

**Board of Trustees - Regular Meeting
Tuesday, February 20, 2018 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. (This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used.)

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 and speak to an Executive Administrative Assistant 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 January 9, 2018.](#)
Recommend approving the January 9, 2018 Board of Trustees Regular/Committee meeting minutes as prepared.
- B. [Minutes of the Board of Trustees Regular Meeting of January 16, 2018.](#)
Recommend approving the January 16, 2018 Board of Trustees Regular meeting minutes as prepared.

III. PUBLIC HEARING (NONE)

IV. CHANCELLOR'S REPORTS

- A. [Chancellor's Communications](#)
Information Only
- B. [Memorandum of Agreement with California School Employees Association \(CSEA\) Chapter #535, New Collective Bargaining Agreement for the term July 1, 2018 through June 30, 2021](#)
Recommend ratifying the Memorandum of Agreement concerning a new collective bargaining agreement for the term July 1, 2018 through June 30, 2021 between the Riverside Community College District and California School Employees Association, Chapter #535.

- C. [Presentation on Next Phase Prison Education Program at Norco College](#)
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 \$4,123,650, and District Warrant Claims totaling \$5,647,888.
 - 2. Budget Adjustments
 - a. [Budget Adjustments](#)
Recommend approving the budget transfers as presented.
 - 3. Resolution(s) to Amend Budget
 - a. [Resolution No. 40-17/18 – 2017-2018 CA STEP Grant](#)
Recommend adding the revenue and expenditures of\$147,815 to the budget.
 - b. [Resolution No. 41-17/18 – 2017-2018 Veteran Resource Center - Ongoing](#)
Recommend adding the revenue and expenditures of\$150,563 to the budget.
 - c. [Resolution No. 43-17/18 – 2017-2018 CalWorks Set-Aside Agreement](#)
Recommend adding the revenue and expenditures of\$100,000 to the budget.
 - d. [Resolution No. 44-17/18 – 2017-2018 AmeriCorps Student Ambassador Program](#)
Recommend adding the revenue and expenditures of \$28,180 to the budget.
 - 4. Contingency Budget Adjustments (None)
 - 5. Bid Awards
 - a. [Bid Award for Demolition of the Noble Administration Building](#)
Recommend awarding Bid No. 2017/18-17 – Demolition of the Noble Administration Building at Riverside City College in the total amount of \$246,000 to ABNY General Engineering, Inc.
 - b. [Purchase Technology Products Utilizing the Foundation for California Community Colleges/University of California Office of the President Administrative Services Agreement No. CB-185-17](#)
Recommend approving the purchase of technology products from CDW-G, utilizing the Foundation for California Community Colleges/University of California Office of the President Administrative Services Agreement No. CB-185-17.

- c. [Purchase Interior & Exterior Lighting Products Utilizing the Foundation for California Community Colleges/California State University Administrative Services Agreement No. CB-216-17](#)
Recommend approving the purchase of lighting products from Parker Lighting, Inc., utilizing the Foundation for California Community Colleges/California State University Administrative Services Agreement No. CB-216-17.
 - d. [Purchase Exterior LED Luminaires Utilizing the Foundation for California Community Colleges \(FCCC\) Administrative Services Agreement No. CB-15-012](#)
Recommend approving the purchase of exterior LED luminaires from Wesco Distribution, Inc., utilizing the FCCC Administrative Services Agreement No. CB-15-012.
 - e. [RFP Award for Rural Technology Assistance Project](#)
Recommend authorizing the selection of Unicon, to provide technical assistance for Student Service related technology projects within the California community college system.
6. Grants, Contracts and Agreements
- a. [Contracts and Agreements Report Less than \\$90,200 – All District Resources](#)
Recommend ratifying contracts totaling \$586,771 for the period of January 01, 2018 through January 31, 2018.
 - b. [Architectural and Design Services Agreement for Veterans Resource Center and Site Planning Project with Ruhnau Clarke Architects](#)
Recommend approving the agreement for Architectural and Design Services for the Veterans Resource Center and Site Planning Project with Ruhnau Clarke Architects in the amount not to exceed \$124,000, including reimbursables.
 - c. [Facilities Use Agreement with the Foundation for California Community Colleges and Riverside Community College District acting as the fiscal agent for The California Community Colleges Chancellor’s Office. SSSP Agreement.](#)
Recommend approving the contract for the period of January 15, 2018 through January 14, 2023 in the amount of \$3,129,630. Funding will be provided through the State of California Student Success and Support Program (SSSP) Set Aside Agreement.
7. [Out-of-State Travel](#)
Recommend approving out-of-state travel.
8. Other Items
- a. [Surplus Property](#)
Recommend by unanimous vote: 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.

VII. CONSENT AGENDA INFORMATION

- A. [CCFS-311Q – Quarterly Financial Status Report for the 2nd Quarter Ended December 31, 2017](#)
Information Only
- B. [Monthly Financial Report for Month Ending – January 31, 2018](#)
Information Only

VIII. BOARD COMMITTEE REPORTS

- A. Governance (None)
- B. Teaching and Learning (None)
- C. Planning and Operations (None)
- D. Resources (None)
- E. Facilities (None)

- IX. ADMINISTRATIVE REPORTS
 - A. Vice Chancellors
 - 1. [Resolution No. 42-17/18 Authorizing the Chancellor, or Designee, of the District to Layoff and Reduce Hours of the Classified Service](#)
Recommend adopting Resolution Number 42-17/18, authorizing the Chancellor, or Designee, of the District to layoff and reduce the hours of the classified service and send appropriate notification to the impacted employee.
 - B. Presidents
- X. ACADEMIC SENATE REPORTS
 - A. Moreno Valley College/Riverside Community College District
 - B. Norco College
 - C. Riverside City College
- XI. BARGAINING UNIT REPORTS
 - A. CTA - California Teachers Association
 - B. CSEA - California School Employees Association
- XII. BUSINESS FROM BOARD MEMBERS
 - A. [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	2/20/2018 - Regular
Agenda Item	Approval of Minutes (II-A)
Subject	Minutes of the Board of Trustees Regular/Committee Meeting of January 9, 2018.
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommended approving the January 9, 2018 Board of Trustees Regular/Committee meeting minutes as prepared.

Prepared By: Wolde-Ab Isaac, Chancellor

Attachments:

[01092018 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 JANUARY 9, 2018

President Vackar 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

Tracey Vackar, President
Janet Green, Vice President
Mary Figueroa, Secretary
Virginia Blumenthal, Member
Bill Hedrick, Board Member
Jeanette Hazelwood, Student Trustee

Staff Present

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. Robin Steinback, President, Moreno Valley College
Dr. Bryan Reece, President, Norco College
Dr. Irv Hendrick, Interim President, Riverside City College
Dr. Chip West, Interim Vice President of Business Services, Riverside City College
Dr. Monica Green, Vice President, Student Services, Norco College
Ms. Majd Askar, Director, Business and Financial Services
Dr. Michael P. Wong, Dean, Student Services, Moreno Valley College
Dr. Gustavo Ocegüera, Dean, Grants and Student Equity Initiatives, Norco College
Dr. Allison Douglas-Chicoye, Dean, Student Success and Support, Riverside City College

Student Trustee Jeanette Hazelwood led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

R. Annette DeMon from the Riverside County Office of Education discussed the “Together We Rise” brochure.

COMMENTS FROM THE PUBLIC

The Committee Chair Tracey Vackar convened the meeting at 6:10 p.m. Committee members in attendance: Academic Senate Representatives: Dr. LaTonya Parker, Moreno Valley College/RCCD; Ms. Peggy Campo, Norco College; Dr. Mark Sellick, Riverside City College.

TEACHING AND LEARNING
COMMITTEE

Dr. Hendrick led the committee review of the proposed curricular changes for inclusion in the college catalog and in the schedule of class offerings that will be presented to the Board for acceptance at the January 16 regular meeting. Discussion followed.

Proposed Curricular Changes

Dr. Hendrick presented the 2019-2020 Academic Calendar discussion followed.

Proposed 2019-2020 Academic Calendar

Dr. Wong presented the 2017-2019 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program for Moreno Valley College that will be presented to the Board for acceptance at the January 16 regular meeting. Discussion followed.

2017-2019 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program for Moreno Valley College

Dr. Ocegüera presented the 2017-2019 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program for Norco College that will be presented to the Board for acceptance at the January 16 regular meeting. Discussion followed.

2017-2019 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program for Norco College

Dr. Douglas-Chicoye presented the 2017-2019 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program for Riverside City College that will be presented to the Board for acceptance at the January 16 regular meeting. Discussion followed.

2017-2019 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program for Riverside City College

The committee adjourned the meeting at 7:09 p.m.

Adjourned

The Committee Chair Mary Figueroa convened the meeting at 7:10 p.m. Committee members in attendance: Academic Senate Representatives: Dr. LaTonya Parker, Moreno Valley College/RCCD; Ms. Peggy Campo, Norco College; Dr. Mark Sellick, Riverside City College.

PLANNING AND OPERATIONS COMMITTEE

Ms. Carlson led the discussion of the Ground Lease for Corrections Platform Training Facility at Ben Clark Public Safety Training Center with County of Riverside that will be presented to the Board for acceptance at the January 16 regular meeting. Discussion followed.

Ground Lease for Corrections Platform Training Facility at Ben Clark Public Safety Training Center with County of Riverside

Ms. Carlson led the discussion of the Ground Lease for Educational Center at Ben Clark Public Safety Training Center with County of Riverside that will be presented to the Board for acceptance at the January 16 regular meeting. Discussion followed.

Ground Lease for Educational Center at Ben Clark Public Safety Training Center with County of Riverside

Dr. West led the discussion on the allocation of \$500,000 from Measure C Funds for the Facilities Master Plan Update; and agreement for the Facilities Master Plan Update with Gensler that will be presented to the Board for acceptance at the January 16 regular meeting. Discussion followed.

Funding Allocation and Agreement for Riverside City College Facilities Master Plan Update with Gensler

The committee adjourned the meeting at 8:06 p.m.

Adjourned

The Committee Chair Janet Green convened the meeting at 8:07 p.m. Committee members in attendance: Academic Senate Representatives: Dr. LaTonya Parker, Moreno Valley College/RCCD; Ms. Peggy Campo, Norco College; Dr. Mark Sellick, Riverside City College.

RESOURCES COMMITTEE

Mr. Brown and Ms. Askar discussed the selection of Barnes & Noble College Booksellers, LLC to provide Bookstore Operation Services for Riverside City College, Norco College and Moreno Valley College that will be presented to the Board for acceptance at the January 16 regular meeting. Discussion followed.

Selection of Barnes & Noble College Booksellers, LLC to provide Bookstore Operation Services for Riverside City College, Norco College and Moreno Valley College.

The committee adjourned the meeting at 8:14 p.m.

Adjourned

The Committee Chair Bill Hedrick convened the meeting at 8:15 p.m. Committee members in attendance: Academic Senate Representatives: Dr. LaTonya Parker, Moreno Valley College/RCCD; Ms. Peggy Campo, Norco College; Dr. Mark Sellick, Riverside City College.

FACILITIES COMMITTEE

Pulled item IV. E – Architectural Services Agreement for the Student Services Development Project with HPI Architecture. Item will be presented to the Facilities Committee on February 6, 2018.

Architectural Services Agreement for the Student Services Development Project with HPI Architecture

Ms. Carlson discussed the Special Inspection and Material Testing Agreement for the O.W. Noble Administration Building Demolition and Parking Lot Construction Ph.I & Ph.II Project for geotechnical and material testing services to be provided by Koury Engineering & Testing, Inc. in the amount not to exceed \$19,733.20 that will be presented to the Board for acceptance at the January 16 regular meeting. Discussion followed.

Special Inspection and Material Testing Agreement for the O.W. Noble Administration Building Demolition & Parking Lot Construction Ph.I & Ph.II Project with Koury Engineering & Testing, Inc.

The committee adjourned the meeting at 8:20 p.m.

Adjourned

The Board adjourned to closed session at 8:21 p.m., and reconvened to open session at 8:30 p.m. announcing the following action:

ADJOURNED TO CLOSED SESSION/RECONVENED

No reportable action.

Pursuant to Government Code Section 54957, Public Employee Discipline/Dismissal/Release

The Board adjourned the meeting at 8:30 p.m.

ADJOURNMENT

Official Minutes

Approved on 02/20/18

Certified By: _____

Agenda Item (II-B)

Meeting	2/20/2018 - Regular
Agenda Item	Approval of Minutes (II-B)
Subject	Minutes of the Board of Trustees Regular Meeting of January 16, 2018.
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommended approving the January 16, 2018 Board of Trustees Regular meeting minutes as prepared.

Prepared By: Wolde-Ab Isaac, Chancellor

Attachments:

[01162018 Minutes](#)

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OF JANUARY 16, 2018

President Vackar called the Board of Trustees meeting to order at 6:02 p.m. in the District Office, Board Room, 3801 Market Street, Riverside, California. CALL TO ORDER

Trustees Present

Tracey Vackar, President
Janet Green, Vice President
Mary Figueroa, Secretary
Bill Hedrick, Board Member
Jeanette Hazelwood, Student Trustee

Trustee Absent

Virginia Blumenthal, Board Member

Staff Present

Dr. Wolde-Ab Isaac, Chancellor
Dr. Terri Hampton, Vice Chancellor, Human Resources and Employee Relations
Ms. Chris Carlson, Chief of Staff and Facilities Development
Ms. Majd Askar, Director, Business and Financial Services
Dr. Robin Steinback, President, Moreno Valley College
Dr. Bryan Reece, President, Norco College
Dr. Irv Hendrick, Interim President, Riverside City College
Dr. LaTonya Parker, Academic Senate Representative, District/Moreno Valley College
Ms. Peggy Campo, Academic Senate Representative, Norco College
Dr. Mark Sellick, Academic Senate Representative, Riverside City College

Guests Present

Mr. Art Turnier, Dean of Instruction, PSET, BCTC
Mr. Robert Fontaine, Department Chair, BCTC
Ms. Kristy Paine, Assistant Professor, Moreno Valley College
Dr. Nathaniel Jones, Vice President, Business Services, Moreno Valley College
Ms. MaryAnn Doherty, Dean of Grants, Moreno Valley College
Ms. Debra Yorba, Vice President, Keenan and Associates

Student Trustee Hazelwood led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

President Vackar administered the Oath of Office to Dr. Wolde-Ab Isaac as Chancellor of the Riverside Community College District.

OATH OF OFFICE

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

MOTION TO EXCUSE ABSENCE

Figueroa/Green moved that the Board of Trustees approve the minutes of the Board of Trustees Special Meeting of December 5, 2017. Motion carried. (4 ayes, 1 absent [Blumenthal])

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING OF DECEMBER 5, 2017

Hedrick/Green moved that the Board of Trustees approve the minutes of the Board of Trustees Regular/Committee Meeting of December 5, 2017. Motion carried. (4 ayes, 1 absent [Blumenthal])

MINUTES OF THE BOARD OF TRUSTEES REGULAR/COMMITTEE MEETING OF DECEMBER 5, 2017

Figueroa/Hedrick moved that the Board of Trustees approve the minutes of the Board of Trustees Special Meeting of December 12, 2017. Motion carried. (4 ayes, 1 absent [Blumenthal])

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING OF DECEMBER 12, 2017

Green/Hedrick moved that the Board of Trustees approve the minutes of the Board of Trustees Regular Meeting of December 12, 2017. Motion carried. (4 ayes, 1 absent [Blumenthal])

MINUTES OF THE BOARD OF TRUSTEES REGULAR MEETING OF DECEMBER 12, 2017

CHANCELLOR'S REPORTS

Mr. Turnier, Ms. Paine, and Mr. Fontaine presented on behalf of Moreno Valley College.

Five to Thrive Presentation:
Developing Competent Tacticians
and Well Educated Decision
Makers

Dr. Jones and Ms. Doherty presented on the Grants program at Moreno Valley College.

Role and Impact of Grants at
Moreno Valley College

Ms. Yorba reported there are no open issues.

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 Hazelwood presented the report about recent and future student activities at Moreno Valley, Norco, and Riverside City Colleges and Riverside Community College District.

STUDENT REPORT

CONSENT ITEMS

Action

Green/Figueroa moved that the Board of Trustees:

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

Academic Personnel

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

Classified Personnel

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

Other Personnel

Approve/ratify the Purchase Orders and Purchase Order Additions totaling \$2,470,545, and District Warrant Claims totaling \$5,850,200;

Purchase Order and Warrant Report

Approve budget transfers as presented;

Budget Adjustments

Award Bid No. 2017/18-18-REBID-Campus-Wide Accessibility Improvements at Riverside City College in the total amount of \$311,832 to Cinbad Industry, Inc.;

Bid Award for Accessibility Improvements

Adopt Resolution 39-17/18 to Approve Sole Source Procurement of EduNav, Inc. Student Academic Planning Software, Maintenance and Future Product Enhancement Services throughout the District and For Award of Service Agreement to EduNav, Inc.;

Resolution No. 39-17/18 to Approve Sole Source Procurement of EduNav, Inc. Student Academic Planning Software, Maintenance and Future Product Enhancement Services and For Award of Service Agreement to EduNav, Inc

Ratify contracts totaling \$330,240 for the period of November 27, 2017 through December 31, 2017;

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

Approve Agreement Amendment 10 for Professional Services and Facility Planning and Consulting Services, for an additional \$55,000 for the remainder of the 2017-2018 Fiscal Year;

Agreement Amendment 10 for Professional Services with Facilities Planning and Consulting Services

Approve the ten (10) Inland Empire/Desert Region Strong Workforce Program Participation Agreements with Barstow

Agreements for Administration of the Strong Workforce Program with 10 Community College Districts for

Community College District, Chaffey Community College District, College of the Desert, Copper Mountain Community College District, Mt. San Jacinto Community College District, Palo Verde Community College District, San Bernardino Community College District, and Victor Valley Community College District in the amount of \$4,550,125;

the Inland Empire/Desert Region

Approve out-of-state-travel;

Out-of-State-Travel

Adopt a nonresident tuition fee rate of \$258 per unit and a capital outlay surcharge fee rate of \$11 per unit for FY 2018-2019; and direct staff to promulgate these charges via the 2018-2019 catalog, schedule of classes, and the other appropriate materials;

2018-2019 Nonresident Tuition and Capital Outlay Surcharge Fees

Authorize Dr. Wolde-Ab Isaac, Chancellor, to sign vendor warrant orders, salary payment orders, notices of employment, bank checks, investment and brokerage accounts, purchase orders, change orders, and grant documents;

Signature Authorization

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

Accept the projects listed on the attachment as complete, and approve the execution of the Notices of Completion (under Civil Code Section 3093 – Public Works);

Notice of Completion

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

CONSENT AGENDA INFORMATION

The Board received the Monthly Financial Report for month ending December 31, 2017.

Monthly Financial Report for Month Ending –December 31, 2017

BOARD COMMITTEE REPORTS

Teaching and Learning

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

Proposed Curricular Changes

Hedrick/Green moved that the Board of Trustees approve the 2019-2020 Academic Calendar. (4 ayes, 1 absent [Blumenthal]).

Proposed 2019-2020 Academic Calendar

Hedrick/Green moved that the Board of Trustees approve the Basic Skills, Student Equity, and Student Success and Support Program Integrated Plan for Moreno Valley College for 2017-2019. Motion carried. (4 ayes, 1 absent [Blumenthal])

2017-2019 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program for Moreno Valley College

Green/Hedrick moved that the Board of Trustees approve the Basic Skills, Student Equity, and Student Success and Support Program Integrated Plan for Norco College for 2017-2019. Motion carried. (4 ayes, 1 absent [Blumenthal])

2017-2019 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program for Norco College.

Figueroa/Green moved that the Board of Trustees approve the Basic Skills, Student Equity, and Student Success and Support Program Integrated Plan for Riverside City College for 2017-2019. Motion carried. (4 ayes, 1 absent [Blumenthal])

2017-2019 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program for Riverside City College.

Planning and Operations

Green/Figueroa moved that the Board of Trustees approve the Ground Lease for the Corrections Platform Training Facility at Ben Clark Public Safety Training Center with County of Riverside. Motion carried. (4 ayes, 1 absent [Blumenthal])

Ground Lease for Corrections Platform Training Facility at Ben Clark Public Safety Training Center with County of Riverside.

Figueroa/Green moved that the Board of Trustees approve the Ground Lease for the Educational Center at Ben Clark Public Safety Training Center with County of Riverside. Motion carried. (4

Ground lease for Educational Center at Ben Clark Public Safety Training Center with County of Riverside

ayes, 1 absent [Blumenthal])

Figueroa/Green moved that the Board of Trustees approve the allocation of \$500,000 from Measure C Funds for the Facilities Master Plan Update; and Agreement for the Facilities Master Plan Update with Gensler. Motion carried. (4 ayes, 1 absent [Blumenthal])

Funding Allocation and Agreement for Riverside City College Facilities Master Plan Update with Gensler

Facilities

Hedrick/Green moved that the Board of Trustees approve the Special Inspection and Material Testing Agreement for the O.W. Noble Administration Building Demolition and Parking Lot Construction Ph.I & Ph. II Project for geotechnical and material testing services to be provided by Koury Engineering & Testing, Inc. in the amount not to exceed \$19,733.20. Motion carried. (4 ayes, 1 absent [Blumenthal])

Special Inspection and Material Testing Agreement for the O.W. Noble Administration Building Demolition & Parking Lot Construction Ph.I & Ph. II Project with Koury Engineering & Testing, Inc.

Resources

Pulled VIII. D. Selection of Barnes & Noble College Booksellers, LLC to provide Bookstore Operation Services for Riverside City College, Norco College, and Moreno Valley College to be considered at a future date.

Selection of Barnes & Noble College Booksellers, LLC to provide Bookstore Operation Services for Riverside City College, Norco College, and Moreno Valley College

ADMINISTRATIVE REPORTS

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

Presidents

ACADEMIC SENATE REPORTS

Dr. Parker presented the report on behalf of Moreno Valley College and the District.

Moreno Valley College/District

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

Norco College

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

Riverside City College

BARGAINING UNIT REPORTS

Dr. Haghight presented the report on behalf of the CTA.

CTA – California Teachers Association

BUSINESS FROM BOARD MEMBERS

Vackar/Green moved that the Board of Trustees approve the appointment of Student Trustee Jeanette Hazelwood to the Measure C Citizens’ Bond Oversight Committee. (4 ayes, 1 absent [Blumenthal]).

Appointment of Individual to the Measure C Citizens’ Bond

Trustee Hedrick appreciated the presentations at the board meeting tonight. Attended Good Morning Corona; Governor’s Budget Proposal is a positive step for the District. Attended meeting held by Lieutenant Governor Newsom; attended MLK Scholarship Breakfast provided by Moreno Valley College. Sympathetic to challenges occurring at the colleges related to DACA.

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

Trustee Figueroa thanked Dr. Isaac for accepting Chancellor position and his sons for attending board meeting. Addressed the comments made by Ms. Campo regarding DACA and to remember families affected by it. Continue dialog with student population regarding DACA and District support.

Trustee Green appreciated the staff, faculty and student presentations this evening.

Trustee Vackar appreciated the support in her new role as president of the Board. Strive to be more inclusive of each other and the colleges; elated Dr. Isaac is the new Chancellor; thanked the search committee. Thanked Trustee Blumenthal for her role as president; encouraged all to attend the Chancellor’s reception on February 22.

The Board adjourned the meeting at 8:35 p.m.

ADJOURNMENT

Official Minutes
Approved on

Certified By: _____

Agenda Item (IV-A)

Meeting 2/20/2018 - 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: Wolde-Ab Isaac, Chancellor

Attachments:

None.

Agenda Item (IV-B)

Meeting	2/20/2018 - Regular
Agenda Item	Chancellor's Reports (IV-B)
Subject	Memorandum of Agreement with California School Employees Association (CSEA) Chapter #535, New Collective Bargaining Agreement for the term July 1, 2018 through June 30, 2021
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees ratify the Memorandum of Agreement concerning a new collective bargaining agreement for the term July 1, 2018 through June 30, 2021 between the Riverside Community College District and California School Employees Association, Chapter #535.

Background Narrative:

The contract between Riverside Community College District and the Riverside Community College District Employees, Chapter #535, will expire on June 30, 2018. Both the District and CSEA have agreed that it is in the best interest of both parties to enter into a new collective bargaining agreement between the District and CSEA with a term of July 1, 2018 through June 30, 2021. The attached Memorandum of Agreement was ratified by CSEA membership on January 23, 2018.

