2015 Ranking	2014 Ranking
• The policy-making process is clear, transparent, and inclusive	3.2	3.6	4.4	4.2
• The Board, through the Chancellor, seeks advice and recommendations from faculty, staff and students in developing educational policy	2.8	3.0	4.4	4.4
• The Board seeks community input in developing policies that affect the community at large	3.2	3.6	4.6	4.2
• The Board discusses issues openly and actively seeks the views of college constituents	4.0	4.0	4.4	4.6
• The Board understands its policy role and differentiates it from those of the Chancellor and college staff	3.4	3.0	4.4	4.2

Management Oversight	2017 Ranking	2016 Ranking	2015 Ranking	2014 Ranking
• The Board and the Chancellor have a positive and cooperative relationship	3.2	3.4	4.6	4.2
• The Board provides a high level of support to the Chancellor	3.6	4.0	4.8	4.4
• The board maintains open communication with the Chancellor	3.0	3.4	4.6	3.8
• The Board annually evaluates the Chancellor in a manner consistent with AP 2435 (Evaluation of Chancellor)	3.2	4.0	4.0	4.4
• A climate of mutual trust and respect exists between the Board and the Chancellor	2.8	3.2	4.6	3.2
• The Board encourages the professional growth of the Chancellor	3.8	3.8	4.6	4.4
• The Board is adequately informed about the important issues facing the District	3.5	3.4	4.6	4.2
• The Board has clear protocols for communicating with staff that include the Chancellor	3.4	3.0	4.4	4.6
• The Board clearly delegates the administration of the District to the Chancellor	3.2	3.8	4.8	4.0
• The Board sets clear expectations and goals for the Chancellor	3.2	3.6	4.6	4.2

Comments: Consistency in communication between the Board and the Chancellor.

Guardianship	2017 Ranking	2016 Ranking	2015 Ranking	2014 Ranking
• The Board assures that the District budget reflects the District's mission and plans	3.75	3.6	4.4	4.2
• Board policies assure effective fiscal management and internal controls	4.0	3.4	4.2	4.5
• Board regularly receives and reviews reports on the financial status of the District	4.6	4.2	4.6	4.8

**2017 RIVERSIDE COMMUNITY COLLEGE DISTRICT
BOARD SELF-ASSESSMENT FORM**

• The Board reviews the annual audit and monitors responses to recommendations	4.8	4.2	4.6	4.6
• The Board monitors the implementation of facilities master plans	4.4	4.4	4.6	4.0
• The Board supports and assists in seeking external funding	4.2	4.4	4.8	4.8
• The Board ensures the District maintains an adequate financial reserve	4.4	4.6	5.0	4.25
• The Board assures that budget is linked to planning	3.6	4.0	4.6	4.0
• The Board monitors the appropriate use of all District funding, e.g., Bond oversight	4.2	4.0	4.8	4.4

OPEN ENDED QUESTIONS

Please provide your thoughts on the following question. OPEN ENDED QUESTIONS

Please provide your thoughts on the following question.

1. What are the Board's greatest strengths?

- a. The Board members education and professional backgrounds brings the greatest strength to supporting policy, instruction, fiscal stability, and community engagement.
- b. Board members have a wealth of experience and all seem to be motivated by a desire to make RCCD the best district possible. They seem to have a single-minded focus on the interest of the district.
- c. Community networking & involvement.
- d. Commitment to college mission.
- e. Commitment to college students.
- f. Involvement in community and advocating at state and federal levels.

2. What are the major accomplishments of the Board this past year?

- a. Supporting a diverse population and the willingness to be active listeners and problem solvers through policy and communication with the district stakeholders.
- b. Surviving an internal ethic challenge.
- c. The Board produced resolutions addressing challenges resulting from the current political environment.
- d. The Board also conducted an effective lobby effort in Washington D.C.

3. What are the areas in which the Board could improve?

- a. Communication with student base.
- b. CTE Focus and expansion.
- c. Micromanaging – learn to set policy instead.
- d. As goals are developed, perhaps a more focused approach might be of benefit – tackling one or two very specific issues rather than a plethora of concerns.

2017 RIVERSIDE COMMUNITY COLLEGE DISTRICT BOARD SELF-ASSESSMENT FORM

- e. Be more sensitive to attendees' time when responding to questions.
- f. The RCCD District has not identified for three years a strategic plan framework. This has hurt our ability to communicate effectively and better define the roles of the district vs the colleges.
- g. Although we are socially respectful of each other, the board needs to spend time together learning how we can better work together on initiatives and support initiatives and long range goals.

4. As a Trustee, I am most pleased about...

- a. The amazing grant opportunities that we have received as a district and through our colleges that support our students and the programs.
- b. The cooperation of District staff.
- c. Our continued efforts toward student success.
- d. The District seems to be making continuous strides forward in meeting student needs.

5. As a Trustee, I would like to see the following change(s) in how the Board conducts business.

- a. Each board member should be an equal to our colleagues when representing the district and colleges. When providing accolades to the academic, employee groups, or when accepting district recognition, we should all be included and have the opportunity to be recognized as a cohesive board.
- b. I would like to see a restructuring of the Business meeting so that committees might function in a meaningful manner and stakeholders, in the spirit of 10+1, actually feel ownership of recommendations.
- c. Less "political" comments and more on board business.
- d. We need to meet with our feeder districts to collaborate about issues of concerns and identify priority plans to work on.
- e. Making sure we are time sensitive when making *{illegible}*.
- f. Possibly adding one board meeting at Norco and Moreno Valley.

6. What issue(s) do you feel the Board should make a priority for the coming year?

- a. Increasing the Latino faculty and administrator staff diversity.
- b. Be sensitive to college funding and working with the state and Governor.
- c. Learn proper role of board.
- d. Supporting our students and employees of the district with information about social and civil rights. Ex: This could be done by developing an on-line tool kit or information in the student center that will provide resources that clearly demonstrate that we support and care about our students and employees. For successful implementation this must be done with faculty, administration, students, employees and other stakeholders who have valuable input.
- e. The district would benefit if more students moved from part-time to full-time. I also believe that RCCD needs to devolve PR to the colleges and an aggressive plan be developed to market the colleges – especially Norco and Moreno Valley.

Agenda Item (XII-C)

Meeting 5/16/2017 - 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

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 Boards 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:

[2016-2017 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	5/16/2017 - 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

Background Narrative:

None.

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

Attachments:

None.