Prepared By: Wolde-Ab Isaac, Chancellor
Aaron Brown, Vice Chancellor, Business and Financial Services
Terri Hampton, Vice Chancellor, HR and Employee Relations

Attachments:

[CSEA TA for CBA 07-01-18 to 06-30-21](#)

November 20, 2017

**TENTATIVE AGREEMENT
FOR
NEW COLLECTIVE BARGAINING AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES' ASSOCIATION
AND ITS CHAPTER # 535 CSEA**

New Collective Bargaining Agreement
July 1, 2018 to June 30, 2021

The Riverside Community College District (District) and the Riverside Community College District Employees, Chapter #535 of the California School Employees Association (CSEA) hereby agree that it is in the best interest of the District and CSEA to have stability during the July 1, 2018 to June 30, 2021 period. To this end the parties agree to the following items:

AGREEMENT

This Agreement is made and entered into this 20th day of November 2017 by and between Riverside Community College District (hereinafter called the "District") and the Riverside Community College District Employees and the California School Employees Association, and its Chapter 535, California School Employees' Association (*Hereinafter called the "Association"*)

The above referenced collective bargaining agreement shall embody all of the specific terms of the agreement due to expire on June 30, 2018, the parties agree to be bound by all language, provisions and applicable MOU's, with the exception of the agreed upon changes to the salary schedules, Article XVIII – HOLIDAYS AND COLLEGE CLOSURE DAYS and Article XXVII - DURATION AND TERMINATION.

Article XIV - SALARIES

Salary increases for the duration of the contract: In the event any recognized full-time employee group in the District receives an “across-the-board” (i.e., applicable to all bargaining unit members) salary increase higher than the salary increase set forth in the Collective Bargaining Agreement during the period of July 1, 2018 to June 30, 2021, including Cost of Living Adjustment (COLA), the salary schedules set forth in this Agreement will receive the same across-the-board salary increase.

The classified salary schedule will be adjusted as follows:

1. **Increased** by 2% + COLA, effective July 1, 2018 to the extent funded by the State.
2. **Increased** by 2% + COLA, effective July 1, 2019 to the extent funded by the State.
3. **Increased** by 2% + COLA, effective July 1, 2020 to the extent funded by the State.

Article XVIII – HOLIDAYS AND COLLEGE CLOSURE DAYS

A. All employees covered by this Agreement shall be entitled to the following paid holidays except those employees working in positions where they are required to work exclusively on weekends and holidays in accordance with Education Code Section 88204 shall be entitled to the following paid holidays, provided they are in paid status during the working day of their normal assignment immediately preceding or succeeding the holiday:

Holiday	FY 2018/2019	FY 2019/2020	FY 2020/2021
Independence Day	July 4, 2018 (W)	July 4, 2019 (Th)	July 3, 2020 (F) (Observed)
Labor Day	September 3, 2018 (M)	September 2, 2019 (M)	September 7, 2020 (M)
Veterans Day	November 12, 2018 (M) (Observed)	November 11, 2019 (M)	November 11, 2020 (W)
Thanksgiving day	November 22, 2018 (Th)	November 28, 2019 (Th)	November 26, 2020 (Th)
Day after Thanksgiving	November 23, 2018 (F)	November 29, 2019 (F)	November 27, 2020 (F)
Christmas Day	December 25, 2018 (T)	December 25, 2019 (W)	December 25, 2020 (F)
Admissions Day (Observed)	December 26, 2018 (W)	December 26, 2019 (Th)	December 28, 2020 (M)
College Closure days after Christmas Holiday	December 27/28, 2018 (Th/F)	December 27/30, 2019 (F/M)	December 29/30, 2020 (T/W)
New Year's Day	January 1, 2019 (T)	January 1, 2020 (W)	January 1, 2021 (F)
Martin Luther King Jr. Day	January 21, 2019 (M)	January 20, 2020 (M)	January 18, 2021 (M)
Lincoln's Birthday	February 15, 2019 (F)	February 14, 2020 (F)	February 12, 2021 (F)
Presidents' Day	February 18, 2019 (M)	February 17, 2020 (M)	February 15, 2021 (M)
César Chávez Day	April 1, 2019 (M) (Observed)	March 31, 2020 (T)	March 31, 2021 (W)
Memorial Day	May 27, 2019 (M)	May 25, 2020 (M)	May 31, 2021 (M)

B. During College Closure for the Christmas Holiday, employees will be required to utilize vacation or compensatory time off for one (1) day. If the employee does not have any vacation or compensatory time off, they may use a PN day, if available.

C. Before Board action on the academic calendar for each year, the CSEA President will be provided a copy and the opportunity to comment thereon. Copies of the final calendar shall be made available to all CSEA members.

D. When any classified employee is required to work on any of the said holidays, they shall be paid one and one-half times the normal rate of pay, in addition to the regular pay received for the holiday. (See Article XV.)

E. Permanent Part-Time Employees: (1) Permanent part-time employees shall receive holiday pay at their regular pay rate, for the same number of regular hours scheduled to work that day, if the District's designated holiday falls on a day the employee is scheduled to work;

(2) Permanent part-time employees shall be provided with a prorated holiday within the same workweek if the designated holiday falls on a day the employee is not scheduled to work. Appropriate proration is based on Full-Time Equivalent (FTE multiplied by eight (8). FTE = Regular hours scheduled per week divided by forty (40).)

Article XXVII - DURATION AND TERMINATION

- A. This Agreement when ratified and executed by each party hereto shall constitute the sole agreement between them beginning and effective on July 1, 2018. Any modification or amendment of this Agreement must be made by and between the parties hereto in writing and executed by each party hereto. This Agreement is effective on the date of its execution and shall remain in effect through June 30, 2021.

- B. For the second and third year of this Agreement, either the Association or the District shall have the right to reopen two articles each and to seek to amend this Agreement excluding Article XXII (Fringe Benefits).

In order to reopen negotiations for the second year of this Agreement, the Association or the District shall serve notice in writing prior to June 1, 2019. Such notice shall also set forth the party's proposal on the additional issues which the party seeks to reopen. For the third year (July 1, 2020 through June 30, 2021), such notice shall be served in writing prior to June 1, 2020, and it shall set forth the party's proposal on the issues which the party seeks to reopen. Negotiations shall take place at reasonable times after such dates. If the parties cannot reach agreement on such reopened matters, the impasse procedures of Government Code Section 3548-3548.4 shall be utilized.

SIGNATURE PAGE

This edition of the Agreement between the Riverside Community College District and the Riverside Community College District Employees, Chapter #535, CSEA, is the agreement dated 20 November 2017.

Reviewed and approved:

FOR THE DISTRICT:


Michael Burke, Chancellor
Riverside Community College District



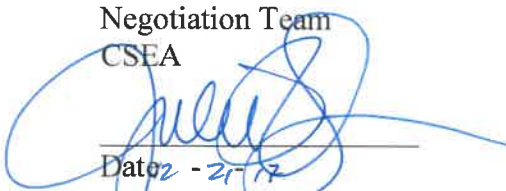
12-18-17
Date - -

FOR THE ASSOCIATION:

Andy Aldasoro
Negotiation Team
CSEA


12-19-17
Date


Julie Taylor
Negotiation Team
CSEA


12-21-17
Date

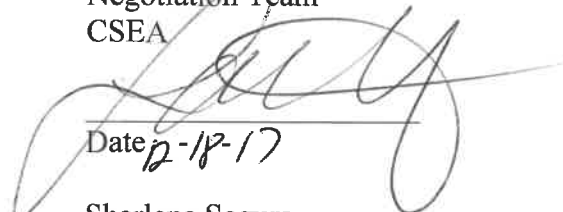
William Diehl
Negotiation Team
CSEA


12-18-2017
Date

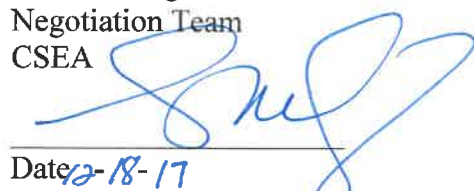
Gustavo Segura
Chapter President
RCCD Employees' Chapter 535
CSEA


12-21-17
Date

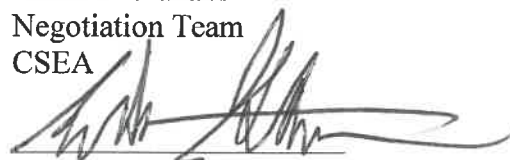
Louie McCarthy
Negotiation Team
CSEA


12-18-17
Date


Sharlena Segura
Negotiation Team
CSEA


12-18-17
Date

Andrew Graham
Negotiation Team
CSEA


12-19-17
Date

Gary Snyder
Labor Relations Representative
California School Employees'
Association


12-21-17
Date

Agenda Item (IV-C)

Meeting 2/20/2018 - Regular
Agenda Item Chancellor's Reports (IV-C)
Subject Presentation on Next Phase Prison Education Program at Norco College
College/District Norco
Information Only

Background Narrative:

Norco College presents an update on the Next Phase Prison Education program.

Prepared By: Bryan Reece, President Norco College

Attachments:

[Next Phase Presentation](#)

NORCO
COLLEGE

Next Phase Program



Dr. Samuel Lee

Dr. Jason Parks

Dr. Lisa Nelson

Ms. Jessica Dobson



Amazing stats from Emory University study, "An Economic Analysis of Prison Education Programs and Recidivism,"

Inmate Education	Recidivism Rate
No Pursuit of Education	76.6%
Some High School Education	55.0%
Vocational Training	30.0%
AA Degree	13.7%
Bachelor's Degree	5.6%
Master's Degree	0%

Inmates now earn time off their sentence for education.

- 2 Weeks for each college course
- 6 months for degree completion



Become a state model for prison reform through education.

- Cohorts for AA, ADT, CTE Certifications
- Partner with Anti-Recidivism Coalition (ARC) to create a Next Phase Resource Center at Norco College
- Partner with regional industry leaders for jobs



Fall 2017: 1st set of COM and GUI classes for 105 students (upper and lower yard total)

Spring 2018: 2nd set of classes ENG 50 (to help students get into 1A; ENG 1B (for students who just completed 1A; COM 9 (interpersonal comm), GUI 47 (to plan SEP and career)



Fall 2018: 1st cohorts for ADT Sociology

Spring 2019: Additional ADT cohorts added as needed.
CTE Construction Trades and Apprenticeship pilots added.



Dr. Lisa Nelson, English
Expectations vs. Reality

Ms. Jessica Dobson, English
Early Successes



NORCO
COLLEGE

Next Phase Program



QUESTIONS?

Agenda Item (IV-D)

Meeting 2/20/2018 - 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: Wolde-Ab Isaac, Chancellor

Attachments:

None.

Agenda Item (IV-E)

Meeting	2/20/2018 - 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: Wolde-Ab Isaac, Chancellor

Attachments:

[Planning Calendar](#)

RECOMMENDED 2017-18 GOVERNING BOARD AGENDA MASTER PLANNING CALENDAR

Month	Planned Agenda Item *(Consent Item)
August	<ul style="list-style-type: none"> • Resolution Regarding Appropriations Subject to Proposition 4 – Gann Limitation*
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* • Jeanne Clery Act Report
November	<ul style="list-style-type: none"> • CCFS-311Q 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 • Annual Independent Audit Report for RCCD • Annual Independent Audit Report for RCCD Foundation • Fall Scholarship Award to Student Trustee • Signature Authorization*
January	<ul style="list-style-type: none"> • Grants Office Annual Winter Report • Federal Legislative Update • Annual Nonresident Tuition and Capital Outlay Surcharge Fees • Proposed Curricular Changes • Agreement for Information Technology Support Services to the Galaxy System with Riverside County Superintendent of Schools*
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 • Annual Institutional Effectiveness Goals for Fiscal Viability and Programmatic Compliance with State and Federal Guidelines
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 • Tentative 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

February 2018

Page 1

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="499 732 846 1122" 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: 10px;">ALL FINAL REPORTS DUE TO THE CHANCELLOR'S OFFICE BY 1/24/18 & 2/14/18.</p> </div>			<ul style="list-style-type: none"> ■ Project Close-Outs and Reversion of Funds (Carlson)

Updated 11/8/17

COMMITTEES OF THE BOARD OF TRUSTEES - PLANNING WORKSHEET

March 2018

Page 1

A. Governance	B. Teaching and Learning	C. Planning and Operations	D. Resources	E. Facilities
Chancellor	Vice Chancellor, Academic Affairs	Chief of Staff and Facilities Development	Vice Chancellor, Business & Financial Services; Vice Chancellor, Diversity and Human Resources	Chief of Staff and Facilities Development
<ul style="list-style-type: none"> ■ Board Policy First Review (Pyle/Brown) 	<div 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;">ALL FINAL REPORTS DUE TO THE CHANCELLOR'S OFFICE BY 2/21/18 & 3/14/18.</p> </div>			<ul style="list-style-type: none"> ■ Project Close-Outs and Reversion of Funds (Carlson) ■ MVC Student Services – Architectural Services Agreement with HPI Architecture. (Steinback, Jones Carlson)

Updated 11/8/17

Agenda Item (V-A)

Meeting 2/20/2018 - 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: Wolde-Ab Isaac, Chancellor
Jeanie Fortin, Executive Administrative Assistant

Attachments:

[Moreno Valley College](#)
[Norco College](#)
[Riverside City College](#)



**MORENO VALLEY COLLEGE
ASSOCIATED STUDENTS
BOARD REPORT
February ,2018**

- On Friday, February 9th the ASMVC Executive Cabinet will meet to discuss the planning of future events before the spring 2018 semester begins. The theme for the spring semester is “Hawaiian”.
- On Monday, February 12th & Tuesday, February 13th from 7 am-2pm & 4:30 -6:30 pm ASMVC will be hosting Informational Booths for new and continuing students. Scantrons, pencils, and other school supplies will be distributed. ASMVC will also be recruiting.
- The month of February is designated as “Black History Month”. The Multicultural Advisory Council of ASMVC will kick off the month of activities on Tuesday, February 13 with “Opening Ceremony” consisting of the singing of the Negro National Anthem and a presentation on “Health Heart Awareness” from our Health Services Department. In support of American Heart Association Awareness All MVC students are encouraged to wear the color “RED”; on Thursday, February 15th, Mr. Clay Drayton, a Professional Songwriter & Producer will speak on the topic, “From Jacksonville to the Jackson 5”; on Tuesday, February 20th A.S.M.V.C will have a day BBQ and an African American Trivia presentation; on Thursday, February 22 MCAC Commissioners will speak on Historical African American Periods and that evening, Thursday, February 22 “The UMOJA Community Program will have a “Umoja Orientation” in Student Academic Services Building room 121 from 3pm-5pm; and on Tuesday, February 27, the MVC Gospel Choir is scheduled to perform for “Closing Ceremonies”. All of the events listed above will occur during the college hour, 12:50 – 1:50 pm, on the 2nd Floor of the Humanities Building Patio unless noted.
- On Monday, February 26th ASMVC Student Senate will have their first meeting of the spring semester.
- On Tuesday, February 27th, 4:30 – 6:30 pm, ASMVC will host a BBQ on the Lion’s Den Patio in the evening for our evening students.
- On Tuesday, February 27th & Wednesday, February 28th, ASMVC will host the Annual “Club Rush”, where Clubs/Organizations “Table” in an effort to recruit members to join. Club Rush will occur in the John Coudures Plaza from 11 am – 2 pm & 4:30 – 6:30 pm both days.



ASSOCIATED STUDENTS OF NORCO COLLEGE

Board of Student Trustees, February 2018

Norco College's report:

- Five students will be attending HACU Capitol Forum on April 8th in Washington DC with two administrators, and they will be advocating on behalf of DREAMers. We were able to get help from the administration at Norco College to fund this trip.
- We are excited to report that a DREAMer's and LGBTQ Resource Center is in the works the location for this center is being finalized with hopes of opening early spring semester.
- We will be having our 2nd annual Chill-Out event on March 3rd from 3-7pm. We will be having over 30 tons of snow, it will be held in the Amphitheatre. We are expecting to have over 300 attendees and it is open to the community.
- We are continuing to work on the shade sails, it will cover the current amphitheater proving a shaded sitting area for the students.

Best regards,

Associated Students of Norco College

F

ASSOCIATED STUDENTS of riverside city college



February 2018
Board of Trustee Student College Report

Upcoming events:

Info booths: February 11 & 12 from 7am-1pm

Love Not Hate Valentine's Day event on February 14th
We will be handing out carnation flowers and have two booths,
(Hershey's) Kiss booth, and (Hershey's) Hugs Booth

ASRCC Next Generation Leadership Conference

February 23rd 8am - 3pm

Keynote Speaker - Taye Diggs

This is a conference for high school student leaders to learn more about RCC and what we do as student leaders on our campus. There will be different workshops such as, "Why get involved?" "Being AS President" and more.

\$5 fee per student

Fee covers- breakfast, lunch, and T-shirt.

Club rush "Spring Awakening"

February 27,28 & March 1.

10am- 2pm every day and 4-6pm on March 1

Best regards,

Associated Students of Riverside Community College

Agenda Item (VI-A-1)

Meeting 2/20/2018 - 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:

[20180220_Academic Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Academic Personnel

Date: February 20, 2018

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:

a. Management Contract

<u>Name</u>	<u>Position</u>	<u>Term of Employment</u>	<u>Salary Placement</u>
NORCO COLLEGE			
Fulbright, Marshall	Dean, Instruction	04/02/18-06/30/19	Z-2
Parks, Jason	Dean, Instruction	02/21/18-06/30/19	Z-3
RIVERSIDE CITY COLLEGE			
Ruiz, Rogelio	Interim Dean of Instruction (STEM/Kinesiology)	02/01/18-12/31/18	Z-4

b. Contract Faculty

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
RIVERSIDE CITY COLLEGE			
INSTRUCTOR			
Smith, Rochelle	Cosmetology	01/16/18	E-6
ASSISTANT PROFESSOR			
Gunderson, Arlene	American Sign Language	02/09/18	E-6

c. Long-Term, Temporary Faculty

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
MORENO VALLEY COLLEGE			
VISITING ASSISTANT PROFESSOR			
Torres, Eric	Chemistry (Spring Semester 2018)	02/12/18	E-1
RIVERSIDE CITY COLLEGE			
VISITING ASSISTANT PROFESSOR			
Essah, Patience	History (Spring Semester 2018)	02/09/18	H-6

Subject: Academic Personnel

Date: February 20, 2018

1. Appointments – Continued

d. Extra-Curricular, Academic Year 2017-18

Additions/Changes to the list submitted/approved by the Board of Trustees on June 21, 2017.

<u>Name</u>	<u>Activity</u>	<u>Add/Change/Remove</u>
Baeza, Randi	Assistant Tennis Coach	Add 100%
Campbell, Brycen	Assistant Baseball Coach	Add 50%
Fawcett, Rachelle	Strength and Conditioning	Add 100%
Lopez, Antonia	Assistant Baseball Coach	Add 50%
Rabago, Hector	Assistant Baseball Coach	Remove
Wilson, Mike	Strength and Conditioning	Add 100%

e. Coordinator Assignments, Academic Year 2017-18

Additions to the list submitted/approved by the Board of Trustees on June 20, 2017.

<u>Name</u>	<u>Activity</u>
Clark, Daniel	Faculty Development Coordinator - MVC

2. Salary Placement Adjustment(s)

At their meeting of December 12, 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 members listed below:

<u>Name</u>	<u>Discipline</u>	<u>Placement</u>	<u>Effective</u>
Love, Michael	Counseling	C-6	01/08/18

3. Hire Date Corrections

At their meeting of January 16, 2018, the Board of Trustees approved the appointments of David Schlanger. The effective date of hire need a correction.

It is recommended the Board of Trustees approve the change in hire date for the following individual as stated below:

<u>Name</u>	<u>Position</u>	<u>From</u>	<u>To</u>
Schlanger, David	Director, Career Center	02/01/18	02/02/18

Subject: Academic Personnel

Date: February 20, 2018

4. Recommendation Not to Reemploy – Non-Tenure Track Employees in Categorically Funded Faculty Positions

In compliance with Education Code Section 87470, the contracts of the temporary faculty members listed below will not be renewed for the 2018-19 academic year and notice will be sent accordingly.

<u>Name</u>	<u>Discipline</u>	<u>Location</u>
Nguyen, Kasey	Counseling	Moreno Valley College

5. Recommendation Not to Reemploy – Contract Employee

Education Code Section 87608.5 allows the Board of Trustees not to enter into a contract for the following academic year and not employ the probationary employee as a tenure employee.

It is recommended that the Board of Trustees not reemploy the employee listed below and they authorize the Chancellor or his designee to send them a notice of non-reemployment for the 2018-19 academic year per Education Code 87610.

<u>Name</u>	<u>Title</u>	<u>Location</u>
Brackett, Trevor	Assistant Professor, Counseling	Norco College

6. Recommendation Not to Reemploy – Academic Administrator

Education Code Section 72411 (b) allows the Board of Trustees not to enter into a contract for the following year.

It is recommended the employee listed below not be reemployed and the Board of Trustees authorize the Chancellor or his designee to send a notice of non-reemployment for the 2018-19 academic year.

<u>Name</u>	<u>Title</u>	<u>Location</u>
Bauer, Scott	Dean of Instruction (Fine and Performing Arts)	Riverside City College
Goyal, Arun	Dean of Instruction (STEM and Kinesiology)	Riverside City College
Moghaddam, Mohammad	Executive Director, Hospitality & Culinary Arts	Riverside City College

Subject: Academic Personnel

Date: February 20, 2018

7. 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):		
Mancilla, Florie	Dental Hygiene Instructor	06/08/18
Newsome, Lorena	Director, STEM	02/28/18
RETIREMENT(S):		
Marsh, Diane	Professor, Chemistry	06/07/18

Agenda Item (VI-A-2)

Meeting 2/20/2018 - 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:

[20180220_Classified Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Classified Personnel

Date: February 20, 2018

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				
MORENO VALLEY COLLEGE				
Martinez, Sandra	Director, Student Financial Services	02/21/18	V-2	Appointment
RIVERSIDE CITY COLLEGE				
Cooper, David	Manager, Facilities, Grounds and Utilization	01/01/18	O-5	Transfer
b. Management/Supervisory – Categorically Funded				
RIVERSIDE CITY COLLEGE				
Lusk, Cecilia	Interim Program Director, Student Support Services	02/21/18	S-1	Appointment
c. Classified/Confidential				
DISTRICT				
Ambriz, Cristina	Auxiliary Business Services Specialist	03/01/18	H-1	Appointment
Davis, Andrew	Network Specialist – Data	02/21/18	P-1	Appointment
NORCO COLLEGE				
Dery, Donna	Support Center Technician	02/21/18	H-5	Promotion
RIVERSIDE CITY COLLEGE				
Hill, Yvonne	Administrative Assistant II	02/26/18	G-LS-2	Promotion
Lomas, Pedro	Maintenance Mechanic – Electrician	02/21/18	L-3	Appointment

Subject: Classified Personnel

Date: February 20, 2018

1. Appointments (Continued)

d. Classified/Confidential - Categorically Funded

<u>Name</u>	<u>Position</u>	<u>Effective Date (On/After)</u>	<u>Contract/ Salary</u>	<u>Action</u>
MORENO VALLEY COLLEGE				
Madero, Nathalie	Counseling Clerk II	02/21/18	G-1	Appointment
NORCO COLLEGE				
Boyer, Kasey	Outreach Specialist	02/21/18	K-2	Promotion
Cruz, Peter	Customer Service Clerk	02/21/18	G-1	Appointment
Orozco, Victoria	Administrative Assistant I (Part-Time, 47.5%)	02/21/18	E-1	Appointment
Sepulveda, Sabrina	Administrative Assistant III	02/21/18	I-3	Appointment
RIVERSIDE CITY COLLEGE				
Langston, Alysia	Grants Administrative Specialist	02/21/18	I-1	Appointment
Contreras, Jessica	Outreach Specialist—CTE Grant	02/21/18	K-1	Appointment
Toler, Katie	Administrative Assistant II (Part-Time, 47.5%)	02/21/18	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>
Barrera, Paula	Administrative Assistant II	50% to 100%	02/01/18-06/30/18
Granados, Jennifer	Enrollment Services Assistant	50% to 100%	02/02/18-04/01/18
Krutsch, Shannyn	Media and Marketing Technician	100% to 85%	02/12/18-06/07/18
Martinez, Shelli	Administrative Assistant I	48.75% to 100%	01/01/18-04/13/18
Uriarte, Rodrigo	Community Service Aide I	48.75% to 40%	02/21/18-06/30/18

3. Request(s) for Permanent Increase 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</u>
Bonilla, Lisa	Instructional Media Assistant	48.75% to 100%	02/21/18

Subject: Classified Personnel

Date: February 20, 2018

4. 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)		
Fluker, Mark	Custodian	02/02/18
Munguia, Esmeralda	Student Activities Clerk	02/09/18
RETIREMENT(S)		
Johansen, Judith	Piano Accompanist	06/30/18
McGraw, Shirley	Manager, Technology Support Services	01/20/18

Agenda Item (VI-A-3)

Meeting	2/20/2018 - 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:

[20180220_Other Personnel](#)
[20180220_Other Personnel_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Other Personnel

Date: February 20, 2018

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 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 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 indicated on the attached list.

SUBSTITUTE ASSIGNMENTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
Arvizu, Krystal	Community Service Aide I	Safety & Police	01/10/18-06/30/18	\$17.39
Boros, Jason	Customer Service Clerk	Performing Arts Music	02/12/18-04/14/18	\$19.03
Martin, Anthony	Community Service Aide I	Safety and Police	02/12/18-04/12/18	\$17.39
MORENO VALLEY				
Bernal, Erica	Custodian	Facilities	01/17/18-06/30/18	\$17.39
Coston, Brooke	Financial Aid Advisor	Student Financial Services	1/22/18-3/22/18	\$21.95
Espinoza, Jather	Custodian	Facilities	01/17/18-06/30/18	\$17.39
NORCO				
Chavez, Carol	Specialist	Services	01/29/18-03/29/18	\$22.95
RIVERSIDE				
Davis, Molly	Custodian	Facilities	01/10/18-06/30/18	\$17.39
Herrera, Daisy	Customer Service Clerk	EOPS	01/01/18-03/08/18	\$19.03
Wilson, Kayla	Certified Athletic Trainer	Athletics	02/01/18-03/31/18	\$30.11
Yepez, Noemi	Senior Tool Room Attendant	Applied Technology	02/21/18-04/21/18	\$20.86
Vermillion, Walter	Nursing Skills Laboratroy Technician	School of Nursing	01/02/18-01/16/18	\$21.95

SHORT TERM ASSIGNMENTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
Becker, Kathleen	Interpreter III	Disability Resource Center	02/20/18-06/30/18	\$35.00
Camacho, Kimberly	Office Assistant III	Procurement Assistance Center	01/02/18-06/30/18	\$12.50
George, Stephanie	Interpreter III	Disability Resource Center	02/20/18-06/30/18	\$35.00
Granger, Jimmy	Interpreter IV	Disability Resource Center	02/20/18-06/30/18	\$40.00
Loera, Melissa	Finance Specialist	Payroll	01/29/18-06/30/18	\$18.25
MORENO VALLEY				
Moulton, Deidre	Role Player	Law Enforcement Training Programs	02/21/18-06/30/18	\$10.50
Nunez, Roberto	Interpreter I	Disability Support Services	11/17/17-11/17/17	\$25.00
NORCO				
Paul, Arup	Supplemental Instructional Leader	Learning Resource Center	02/21/18-06/30/18	\$12.00
Rosas, Holli	Upward Bound Tutor IV	Programs	02/21/18-06/30/18	\$10.50
RIVERSIDE				
Ramirez, Rocio	Interpreter III	Disability Resource Center	02/21/18-06/30/18	\$35.00
Rojas, Yessenia	Interpreter II	Disability Resource Center	02/21/18-06/30/18	\$30.00
Soroia, Mary	Interpreter III	Disability Resource Center	02/21/18-06/30/18	\$35.00
Sachetti, Terrylene	Interpreter II	Disability Resource Center	02/21/18-06/30/18	\$30.00
Rhoads, Jason	Interpreter IV	Disability Resource Center	02/21/18-06/30/18	\$40.00
Perez, Rita	Matriculation Educational Support Assistant	Student Success & Support	01/02/18-06/29/18	\$20.00

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

Backup Other Personnel
February 20, 2018
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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<u>DISTRICT FUNDS</u>				
MORENO VALLEY COLLEGE				
		Technology Support		
Calderon, Austin	Student Aide I	Services	01/25/18	\$ 11.00
Clark, Brooke	Student Aide I	Tutorial Services	02/08/18	\$ 11.00
Coronado, Jade	Student Aide III	Academic Services	01/31/18	\$ 12.00
De La Cruz, Faustino	Student Aide I	Tutorial Services	01/25/18	\$ 11.00
Dunlap, Joshua	Student Aide I	Tutorial Services	02/06/18	\$ 11.00
Durante, Brandon	Student Aide I	Tutorial Services	02/08/18	\$ 11.00
Etrata, Bernard	Student Aide III	Academic Support	01/30/18	\$ 12.00
Fernandez, Lee	Student Aide I	Food Services	02/01/18	\$ 11.00
Guidote, Maria C	Student Aide III	Academic Support	02/05/18	\$ 12.00
Kajiki-Biscailuz, Jennifer	Student Aide I	Tutorial Services	02/09/18	\$ 11.00
Harris, Lauren	Student Aide I	Food Services	02/01/18	\$ 11.00
		Early Childhood		
Hernandez N De Casillas, Rocio	Student Aide I	Education	02/09/18	\$ 11.00
Legorreta, Jesus	Student Aide III	Academic Support	01/26/18	\$ 12.00
Littlefield, Angela	Student Aide III	Academic Support	02/06/18	\$ 12.00
Negrete, Miguel A	Student Aide I	Outreach	01/23/18	\$ 11.00
Palay, Erica	Student Aide I	Math Lab	01/29/18	\$ 11.00
Rosario Hernandez, Yenci	Student Aide I	Food Services	02/01/18	\$ 11.00
Traymany, Anney	Student Aide III	Academic Support	01/25/18	\$ 12.00
Volnytska-Herr, Nadiia	Student Aide I	Tutorial Services	01/26/18	\$ 11.00
NORCO COLLEGE				
Aguilar, Emily	Student Aide II	Tutorial Services	02/08/18	\$ 12.50
Avitia-Davila, Alejandra	Student Aide II	BEIT-Gaming	01/23/18	\$ 12.75
Ayad, Peter	Student Aide II	Supplemental Instruction	02/08/18	\$ 12.50
Ayvazian, Nayiri	Student Aide II	Supplemental Instruction	02/08/18	\$ 12.50
Bingzeem, Sheik	Student Aide II	Supplemental Instruction	02/08/18	\$ 12.50
Cao, Junhe	Student Aide II	Tutorial Services	02/08/18	\$ 12.50
Caponetto, Joe	Student Aide II	BEIT	02/08/18	\$ 11.00
Centeno, Francisco	Student Aide II	Supplemental Instruction	02/08/18	\$ 12.50
Chen, Chie-Hsiu	Student Aide II	Tutorial Services	02/08/18	\$ 12.50
Dewey, Ty	Student Aide II	Supplemental Instruction	02/08/18	\$ 12.50
Disbrow, Joshua	Student Aide II	BEIT	02/08/18	\$ 11.00
Khalique, Hamza	Student Aide II	Tutorial Services	02/08/18	\$ 12.50
Martinez, Jennifer	Student Aide II	Supplemental Instruction	02/08/18	\$ 12.50
Obeid, Diala	Student Aide II	Supplemental Instruction	02/08/18	\$ 12.50
Sultan, Iman	Student Aide II	Supplemental Instruction	02/08/18	\$ 12.50

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

Backup Other Personnel
February 20, 2018
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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
NORCO COLLEGE (continued)				
Wright III, Richard	Student Aide II	Supplemental Instruction	02/08/18	\$ 12.50
RIVERSIDE CITY COLLEGE				
Avila, Carina	Student Aide I	Assessment Center	01/31/18	\$ 12.00
Barrett, Chelsea	Student Aide III	Academic Support	01/31/18	\$ 12.00
Barrientos, Cynthia	Student Aide III	Academic Support	02/01/18	\$ 12.00
Caddel, Shea	Student Aide III	Academic Support	01/29/18	\$ 12.00
Cagle, Caitlyn	Student Aide III	Academic Support	02/05/18	\$ 12.00
Catalano, Cassidy	Student Aide I	Food Services	01/26/18	\$ 11.00
Cisneros, Ashley	Student Aide I	ECE	02/09/18	\$ 11.00
Cloyd, Alek	Student Aide III	Academic Support Writing & Reading Center	02/09/18	\$ 12.00
Diaz, Omar	Student Aide I	Center	02/09/18	\$ 11.00
Fazzino, Ceara	Student Aide I	Food Services	01/26/18	\$ 11.00
Flores, Marina	Student Aide I	Food Services	01/26/18	\$ 11.00
Hanson, Sarah	Student Aide III	Academic Support	01/31/18	\$ 12.00
Huang, Barbie	Student Aide III	Academic Support	02/05/18	\$ 12.00
Kwiatkowski, Nicole	Student Aide III	Academic Support	02/05/18	\$ 12.00
London, Datricha	Student Aide III	Academic Support	02/05/18	\$ 12.00
Lopez, Marlene	Student Aide I	Guardian Scholars	01/30/18	\$ 11.00
Martinez, Ashley	Student Aide III	SSS/Peer Mentor	02/09/18	\$ 12.00
Moulton, Courtney	Student Aide I	Math Learning Center	02/09/18	\$ 11.00
Navarro, Jeny	Student Aid I	ECE/Child Dev Center	02/09/18	\$ 11.00
Ramis, Mirna	Student Aide III	Academic Support	02/01/18	\$ 12.00
Rodriguez, Bruno	Student Aide III	Academic Support	01/31/18	\$ 12.00
Tantlinger, Nathan	Student Aide I	CCE	02/05/18	\$ 11.00
Vaca, Raylene	Student Aide III	Academic Support	02/09/18	\$ 12.00
Vega Perez, Andres	Student Aide I	Food Services	01/26/18	\$ 11.00
Vira, Hetal	Student Aide I	ECE	01/29/18	\$ 11.00
Wall, Samuel	Student Aide III	Academic Support/PHY Outreach/Welcome Center	01/29/18	\$ 12.00
Crawford, Jayla	Student Aide I	Center	02/09/18	\$ 11.00
<u>CATEGORICAL FUNDS</u>				
AMERICA READS PROGRAM				
Gonzalez, Estephanie	Student Aide II	El Cerrito-Norco	02/01/18	\$ 12.00
Ige, Oyindamola	Student Aide II	El Cerrito-Norco	02/02/18	\$ 12.00
Quezada, Briseyda	Student Aide II	The Growing Place	01/29/18	\$ 12.00
Vasquez-Bonilla, Julio	Student Aide II	El Cerrito-Norco	01/23/18	\$ 12.00

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

Backup Other Personnel
February 20, 2018
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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
AMERICA COUNTS PROGRAM				
Moreno, Crystal	Student Aide I	Victoriano Elementary- Off Campus-MVC	01/23/18	\$ 11.00
Sobh, Ryan	Student Aide II	El Cerrito-Norco	01/23/18	\$ 12.00
CALWORKS WORK STUDY				
Foster, Jerlast	Student Aide I	Umoja-MVC	01/10/18	\$ 11.00
Salas, Maribel	Student Aide I	Dental Hygiene	01/31/18	\$ 11.75
COMMUNITY SERVICE PROGRAM				
Davis, Johnathon	Student Aide II	City of Riverside / Casa Blanca Library-RCC	02/09/18	\$ 12.00
De Leon, Collett	Student Aide II	City of Riverside / Arlanza Library-RCC	02/01/18	\$ 11.75
Gallardo, Kaitlin	Student Aide II	City of Riverside/ Corporate Yard - RCC	01/11/18	\$ 11.00
Gallegos, Jennifer	Student Aide V	Boys & Girls Club-MVC City of Riverside/ Human Resources /	01/09/18	\$ 14.50
Gustafson, Kelson	Student Aide II	Safety - RCC City of Riverside /	01/08/18	\$ 12.00
Landry, Jasmine	Student Aide II	Eastside Library-RCC City of Riverside /	01/29/01	\$ 11.00
Martinez, Ariel	Student Aide II	Arlanza Library-RCC	02/01/18	\$ 11.75
Mendez, Cindy	Student Aide II	The Growing Place-RCC	02/09/18	\$ 12.00
LITERACY PROGRAM				
Rodriguez, Rafael	Student Aide II	The Growing Place-RCC	02/09/18	\$ 12.00
MORENO VALLEY COLLEGE				
Alvarez-Limon, Merari	Student Aide I	Counseling	01/23/18	\$ 11.00
Andrade, Ashley	Student Aide I	Counseling Student Services-Foster	01/29/18	\$ 11.00
Enriquez, Victor	Student Aide I	Youth	01/29/18	\$ 12.00
Fisher, Michelle	Student Aide II	Dental Hygiene	02/01/18	\$ 11.75
Hernandez, Margarita	Student Aide III	Academic Support	01/30/18	\$ 12.00
Marquez, Salma	Student Aide I	Student Employment	01/29/18	\$ 11.00
Paz Salcido, Adriana	Student Aide I	HHPS	01/10/18	\$ 11.00
Peniche, Boderek	Student Aide I	Admission & Records	01/10/18	\$ 11.50

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

Backup Other Personnel
 February 20, 2018
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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
NORCO COLLEGE				
Blair, Destin	Student Aide II	Library Arts Humanities & World	02/08/18	\$ 12.00
Nelson, Richard	Student Aide I	Languages	02/08/18	\$ 11.00
Sarrett, Alisyn	Student Aide I	Career Center	02/07/18	\$ 11.00
Trujillo, Sara	Student Aide I	Student Life	02/08/18	\$ 11.00
RIVERSIDE CITY COLLEGE				
Gomez, Rosana	Student Aide I	Student Financial Svcs Outreach/Welcome	01/08/18	\$ 11.00
Nguyen, Thuy	Student Aide I	Center	02/09/18	\$ 11.00

Agenda Item (VI-B-1)

Meeting	2/20/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-1)
Subject	Purchase Order and Warrant Report – All District Resources
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve/ratify the Purchase Orders and Purchase Order Additions totaling \$4,123,650, and District Warrant Claims totaling \$5,647,888.

Background Narrative:

The attached Purchase Order and Warrant Report – All District Resources is submitted to comply with Education Code Sections 81656 and 85231. The Purchase Orders and Purchase Order Additions, totaling \$4,123,650 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 280944 - 282043) totaling \$6,647,888, 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:

[02202018_Contracts and Purchase Orders Over \\$90,200 \(January\)](#)

Contract and Agreements Report-All District Resources
 \$90,200 and Over
 01/01/18 thru 01/31/18

PO#	Department	Vendor	Description	Amount
B0016627	Student Services Grants & Equity Programs	Barnes & Noble College Booksellers, LLC	Book Vouchers	\$ 134,483
C0005856	Workforce Preparation - Riverside	A2MEND	RFP Award for A2MEND	200,000
C0005871	Workforce Preparation - Riverside	California State University Fullerton	RFP Award for Emerging Leaders	250,000
C0005875	Facilities - Moreno Valley	RCB and Sons Inc.	Bid Award for Landscaping, Phase 2	218,000
C0005876	Counseling (Riverside), CTE (Norco),	EduNav, Inc.	Student Academic Planning Software	275,378
C0005877	Facilities Planning & Development	Sign Specialists Corporation	Bid Award for Braille Signage	191,738
C0005894	CTE Projects	Copper Mountain College	Regional Strong Workforce Program Sub-Agreement	275,460
<u>Approved/Ratify Purchase Orders of \$90,200 and Over</u>				
C0005263	Academy / Criminal Services	Riverside County	Office & Classroom Space - BCTC	352,644
			Total	<u>\$ 1,897,703</u>
			All Purchase Orders, Contracts, and Additions for the Period of 01/01/18 - 01/31/18	
				<u>\$ 586,771</u>
			Contracts C5852 - C5894	
			Contract Additions C4234 - C5831	1,424,597
			Purchase Orders P62682 - P63120	
			Purchase Order Additions P59845 - P62641	214,579
			Blanket Purchase Orders B16784 - B16827	
			Blanket Purchase Order Additions B15879 - B16736	<u>\$ 2,225,947</u>
			Total	<u>\$ 4,123,650</u>
			Grand Total	

Agenda Item (VI-B-2-a)

Meeting	2/20/2018 - 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.

Background Narrative:

The 2017-18 adopted budget represents our best estimates of both income and expenditures. As the year progresses, however, some accounts have surplus funds while others are under budgeted. As provided in Title 5, Section 58307, the Board of Trustees may approve budget transfers between major object code expenditure classifications within the approved budget to allow for needed purchases of supplies, services, equipment and hiring of personnel. Unless otherwise noted, the transfers are within the unrestricted General Fund (Fund 11, Resource 1000).

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

Attachments:

[02202018_Budget Adjustments](#)

Budget Adjustments February 20, 2018

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Riverside</u>		
R1. Transfer to purchase supplies. (Fund 12, Resource 1190)		
From: Disability Resource Center	Mileage	\$ 500
To: Disability Resource Center	Supplies	\$ 500
R2. Transfer to purchase new computers. (Fund 12, Resource 1190)		
From: Strong Workforce Local	Other Services	\$ 6,000
To: Strong Workforce Local	Equipment	\$ 6,000
R3. Transfer to purchase instructional supplies. (Fund 12, Resource 1190)		
From: Strong Workforce Local	Administrative Contingency	\$ 8,718
To: Strong Workforce Local	Instructional Supplies	\$ 8,718
R4. Transfer to purchase supplies. (Fund 12, Resource 1190)		
From: Strong Workforce Local	Equipment	\$ 9,591
To: Strong Workforce Local	Supplies	\$ 9,591
R5. Transfer to purchase instructional supplies. (Fund 12, Resource 1190)		
From: Created Equal Grant	Lecturers	\$ 1,000
To: Created Equal Grant	Instructional Supplies	\$ 1,000

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R6. Transfer to purchase supplies. (Fund 12, Resource 1190)		
From: Seeking Safety Program	Other Services	\$ 7,479
To: Seeking Safety Program	Supplies	\$ 7,479
R7. Transfer to purchase a printer.		
From: College Planning and Development	Administrative Contingency	\$ 411
To: College Planning and Development	Equipment	\$ 411
R8. Transfer to provide for RISE interpreting. (Fund 12, Resource 1190)		
From: Disability Resource Center	Equipment	\$ 7,693
To: Disability Resource Center	Other Services	\$ 7,693
R9. Transfer to purchase a software license. (Fund 12, Resource 1190)		
From: Strong Workforce Local	Equipment	\$ 4,000
To: Strong Workforce Local	Comp Software Maint/Lic	\$ 4,000
R10. Transfer to purchase supplies, instructional supplies, food and to provide for overtime. (Fund 12, Resource 1190)		
From: Strong Workforce Local	Other Services	\$ 11,204
To: Strong Workforce Local	Food	\$ 5,114
	Classified Overtime	3,303
	Supplies	2,260
	Employee Benefits	287
	Instructional Supplies	240

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R11. Transfer to provide for vocational classes. (Fund 12, Resource 1190)		
From: Strong Workforce Local	Short-Term Temporary Employee Benefits	\$ 63,255 917
To: Strong Workforce Local	Professional Services	\$ 64,172
R12. Transfer to realign budget to purchase a manual video measuring system, food, supplies and to provide for vocational classes. (Fund 12, Resource 1190)		
From: Strong Workforce Local	Classified Perm PT Employee Benefits	\$ 45,000 1,216
To: Strong Workforce Local	Supplies Equipment Food Professional Services	\$ 32,886 8,130 4,000 1,200
R13. Transfer to provide for faculty salaries. (Fund 12, Resource 1190)		
From: Strong Workforce Regional	Consultants	\$ 25,769
To: Strong Workforce Regional	Academic Special Project Employee Benefits	\$ 22,000 3,769
R14. Transfer to provide for Life Link CPR training, manuals and to purchase a printer. (Fund 12, Resource 1190)		
From: Foster Parent Pre-Training	Classified FT Employee Benefits	\$ 21,485 26,685
To: Foster Parent Pre-Training	Professional Services Copying and Printing Equipment	\$ 41,500 5,670 1,000

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R15. Transfer to purchase supplies, printing and reference books.		
From: VP Planning and Development	Administrative Contingency	\$ 3,469
To: VP Planning and Development	Supplies	\$ 1,800
	Copying and Printing	114
	Reference Books	1,555
R16. Transfer to provide for college painting services, mold remediation, State of California participation fees and a permanent budget for the new Dean of Grants.		
From: VP Business Services	Classified FT	\$ 70,109
	Consultants	3,400
To: Dean, Grants and Contracts	Copying and Printing	\$ 400
	Supplies	3,000
Facilities	Repairs	17,600
	Other Services	22,945
VP Planning and Development	Memberships	29,564
R17. Transfer to purchase a new HVAC unit and to provide for sidewalk repairs and cellular phone charges.		
From: Facilities	Grounds & Garden Supplies	\$ 6,500
	Custodial Supplies	2,025
	Other Services	11,400
To: Facilities	Repairs	\$ 6,500
	Cellular Telephone	2,025
	Fixtures & Fixed Equipment	11,400
R18. Transfer to provide for office supplies and to purchase a new computer monitor and vertical file.		
From: Performing Arts - Music	Other Supplies	\$ 839
To: Performing Arts – Music	Supplies	\$ 186
	Equipment	653

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R19. Transfer to provide for hourly instructional aids.		
From: Performing Arts – Theatre	Theatre Supplies	\$ 5,259
To: Performing Arts – Theatre	Instructional Aids, Hourly	\$ 5,000
	Employee Benefits	191
	General Liability & Property	68
R20. Transfer to provide for supplies, copying and printing.		
From: VP, Academic Affairs Honors Program	Conferences	\$ 703
To: VP Academic Affairs Honors Program	Copying and Printing	\$ 130
	Supplies	573
R21. Transfer to provide for copying and printing.		
From: Career and Technical Education	Conferences	\$ 800
To: Career and Technical Education	Copying and Printing	\$ 800
R22. Transfer to provide for copying and printing, reference books and supplies.		
From: Languages, Humanities & Social Sciences	Administrative Contingency	\$ 1,218
To: Languages, Humanities & Social Sciences	Copying and Printing	\$ 911
	Reference Books	230
	Supplies	77
R23. Transfer to purchase new computer printers.		
From: English	Copying and Printing	\$ 370
To: English	Equipment	\$ 370

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R24. Transfer to purchase repair parts.		
From: Applied Technology	Repair Services	\$ 1,869
To: Applied Technology	Repair Parts	\$ 1,869
R25. Transfer to purchase a mobile file cart.		
From: Nursing	Supplies	\$ 337
To: Nursing	Equipment	\$ 337
R26. Transfer to purchase reference books, computer monitors, a new timeclock system, and new golf cart.		
From: Counseling	Tests	\$ 8,812
	Comp Software Main & Lic	1,000
To: Counseling	Reference Books	\$ 300
	Equipment	9,512
R27. Transfer to provide for conferences.		
From: Student Services	Reference Books	\$ 150
To: Student Services	Conferences	\$ 150
R28. Transfer to provide for office supplies.		
From: International Students	Professional Services	\$ 400
To: International Students	Supplies	\$ 400
R29. Transfer to purchase office chairs.		
From: College Safety & Police	Repairs	\$ 429
To: College Safety & Police	Equipment	\$ 429

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R30. Transfer to provide for supplies. (Fund 33, Resource 3300)		
From: Early Childcare Center	Equipment	\$ 4,000
To: Early Childcare Center	Supplies	\$ 4,000
R31. Transfer to provide for internships. (Fund 12, Resource 1190)		
From: Strong Workforce Regional	Academic PT Teaching	\$ 3,389
	Employee Benefits	581
To: Strong Workforce Regional	Other Services	\$ 3,970
R32. Transfer to realign the ECS consortium grant budget to provide supplies and tuition reimbursement. (Fund 12, Resource 1190)		
From: Early Childhood Studies	Academic Special Project	\$ 1,029
	Employee Benefits	176
	Instructional Media Material	307
To: Early Childhood Studies	Supplies	\$ 412
	Other Services	1,100

Norco

N1. Transfer to purchase whiteboards, office furniture, supplies, and books and to provide for a pedestrian walk project.		
From: Business Operations	Classified FT	\$ 48,622
	Administrative Contingency	55,844
To: Business Operations	Fixtures & Fixed Equip	\$ 12,281
	Equipment	3,309
Facilities	Construction Contract	46,303
	Supplies	2,573
EOP&S	Book Grants	40,000

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N2. Transfer to provide for master planning and facilities planning program services. (Fund 12, Resource 1180)		
From: Business Operations	Equipment	\$ 35,775
To: Business Operations	Consultants	\$ 27,000
Facilities	Consultants	8,775
N3. Transfer to purchase a new computer and repair parts.		
From: Facilities	Other Services	\$ 402
	Equipment	500
To: Facilities	Equipment	\$ 402
	Repair Parts	500
N4. Transfer to purchase a computer and laptops.		
From: Academic Affairs	Instructional Supplies	\$ 4,656
	Administrative Contingency	263
To: Academic Affairs	Equipment	\$ 4,919
N5. Transfer to purchase supplies.		
From: Technology Support Services	Repairs	\$ 900
To: Technology Support Services	Supplies	\$ 900
N6. Transfer to provide for a library subscription, conferences, and licenses. (Fund 12, Resource 1190)		
From: Academic Affairs	Instructional Supplies	\$ 101,455
	Copying and Printing	8,000
To: Library	Library Subscription	\$ 100,000
Academic Affairs	Conferences	4,000
Business, Engineering & Info Syst.	Comp Software Maint/Lic	4,000
Arts, Humanities & World Language	Comp Software Maint/Lic	1,455

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N7. Transfer to purchase laptops, licenses, supplies, and to provide for conferences. (Fund 12, Resource 1190)		
From: Career and Technical Ed - Norco	Academic FT Administrator	\$ 44,000
	Classified FT Administrator	45,000
To: Career and Technical Ed - Norco	Equipment	\$ 74,000
	Supplies	4,000
	Comp Software Maint/Lic	7,000
	Conferences	4,000
N8. Transfer to provide for travel.		
From: Institutional Supp, Instr. & Curric.	Supplies	\$ 1,094
To: Student Activities - Intramurals	Travel Expenses	\$ 1,094
N9. Transfer to purchase a desk and keyboard tray. (Fund 12, Resource 1190)		
From: Institutional Supp, Instr. & Curric	Copying and Printing	\$ 3,000
	Conferences	2,000
	Comp Software Maint/Lic	1,200
To: Institutional Supp, Instr. & Curric	Equipment	\$ 6,200
N10. Transfer to purchase a chair and supplies, and to provide for copying and printing and conferences.		
From: Dean of Instructions	Academic Special Project	\$ 1,205
To: Dean of Instructions	Equipment	\$ 150
	Supplies	300
	Copying and Printing	125
	Conferences	630

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N11. Transfer to purchase laptops and iPads.		
From: Technology Support Services	Repairs	\$ 12,315
To: Technology Support Services	Equipment	\$ 12,315
N12. Transfer to provide for repairs.		
From: Student Financial Services	Supplies	\$ 829
To: Student Financial Services	Repairs	\$ 829
N13. Transfer to realign the Upward Bound – Corona High School grant budget and to purchase computers. (Fund 12, Resource 1190)		
From: Campus Student Services	Employee Benefits	\$ 30,000
	Supplies	3,954
	Meal Vouchers	3,385
To: Campus Student Services	Short-Term Temporary	\$ 16,656
	Travel Expenses	4,597
	Conferences	7,643
	Comp Software Maint/Lic	1,590
	Transportation	5,059
	Memberships	425
	Repairs	167
	Equipment	1,202
N14. Transfer to return Economic Development Corona lease start-up budget to holding account.		
From: Business Operations	Short-Term Temporary	\$ 3,854
	Employee Benefits	104
Facilities	Short-Term Temporary	3,360
	Employee Benefits	91
	Repair Parts	5,000
To: Administration & Finance	Other Services	\$ 12,409

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Moreno Valley</u>		
M1. Transfer to provide for salary savings.		
From: Assoc Dean Ed Programs	Classified FT	\$ 5,436
Biology	Instructional CL FT	14,034
Physical Sciences	Instructional CL FT	12,674
Counseling & Guidance	Classified FT	14,244
Financial Aid Administration	Classified FT	50,835
College Student Services	Classified FT	34,829
Student Co-Curricular Activities	Classified FT	26,400
Custodial Services	Classified FT	16,918
Grounds Maintenance & Repair	Classified FT	23,170
To: V P Business Services	Administrative Contingency	\$ 198,540
M2. Transfer to purchase supplies.		
From: Dental Assistant	Other Services	\$ 1,000
AV Labs and Services	Short-Term Temporary	3,990
To: Dental Assistant	Supplies	\$ 1,000
Technology Support Services	Supplies	3,990
M3. Transfer to purchase supplies.		
From: Staff Development	Professional Services	\$ 4,000
To: Staff Development	Supplies	\$ 4,000
M4. Transfer to provide for copying and printing and supplies.		
From: Instructional Support	Other Services	\$ 6,003
To: Instructional Support	Copying and Printing Supplies	\$ 331 5,672

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M5. Transfer to provide for classified overtime, employee benefits, and food. (Fund 12, Resources 1190)		
From: Strong Workforce, Local	Other Services	\$ 2,757
To: Strong Workforce, Local	Classified Overtime	\$ 1,250
	Employee Benefits	307
	Food	1,200
M6. Transfer to purchase tables, whiteboards, and provide for electrical work.		
From: Assoc Dean Ed Programs	Student Help – Non-Instr Conferences	\$ 4,135 1,681
To: Assoc Dean Ed Programs	Equipment Remodel Project	\$ 4,135 1,681
M7. Transfer to purchase supplies.		
From: V P Business Services	Administrative Contingency	\$ 4,100
To: V P Business Services	Supplies	\$ 4,100
M8. Transfer to provide for copying and printing and supplies.		
From: Administrative Support Center Dean of Instruction	Repairs Conferences	\$ 4,600 350
To: Dean of Instruction	Copying and Printing Supplies	\$ 350 4,600
M9. Transfer to purchase computers. (Fund 12, Resource 1190)		
From: Student Support Services	Comp Software Maint/Lic	\$ 5,658
To: Student Support Services	Equipment	\$ 5,685

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M10. Transfer to purchase computers. (Fund 12, Resource 1050)		
From: Safety & Police	Other Services	\$ 2,417
To: Safety & Police	Equipment	\$ 2,417
 <u>District Office and District Support Services</u>		
D1. Transfer to purchase cell phones.		
From: Communications & Web Dev	Comp Software Maint/Lic	\$ 1,430
To: Communications & Web Dev	Equipment	\$ 1,430
D2. Transfer to provide for a cellular telephone and service.		
From: Strategic Communication	Copying and Printing Supplies	\$ 1,000 30
To: Strategic Communication	Cellular Telephone Equipment	\$ 560 470
D3. Transfer to provide for a conference. (Fund 12, Resource 1190)		
From: Deputy Sector Navigator	Employee Benefits	\$ 4,000
To: Deputy Sector Navigator	Conferences	\$ 4,000
D4. Transfer to realign the Procurement Assistance Center grant budget. (Fund 12, Resource 1190)		
From: Procurement Assistance Center	Administrative Contingency Equipment	\$ 1,823 2,100
To: Procurement Assistance Center	Short-Term Temporary Periodicals/Magazines	\$ 2,000 1,923

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D5. Transfer to purchase Firewall project supplies and security appliances.		
From: Administration & Finance	Academic FT Administrator	\$ 2,250
	Administrative Contingency	1,028
To: Administration & Finance	Supplies	\$ 255
Information Services	Equipment	3,023

Agenda Item (VI-B-3-a)

Meeting	2/20/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-a)
Subject	Resolution No. 40-17/18 – 2017-2018 CA STEP Grant
College/District	District
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$147,815 to the budget.

Background Narrative:

The Riverside Community College District has received funding for the 2017-2018 CA STEP Grant in the amount of \$147,815 from the California Department of Food and Agriculture, passed through from the United States Small Business Administration. The funds will be used for salaries, benefits, and other operating expenses.

Prepared By: Wolde-Ab Isaac, Chancellor
Richard Keeler, Dean, Grants and Economic Development
Jeff Williamson, Statewide Dir, Center for International Trade Development

Attachments:

[02202018_Resolution No. 40-17/18 – CA STEP Grant](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 40-17/18

2017-2018 CA STEP Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$147,815 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 February 20, 2018.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 40-17/18
 2017-2018 CA STEP Grant

Year	County	District	Date	Fund
18	33	07	2/20/2018	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	A00	1190	0	0000	0209	8190	147,815 00	REVENUE
								EXPENDITURES
12	AXD	1190	0	6819	0209	4590	1,600 00	Office and Other Supplies
12	AXD	1190	0	6819	0209	5110	7,600 00	Consultants
12	AXD	1190	0	6819	0209	5198	8,000 00	Professional Services
12	AXD	1190	0	6819	0209	5220	16,271 00	Conferences
12	AXD	1190	0	6819	0209	5890	114,344 00	Export Promotional Activities
							147,815 00	TOTAL REVENUE
							147,815 00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-b)

Meeting	2/20/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-b)
Subject	Resolution No. 41-17/18 – 2017-2018 Veteran Resource Center - Ongoing
College/District	District
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$150,563 to the budget.

Background Narrative:

The Riverside Community College District's colleges have received funding for the 2017-2018 Veteran Resource Center – Ongoing in the amount of \$150,563 from the California Community Colleges Chancellor's Office. The funding by college follows: Riverside City College - \$61,698, Norco College - \$41,259, and Moreno Valley College - \$47,606. The funds will be used for other operating expenses.

Prepared By: Irving Hendrick, Interim President, Riverside City College
Bryan Reece, President Norco College
Robin Steinback, President, Moreno Valley College
FeRita Carter, Vice President of Student Services (RCC)
Monica Green, Vice President, Student Services (NC)
Dyrell Foster, Vice President, Student Services (MVC)

Attachments:

[02202018_Resolution No. 41-17/18 – Veteran Resource Center - Ongoing](#)

Agenda Item (VI-B-3-c)

Meeting	2/20/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-c)
Subject	Resolution No. 43-17/18 – 2017-2018 CalWorks Set-Aside Agreement
College/District	Riverside
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$100,000 to the budget.

Background Narrative:

The Riverside Community College District's Riverside City College has received funding for the 2017-2018 CalWorks Set-Aside Agreement from the California Community College Chancellor's Office in the amount of \$100,000. The funds will be used for travel and meeting cost reimbursements as approved by the State Chancellor's Office.

Prepared By: Irving Hendrick, Interim President, Riverside City College
Raymond West, Interim, Vice President, Business Services

Attachments:

[02202018_Resolution No. 43-17/18 – CalWorks Set-Aside](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 43-17/18

2017-2018 CalWorks Set-Aside Agreement

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$100,000 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 February 20, 2018.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
Resolution No. 43-17/18
2017-2018 CalWorks Set-Aside Agreement

Year	County	District	Date	Fund
18	33	07	2/20/2018	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0359	8267	100,000 00	REVENUE
								EXPENDITURES
12	DCW	1190	0	6020	0359	2119	1,000 00	Classified FT
12	DCW	1190	0	6020	0359	2349	500 00	Classified Overtime
12	DCW	1190	0	6020	0359	3220	155 00	Employee Benefits
12	DCW	1190	0	6020	0359	3320	62 00	
12	DCW	1190	0	6020	0359	3325	22 00	
12	DCW	1190	0	6020	0359	3460	3 00	
12	DCW	1190	0	6020	0359	3520	1 00	
12	DCW	1190	0	6020	0359	3620	15 00	↓
12	DCW	1190	0	6020	0359	5211	20,000 00	Meeting Expenses
12	DCW	1190	0	6020	0359	5219	70,000 00	Travel Expenses
12	DCW	1190	0	6020	0359	5910	8,242 00	Indirect Charges
							100,000 00	TOTAL INCOME
							100,000 00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-d)

Meeting	2/20/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-d)
Subject	Resolution No. 44-17/18 – 2017-2018 AmeriCorps Student Ambassador Program
College/District	Riverside
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$28,180 to the budget.

Background Narrative:

The Riverside Community College District's Riverside City College has received funding for the 2017-2018 AmeriCorps Student Ambassador Program in the amount of \$28,180 from the California Community Colleges Chancellor's Office. The funds will be used for salaries, benefits, and other operational expenses of the program.

Prepared By: Irving Hendrick, Interim President, Riverside City College
Raymond West, Interim, Vice President, Business Services

Attachments:

[02202018_Resolution No. 44-17/18 – AmeriCorps Student Ambassador Program](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 44-17/18

2017-2018 AmeriCorps Student Ambassador Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$28,180 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 February 20, 2018.

Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 44-17/18
 2017-2018 AmeriCorps Student Ambassador Program**

Year	County	District	Date	Fund
18	33	07	2/20/2018	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0089	8190	28,180 00	REVENUE
								EXPENDITURES
12	DZD	1190	0	6440	0089	2118	14,466 00	Classified FT Administrator
12	DZD	1190	0	6440	0089	3220	2,247 00	Employee Benefits
12	DZD	1190	0	6440	0089	3320	897 00	
12	DZD	1190	0	6440	0089	3325	210 00	
12	DZD	1190	0	6440	0089	3460	29 00	
12	DZD	1190	0	6440	0089	3520	7 00	
12	DZD	1190	0	6440	0089	3620	144 00	↓
12	DZD	1190	0	6440	0089	4590	1,920 00	Supplies
12	DZD	1190	0	6440	0089	5890	8,260 00	Other Services
							28,180 00	TOTAL INCOME
							28,180 00	TOTAL EXPENDITURES

Agenda Item (VI-B-5-a)

Meeting	2/20/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-a)
Subject	Bid Award for Demolition of the Noble Administration Building
College/District	Riverside
Funding	Measure C
Recommended Action	It is recommended that the Board of Trustees award Bid No. 2017/18-17 – Demolition of the Noble Administration Building at Riverside City College in the total amount of \$246,000 to ABNY General Engineering, Inc.

Background Narrative:

On January 3, 2018, the District received six (6) bids in response to an Invitation for Bid solicitation for the Demolition of the Noble Administration Building project. The project consists of demolition of the RCC Noble Administration Building, and all utilities, transformers, light poles, trees, shrubs, sprinklers, asphalt, sidewalks and importing clean dirt to fill the large underground classroom.

See attached Lowest Responsive and Responsible Bidders summary.

References for ABNY General Engineering, Inc. were checked by District staff and found to be satisfactory.

Prepared By: Chris Carlson, Chief of Staff & Facilities Development
Bart Doering, Facilities Development Director
Majd Askar, Director of Business Services

Attachments:

[02202018_Lowest Responsive and Responsible Bidders Summary](#)

Lowest Responsive and Responsible Bidders Demolition of the Noble Administration Building at RCC

<u>Contractor</u>	<u>Location</u>	<u>Total Bid</u>
ABNY General Engineering, Inc.	Glendora, CA	\$ 246,000
Resource Environmental, Inc.	Long Beach, CA	\$ 385,000
Interior Demolition, Inc.	Montrose, CA	\$ 393,168
Dalke & Sons Construction, Inc.	Riverside, CA	\$ 452,480
Hal Hays Construction, Inc.	Riverside, CA	\$ 561,000
Cinbad Industry, Inc.	Chatsworth, CA	\$ 711,711

Agenda Item (VI-B-5-b)

Meeting	2/20/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-b)
Subject	Purchase Technology Products Utilizing the Foundation for California Community Colleges/University of California Office of the President Administrative Services Agreement No. CB-185-17
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the purchase of technology products from CDW-G, utilizing the Foundation for California Community Colleges/University of California Office of the President Administrative Services Agreement No. CB-185-17.

Background Narrative:

Assembly Bill 653 added Section 81646 to the Education Code and Section 20653.5 to the Public Contract Code enabling community college districts to purchase materials, equipment, supplies, and services under the same terms and conditions as those specified in a contract lawfully awarded by the University of California (UC) or the California State University (CSU). The bill permits community college districts, the UC and the CSU to share contracts with each other for the purpose of achieving added price savings through volume discounting. As such, the Foundation for California Community Colleges (FCCC), has secured an administrative services agreement through the University of California Office of the President (UCOP) with CDW Government LLC (CDW-G) for the purchase of technology materials, equipment, and supplies.

Riverside Community College District utilizes multiple vendors to purchase technology products. Staff recommends use of the UCOP awarded agreement number CB-185-17, as one source to purchase technology products from CDW-G. The term for the agreement is through June 1, 2020, and may be renewed for two (2) successive one-year periods. District Staff has reviewed available cooperative purchasing agreements and other formal purchasing options and found that these contracts best meet the needs of the District.

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

Attachments:

None.

Agenda Item (VI-B-5-c)

Meeting	2/20/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-c)
Subject	Purchase Interior & Exterior Lighting Products Utilizing the Foundation for California Community Colleges/California State University Administrative Services Agreement No. CB-216-17
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the purchase of lighting products from Parker Lighting, Inc., utilizing the Foundation for California Community Colleges/California State University Administrative Services Agreement No. CB-216-17.

Background Narrative:

Assembly Bill 653 added Section 81646 to the Education Code and Section 20653.5 to the Public Contract Code enabling community college districts to purchase materials, equipment, supplies, and services under the same terms and conditions as those specified in a contract lawfully awarded by the University of California (UC) or the California State University (CSU). The bill permits community college districts, the UC and the CSU to share contracts with each other for the purpose of achieving added price savings through volume discounting. As such, the Foundation for California Community Colleges (FCCC), has secured an administrative services agreement through CSU with Parker Lighting, Inc. for the purchase of interior and exterior lighting supplies.

Riverside Community College District utilizes multiple vendors to purchase lighting products. Staff recommends use of the CSU awarded agreement number CB-216-17, as a one source to purchase lighting products from Parker Lighting, Inc. The term for the agreement is through September 30, 2019. 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-5-d)

Meeting	2/20/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-d)
Subject	Purchase Exterior LED Luminaires Utilizing the Foundation for California Community Colleges (FCCC) Administrative Services Agreement No. CB-15-012
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the purchase of exterior LED luminaires from Wesco Distribution, Inc., utilizing the FCCC Administrative Services Agreement No. CB-15-012.

Background Narrative:

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

Riverside Community College District utilizes multiple vendors to purchase lighting products. Staff recommends use of the Foundation awarded agreement number CB-15-012, as one source to purchase exterior LED luminaire products from Wesco Distribution, Inc. The term for the agreement is through June 4, 2018, and may be renewed for an additional one (1) year term. District Staff has reviewed available cooperative purchasing agreements and other formal purchasing options and found that these contracts best meet the needs of the District.

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

Attachments:

None.

Agenda Item (VI-B-5-e)

Meeting	2/20/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-e)
Subject	RFP Award for Rural Technology Assistance Project
College/District	Riverside
Funding	California Community Colleges Chancellor's Office – Student Success and Support Program Set-Aside Grant
Recommended Action	It is recommended that the Board of Trustees authorize the selection of Unicon, to provide technical assistance for Student Service related technology projects within the California Community Colleges System.

Background Narrative:

Riverside City College has been designated as the fiscal agent for the California Community Colleges Chancellor's Office (CCCCO) Student Success and Support Program (SSSP) Set-Aside Grant. As fiscal agent, District staff engaged in a Request for Proposal (RFP) process to obtain proposals from eligible organizations in California to provide technical implementation assistance for SSSP related technology projects through a team of Information Technology (IT) professionals. This project will involve the efforts of a full-service professional agency or organization that can install, integrate and/or program SSSP related technology with new or existing commercially available or homegrown Student Information Systems (SIS) in a manner consistent with the mission of the California Community Colleges Chancellor's Office. The goal of this initiative is to increase the technological capacity of California community colleges whose geographical location has a limited IT workforce, resulting in difficulty hiring and retaining IT staff.

On August 30, 2017, RFP's were provided to four (4) firms and an advertisement was published in the Press-Enterprise. No proposals were received. As such, Government Code 53060 permits the selection of professional services on the basis of demonstrated competence and the professional qualifications necessary for satisfactory performance of the services required. CCCCCO staff negotiated a contract directly with Unicon. The total cost of the agreement is not to exceed \$400,000, unless mutually agreed upon by the parties. The agreement is for the period February 1, 2018 through December 31, 2018 with a renewal option for one (1) additional one-year extension.

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

Attachments:

[02202018_Unicon Agreement](#)

AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
on behalf of RIVERSIDE CITY COLLEGE
AND
Unicon

THIS AGREEMENT is made and entered into on this 1st day of February, 2018, by and between Unicon, Inc., hereinafter referred to as "Contractor" and RIVERSIDE COMMUNITY COLLEGE DISTRICT on behalf of RIVERSIDE CITY COLLEGE ACTING AS THE FISCAL AGENT FOR THE CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE, and hereinafter referred to as "CCCCO." Funding for this agreement is made available through the Chancellor's Office Student Success and Support Program (SSSP) Set-Aside contract, # C16-0043.

The parties hereto mutually agree as follows:

1.1 Name of Project or Services

Rural Colleges Technical Assistance, Technology Consulting and Professional Services

1.2 Overview

Contractor will perform services and produce deliverables as detailed within this statement of work. CONTRACTOR will work closely with the Chancellor's Office staff to provide project updates, and with college level staff, to complete the project.

Whereas, CCCCCO desires CONTRACTOR to provide Services for various educational institution(s), this Statement of Work describes the Services to be provided to colleges identified by the CCCCCO, CONTRACTOR and CCCCCO's mutual obligations, and the terms under which the Services will be provided.

1.3 Description of Services

CONTRACTOR agrees to provide the following:

The CONTRACTOR will assist CCC district and college staff with the technical assistance for Student Services related technology projects. CONTRACTOR will put together project teams that include the required combination of roles including Project Management, Business Analysis, Back-End Development, Front-End Development, Design, QA, SQE, and System Administration to complete projects of varying size and complexity. The following is a list of the type of technology projects the CONTRACTOR can complete for applicable CCC Districts and Colleges. This list is meant to be a guide and not an exhaustive list of services the CONTRACTOR can provide.

Web Application (Greenfield) Development

- Provide a full or partial development team to tackle specific needs or projects
 - Reduce Technical Backlog
 - Application Modernization and Optimization
 - Application Development/Support

Integration

- Evaluate and integrate core systems to solve a particular need. (Ex. SIS, LMS, student success platforms, learning tech platforms)

Analytics

- Enable standards-based data emissions (XAPI, Caliper) to feed data into a repository
- Implement data warehouse / learning record warehouse to create foundation for data analytics
- Evaluate and implement BI tooling to facilitate data analytics reporting and usage
- Assemble/integrate the right data to answer a particular question (at risk students, etc.)

Identity and Access Management – Web Single Sign-On (SSO) and Federated Identity Management

- Deploy and configure multiple Identity and Access Management solutions
 - CAS
 - Shibboleth
 - Grouper
 - Midpoint
 - SimpleSAMLphp

Institutional Portal

- Deploy and configure uPortal (while CCC Technology Center is providing access to the MyPath Portal, there are different use-cases for an institutional Portal)
 - Provide a single point of entry and SSO for all institutional services
 - Provide targeted content to users based on institutional role (e.g., faculty, student)

Cloud Services

- CONTRACTOR is an AWS Advanced Consulting Partner with the AWS Education Competency
 - Migrate application(s) to the AWS cloud
 - Evaluate and optimize application for the AWS cloud
 - Hosting and managed services for AWS cloud infrastructure

Accessibility

- Audit application for Accessibility compliance
- Recommend/implement enhancements to application(s) to achieve Accessibility compliance

Content Management

- Deploy and configure learning content management system
 - Equella
- Integrate learning content management system into systems and or workflows currently in use

Process Analysis

- Evaluate/design/recommend/implement process to solve a particular need

CONTRACTOR will schedule calls with applicable Districts and Colleges to determine technology needs and determine if a given technology need is a good fit for CONTRACTOR or if another vendor is a better fit for a particular need. These “Discovery” calls will be conducted on an as needed basis to identify technology needs.

1.4 Schedule of Fees

CONTRACTOR Services will be provided according to the following schedule of fees:

CONTRACTOR projects will be completed on a Time and Materials (Hourly) basis. CONTRACTOR staff will collaborate with district and college personnel to identify specific requirements and needs to produce an estimate of the level of effort required to complete a given project. This information will be provided to Mia Keeley at the CCCCO to gain approval to proceed forward with a given project. If approval is received, CONTRACTOR will engage appropriate district and college personnel to initiate the desired project.

CONTRACTOR will use an hourly rate of \$135/Hr for each project. This is the hourly rate the CONTRACTOR has in place for existing projects with the California Community College Technology Center.

In some cases, the CONTRACTOR will provide a non-project based service to a district or college. An example of this is Application Hosting Services. In these cases, the CONTRACTOR will charge a fixed monthly fee. This monthly fee will be based on the type of service that is being provided.

CONTRACTOR had initial calls with Shasta College, College of the Siskiyous, and Mendocino College. The following is an initial list of projects CONTRACTOR is proposing to complete for these colleges.

Shasta College

Outcome	Activity	Fee Type	Estimated Hours	Estimated Budget	Estimated Timeline
Task 1 - Institutional Portal	Implementation Services	T&M	260	\$35,100	3-4 Months
	Technical Support (Standard Level)	Fixed Fee	N/A	\$16,000	Annual
Task 2 – Data Warehouse	Implementation Services	T&M	400	\$54,000	4-5 Months

College of the Siskiyous

Outcome	Activity	Fee Type	Estimated Hours	Estimated Budget	Estimated Timeline
Task 1 – Web SSO Integrations – <ul style="list-style-type: none"> • Luminis Portal • Office 365 • E-Lumen • SARS 	Implementation Services	T&M	120	\$16,200	1-2 Months
Task 2 – Install and Integrate eTranscripts with Banner	Integration Services	T&M	TBD	TBD	TBD
Task 3 – Universal Application for Student Services	Development and Implementation Services	T&M	TBD	TBD	TBD
Task 4 – Web Accessibility Remediation	UX Design and Development Services	T&M	TBD	TBD	TBD

Mendocino College

Outcome	Activity	Fee Type	Estimated Hours	Estimated Budget	Estimated Timeline
Task 1 - Hosted Shibboleth Service	Year 1	Fixed Fee	N/A	\$21,000	Annual
	Year 2	Fixed Fee	N/A	\$18,000	Annual

CONTRACTOR has not received information regarding technology assistance needs from Barstow College, Copper Mountain College or Feather River College. CONTRACTOR does expect to receive request for technology assistance from these colleges at some point.

CONTRACTOR will provide their technology services remotely. In the event an onsite visit is required, all travel costs will be reimbursed using California State travel guidelines (copy attached) and up to the actual cost of travel.

The total cost of this agreement will not exceed \$400,000 unless the agreement is amended by mutual consent.

1.5 Payment Schedule

Fees for Services provided will be invoiced on a monthly or at least a quarterly basis.

Invoices for completed work shall be sent or emailed monthly or at least quarterly to Mia Keely at the address below. Each invoice should include specific hours being billed by outcome, specific products delivered (documents reviewed or written indicating which college, hours spent, etc.), business ID number for payee, and associated costs. The Chancellor's Office will provide a sample format for the invoice and backup. The last invoice shall be submitted within 60 days of the end of the contract.

Mia Keeley
Student Services and Special Programs Division
California Community Colleges Chancellor's Office
1102 Q Street, Suite 4554
Sacramento, CA 95811
(916) 327-0749
Email: DLawrence@cccco.edu

1.6 Term

The term of this Statement of Work shall be from February 1, 2018 through December 31, 2018.

1.7 Acceptance Criteria

CCCCO's reasonable determination that the Services are satisfactory to CCCCCO in all material respects.

1.8 Indemnification

During the term of this Agreement, CONTRACTOR shall to the extent permitted by law, defend, indemnify and hold the RCCD and CCCCCO and its trustees, agents, students and employees, harmless from all claims, actions and judgments, including attorney fees, costs, interest and related expenses for losses, liability, or damages of any kind in any way caused by, related to, or resulting from, the acts or omissions of CONTRACTOR, its officers, directors, agents, affiliates and employees, arising out of the performance of this Agreement.

Contractor shall procure and maintain insurance coverage as follows:

Subject to the terms, conditions, exclusions, and limits of the Statement of Self-Insurance Coverage contained in the Program, the Contractor shall become legally obligated to pay as damages for liability occurrences, up to the limits of \$1,000,000 per liability occurrence and \$3,000,000 in the aggregate of liability occurrences in any fiscal year.

1.9 Non-Discrimination

Contractor shall not discriminate against any person in the provision of services, or employment of persons on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, military or veteran status, 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.

Contractor understands that harassment of any student or employee of Riverside Community College District with regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, military or veteran status, 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.

1.10 Contractor Status

Contractor is an independent contractor and no employer-employee relationship exists between Contractor and District. Contractor declares and certifies that in the course and scope of this engagement he/she is not an employee or agent of the District and, in case of injury or illness, he/she is covered by a 24-hour health and hospitalization program that does not exclude the work to be performed by Contractor under this Agreement.

Contractor hereby voluntarily releases, discharges, waives and relinquishes any and all actions or causes of action for personal injury, bodily injury, property damage or wrongful death occurring to him/herself arising in any way whatsoever as a result of engaging in the work or any activities incidental thereto wherever or however the same may occur and for whatever period said activities may continue. The undersigned does for him/herself, his/her heirs, executors, administrators and assigns hereby release, waive, discharge and relinquish any action or causes of action, aforesaid, which may hereafter arise for him/herself and for his/her estate, and agrees that under no circumstances will he/she or his/her heirs, executors, administrators and assigns prosecute, present any claim for personal injury, bodily injury, property damage or wrongful death against the District or any of its officers, agents, servants, or employees of any of said causes of action, whether the same shall arise by the negligence of any of said persons, or otherwise.

1.11 Assignment

Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.

1.12 Acknowledgement

The parties acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, have been made by anyone acting on behalf of either party, which is not stated herein. Any other agreement or statement of promises, not contained in this Agreement, shall not be valid or binding. Any modification of this Agreement will be effective only if it is in writing and signed by the party to be charged.

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

1.13 Acceptance and Approval

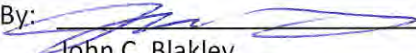
Effective Date: February 1, 2018 – December 31, 2018

IN WITNESS WHEREOF, the parties have executed, or caused to be executed by their duly authorized representatives, this Statement of Work as of the Effective Date above.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT on behalf of Riverside City College

CONTRACTOR

By: _____
Aaron S. Brown, Vice Chancellor
Business & Financial Services
Riverside Community College District

By: _____

John C. Blakley
CEO
Unicon, Inc.

Date: _____

Date: 2/7/18

Attachment A

Copyright and Intellectual Property

- a. Subcontractor agrees that any and all services rendered and documents or other materials, inventions, processes, machines, manufactures, or compositions of matter, computer programs, computer software, and/or trademarks or servicemarks first created, developed or produced pursuant to this Agreement, whether by Subcontractor or others, shall be and are Work for Hire. All subcontracts shall include a Work for Hire provision by which all materials, procedures, processes, machines, computer programs, computer software, and trademarks or servicemarks produced as a result of this Agreement shall be Work for Hire. All rights, title, and interest in and to the Work first developed under this Agreement or under any subcontract shall be assigned and transferred to the Chancellor's Office. This Work for Hire agreement shall survive the expiration or early termination of this Agreement. **In the event a project involves the use of Open Source Software, all intellectual property rights will follow the defined licensing agreements of the software.**
- b. The copyright for all materials first produced as a result of this Work for Hire agreement shall belong to the Chancellor's Office. Subcontractors and others that produce copyright materials pursuant to this Agreement, assigns all rights, title and interest, including the copyright to any and all works created pursuant to this Work for Hire agreement, to the Chancellor's Office. The Chancellor's Office shall acknowledge Subcontractors, if any, as the author of works produced pursuant to this Work for Hire agreement on all publications of such work. The Chancellor's Office may license Subcontractors to reproduce and disseminate copies of such work, provided the licensee agrees not to permit infringement of the copyright by any person, to compensate Chancellor's Office for any

infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with the licensing agreement.

- c. All materials first developed in draft and in final form pursuant to this Agreement shall, in a prominent place, bear the © (the letter "c" in a circle) or the word "Copyright," or the abbreviation "Copy.", followed by the year created; and the words "Chancellor's Office, California Community Colleges." Acknowledgment may be given to Contractor or the actual author(s) of the work in an appropriate manner elsewhere in the copyright material. If it is deemed necessary by either the Chancellor's Office or Subcontractor that the copyright be registered with the U.S. Copyright Office, Subcontractor will be responsible for applying for, paying the filing fees for, and securing said copyright.
- d. All technical communications and records originated or first prepared by Subcontractors, if any, pursuant to this Work for Hire agreement including papers, reports, charts, computer programs, and technical schematics and diagrams, and other documentation, but not including Subcontractor's administrative communications and records relating to this Agreement, shall be delivered to and shall become the exclusive property of the Chancellor's Office and may be copyrighted by the Chancellor's Office.
- e. If it is deemed necessary by either the Chancellor's Office or Subcontractor that a patent be obtained from the U.S. Patent and Trademark Office for any invention, process, machine, manufactures, or composition of matter, Subcontractor will be responsible for applying for, paying the filing fees for, and securing said patent. All patents for inventions, processes, machines, manufactures, or compositions of matter developed pursuant to this Agreement shall be issued to the "Chancellor's Office, California Community Colleges." All products and references to patents shall be marked and designated as such as required by law. Acknowledgment may be given to Subcontractor or the actual inventor(s) in an appropriate manner. The Chancellor's Office agrees to grant a nonexclusive license for such intellectual property to Subcontractor. Said license shall include the right to use the patent for inventions, processes, machines, manufactures, or compositions of matter derived from those created under this Agreement.
- f. All trademarks and servicemarks first created, developed or acquired pursuant to this Agreement shall be the property of the Chancellor's Office. If it is deemed necessary by either the Chancellor's Office or Subcontractor that a trademark or servicemark be registered with state or federal agencies, Subcontractor will be responsible for applying for, paying the filing fees for, and securing said protection. All trademarks and servicemarks obtained pursuant to this Agreement shall be issued to the "Chancellor's Office, California Community Colleges" and carry the designations permitted or required by law. The Chancellor's Office agrees to grant a nonexclusive license for the use of trademarks or servicemarks created, developed or obtained under this Agreement to Subcontractor.
- g. In connection with any license granted pursuant to the preceding paragraphs, Subcontractor agrees not to permit infringement by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with such license. Subcontractor may, with the permission of the Chancellor's Office, enter into a written sublicensing agreement subject to these same conditions.
- h. Any and all services rendered, materials, inventions, processes, machines, manufactures, or compositions of matter, computer programs, computer software, and trademarks or servicemarks created, developed or produced pursuant to this Agreement by subcontractors that create works for this Agreement for Contractor are for and are the property of the Chancellor's Office. Contractor shall obtain an acknowledgement of the work for hire performed by these subcontractors that

produce intellectual property pursuant to this Agreement, and all rights, title, and interests in such property shall be assigned to the Chancellor's Office from all subcontractors. Contractor shall incorporate the above applicable paragraphs, modified appropriately, into its agreements with subcontractors that create works for this Agreement. No unpaid volunteer or other person shall produce copyright materials under this Agreement without entering into a subcontract between such person(s) and Contractor giving the Chancellor's Office the foregoing rights in exchange for the payment of the sum of at least one dollar (\$1).

- i. "Background Intellectual Property" shall mean patented or unpatented and/or copyrighted or uncopyrighted information, discoveries, inventions, improvements, data, processes, computer programs, source or object codes, documentation, texts, or other know-how in tangible form not arising directly from the Project or not otherwise subject to this Agreement which would be useful or necessary for work on the Project or to the practice or commercialization of the results of the Project. Neither party shall acquire any ownership interest in the other party's Background Intellectual Property by performance of this Agreement. If Background Intellectual Property is useful or essential to the practice or commercialization of the results of the Project, the parties agree to negotiate license rights to allow the practice and commercialization of the results of the Project.

Agenda Item (VI-B-6-a)

Meeting	2/20/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-a)
Subject	Contracts and Agreements Report Less than \$90,200 – All District Resources
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees ratify contracts totaling \$586,771 for the period of January 01, 2018 through January 31, 2018.

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 \$90,200. The attached listing of contracts and agreements under \$90,200 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:

[02202018_Contracts and Agreements Less than \\$90,200 Report \(January\)](#)

Contract and Agreements Report-All District Resources
\$90,200 and Under
01/01/18 thru 01/31/18

PO#	Department	Vendor	Business Location	Description	Amount
C0005852	Chemistry - Riverside	Sharp Electronics Corporation	Pasadena	Copier Maintenance	\$ 546
C0005853	Human Resources & Diversity	Academic Search, Inc.	Washington, DC	Search Services Fee for V.C. of Ed. Services	51,000
C0005854	Performance Riverside	Next Decade Entertainment, Inc.	New York, NY	Synchronization License for "The Addams Family"	150
C0005855	Food Services - Riverside	Oracle America, Inc.	Redwood Shores	Technical Support Services for Barcode Scanner	116
C0005857	Student Success & Support Prgrm - Moreno Valley	Marriott	San Francisco	Hotel Accommodation for Puente Program	4,339
C0005858	Community & Economic Development	Miles, Koyett	Riverside	Consulting Services for CA. State Trade Program	4,550
C0005859	Career & Technical Education Office	Embassy Suites	Sacramento	Meeting Expenses	2,064
C0005860	Academy / Criminal Services	Card Integrators	Los Alamitos	Repairs - Service	1,296
C0005861	Disabled Student Services - Moreno Valley	Purple Communications, Inc.	Rocklin	Interpreting Services	32,960
C0005862	Student Financial Services - Norco	Carl's Jr. Restaurants LLC	Ontario	Food Svcs for Financial Aid Awareness Day	4,078
C0005863	Library - Norco	American Chemical Society	Washington, DC	Library Subscriptions	640
C0005864	Early Childhood Studies - Moreno Valley	Reliable Workplace Solutions	Riverside	Copier Maintenance	600
C0005865	Performance Riverside	KVCR Educational Foundation, Inc.	San Bernardino	Advertising	3,000
C0005866	Counseling - Riverside	National Academic Advising Association, Inc.	Manhattan, KS	Academic Consulting Services	21,200
C0005868	International Students - Riverside	New World Education	Inglewood	Recruiting Services for International Students	500
C0005869	International Students - Riverside	United Education Consulting, Inc.	City of Industry	Recruiting Services for International Students	500
C0005870	Campus Student Services - Norco	University of California	Riverside	For Team Building Activities	300
C0005872	Performance Riverside	OD Music, Inc.	Woodland Hills	Paymaster Services for Theatre Production	70,712
C0005873	Facilities - Riverside	Parking Company of America/CA	Anaheim Hills	Parking Fee at Presbyterian Church	4,000
C0005874	Career and Technical Ed - Riverside	Network Kinection, LLC	Diamond Bar	Consulting Svcs for CTE - Accelerated Cert. Program	49,270
C0005878	Business Operations - Moreno Valley	KQIE	Ventura	Advertising	16,000
C0005879	Kinesiology - Riverside	Pronto Gym Services, Inc.	Pacoima	Repairs - Service	3,775
C0005880	Risk Management	Rave Mobile Safety	Framingham, MA	Remote Training Session	1,500
C0005881	Business Operations - Moreno Valley	Lamar Companies, The	San Bernadino	Advertising	36,799
C0005882	Chancellor's Office	Thompson & Colegate LLP	Riverside	Legal	25,000
C0005883	Diversity, Equity & Compliance	Mission Inn	Riverside	Meeting Expenses	3,143
C0005884	Business Operations - Moreno Valley	Pandora Media Inc.	Oakland	Advertising	20,000
C0005885	Business & Financial Services	Grant Thornton, LLP	Terrace, IL	Actuarial Services for OPEB Compliance	33,000
C0005886	Business Operations - Moreno Valley	Screenvision	Rochester, NY	Advertising	4,275
C0005887	Counseling - Moreno Valley	La Quinta Inn	Morgan Hill	Other Travel Expenses	2,985
C0005888	Board of Trustees	Association of Community	Washington, DC	Facilitator for Board Retreats	11,000
C0005889	Facilities - Riverside	Koury Engineering & Testing, Inc	Chino	Inspection - RCC SSB - Noble Demo (Kane Bldg.)	19,733
C0005890	Workforce Preparation - Riverside	Lappin, Amber	Menifee	Workshop Facilitator	1,600
C0005891	Workforce Preparation - Riverside	Victoriano, Eutimio	Moreno Valley	Workshop Facilitator	1,600
C0005892	Workforce Preparation - Riverside	First Aid CPR Trainer	Riverside	First Aid/CPR Trainer	8,000
C0005893	Risk Management	Rave Mobile Safety	Framingham, MA	Mass Notification Service	51,818
N/A	Career & Technical Education Office	Foundation for Community College	Sacramento, CA	AmeriCorps Student Ambassador Program	No Cost
N/A	Career & Technical Education Office	Riverside Unified School District	Riverside, CA	Articulation agreement CIS-25	No Cost
N/A	Career & Technical Education Office	Riverside Unified School District	Riverside, CA	Articulation agreement CIS-26A	No Cost
N/A	Career & Technical Education Office	Riverside Unified School District	Riverside, CA	Articulation agreement CIS-26B	No Cost
N/A	Career & Technical Education Office	Riverside Unified School District	Riverside, CA	Articulation Agreement FTV-45A	No Cost
N/A	Career & Technical Education Office	Riverside Unified School District	Riverside, CA	Articulation Agreement FTV-67	No Cost
N/A	Career & Technical Education Office	Colton-Redlands-Yucaipa ROP	Redlands, CA	Articulation agreement MKT-20	No Cost
N/A	Career & Technical Education Office	Colton-Redlands-Yucaipa ROP	Redlands, CA	Articulation agreement MKT-50	No Cost
N/A	Planning & Development	State of CA Community Colleges Chancellor's Ofc	Sacramento, CA	CalWorks Set-Aside Agreement	No Cost
N/A	Dental Assistant Program	Parissa Djafari, DDS	Riverside, CA	Clinical Rotation Sites for the Dental Assistant Program	No Cost
N/A	Dental Assistant Program	Randall Halliday, DDS	San Bernardino, CA	Clinical Rotation Sites for the Dental Assistant Program	No Cost
N/A	Dental Assistant Program	Gerald Middleton, DDS	Riverside, CA	Clinical Rotation Sites for the Dental Assistant Program	No Cost

Contract and Agreements Report-All District Resources
\$90,200 and Under
01/01/18 thru 01/31/18

PO#	Department	Vendor	Business Location	Description	Amount
N/A	Dental Assistant Program	Liviu Eftimie, DDS	Riverside, CA	Clinical Rotation Sites for the Dental Assistant Program	No Cost
N/A	Dental Assistant Program	Negeen Zareh, DDS	Riverside, CA	Clinical Rotation Sites for the Dental Assistant Program	No Cost
N/A	Dental Assistant Program	Sandip Desai, DDS	Corona, CA	Clinical Rotation Sites for the Dental Assistant Program	No Cost
N/A	SSSP/Counseling	The Regents of the University of California	Berkeley, CA	Cooperative Agreement No. 17-Puente-CC-30	No Cost
N/A	Academic Affairs	Riverside Unified School District	Riverside, CA	Dual Enrollment Partnership Agreement	No Cost
N/A	Information Technology	Workday, Inc.	Pleasanton, CA	Mutual Non-Disclosure Agreement	No Cost
Additions to Approved/Ratify Contracts of \$90,200 and Under					
C0004234	Business Operations - Norco	Nuventive LLC	Pittsburgh, PA	Computer Software Maint/Lic	10,766
C0004779	Learning Resource Center - Moreno Valley	CBE Office Solutions	Irvine	Maintenance Agreement	282
C0004880	Health Services - Riverside/Norco/Moreno Valley	Medicat, LLC	Atlanta, GA	Computer Software Maint/Lic	14,895
C0005282	Campus Police - Riverside/Norco/Moreno Valley	Complus Data Innovations, Inc.	Tarrytown, NY	Parking Citations Processing Services	70
C0005331	Academy / Criminal Services	Harland Technology Services	Omaha, NE	Scanner Maintenance Services	805
C0005483	Institutional Support, Instruction & Curriculum	Canon Solutions America, Inc.	Los Angeles	Maintenance Agreement	2,621
C0005488	Disabled Student Services - Riverside	Rise Interpreting, Inc.	Riverside	Interpreters	14,000
C0005527	Facilities - Riverside	GHD Incorporated	Pasadena	Amend. #10/Increases Contract Amount	17,293
C0005533	Information Services	Ellucian Company, L.P.	Fairfax, VA	Computer Software Maint/Lic	3,951
C0005539	Academy / Criminal Services	Harland Technology Services	Omaha, NE	Annual Maintenance for Insight 20P Scanner	369
C0005550	Business & Financial Services	Concur Travel Technologies, Inc	Bellevue, WA	Travel Management Software	2,250
C0005629	Performance Riverside	Theatrical Rights Worldwide	New York, NY	Performance Agreement	1,419
C0005632	Performance Riverside	Music Theatre International	New York, NY	Royalty License	20
C0005639	Information Services	ONX USA LLC	Irvine	HP Consulting Services	8,400
C0005746	Career & Technical Education Projects	Mission Inn	Riverside	Meeting Expenses	3,753
C0005752	Customized Solutions	Gereau, Servando	Redlands	Training Services	4,200
C0005789	Performance Riverside	University/Resident Theatre Assoc.	New York, NY	Production Director Service	27
C0005831	Facilities - Riverside	T3 Contractors Corporation	Riverside	Noble Demo (Kane Bldg. - RCCSB)	9,600
N/A	Planning & Development	The Foundation for California Community	Sacramento, CA	Amend. #1/Extends Contract Term through 10/31/2018	No Cost
N/A	Purchasing	Barnes & Noble College Booksellers, LLC	Flower Mound, TX	Amend. #3/Extends Contract Term through 03/31/2018	No Cost
Total					\$ 586,771

Agenda Item (VI-B-6-b)

Meeting	2/20/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-b)
Subject	Architectural and Design Services Agreement for Veterans Resource Center and Site Planning Project with Ruhnau Clarke Architects
College/District	Norco
Funding	State Funding Veterans Resource Center
Recommended Action	It is recommended that the Board of Trustees approve the agreement for Architectural and Design Services for the Veterans Resource Center and Site Planning Project with Ruhnau Clarke Architects in the amount not to exceed \$124,000, including reimbursables.

Background Narrative:

On November 2, 2017, the District issued a Request for Qualifications (RFQ)/Request for Proposals (RFP) for Architectural & Design Services for the design and construction of a new Veterans Resource Center (VRC). Ten responses were received. After review, five firms were chosen by the selection committee to be interviewed, which took place on December 20 and 21, 2017.

At this time, it is requested that the Board of Trustees approve the selection of Ruhnau Clarke Architects for Architectural & Design Services for the VRC and Site Planning Project at Norco College. It is also requested that the Board of Trustees approve the agreement with Ruhnau Clarke Architects in the amount not to exceed \$115,000, \$4,000 for record drawing preparation, plus \$5,000 for reimbursable expenses, totaling \$124,000. The intent of this project will be to construct a new center to accommodate the current needs of Norco College's Veteran student base. A detailed scope of work is outlined in Exhibit I of the attached agreement.

Prepared By: Bryan Reece, President Norco College
Chris Carlson, Chief of Staff & Facilities Development
Bart Doering, Facilities Development Director

Attachments:

[List of Firms Interviewed](#)
[Agreement_Ruhnau Clarke Architects](#)

Firms Interviewed:	Location:
Ruhnau Clarke Architects	Riverside, CA
Davy Architecture	San Diego, CA
Westgroup Designs	Irvine, CA
SVA Architects, Inc.	Santa Ana, CA
Westberg + White	Riverside, CA

ARCHITECTURAL SERVICES AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
RUHNAU CLARKE ARCHITECTS

This AGREEMENT is made and entered into on February 21, 2018, by and between the RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as “DISTRICT”, and RUHNAU CLARKE ARCHITECTS, hereinafter referred to as “ARCHITECT”. This AGREEMENT shall include all terms and conditions set forth herein. The DISTRICT and the ARCHITECT are sometimes referred to herein individually as a “PARTY” and collectively as the “PARTIES”. This AGREEMENT is made with reference to the following facts:

WHEREAS, DISTRICT desires to obtain architectural services for VETERANS RESOURCE CENTER AND SITE PLANNING, hereinafter referred to as “PROJECT”, located at Norco College, Norco, California in the DISTRICT; and

WHEREAS, ARCHITECT understands that \$1,250,000 in funding for this PROJECT is a condition precedent to the effectiveness of this AGREEMENT. If funding is not received for the PROJECT, this AGREEMENT is void except to the extent services have been rendered pursuant to DISTRICT authority; and

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

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE I – ARCHITECT’S SERVICES AND RESPONSIBILITIES

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

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

3. The schematic design, design development and construction document services covered by this agreement shall be completed and submitted to the Division of the State ARCHITECT for review and approval on or before September 30, 2018.

ARTICLE II – SCOPE OF ARCHITECT’S SERVICES

1. The ARCHITECT’s services include those described in this Article and include structural, civil, mechanical and electrical engineering and landscape architecture services and any other services necessary to produce a reasonably complete and accurate set of Construction Documents defined as including, but not limited to, the following: The agreement between DISTRICT and contractor awarded the PROJECT (“Contractor”), general and supplementary conditions of the contract between DISTRICT and contractor, drawings, specifications, addenda and other documents listed in the agreement, and modifications issued after execution of the DISTRICT and Contractor Contract.

2. The ARCHITECT shall assist the DISTRICT in obtaining required approvals from governmental agencies responsible for electrical, gas, water, sanitary or storm sewer, telephone, public utilities, as well as the Division of the State Architect (DSA).

3. The ARCHITECT shall be responsible for determining the capacity of existing utilities, and/or for any design or documentation required to make points of connection to existing utility services that may be located on or off the PROJECT site and which are required for the PROJECT.

4. The ARCHITECT shall provide a PROJECT description which includes the DISTRICT’s needs, program and the requirements of the PROJECT prior to preparing preliminary designs for the PROJECT.

5. The ARCHITECT shall provide a written preliminary evaluation of the DISTRICT’s PROJECT schedule and construction budget requirements. Such evaluation shall include alternative approaches to design and construction of the PROJECT, evaluation and application of Educational specification requirements under Education Code Section 17251 and under Title 5, California Code of Regulations Section 14000 et seq.

6. The ARCHITECT shall provide planning surveys, site valuations and comparative studies of prospective sites, buildings or locations.

7. The ARCHITECT shall attend regular PROJECT coordination meetings between the ARCHITECT, its Consultants, the DISTRICT’s representative(s), and other Consultants of the DISTRICT during PROJECT development.

8. The ARCHITECT shall make revisions in Drawings, Specifications, the PROJECT Manual or other documents when such revisions are necessary due to the ARCHITECT’s failure to comply with approvals or instructions previously given by DISTRICT, including revisions made necessary by adjustments in the DISTRICT’s program or PROJECT Budget.

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

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

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

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

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

14. The ARCHITECT shall visit suppliers, fabricators, and manufacturers' facilities such as for carpet, stone, wood veneers, standard or custom furniture, to review the quality or status of items being produced for the PROJECT, when ARCHITECT is not familiar with a particular item proposed.

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

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

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

18. The ARCHITECT shall prepare for and make formal presentations to the Governing Board of DISTRICT, attend public hearings and other public meetings. In addition, ARCHITECT shall attend and assist in legal proceedings that arise from errors or omissions of the ARCHITECT.

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

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

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

22. Schematic Design Phase

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

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

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

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

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

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

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

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

24. Design Development Phase (Preliminary Plans)

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

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

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

25. Construction Document Phase (Final Plans)

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

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

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

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

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

26. Bidding & Award Phase

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

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

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

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

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

27. Construction Phase

a. The Construction Phase will commence with the award of the Construction Contract to Contractor.

b. The ARCHITECT shall reproduce five (5) full size and five (5) half size sets of contract documents and all progress prints for the DISTRICT's and consultants' use at the ARCHITECT's expense. The remaining sets are to be provided as reimbursable expenses in conformance with Article XI.

c. The ARCHITECT shall provide technical direction to a full time PROJECT inspector employed by and responsible to the DISTRICT as required by applicable law. The ARCHITECT shall advise the Contractor in the preparation of a marked set of prints indicating dimensioned location of buried utility lines (record drawings) which shall be forwarded to the DISTRICT upon completion of the PROJECT.

d. The ARCHITECT will endeavor to secure compliance by Contractor with the contract requirements, but does not guarantee the performance of Contractor's contracts.

e. The ARCHITECT shall provide general administration of the Construction Documents, including, but not limited to, periodic visits at the site as ARCHITECT deems necessary to render architectural observation which is distinguished from the continuous personal inspection of the PROJECT inspector (in no case shall the number of visits be less than once every week); make regular reports as may be required by governing agencies; keep the DISTRICT informed of the progress of construction; answer RFI's and review submittals promptly to maintain project schedule; review schedules and shop drawings for compliance with design; approve substitution of materials, equipment, and the laboratory reports thereof subject to DISTRICT knowledge and approval; maintain construction accounts; prepare change orders for written approval of the DISTRICT; examine Contractor's applications for payment and issue certificates for payment in amounts approved by the ARCHITECT and DISTRICT; provide a color schedule of all materials in the PROJECT for DISTRICT's review and approval; determine date of completion of the PROJECT; make final punch-list inspection of the PROJECT; assemble and deliver to the DISTRICT written guarantees, instruction books, diagrams, and charts required of the Contractor; and issue the ARCHITECT's certificate of completion and final certificate for payment. ARCHITECT shall not be compensated any fee for work required as a result of any error or omission. Errors shall be charged to the ARCHITECT at 100% of corrective cost, while omissions shall be charged at a rate of 20% of the corrective cost.

f. The ARCHITECT, as part of his/her basic services, shall advise the DISTRICT of any deficiencies in construction following the acceptance of the work and prior to the expiration of the guarantee period of the PROJECT.

g. The ARCHITECT shall be the interpreter of the requirements of the Construction Documents and advise the DISTRICT as to the performance by the Contractor there under.

h. The ARCHITECT shall make recommendations to the DISTRICT on claims relating to the execution of and progress of the work and all matters and questions relating thereto. The ARCHITECT's recommendations in matters relating to artistic effect shall be consistent with the intent of the Construction documents.

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

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

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

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

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

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

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

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

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

r. The ARCHITECT shall provide services in connection with evaluating substitutions proposed by the Contractor and making subsequent revisions to drawings, specifications and other documentation resulting there from. Costs for ARCHITECT'S services for such changes shall be made by the contractor through deductive change order.

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

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

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

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

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

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

28. PROJECT Close-Out

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

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

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

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

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

ARTICLE III – ADDITIONAL ARCHITECT'S SERVICES

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

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

a. Making material revisions in drawings, specifications or other documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation and completion of the Construction Documents.

b. Preparing drawings, specifications and other documentation and supporting data, and providing other services in connection with Change Orders required by causes beyond the control of the ARCHITECT which are not the result of the direct or indirect negligence, errors or omissions on the part of ARCHITECT.

c. Providing consultation concerning replacement of work damaged by fire and furnishing services required in connection with the replacement of such work.

d. Providing services made necessary by the default of the Contractor, which does not arise directly or indirectly from negligence, errors or omissions of ARCHITECT.

e. If the DISTRICT requests the PROJECT be let on a segregated basis after the completion of Design Development where segregation does not arise from ARCHITECT exceeding the estimated budget constraint, then plan preparation and/or contract administration work to prepare the segregated plans is an extra service subject to prior negotiation and DISTRICT approval.

f. Providing contract administration services after the construction contract time has been exceeded through no fault of the ARCHITECT, where it is determined that the fault is that the Contractor, and liquidated damages are collected therefore. The ARCHITECT's compensation is expressly conditioned on the lack of fault of the ARCHITECT.

g. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted architectural practice.

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

ARTICLE IV – DISTRICT'S RESPONSIBILITIES

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

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

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

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

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

6. Surveys describing physical characteristics, legal limitations and utility locations for the site of the PROJECT and a legal description of the site. Surveys and legal information includes, grades and lines of the streets, alleys, adjacent drainage, rights of way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site, locations, dimensions and necessary data pertaining to existing buildings, other improvements and information concerning available utility services and lines.

7. Services of geotechnical engineers as required by authorities having jurisdiction over the PROJECT.

8. Necessary tests, such as structural, mechanical, chemical, air and water pollution and hazardous material tests when required by law or authorities having jurisdiction over the PROJECT.

ARTICLE V – COST OF CONSTRUCTION

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

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

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

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

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

6. If the lowest bid received exceeds the Budget:

a. The DISTRICT may give written approval of an increase of such fixed limit;

b. The DISTRICT may authorize rebidding of the PROJECT within a reasonable time.

c. If the PROJECT is abandoned, the DISTRICT may terminate this AGREEMENT in accordance with Article VIII, Paragraph 2;

d. The DISTRICT may request the ARCHITECT prepare, at no additional cost, deductive change packages acceptable to the District that will bring the PROJECT within the Budget; or

e. The DISTRICT may request the ARCHITECT to cooperate in revising the PROJECT scope and quality as required to reduce the construction cost.

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

8. These provisions assume the project is bid using a single general contractor for the project.

ARTICLE VI – ESTIMATE OF PROJECT CONSTRUCTION COSTS

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

2. The ARCHITECT shall review the estimate at each phase of the ARCHITECT's services. The ARCHITECT shall provide the DISTRICT with a written evaluation of the estimate at each phase of the ARCHITECT's services. The ARCHITECT's written evaluations shall, among other things, evaluate how the estimates compare to the Budget. If such estimates are in excess of the Budget, the ARCHITECT shall revise the type or quality of construction to come within the budgeted limit at no additional cost to the DISTRICT. ARCHITECT's initial budget and scope limitations shall be realistic and be reviewed with the DISTRICT prior to formalization.

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

ARTICLE VII – ARCHITECT'S DRAWINGS AND SPECIFICATIONS

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

ARTICLE VIII – TERMINATION

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

2. In the event of a termination based upon abandonment or postponement by DISTRICT, the DISTRICT shall pay to the ARCHITECT for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of the abandonment or postponement plus any sums due the ARCHITECT for Board approved extra services. In ascertaining the services

actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents whether delivered to the DISTRICT or in the possession of the ARCHITECT. In the event termination is for a substantial failure of performance, all damages and costs associated with the termination, including increased consultant and replacement ARCHITECT costs shall be deducted from payments to the ARCHITECT.

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

4. This AGREEMENT may be terminated without cause by DISTRICT upon fourteen (14) days written notice to the ARCHITECT. In the event of a termination without cause, the DISTRICT shall pay to the ARCHITECT for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of notice of termination plus any sums due the ARCHITECT for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents whether delivered to the DISTRICT or in the possession of the ARCHITECT. In addition, ARCHITECT will be reimbursed for reasonable termination costs through the payment of 3% beyond the sum due the ARCHITECT under this paragraph through 50% completion of the ARCHITECT's portion of the PROJECT and if 50% completion is reached, payment of 3% of the unpaid balance of the contract to ARCHITECT as termination cost. This 3% payment is agreed to compensate the ARCHITECT for the unpaid profit ARCHITECT would have made under the PROJECT on the date of termination and is consideration for entry into this termination for convenience clause.

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

ARTICLE IX – AUDIT OF ACCOUNTING RECORDS OF THE ARCHITECT

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

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

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

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

ARTICLE X – COMPENSATION TO THE ARCHITECT

The DISTRICT shall compensate the ARCHITECT in an amount not to exceed \$115,000 and is as follows:

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

2. Payment to the ARCHITECT will be as follows:

Schematic Design:	10% of estimated Architect Fee as set forth on Attachment "A".
Design Development:	15% of estimated Architect Fee as set forth on Attachment "A".
Construction Documents:	40% of estimated Architect Fee, to be paid monthly Based on actual level of completion, as set forth on Attachment "A".
D.S.A. Approval:	5% of estimated Architect fee as set forth on Attachment "A".
Bidding Phase:	3% of estimated Architect fee as set forth on

(Board Approval)	Attachment "A".
Construction Admin:	25% of estimated Architect fee, to be paid monthly based on actual level of completion, based on accepted bid.
DSA Closure with Certification:	2% of estimated Architect fee as set forth on Attachment "A".
TOTAL THROUGH RECORDATION OF NOTICE OF COMPLETION	100% of actual Architect Fee based on accepted bid.

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

4. To the extent that the time initially established for the completion of ARCHITECT's services is exceeded or extended through no fault of the ARCHITECT, compensation for any services rendered during the additional period of time shall be negotiated and subject to prior approval by DISTRICT Board. Assessment and collection of liquidated damages from the Contractor is a condition precedent to payment for extra services arising from Contractor-caused delays.

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

ARTICLE XI – REIMBURSABLE EXPENSES

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

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

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

2. Reimbursable expenses are estimated to be \$5,000, and this amount shall not be exceeded without the prior written approval of the DISTRICT.

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

- a. Travel expenses;
- b. Check prints for the ARCHITECT'S use;
- c. Prints or plans or specifications made for ARCHITECT's Consultants.
- d. Preliminary plans and specifications;
- e. ARCHITECT's consultants' reimbursables except for printing of mylars or record plans for authorities having jurisdiction;
- f. Models or mock-ups
- g. Meetings with cities, planning officials, fire departments, the DSA, State Allocation Board or other public agencies.

ARTICLE XII – EMPLOYEES AND CONSULTANTS

1. The ARCHITECT, as part of the ARCHITECT's basic professional services, shall furnish the necessary services of landscape architect, structural, mechanical, electrical, civil engineers to complete the PROJECT. All consultant services shall be provided at the ARCHITECT's sole expense.

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

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

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

ARTICLE XIII – MISCELLANEOUS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

6. ARCHITECT shall not discriminate against any person in the provision of services, or employment of persons on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law. ARCHITECT, its employees and agents, understands that harassment of any student or employee of Riverside Community College District with regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law is strictly prohibited.

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

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

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

10. Each of the PARTIES have had the opportunity to, and have to the extent each deemed appropriate, obtained legal counsel concerning the content and meaning of this AGREEMENT. Each of the PARTIES agrees and represents that no promise, inducement or

agreement not herein expressed has been made to effectuate this AGREEMENT. This AGREEMENT represents the entire AGREEMENT between the DISTRICT and ARCHITECT and supersedes all prior negotiations, representations, or agreements, either written or oral. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the ARCHITECT.

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

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

RUHNAU CLARKE ARCHITECTS

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____

By: _____

Roger Clarke
President, Principal
3775 Tenth Street
Riverside, CA 92501

Aaron S. Brown
Vice Chancellor
Business and Financial Services

Date: _____

Date: _____

...continued to next page...

ATTACHMENT "A"

FIXED FEE

Architectural Fixed Fee:

RUHNAU CLARKE ARCHITECTS to perform design, design development, construction documents and construction observation based on a fixed fee structure in an amount not to exceed \$115,000.00.

Record Drawing Preparation:

Total fee, hourly, not to exceed the amount of \$4,000.00.

Reimbursable Expenses:

Reimbursable expenses are in addition to the fixed fee structure, and shall be paid in an amount not to exceed \$5,000.00.

Total Cost:

\$124,000.00.

...continued to next page...

ATTACHMENT B
(Page left blank – filled in by Architect)
CERTIFICATION
FINANCIAL RELATIONSHIP DISCLOSURE
ROOFING PROJECTS

Per Public Contract Code Section 3006

I, _____ (Name), _____
(Name of Employer), certify that I have not offered, given, or agreed to give, received, accepted, or agreed to accept, any gift, contribution, or any financial incentive whatsoever to or from any person in connection with the roof project contract. As used in this certification, "person" means any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Furthermore, I, _____ (Name), _____
(Name of Employer), certify that I do not have, and throughout the duration of the contract, I will not have, any financial relationship in connection with the performance of this contract with any architect, engineer, roofing consultant, materials manufacturer, distributor, or vendor that is not disclosed below.

I, _____ (Name), _____
(Name of Employer), have the following financial relationships with an architect, engineer, roofing consultant, materials manufacturer, distributor, or vendor, or other person in connection with the following roof project contract: _____
(Name and Address of Building, Contract Date and Number)

I certify that to the best of my knowledge, the contents of this disclosure are true, or are believed to be true.

Signature Date

Print Name of Employer

Any person who knowingly provides false information or fails to disclose a financial relationship in the disclosure set forth in subdivision (b) shall be subject to a civil penalty in an amount up to one thousand dollars (\$1,000), in addition to any other available remedies. An action for a civil penalty under this provision may be brought by any public prosecutor in the name of the people of the State of California.

Exhibit I



February 9, 2018

Re: **Revised Proposal to Provide Architectural & Design Services for Norco College
Veterans Resource Center Building**

Chris Carlson, AICP

Chief of Staff & Facilities
Development

Riverside Community College
District

Office of the Chancellor

3801 Market Street
Floor 3
Riverside, CA

Dear Ms. Carlson,

Ruhnau Clarke Architects is pleased to submit the following revised proposal to perform Architectural and Design services for the referenced project. For your review, we have outlined the lists of tasks we will perform, and the proposed cost to the District.

It is our understanding that the scope will be to construct a new center to accommodate the current needs of their Veteran student base, District staff and the Community. Please find below a description of each phase and the services that will be provided in accordance with the attached contract requirements.

SCHEMATIC DESIGN PHASE

- Preliminary design package identifying major site development, floor plans, building exteriors, and identification of minimum finish requirements.
- Initial Schematic Design Presentation
- Final Schematic Design Presentation

Meetings

- Up to (2) design meetings to address specific design issues and to facilitate the decision-making process, additional meetings may be scheduled as needed.

Deliverables

- Schematic Design Package
- Engineers design narratives.
- Preliminary Cost Estimate
- Design Checklist

DESIGN DEVELOPMENT PHASE

- Final Design package with fully scaled and dimensioned site plans, floor plans, elevations, sections, interior materials, preliminary interior elevations.
- Initial Design Development Presentation
- Final Design Development Presentation

Meetings

- Architect will attend meetings with the district at milestones as listed below.

Deliverables

- 50% and 100% submittals to include drawings, outline specifications, updated cost estimate, Design Checklist

CONSTRUCTION DOCUMENTS PHASE

- Construction Documents to include Architectural, Electrical, Mechanical, Structural, Landscape, Interiors, Specifications, and details for DSA submittal and local agency review.

Meetings

- Architect will attend meetings with the district at milestones as listed below:
 - 30% Completion
 - 95% Completion

Deliverables

- 50% and 100% submittals to include working drawings, specifications, cost estimate at 100%, and engineering calculations.

APPROVAL PHASE

- Submit a completed set of construction documents to DSA and other applicable local agencies for review.
- Incorporate agency comments
- Back Check to ensure all comments have been incorporated

BIDDING PHASE

- Preparation of Final Bidding Documents- Architect shall assist the District in reviewing and providing comments regarding bidding procedures including compilation and printing of bid documents for distribution to contractors.
- Bid Phase- Assist the district in evaluating all bids and contract proposals, substitutions, and answering bidder questions.
- Award of Contract
- Notice to Proceed

Deliverables

- Bid documents for distribution to interested contractors, bid clarifications and any required addenda.

CONSTRUCTION PHASE

Construction Administration

Provide comprehensive construction administration services including field observation and documentation:

- Coordination and correspondence.
- Punch List
- Closeout

Meetings

- Construction Operations Manager will chair (1) meeting on a bi-weekly basis to provide resolution of discrepancies and monitoring progress of the project.

Deliverables

- All documentation and correspondence related to submittals, shop drawings, samples, change orders, requests for information and clarifications.
- Electronic Copy of all closeout documents

EXCLUSIONS

- Topographic Survey
- Geotechnical report (if required, to be completed by others)
- Hazardous Materials testing, reports, or recommendations for removal.
- Environmental Studies (Noise/ Flood/ EIR/ CEQA Initial Study/ Drainage).
- Permit / Plan Check / Agency Fees
- Reproduction of plans.

Additional Services

If Additional Services are required/requested and/or revisions are generated by owner beyond the original Scope of Work, such services will be billed on an hourly basis per Attachment "A", RRC Rate Schedule attached in the Proposal / Agreement.

COMPENSATION

Based on a preliminary construction budget of \$1,250,000, we propose to establish an initial fee of \$115,000 (One Hundred Fifteen Thousand Dollars). Final fees to be determined once budgets are finalized at the completion of design development.

Disciplines	Consultant/Team	Fee
Architect		\$ 60,500
Civil Engineering	Epic Engineers	\$ 12,000
Structural Engineering	KNA Consulting Engineers	\$ 13,000
Mechanical/Plumbing Engineering	Nack & Associates	\$ 9,000
Electrical Engineering	DMB Electrical Engineers Inc.	\$ 9,500
Landscape Architecture	RHA Landscape Architects	\$ 7,000
Specifications	Gonser	\$ 4,000
TOTAL		\$ 115,000

In addition to the fee above, a total fee, hourly, not to exceed \$4,000 will be applicable for *Record Drawing Preparation*.

We also recommend a separate reimbursable amount of \$5,000 for costs related to printing, plotting and delivery charges in the interest of the project. These expenses shall be billed by the Architect to the District at one and ten hundredths (1.10) times the expense incurred by the Architect and Architect's Consultants.

We appreciate the opportunity to present this proposal to Riverside Community College District and look forward to working with you on this project.

Respectfully Submitted,



Roger Clarke, AIA, NCARB
President, Principal in Charge
Tel. 951.684.4664
Cell. 951.529.7715
Email: rclad.e@rubnauclarke.com
Cc:
Enclosure:
Delivered via:

Agenda Item (VI-B-6-c)

Meeting	2/20/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-c)
Subject	Facilities Use Agreement with the Foundation for California Community Colleges and Riverside Community College District acting as the fiscal agent for The California Community Colleges Chancellor's Office. SSSP Agreement.
College/District	Riverside
Funding	California Community Colleges Chancellor's Office SSSP Agreement
Recommended Action	It is recommended that the Board of Trustees approve the contract for the period of January 15, 2018 through January 14, 2023 in the amount of \$3,129,630. Funding will be provided through the State of California Student Success and Support Program (SSSP) Set Aside Agreement.

Background Narrative:

Riverside City College is the fiscal agent for the California Community Colleges Chancellor's Office for the purpose of coordinating the disbursement of contract C16-0043 funds – Student Success and Support Program (SSSP). The set-aside funds support various Statewide SSSP operations, training and consulting activities that provide educational support services to SSSP programs throughout the California Community Colleges.

The Foundation for California Community Colleges (Foundation), a nonprofit organization, serves as the official foundation supporting the Board of Governors, Chancellor's Office, and the entire California Community College system. Public Contract Code § 10340(b)(3)(A) exempts California Community Colleges from competitive bidding requirements when contracting with a foundation organized to support the Board of Governors of the California Community Colleges.

This facilities use agreement with The Foundation for California Community Colleges Foundation will provide meeting and office space ("The Hub") for use shared by California Community College system-wide projects ("Projects"). Services will include: 10,000 square feet of fully furnished usable meeting and office space for use by Projects, operational support staff for The Hub, limited technology services, including printers, access to conference room technology and wireless internet access. All costs associated this facilities use agreement will be paid by the Student Success and Support Program (SSSP). There is no cost to the District.

Prepared By: Irving Hendrick, Interim President, Riverside City College
Chip West, Interim Vice President, Business Services (RCC)

Attachments:

[Agreement with the Foundation for California Community Colleges](#)



FOUNDATION for CALIFORNIA
COMMUNITY COLLEGES
www.foundationccc.org

The California Community Colleges Collaboration Hub Facilities Use Agreement

Agreement No. CH-153-17

This Facilities Use Agreement (“Agreement”) is made and entered into as of the Effective Date, by and between the Foundation for California Community Colleges (“Foundation”) and the Riverside Community College District (“District”), on behalf of Riverside City College acting as the fiscal agent for The California Community Colleges Chancellor’s Office and herein after referred to as (collectively the “Parties”). Funding for this agreement is made available through the Chancellor’s Office Student Support Services Program (SSSP) Set Aside contract, #C16-0043. The Parties agree to collaborate on an effort for the Foundation to provide meeting and office space (“The Hub”) for use shared by California Community College system-wide projects (“Projects”).

This Agreement sets forth what the Foundation will provide (the “Services”) and the terms of use that govern the Projects’ use of The Hub:

1. Description of Services:

- a. Foundation will provide up to 10,000 square feet of fully furnished usable meeting and office space for use by Projects.
- b. Foundation will provide operational support staff for The Hub.
- c. Foundation will provide limited technology services, including: printers, access to conference room technology and wireless internet access.

2. **Term:** The term of this Agreement will be for five (5) years and is anticipated to commence on January 15, 2018, or when The Hub is first occupied, whichever occurs first (the “Effective Date”).

3. Cost to Projects:

- a. Payment Structure:

Period	Rent per Rentable Square Foot (10,500)* Per Month	Annual Rent
Months 1-12	\$69,465.50	\$833,586
Months 13-24	\$69,465.50	\$833,586
Months 25-36	\$69,465.50	\$833,586
Months 37-48	\$69,465.50	\$833,586
Months 49-60	\$69,465.50	\$833,586
	Total	\$4,167,930

* Usable Square Feet approx. 9,550

b. Proposed Funding Sources:

- i. Student Success and Support Program (Riverside) - \$3,129,630
- ii. Institutional Effectiveness Partnership Initiative (Chabot) - \$1,038,300

4. **No Unlawful or Prohibited Use:** Project will not use the Services for any purpose that is unlawful or prohibited by these terms, conditions and notices. Project may not use the Services in any manner that could damage, disable, overburden, or impair any Foundation server, or the network(s) connected to any Foundation server, or interfere with any other party's use and enjoyment of any Services. You may not attempt to gain unauthorized access to any Services, or accounts, computer systems or networks connected to any Foundation server or to any of the Services, through hacking, password mining or any other means. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available through the Services.
5. **Termination:** Either Party shall have the right to terminate this Agreement immediately upon written notice to the other Party upon the occurrence of a material breach of this Agreement, including a material breach with respect to any representations and warranties which remain uncured for more than thirty (30) days after the non-breaching Party provides notice of such material breach to the other Party.
6. **Insurance:** Foundation will carry General Liability insurance for The Hub. However, the Foundation's General Liability insurance will not cover damage to or loss of private property belonging to Project users while in The Hub.
7. **Indemnification:** The Parties agree to defend, indemnify and hold one another harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising from the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying party, its officers, agents or employees.
8. **Severability:** If any part of this Agreement is found invalid or unenforceable, that part will be stricken and/or amended to achieve as nearly as possible, the same effect as the original provision and the remainder of this Agreement will remain in full force and effect.

Signature Page to Follow

THE PARTIES HEREBY EXECUTE THIS AGREEMENT.

FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES

Signature

Date

Signature

Date

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Signature

Date

Agenda Item (VI-B-7)

Meeting	2/20/2018 - 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: Chris Carlson, Chief of Staff & Facilities Development
Jeanie Fortin, Executive Administrative Assistant

Attachments:

[Out-of-State Travel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: February 20, 2018

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

Retroactive:

- 1) Ms. Mary Figueroa, Board Member, Board of Trustees, to travel to Washington, DC, February 9 through 15, 2018, to attend the ACCT National Legislative Summit. Estimated cost: \$3,513.70. Funding source: General funds.
- 2) Dr. Wolde-Ab Isaac, Chancellor, Chancellor's Office, to travel to Washington, DC, February 11 through 14, 2018, to attend the ACCT National Legislative Summit. Estimated cost: \$2,992.99. Funding source: General funds.
- 3) Ms. Tracey Vackar, Board Member, Board of Trustees, to travel to Washington, DC, February 10 through 15, 2018, to attend the ACCT National Legislative Summit. Estimated cost: \$3,557.97. Funding source: General funds.

Current:

Moreno Valley College

- 1) Ms. Anna Marie Amezquita, Interim, Dean of Instruction, to travel to Chicago, Illinois, March 24 through 28, 2018, to attend the 10th Annual Alliance of Hispanic Serving Institution Educators Best Practices Conference. Estimated cost: \$2,583.14. Funding source: Hispanic Serving Institute Grant funds.
- 2) Ms. MaryAnn Doherty, Dean of Grants and Business Services, Business Services, to travel to Chicago, Illinois, March 24 through 25, 2018, to attend the 10th Annual Alliance of Hispanic Serving Institution Educators Best Practices Conference. Estimated cost: \$2,421.65. Funding source: Hispanic Serving Institution III Grant funds.
- 3) Dr. Melody Graveen, Dean of Instruction, Career and Technical Education, to travel to Chicago, Illinois, March 24 through 28, 2018, to attend the 10th Annual Alliance of Hispanic Serving Institution Educators Best Practices Conference. Estimated cost: \$2,646.40. Funding source: Hispanic Serving Institute Science Technology Engineering Mathematics III Grant funds.
- 4) Mrs. Tiffanie Lee, Administrative Assistant II, Career and Technical Education, to travel to Chicago, Illinois, March 24 through 28, 2018, to attend the 10th Annual Alliance of Hispanic Serving Institution Educators Best Practices Conference. Estimated cost: \$2,381.65. Funding source: Hispanic Serving Institute Science Technology Engineering Mathematics III Grant Funds.
- 5) Ms. Debbie Moon, Dental Hygiene Program Director, Health and Human Public Services, to travel to Kissimmee, Florida, March 16 through 19, 2018, to attend the American Dental Education Association (ADEA) Annual Session. Estimated cost: \$2,429.51. Funding source: Perkins Grant funds.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: February 20, 2018

- 6) Ms. Frankie Moore, Coordinator, Student Activities, to travel to Washington, D.C., March 14 through 21, 2018, to accompany five (5) students to attend the American Student Association of Community Colleges National Student Advocacy Conference. Estimated cost: \$14,642.58. Funding source: Associated Students Moreno Valley College funds.
- 7) Dr. Chris Nollette, Professor, Public Safety Education and Training, Ben Clark Training Center, to travel to Maywood, Illinois, February 28 through March 2, 2018, to attend the National Accreditation Site Visit for Committee on Accreditation of Educational Programs for Emergency Medical Services Professions. Estimated cost: \$933.25. Funding source: No cost to the district; all expenses covered by Committee on Accreditation for the Emergency Medical Services Professions.
- 8) Mr. Arthur Turnier, Dean of Instruction, Public Safety Education and Training, Ben Clark Training Center, to travel to Chicago, Illinois, March 24 through 28, 2018, to attend the 10th Annual Alliance of Hispanic Serving Institution Educators Best Practices Conference. Estimated cost: \$2,446.65. Funding source: Hispanic Serving Institute Science Technology Engineering Mathematics III Grant Funds.

Norco College

- 1) Ms. Eva Amezola, Director, Upward Bound, to travel to Honolulu, Hawaii, March 3 through 7, 2018, to attend the 2018 Western Association of Educational Opportunity Personnel Annual Conference. Estimated cost: \$2,725.34. Funding source: Upward Bound Grant funds (Centennial) \$1,090.10, Upward Bound Grant Funds (Corona) \$817.62 and Upward Bound Grant funds (Norte Vista) \$817.62.
- 2) Ms. Miriam Carrillo, Assistant Director, Upward Bound, to travel to Honolulu, Hawaii, March 3 through 7, 2018, to attend the 2018 Western Association of Educational Opportunity Personnel Annual Conference. Estimated cost: \$2,695.31. Funding source: Upward Bound Grant funds (Centennial) \$1,078.11, Upward Bound Grant funds (Corona) \$808.60 and Upward Bound Grant funds (Norte Vista) \$808.60.
- 3) Ms. Hortencia Cuevas, Program Director, TRIO-Student Support Services, to travel to Honolulu, Hawaii, March 3 through 7, 2018, to attend the 2018 Western Association of Educational Opportunity Personnel Annual Conference. Estimated cost: \$2,513.74. Funding source: \$1,256.87 from TRIO-Student Support Service RISE Program funds and \$1,256.87 from TRIO-Student Support Services Program funds.
- 4) Ms. Yolanda Haro, Adjunct Counselor, TRIO-Student Support Services, to travel to Honolulu, Hawaii, March 3 through 7, 2018, to attend the 2018 Western Association of Educational Opportunity Personnel Annual Conference. Estimated cost: \$2,790.35. Funding source: Student Support Services RISE Program funds.
- 5) Ms. Tricia Hodawanus, Facilities Administrative and Utilization Specialist, Facilities, to travel to Portland, Oregon, July 8 through 12, 2018, to attend the Collegenet 2018 Users Conference. Estimated cost: \$1,844.84. Funding source: General funds.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: February 20, 2018

- 6) Ms. Gabriela Ramirez, Outreach Specialist, Upward Bound, to travel to Honolulu, Hawaii, March 3 through 7, 2018, to attend the 2018 Western Association of Educational Opportunity Personnel Annual Conference. Estimated cost: \$2,710.45. Funding source: Upward Bound Grant (Centennial) funds.
- 7) Ms. Desiree Rivera, Outreach Specialist, Upward Bound, to travel to Honolulu, Hawaii, March 3 through 7, 2018, to attend the 2018 Western Association of Educational Opportunity Personnel Annual Conference. Estimated cost: \$2,709.59. Funding source: Upward Bound Grant (Corona) funds.
- 8) Ms. Ailene Zamora, Adjunct Counselor, TRIO – Student Support Services, to travel to Honolulu, Hawaii, March 3 through 7, 2018, to attend the 2018 Western Association of Educational Opportunity Personnel Annual Conference. Estimated cost: \$2,830.46. Funding source: TRIO-Student Support Services Program funds.

Riverside City College

- 1) Mr. Sean Disalvio, Interim Safety and Emergency Planning Coordinator, Facilities, to travel to Emmitsburg, Maryland, February 25 through 28, 2018, to attend the Emergency Management Institute Training Course. Estimated cost: \$651.94. Funding source: \$115.82 from General funds and \$536.12 from the Emergency Management Institute. Housing is included in the training course.
- 2) Mr. James Ducat, Associate Professor, English and Media Studies, to travel to Tampa, Florida, March 7 through 11, 2018, to serve as a Panelist at the Association of Writers & Writing Programs (AWP) Conference. Estimated cost: \$1,444.31. Funding source: General funds.
- 3) Ms. Rachelle Fawcett, Cheer and Dance Head Coach, Athletics, to travel to Daytona Beach, Florida, April 3 through 9, 2018, to accompany seventeen (17) students to the National Cheerleading and Dance Association College National Championships. Estimated cost: \$13,316.16. Funding source: \$12,699.71 from Pep Trust funds and \$616.45 from Coach Trust funds.
- 4) Dr. Jeannie Kim-Han, Dean, Grants and Academic Resource Development, to travel to Chicago, Illinois, March 24 through 29, 2018, to attend the Alliance of Hispanic Serving Institution Educators Conference. Estimated cost: \$2,350.90. Funding source: General funds.
- 5) Ms. Cecilia Lusk, Student Resource Specialist, TRIO Student Support Services, to travel to Honolulu, Hawaii, March 3 through 7, 2018, to attend the 2018 Westop Annual Conference/ Staff Development. Estimated cost: \$2,868.43. Funding source: TRIO Student Support Services Grant funds.
- 6) Ms. Toni Rangel, Early Childhood Education Center Manager, Early Childhood Center, to travel to Albuquerque, New Mexico, March 13 through 17, 2018, to attend the 46th Annual National Coalition for Campus Children's Centers Conference. Estimated cost: \$2,425.04. Funding source: Perkins Grant funds.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: February 20, 2018

- 7) Ms. Jo Scott-Coe, Associate Professor, English and Media Studies, to travel to Tampa, Florida, March 7 through 11, 2018, to accompany one (1) student to serve as a Panelist at the Association of Writers & Writing Programs (AWP) Conference. Estimated cost: \$3,254.52. Funding source: \$3,089.52 from General funds and \$165.00 from Muse Trust funds.
- 8) Dr. Heather Smith, Professor, Life Sciences, to travel to Columbia, Missouri, March 1 through 4, 2018, to attend the Science Integration Conference. Estimated cost: \$886.00. Funding source: No cost to the District; all expenses paid by Columbia College.
- 9) Dr. Shari Yates, Early Childhood Center Department Chairman, Early Childhood Center, to travel to Albuquerque, New Mexico, March 14 through 17, 2018, to attend the 46th Annual National Coalition for Campus Children's Centers Conference. Estimated cost: \$2,425.04. Funding source: Perkins Grant funds.

Riverside Community College District

- 1) Mr. Chad Bommer, Procurement Specialist, Procurement Assistance Center, Office of Economic Development, to travel to Jacksonville, Florida, March 4 through 8, 2018, to attend the Association of Procurement Technical Assistance Center 2018 Spring Training and Membership Meeting. Estimated cost: \$2,382.39. Funding source: Procurement Grant funds.
- 2) Ms. Julie Ann Padilla, Director, Procurement Assistance Center, Office of Economic Development, to travel to Jacksonville, Florida, March 4 through 8, 2018, to attend the Association of Procurement Technical Assistance Center 2018 Spring Training and Membership Meeting. Estimated cost: \$2,689.16. Funding source: Procurement Grant funds.

Agenda Item (VI-B-8-a)

Meeting	2/20/2018 - 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:

[02202018_Surplus Property List](#)

**SURPLUS EQUIPMENT
FEBRUARY 20, 2018**

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	DELL	COMPUTER, LAPTOP	PRECISION M4500	41JLQM1	42670
1	GATEWAY	COMPUTER, LAPTOP	M460E	0036613244	31840
1	GATEWAY	COMPUTER, LAPTOP	M280E	003552686	25483
1	LENOVO	COMPUTER, DESKTOP, SFF	3853-CTO	MJDDTY0	42684
6	LENOVO	MONITOR STANDS	N/A	NONE	NONE
9	COALESSE	TABLE, ROUND, FLIP, ROLLING	42X33	NONE	NONE
6	VARIOUS	CHAIR, TASK, MID-BACK, ROLLING	N/A	NONE	NONE
1	UNKNOWN	LOCKER, SINGLE, STEEL	N/A	NONE	NONE
1	UNKNOWN	FILE CABINET, 4 DRAWER, STEEL	N/A	NONE	NONE
1	UNKNOWN	FILE CABINET, 3 DRAWER, LATERAL, STEEL	N/A	NONE	NONE
1	UNKNOWN	DESK, 1 PIECE, 3 DRAWER, WOOD	N/A	NONE	NONE
1	LENOVO	MONITOR, LCD	4431-HE1	V1AXB65	44409
1	LENOVO	MONITOR, LCD	4431-HE1	V1AXB17	44277
1	LENOVO	MONITOR, LCD	4431-HE1	V1AXB88	44280
1	LENOVO	MONITOR, LCD	4431-HE1	V1AWK57	44289
1	LENOVO	MONITOR, LCD	4431-HE1	V1AWL07	44286
1	LENOVO	MONITOR, LCD	4431-HE1	V1AWL05	44293
1	LENOVO	MONITOR, LCD	4431-HE1	V1AXB36	44287
1	LENOVO	MONITOR, LCD	4431-HE1	V1AWM71	44291
1	LENOVO	MONITOR, LCD	4431-HE1	V1AWH52	44282
1	HP	PRINTER, LASER, MONO	Q2472A	CNBGG04433	23305
1	LENOVO	COMPUTER, DESKTOP, AIO	3554-1G4	MJ356X2	52416
1	LENOVO	COMPUTER, DESKTOP, AIO	1677-B6U	MJKRFRC	NONE
1	LENOVO	COMPUTER, DESKTOP, AIO	1677-B6U	MJKRFRD	48073
1	LENOVO	COMPUTER, DESKTOP, AIO	1677-W1J	MJKRDHH	48130
1	LENOVO	MONITOR, LCD	2448-HB6	V6E0911	41860
1	LENOVO	MONITOR, LCD	2448-HB6	V6D9967	41851
1	DELL	MONITOR, LCD	P1911T	CN-08JCGH-74445- 14I-BHSM	NONE
1	DELL	MONITOR, LCD	P190SB	CN-09M62C-74261- 0CE-OMTL	43057
1	DELL	COMPUTER, DESKTOP	PRECISION T1600	H45GYQ1	44040
1	LENOVO	COMPUTER, DESKTOP	4157-CTO	MJPCW27	42845
1	IBM	COMPUTER, LAPTOP	9548-32U	78DD181	32843
1	IBM	COMPUTER, LAPTOP	9548-32U	78DB925	22673
1	IBM	COMPUTER, LAPTOP	9548-32U	78DD509	22674
1	IBM	COMPUTER, LAPTOP	2645-55U	78CHB44	24274
1	IBM	COMPUTER, LAPTOP	2645-55U	78XPVL6	22675
1	IBM	COMPUTER, LAPTOP	2645-55U	78BXK47	22676

**SURPLUS EQUIPMENT
FEBRUARY 20, 2018**

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	IBM	COMPUTER, LAPTOP	2645-55U	78BVR76	24275
1	IBM	COMPUTER, LAPTOP	2628-1CU	78RC370	NONE
1	IBM	COMPUTER, LAPTOP	2628-1CU	78RB508	NONE
1	IBM	COMPUTER, LAPTOP	2628-1CU	78RC589	NONE
1	LENOVO	MONITOR, LCD	4431-HE1	V1AWM65	44284
1	LENOVO	MONITOR, LCD	4431-HE1	V1AWL06	44298
1	LENOVO	MONITOR, LCD	4431-HE1	V1AXB63	44441
1	LENOVO	MONITOR, LCD	4431-HE1	V1AXB60	44279
1	LENOVO	MONITOR, LCD	4431-HE1	V1AXB86	44275
1	LENOVO	MONITOR, LCD	4431-HE1	V1AXB33	44281
1	LENOVO	MONITOR, LCD	4431-HE1	V1AWL11	44283
1	LENOVO	MONITOR, LCD	4431-HE1	V1AWL09	44288
1	LENOVO	MONITOR, LCD	4431-HE1	V1AWK35	44273
1	LENOVO	MONITOR, LCD	4431-HE1	V1AXB56	44414
1	LENOVO	MONITOR, LCD	4431-HE1	V1AXB54	44410
1	LENOVO	MONITOR, LCD	4431-HE1	V1AXB82	44412
1	LENOVO	MONITOR, LCD	4431-HE1	V1AWM70	44290
1	LENOVO	MONITOR, LCD	4431-HE1	V1AWK34	44274
1	LENOVO	MONITOR, LCD	4431-HE1	V1AWL08	44299
1	LENOVO	MONITOR, LCD	4431-HE1	V1Z7385	37942
1	LENOVO	MONITOR, LCD	4431-HE1	V1AXB62	44297
1	LENOVO	MONITOR, LCD	4431-HE1	V1AXB79	44407
1	LENOVO	MONITOR, LCD	4431-HE1	V1AWM98	44292
1	DELL	MONITOR, LCD	P190SB	CN-09M62C-74261-0CE-0N2L	43047
1	LENOVO	MONITOR, LCD	2448-HB6	V6D9607	41872
1	LENOVO	MONITOR, LCD	4424-HB6	V662583	40496
1	LENOVO	MONITOR, LCD	4424-HB6	V662601	40499
1	LENOVO	MONITOR, LCD	4424-HB6	V662605	40512
1	LENOVO	MONITOR, LCD	4424-HB6	V6K0031	41017
1	LENOVO	COMPUTER, DESKTOP	7483-WTD	MJXVPY9	44239
1	LENOVO	COMPUTER, DESKTOP	7483-WTD	MJXVRK5	44705
1	LENOVO	COMPUTER, DESKTOP	7483-WTD	MJXVRL3	44198
1	LENOVO	COMPUTER, DESKTOP	7483-WTD	MJXVRK9	44231
1	LENOVO	COMPUTER, DESKTOP	7483-WTD	MJXVRD8	44232
1	LENOVO	COMPUTER, DESKTOP	7483-WTD	MJXVRJ1	44204
1	LENOVO	COMPUTER, DESKTOP	7483-WTD	MJXVRB8	44422
1	LENOVO	COMPUTER, DESKTOP	7483-WTD	MJXVRG9	44222
1	LENOVO	COMPUTER, DESKTOP	7483-WTD	MJXVRA4	44236
1	LENOVO	COMPUTER, DESKTOP	7483-WTD	MJXVRD5	44413
1	LENOVO	COMPUTER, DESKTOP	7483-WTD	MJXVRD6	44401
1	LENOVO	COMPUTER, DESKTOP	7483-WTD	MJXVRD4	44230
1	LENOVO	COMPUTER, DESKTOP	7483-WTD	MJXVRF8	44406
1	LENOVO	COMPUTER, DESKTOP	7483-WTD	MJXVRE9	44228
1	LENOVO	COMPUTER, DESKTOP	7483-WTD	MJXVRB3	NONE
1	LENOVO	COMPUTER, DESKTOP	7483-WTD	MJXVRC7	44229
1	LENOVO	COMPUTER, DESKTOP	7483-WTD	MJXVRG3	044206
1	LENOVO	COMPUTER, DESKTOP	7483-WTD	MJXVRK4	044234
1	LENOVO	COMPUTER, DESKTOP	7483-WTD	MJXVRC0	044238
1	LENOVO	COMPUTER, DESKTOP	7483-WTD	MJXVPZ6	044224
1	LENOVO	COMPUTER, DESKTOP	7483-WTD	MJXVPZ1	044201

**SURPLUS EQUIPMENT
FEBRUARY 20, 2018**

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	LENOVO	COMPUTER, DESKTOP	7483-WTD	MJXVRL0	044205
1	LENOVO	COMPUTER, DESKTOP	7483-WTD	MJXVRF6	044405
1	LENOVO	COMPUTER, DESKTOP	7483-WTD	MJXVRH6	044203
1	LENOVO	COMPUTER, DESKTOP	7483-WTD	MJXVRC5	044237
1	LENOVO	COMPUTER, DESKTOP	7483-WTD	MJXVRG5	044199
1	LENOVO	COMPUTER, DESKTOP	7483-WTD	MJXVRE0	044233
1	LENOVO	COMPUTER, DESKTOP	4157-CTO	MJAH616	042277
1	LENOVO	COMPUTER, DESKTOP	6075-CTO	LKMMRKA	038122
1	LENOVO	COMPUTER, DESKTOP	6075-CTO	LKMMRHY	038119
1	LENOVO	COMPUTER, DESKTOP	6075-CTO	LKMMRHP	038114
1	LENOVO	COMPUTER, DESKTOP	6075-CTO	LKMMRHR	038115
1	LENOVO	COMPUTER, DESKTOP	7484-CTO	MJMZ196	041208
1	HP	PRINTER, INKJET, MFP, COLOR	Q7320A	CN7BMF70YQ	039002
1	LENOVO	COMPUTER, LAPTOP	2718-WLY	R8PDKL8	42150
1	GATEWAY	COMPUTER, LAPTOP	M460	0035521426	NONE
1	GATEWAY	COMPUTER, LAPTOP	M285E	0038576730	NONE
1	GATEWAY	COMPUTER, LAPTOP	600YGR	0030265417	22328
1	GATEWAY	COMPUTER, LAPTOP	M285E	0036862936	25487
1	GATEWAY	COMPUTER, LAPTOP	M460E	0036295849	31439
1	UNKNOWN	WHEELCHAIR, YOUTH	M189150	3064J086	NONE
1	HAMILTON	TABLE, MEDICAL EXAM	E-SERIES	NONE	NONE
1	LAERDAL	MANIKIN, CPR TRAINING, FULL BODY	RESUSCI ANNIE	NONE	4689
1	WELCH VACUUM	PUMP, VACUUM, DIRECT DRIVE	8920A	EC101727	NONE
1	SCANTRON CORP.	SCANNER, OPTICAL MARK READER	SCANMARK ES2260	ED-04195	23288
1	MOORE MEDICAL	STORAGE BOX, PEDESTAL, ROLLING	N/A	NONE	NONE
1	HP	PRINTER, LASER, MONO	C3166A	JGS46718	20818
1	NASCO	MANIKIN, FEMALE PELVIS	160-1900	NONE	NONE
1	NASCO	MANIKIN, FEMALE CATHETER MODEL	170-LF1151	LF1151-1133	NONE
1	NASCO	MANIKIN, MALE CATHETER MODEL	170-LF1150	LF1150-1275	NONE
1	ADC	SPHYGMOMANOMETER, ADULT, THIGH	760TLF	NONE	NONE
1	WINCO	PRIVACY SCREEN, 3 PANEL, FOLDING, ROLLING	313	A109439	NONE
1	PANASONIC	TV/VCR COMBO	AG-513D	J0AA30035	NONE
1	PANASONIC	TV/VCR COMBO	AG-513D	L0AA30305	NONE
1	GATEWAY	MONITOR, CRT	VIVITRON	8214095	8261
1	HP	SCANNER, FLATBED	C6270A	SG922111T1	13495
1	HP	PRINTER, INKJET, COLOR	C6428A	US97K1K00P	38630
1	VIEWSONIC	MONITOR, LCD	VE170	A09021701240	19080
1	GATEWAY	COMPUTER, DESKTOP	E6100	0032667218	22918
1	MITSUBISHI	PROJECTOR, OVERHEAD, DIGITAL	XD600U	4003470	35782
1	HOBART	MEAT SLICER	1712	11-305-527	20948

**SURPLUS EQUIPMENT
 FEBRUARY 20, 2018**

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	CATAPILLAR	PALLET JACK	5500LB	08/01/00657	NONE
1	UNKNOWN	PALLET JACK	N/A	NONE	NONE
1	BLUDGETT	OVEN, COMMERCIAL	BX-14E	010610JY061T	NONE
1	BLUDGETT	OVEN, COMMERCIAL	CNVX-14E	010610KB002B	NONE
1	DELL	MONITOR, LCD	P190ST	CN-09TVYF-72872-226-6VOI	48226
1	DELL	MONITOR, LCD	1907FPV	CN0C553H7444594R AAZD	40004
1	DELL	MONITOR, LCD	P190ST	CN0RNMH67444513I A8PL	44563
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 790	1KW5NS1	48228
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 790	1KX2NS1	48233
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 790	1KX4NS1	48231
1	HP	PRINTER, INKJET, MFP, COLOR	C8157A	MY64D511S	44946
1	GATEWAY	MONITOR, LCD	FPD1765	MG46970P01381	32970
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 9020	F5GP6Y1	51548
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 9020	F3TL6Y1	51549
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 9020	F57P6Y1	51555
1	APC SILCON	UPS, 30KW	SL30KF	EE0151000861	18990
1	APC SILCON	UPS, EXPANSION	SL30KF	EE0151000861	20930

Agenda Item (VII-A)

Meeting 2/20/2018 - Regular

Agenda Item Consent Agenda Information (VII-A)

Subject CCFS-311Q – Quarterly Financial Status Report for the 2nd Quarter Ended December 31, 2017

College/District District

Information Only

Background Narrative:

See the attached CCFS-311Q – Quarterly Financial Status Report for the 2nd Quarter ended December 31, 2017.

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

Attachments:

[02202018_ CCFS-311Q \(2nd Quarter\)](#)

CCFS-311Q – Quarterly Financial Status Report Background Narrative December 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: 2017-2018

Quarter Ended: (Q2) Dec 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:

Aaron S. Brown

CBO Phone:

Use format 999-555-1212

951-222-8789

CBO Signature:



Date Signed:

1-31-18

District Contact Person

Name:

Melissa Elwood

Title:

Controller

Telephone:

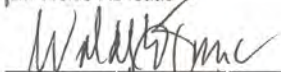
Use format 999-555-1212

951-222-8041

Chief Executive Officer Name:

Dr. Wolde-Ab Isaac

CEO Signature:



Date Signed:

1/31/18

Fax:

Use format 999-555-1212

951-222-8021

E-Mail:

melissa.elwood@rccd.edu

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 atalig@cccco.edu or Tracy Britten (916)324-9794 tbritten@cccco.edu

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

CHANGE THE PERIOD

Fiscal Year: 2017-2018

Quarter Ended: (Q2) Dec 31, 2017

District: (960) RIVERSIDE

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2014-15	Actual 2015-16	Actual 2016-17	Projected 2017-2018
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	152,045,454	186,539,851	182,689,850	186,343,820
A.2	Other Financing Sources (Object 8900)	-734,910	-1,980,844	-1,037,419	-2,945,480
A.3	Total Unrestricted Revenue (A.1 + A.2)	151,310,544	184,559,007	181,652,431	183,398,340
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	147,166,125	161,174,821	171,989,549	212,966,373
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,626,406	1,500,045	2,854,586	657,955
B.3	Total Unrestricted Expenditures (B.1 + B.2)	148,792,531	162,674,866	174,844,135	213,624,328
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	2,518,013	21,884,141	6,808,296	-30,225,988
D.	Fund Balance, Beginning	11,734,058	14,252,071	36,136,212	42,944,509
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	11,734,058	14,252,071	36,136,212	42,944,509
E.	Fund Balance, Ending (C. + D.2)	14,252,071	36,136,212	42,944,508	12,718,521
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	9.6%	22.2%	24.6%	6%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	27,660	28,682	29,652	29,772
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2014-15	2015-16	2016-17	2017-2018
H.1	Cash, excluding borrowed funds		44,748,981	65,403,055	79,127,030
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	29,070,727	44,748,981	65,403,055	79,127,030

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)	186,343,820	186,343,820	84,339,321	45.3%
I.2	Other Financing Sources (Object 8900)	-2,945,480	-2,945,480	-1,380,820	46.9%
I.3	Total Unrestricted Revenue (I.1 + I.2)	183,398,340	183,398,340	82,958,501	45.2%
J. Expenditures:					

J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	213,466,373	212,966,373	78,953,553	37.1%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	157,955	657,955	84,616	12.9%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	213,624,328	213,624,328	79,038,169	37%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-30,225,988	-30,225,988	3,920,332	
L	Adjusted Fund Balance, Beginning	42,944,508	42,944,509	42,944,509	
L.1	Fund Balance, Ending (C. + L.2)	12,718,520	12,718,521	46,864,841	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	6%	6%		

V. Has the district settled any employee contracts during this quarter? **YES**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	% *	Permanent		Temporary		Total Cost Increase	% *
Total Cost Increase			% *	Total Cost Increase	% *			
a. SALARIES:								
Year 1: 2018/19	490,983	4.51%	2,602,530	4.51%	1,656,988	5.01%	54,558	4.51%
Year 2: 2019/20	339,982	4.51%	1,802,126	4.51%	1,209,832	5.01%	37,779	4.51%
Year 3: 2020/21	350,249	4.51%	1,856,551	4.51%	1,252,479	5.01%	38,920	4.51%
b. BENEFITS:								
Year 1: 2018/19	138,457	2.57%	525,191	1.85%	334,380	1.85%	15,385	2.57%
Year 2: 2019/20	105,054	2.7%	397,008	0.97%	266,526	0.97%	11,674	2.7%
Year 3: 2020/21	118,735	3%	427,007	1.77%	288,070	1.77%	13,194	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.

Contract Settlement, Revenue Source - Base Increase Growth and Funded COLA
2018/19 - 2% plus projected 2.51% funded COLA increase for Management, FT Faculty, Confidential; 2.5% plus projected 2.51% funded COLA increase for PT Faculty
2019/20 - 2% plus projected 1% funded COLA increase for Management, FT Faculty, Confidential; 2.5% plus projected 1% funded COLA increase for PT Faculty
2020/21 - 2% plus projected 1% funded COLA increase for Management, FT Faculty, Confidential; 2.5% plus projected 1% funded COLA increase for PT Faculty

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? **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 DECEMBER 31, 2017**

Cash Position - Unrestricted and Restricted

	YTD Activity
Beginning Cash, July 1, 2017	\$ 77,435,557
Net Change in Accounts Receivables	8,295,356
Net Change in Accounts Payables	7,194,338
Revenue and Other Financial Sources	102,075,079
Expenditures and Other Outgo	101,484,624
Ending Cash, December 31, 2017	\$ 79,127,030

Budget and Actual Activity - Unrestricted

	Adopted Budget	Revised Budget	YTD Activity
Revenues			
Federal	\$ 211,995	\$ 211,995	\$ 24,765
State	122,499,321	122,499,321	62,025,456
Local	63,632,504	63,632,504	22,289,100
Total Revenues	186,343,820	186,343,820	84,339,321
Other Financing Sources	(2,945,480)	(2,945,480)	(1,380,820)
Total Revenues	183,398,340	183,398,340	82,958,501
Expenditures			
Academic Salaries	\$ 80,301,613	\$ 80,212,250	\$ 37,465,570
Classified Salaries	35,616,259	35,595,440	16,591,679
Employee Benefits	46,627,286	46,621,679	16,066,115
Materials & Supplies	2,623,101	2,798,064	780,495
Services	47,175,897	46,003,266	7,503,638
Capital Outlay	1,122,217	1,735,674	546,056
Total Expenditures	213,466,373	212,966,373	78,953,553
Other Outgo - Objects	157,955	657,955	84,617
Total Expenditures and Other Outgo	213,624,328	213,624,328	79,038,169
Revenues Over (Under)			
Expenditures	\$ (30,225,988)	\$ (30,225,988)	\$ 3,920,332
Beginning Fund Balances	42,944,508	42,944,509	42,944,509
Ending Fund Balances	\$ 12,718,520	\$ 12,718,521	\$ 46,864,841
Contingency			
Unrestricted	\$ 11,818,520	\$ 11,818,521	\$ 45,964,841
Reserve	900,000	900,000	900,000
Total Contingency/Reserve	\$ 12,718,520	\$ 12,718,521	\$ 46,864,841

Agenda Item (VII-B)

Meeting 2/20/2018 - Regular

Agenda Item Consent Agenda Information (VII-B)

Subject Monthly Financial Report for Month Ending – January 31, 2018

College/District District

Information Only

Background Narrative:

See the attached monthly Financial Report for the period July 1, 2017 through January 31, 2018.

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

Attachments:

[02202018_Financial Report for July 2017 - January 2018](#)

MONTHLY FINANCIAL REPORT
JULY 1, 2017 – JANUARY 31, 2018

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2018**

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 <u>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 180,548,317	\$ 184,245,819	\$ 184,245,819	\$ 106,945,764
Inter/Intrafund Transfer from				
District Bookstore (Resource 1110)	336,858	1,301,950	1,301,950	650,975
Total Revenues	<u>\$ 180,885,175</u>	<u>\$ 185,547,769</u>	<u>\$ 185,547,769</u>	<u>\$ 107,596,739</u>
Expenditures				
Academic Salaries	\$ 75,723,207	\$ 80,279,183	\$ 80,186,365	\$ 45,566,243
Classified Salaries	30,516,753	35,225,326	34,871,897	19,161,106
Employee Benefits	44,288,918	46,442,230	46,436,428	20,172,096
Materials & Supplies	1,979,449	2,571,674	2,752,047	934,163
Services	16,060,908	46,447,568	45,467,338	8,599,522
Capital Outlay	1,985,095	1,114,717	1,826,623	750,378
Student Aid	44,541	52,910	592,910	170,597
Intrafund Transfers For:				
DSP&S Program (Resource 1190)	634,157	665,157	665,157	332,579
Center for Social Justice and				
Civil Liberties (Resource 1120)	105,854	165,541	165,541	82,771
College Promise Pgrm (Resource 1190)	0	1,757,864	1,757,864	878,932
Federal Work Study (Resource 1190)	294,157	363,618	363,618	86,325
Student Financial Assist (Resource 1190)	14,341	0	0	0
Veteran Services (Resource 1190)	3,884	5,800	5,800	5,800
Interfund Transfer to:				
Resource 4130	2,630,000	0	0	0
Total Expenditures	<u>\$ 174,281,263</u>	<u>\$ 215,091,588</u>	<u>\$ 215,091,588</u>	<u>\$ 96,740,510</u>
Revenues Over (Under) Expenditures	\$ 6,603,912	\$ (29,543,819)	\$ (29,543,819)	\$ 10,856,229
Beginning Fund Balance	36,517,184	43,121,096	43,121,096	43,121,096
Ending Fund Balance	<u>\$ 43,121,096</u>	<u>\$ 13,577,277</u>	<u>\$ 13,577,277</u>	<u>\$ 53,977,325</u>
Ending Cash Balance				<u>\$ 55,919,010</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2018**

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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 3,033,555	\$ 3,117,047	\$ 3,117,047	\$ 1,653,762
Expenditures				
Classified Salaries	\$ 1,395,312	\$ 1,661,409	\$ 1,661,409	\$ 902,811
Employee Benefits	498,928	625,863	625,863	299,925
Materials & Supplies	38,478	46,900	45,070	17,466
Services	856,476	893,001	892,414	340,127
Capital Outlay	176,964	236,525	238,942	62,396
Total Expenditures	\$ 2,966,157	\$ 3,463,698	\$ 3,463,698	\$ 1,622,725
Revenues Over (Under) Expenditures	\$ 67,398	\$ (346,651)	\$ (346,651)	\$ 31,037
Beginning Fund Balance	(454,063)	(386,665)	(386,665)	(386,665)
Ending Fund Balance	\$ (386,665)	\$ (733,316)	\$ (733,316)	\$ (355,628)
Ending Cash Balance				\$ (343,151)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2018**

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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,524,999	\$ 1,670,940	\$ 1,670,940	\$ 847,647
Expenditures				
Academic Salaries	\$ 443,268	\$ 500,600	\$ 503,445	\$ 273,435
Classified Salaries	514,014	686,101	681,603	295,109
Employee Benefits	305,977	430,427	418,313	163,091
Materials & Supplies	78,082	117,730	127,370	56,438
Services	180,369	415,593	419,720	157,370
Capital Outlay	9,684	20,500	20,500	6,520
Total Expenditures	<u>\$ 1,531,393</u>	<u>\$ 2,170,951</u>	<u>\$ 2,170,951</u>	<u>\$ 951,963</u>
Revenues Over (Under) Expenditures	\$ (6,394)	\$ (500,011)	\$ (500,011)	\$ (104,317)
Beginning Fund Balance	<u>2,117,758</u>	<u>2,111,364</u>	<u>2,111,364</u>	<u>2,111,364</u>
Ending Fund Balance	<u>\$ 2,111,364</u>	<u>\$ 1,611,353</u>	<u>\$ 1,611,353</u>	<u>\$ 2,007,047</u>
Ending Cash Balance				<u>\$ 1,930,458</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2018**

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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 165,591	\$ 74,064	\$ 74,064	\$ 44,182
Intrafund Transfer from Customized Solutions (Resource 1170)	<u>0</u>	<u>30,000</u>	<u>30,000</u>	<u>-</u>
Total Revenues	<u>\$ 165,591</u>	<u>\$ 104,064</u>	<u>\$ 104,064</u>	<u>\$ 44,182</u>
Expenditures				
Academic Salaries	\$ 445	\$ 0	\$ 0	\$ 0
Classified Salaries	106,503	37,726	37,726	56,265
Employee Benefits	18,815	14,980	14,980	8,946
Materials & Supplies	1,562	14,955	14,955	255
Services	<u>35,836</u>	<u>6,403</u>	<u>6,403</u>	<u>112</u>
Total Expenditures	<u>\$ 163,161</u>	<u>\$ 74,064</u>	<u>\$ 74,064</u>	<u>\$ 65,577</u>
Revenues Over (Under) Expenditures	\$ 2,430.09	\$ 30,000	\$ 30,000	\$ (21,395)
Beginning Fund Balance	<u>\$ (287,040)</u>	<u>(284,610)</u>	<u>(284,610)</u>	<u>(284,610)</u>
Ending Fund Balance	<u>\$ (284,610)</u>	<u>\$ (254,610)</u>	<u>\$ (254,610)</u>	<u>\$ (306,005)</u>
Ending Cash Balance				<u>\$ (304,461)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2018**

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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 286,190	\$ 285,240	\$ 285,240	\$ 112,372
Intrafund Transfer from Performance Riverside (Resource 1090)	<u>275,000</u>	<u>275,000</u>	<u>275,000</u>	<u>137,500</u>
Total Revenues	<u>\$ 561,190</u>	<u>\$ 560,240</u>	<u>\$ 560,240</u>	<u>\$ 249,872</u>
Expenditures				
Academic Salaries	\$ 10,434	\$ 22,430	\$ 22,430	\$ 6,266
Classified Salaries	166,793	183,930	183,930	54,746
Employee Benefits	78,999	95,562	95,562	25,284
Materials & Supplies	3,918	5,472	5,472	4,070
Services	222,168	230,325	228,803	186,806
Capital Outlay	<u>0</u>	<u>0</u>	<u>1,522</u>	<u>1,500</u>
Total Expenditures	<u>\$ 482,312</u>	<u>\$ 537,719</u>	<u>\$ 537,719</u>	<u>\$ 278,672</u>
Revenues Over (Under) Expenditures	\$ 78,877	\$ 22,521	\$ 22,521	\$ (28,799)
Beginning Fund Balance	<u>(717,476)</u>	<u>(638,599)</u>	<u>(638,599)</u>	<u>(638,599)</u>
Ending Fund Balance	<u>\$ (638,599)</u>	<u>\$ (616,078)</u>	<u>\$ (616,078)</u>	<u>\$ (667,398)</u>
Ending Cash Balance				<u>\$ (663,621)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2018**

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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,056,349	\$ 1,056,925	\$ 1,056,925	\$ 489,793
Expenditures				
Services	\$ 43,600	\$ 43,600	\$ 43,600	\$ 21,837
Interfund Transfer to				
Food Services (Resource 3200)	105,045	105,045	105,045	52,523
Riverside - Early Childhood Services (Resource 3300)	75,000	0	0	0
Intrafund Transfer to				
Performance Riverside (Resource 1090)	275,000	275,000	275,000	137,500
General Operating (Resource 1000)	336,858	1,301,950	1,301,950	650,975
Total Expenditures	<u>\$ 835,503</u>	<u>\$ 1,725,595</u>	<u>\$ 1,725,595</u>	<u>\$ 862,834</u>
Revenues Over (Under) Expenditures	\$ 220,845	\$ (668,670)	\$ (668,670)	\$ (373,042)
Beginning Fund Balance	<u>456,496</u>	<u>677,341</u>	<u>677,341</u>	<u>677,341</u>
Ending Fund Balance	<u>\$ 677,341</u>	<u>\$ 8,671</u>	<u>\$ 8,671</u>	<u>\$ 304,300</u>
Ending Cash Balance				<u><u>\$ 304,300</u></u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2018**

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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 25,371	\$ 25,400	\$ 25,400	\$ 25,250
Intrafund Transfer from General Operating (Resource 1000)	<u>105,854</u>	<u>165,541</u>	<u>165,541</u>	<u>82,771</u>
Total Revenues	<u>\$ 131,225</u>	<u>\$ 190,941</u>	<u>\$ 190,941</u>	<u>\$ 108,021</u>
Expenditures				
Classified Salaries	\$ 1,051	\$ 86,362	\$ 86,362	\$ 12,562
Employee Benefits	7	57,328	57,328	6,715
Materials & Supplies	1,495	4,910	4,910	144
Services	128,463	50,265	50,265	26,414
Capital Outlay	<u>208</u>	<u>211</u>	<u>211</u>	<u>0</u>
Total Expenditures	<u>\$ 131,224</u>	<u>\$ 199,076</u>	<u>\$ 199,076</u>	<u>\$ 45,835</u>
Revenues Over (Under) Expenditures	\$ 1	\$ (8,135)	\$ (8,135)	\$ 62,185
Beginning Fund Balance	<u>13,134</u>	<u>13,135</u>	<u>13,135</u>	<u>13,135</u>
Ending Fund Balance	<u>\$ 13,135</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ 75,320</u>
Ending Cash Balance				<u>\$ 75,431</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2018**

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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 648,378	\$ 694,272	\$ 694,272	\$ 3,038
Expenditures				
Classified Salaries	\$ 151,193	\$ 169,277	\$ 169,277	\$ 73,886
Employee Benefits	77,116	74,514	74,514	25,467
Materials & Supplies	1,203	31,000	31,000	200
Services	516,633	448,001	448,001	62,503
Capital Outlay	0	7,500	7,500	3,290
Intrafund Transfer To:				
Community Education (Resource 1080)	<u>0</u>	<u>30,000</u>	<u>30,000</u>	<u>0</u>
Total Expenditures	<u>\$ 746,145</u>	<u>\$ 760,292</u>	<u>\$ 760,292</u>	<u>\$ 165,346</u>
Revenues Over (Under) Expenditures	\$ (97,768)	\$ (66,020)	\$ (66,020)	\$ (162,308)
Beginning Fund Balance	<u>167,047</u>	<u>69,280</u>	<u>69,280</u>	<u>69,280</u>
Ending Fund Balance	<u>\$ 69,280</u>	<u>\$ 3,260</u>	<u>\$ 3,260</u>	<u>\$ (93,029)</u>
Ending Cash Balance				<u>\$ (260,592)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2018**

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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,185,202	\$ 2,178,200	\$ 2,178,200	\$ 1,193,276
Expenditures				
Services	\$ 348,129	\$ 564,064	\$ 650,774	\$ 90,172
Capital Outlay	668,038	4,123,384	4,036,674	128,576
Total Expenditures	\$ 1,016,167	\$ 4,687,448	\$ 4,687,448	\$ 218,748
Revenues Over (Under) Expenditures	\$ 1,169,035	\$ (2,509,248)	\$ (2,509,248)	\$ 974,528
Beginning Fund Balance	4,687,326	5,856,361	5,856,361	5,856,361
Ending Fund Balance	\$ 5,856,361	\$ 3,347,113	\$ 3,347,113	\$ 6,830,890
Ending Cash Balance				\$ 6,838,297

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2018**

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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 42,152,846	\$ 95,511,862	\$ 99,909,322	\$ 44,793,079
Intrafund Transfers from				
General Operating (Resource 1000)				
For College Promise Program	0	1,757,864	1,757,864	878,932
For DSP&S	634,157	665,157	665,157	332,579
For Federal Work Study	294,157	363,618	363,618	86,325
For Student Financial Assistance	14,341	0	0	0
For Veteran Services	3,884	5,800	5,800	5,800
Total Revenues	<u>\$ 43,099,384</u>	<u>\$ 98,304,301</u>	<u>\$ 102,701,761</u>	<u>\$ 46,096,715</u>
Expenditures				
Academic Salaries	\$ 6,659,665	\$ 8,246,161	\$ 8,551,981	\$ 4,272,859
Classified Salaries	13,354,732	15,841,018	16,495,614	8,118,134
Employee Benefits	6,499,237	9,714,958	9,860,545	3,786,215
Materials & Supplies	2,022,119	11,647,984	8,005,641	984,200
Services	10,030,482	41,383,228	46,741,075	4,268,933
Capital Outlay	3,251,099	8,948,350	9,712,379	1,409,846
Student Grants (Financial, Book, Meal, Transportation)	1,282,051	2,522,602	3,334,526	1,122,219
Total Expenditures	<u>\$ 43,099,384</u>	<u>\$ 98,304,301</u>	<u>\$ 102,701,761</u>	<u>\$ 23,962,405</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 22,134,310
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>\$ 22,134,310</u>
Ending Cash Balance				<u>\$ 22,234,325</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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FOR THE PERIOD ENDED JANUARY 31, 2018**

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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 2,983,436	\$ 3,091,810	\$ 3,091,810	\$ 1,432,670
Interfund Transfers from Contractor-Operated Bookstore (Resource 1110)	<u>105,045</u>	<u>105,045</u>	<u>105,045</u>	<u>52,523</u>
Total Revenues	<u>\$ 3,088,481</u>	<u>\$ 3,196,855</u>	<u>\$ 3,196,855</u>	<u>\$ 1,485,192</u>
Expenditures				
Classified Salaries	\$ 1,031,871	\$ 1,079,381	\$ 1,079,381	\$ 588,100
Employee Benefits	366,687	406,984	406,984	186,176
Materials & Supplies	1,257,136	1,288,328	1,288,328	657,960
Services	221,815	230,074	230,074	112,786
Capital Outlay	<u>14,819</u>	<u>61,809</u>	<u>61,809</u>	<u>7,723</u>
Total Expenditures	<u>\$ 2,892,328</u>	<u>\$ 3,066,576</u>	<u>\$ 3,066,576</u>	<u>\$ 1,552,745</u>
Revenues Over (Under) Expenditures	\$ 196,153	\$ 130,279	\$ 130,279	\$ (67,552)
Beginning Fund Balance	<u>986,243</u>	<u>1,182,397</u>	<u>1,182,397</u>	<u>1,182,397</u>
Ending Fund Balance	<u>\$ 1,182,397</u>	<u>\$ 1,312,676</u>	<u>\$ 1,312,676</u>	<u>\$ 1,114,844</u>
Ending Cash Balance				<u>\$ 1,117,556</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED JANUARY 31, 2018**

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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,564,472	\$ 1,496,263	\$ 1,496,263	\$ 677,961
Interfund Transfer from Contractor-Operated Bookstore (Resource 1110)	<u>75,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenues	<u>\$ 1,639,472</u>	<u>\$ 1,496,263</u>	<u>\$ 1,496,263</u>	<u>\$ 677,961</u>
Expenditures				
Academic Salaries	\$ 626,724	\$ 686,649	\$ 686,649	\$ 334,891
Classified Salaries	467,997	505,002	505,002	255,136
Employee Benefits	145,339	305,146	305,146	84,761
Materials & Supplies	45,772	57,911	61,911	17,430
Services	44,992	82,325	82,925	48,096
Capital Outlay	<u>17,275</u>	<u>33,000</u>	<u>28,400</u>	<u>0</u>
Total Expenditures	<u>\$ 1,348,099</u>	<u>\$ 1,670,033</u>	<u>\$ 1,670,033</u>	<u>\$ 740,314</u>
Revenues Over (Under) Expenditures	\$ 291,373	\$ (173,770)	\$ (173,770)	\$ (62,353)
Beginning Fund Balance	<u>799,193</u>	<u>1,090,566</u>	<u>1,090,566</u>	<u>1,090,566</u>
Ending Fund Balance	<u>\$ 1,090,566</u>	<u>\$ 916,796</u>	<u>\$ 916,796</u>	<u>\$ 1,028,212</u>
Ending Cash Balance				<u>\$ 1,021,397</u>

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

Fund 41, Resource 4100 - State Construction & Scheduled Maintenance

	Prior Year Actuals 7/1/16 to 6/30/17	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,389,326	\$ 8,496,236	\$ 8,496,236	\$ 6,649,090
Expenditures				
Services	\$ 19,650	\$ 0	\$ 0	\$ 0
Capital Outlay	1,369,676	8,496,236	8,496,236	699,257
Intrafund Transfer to La Sierra Resource 4130	44,470	0	0	0
Total Expenditures	\$ 1,433,796	\$ 8,496,236	\$ 8,496,236	\$ 699,257
Revenues Over (Under) Expenditures	\$ (44,470)	\$ 0	\$ 0	\$ 5,949,833
Beginning Fund Balance	44,470	0	0	0
Ending Fund Balance	\$ 0	\$ 0	\$ 0	\$ 5,949,833
Ending Cash Balance				\$ 5,886,077

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
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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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 56,247	\$ 28,861	\$ 28,861	\$ 25,808
Inter/Intrafund Transfer from				
General Operating (Resource 1000)	2,630,000	0	0	0
State Capital Outlay (Resource 4100)	44,470	0	0	0
Total Revenues	<u>\$ 2,730,716</u>	<u>\$ 28,861</u>	<u>\$ 28,861</u>	<u>\$ 25,808</u>
Expenditures				
Capital Outlay	<u>\$ 1,368,279</u>	<u>\$ 1,480,829</u>	<u>\$ 1,480,829</u>	<u>\$ (25,577)</u>
Total Expenditures	<u>\$ 1,368,279</u>	<u>\$ 1,480,829</u>	<u>\$ 1,480,829</u>	<u>\$ (25,577)</u>
Revenues Over (Under) Expenditures	\$ 1,362,437	\$ (1,451,968)	\$ (1,451,968)	\$ 51,386
Beginning Fund Balance	<u>389,806</u>	<u>1,752,242</u>	<u>1,752,242</u>	<u>1,752,242</u>
Ending Fund Balance	<u>\$ 1,752,242</u>	<u>\$ 300,274</u>	<u>\$ 300,274</u>	<u>\$ 1,803,627</u>
Ending Cash Balance				<u>\$ 1,848,257</u>

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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 7/1/16 to 6/30/17	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 298,377	\$ 85,000	\$ 85,000	\$ 31,489
Expenditures				
Classified Salaries	\$ 293,126	\$ 677,916	\$ 670,996	\$ 94,932
Employee Benefits	131,825	366,575	366,575	36,373
Materials & Supplies	1,533	0	0	0
Services	146,143	241,411	248,331	14,062
Capital Outlay	1,337,941	19,768,039	19,768,039	304,521
Total Expenditures	\$ 1,910,568	\$ 21,053,941	\$ 21,053,941	\$ 449,888
Revenues Over (Under) Expenditures	(1,612,192)	(20,968,941)	(20,968,941)	(418,399)
Beginning Fund Balance	10,608,458	8,996,266	8,996,266	8,624,143
Ending Fund Balance	\$ 8,996,266	\$ (11,972,675)	\$ (11,972,675)	\$ 8,205,744
Ending Cash Balance				\$ 7,876,554

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 8,600,758	\$ 9,522,252	\$ 9,522,252	\$ 6,094,558
Expenditures				
Classified Salaries	\$ 108,574	\$ 118,666	\$ 118,666	\$ 81,578
Employee Benefits	43,069	51,279	51,279	39,614
Services	<u>7,287,870</u>	<u>8,619,181</u>	<u>8,619,181</u>	<u>3,801,506</u>
Total Expenditures	\$ 7,439,513	\$ 8,789,126	\$ 8,789,126	\$ 3,922,698
Revenues Over (Under) Expenditures	\$ 1,161,245	\$ 733,126	\$ 733,126	\$ 2,171,860
Beginning Fund Balance	<u>589,360</u>	<u>1,750,605</u>	<u>1,750,605</u>	<u>1,750,605</u>
Ending Fund Balance	<u>\$ 1,750,605</u>	<u>\$ 2,483,731</u>	<u>\$ 2,483,731</u>	<u>\$ 3,922,465</u>
Ending Cash Balance				<u>\$ 4,830,336</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 719,292	\$ 1,294,572	\$ 1,294,572	\$ 720,882
Expenditures				
Classified Salaries	\$ 236,978	\$ 450,299	\$ 450,299	\$ 172,649
Employee Benefits	101,485	225,633	225,633	60,731
Materials & Supplies	11,651	9,600	9,600	3,680
Services	1,135,109	1,605,106	1,605,106	679,353
Capital Outlay	35,378	8,600	8,600	3,133
Total Expenditures	\$ 1,520,601	\$ 2,299,238	\$ 2,299,238	\$ 919,545
Revenues Over (Under) Expenditures	\$ (801,309)	\$ (1,004,666)	\$ (1,004,666)	\$ (198,662)
Beginning Fund Balance	\$ 3,078,468	2,277,159	2,277,159	2,277,159
Ending Fund Balance	\$ 2,277,159	\$ 1,272,493	\$ 1,272,493	\$ 2,078,497
Ending Cash Balance				\$ 4,465,808

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,358,591	\$ 1,467,722	\$ 1,467,722	\$ 678,640
Expenditures				
Classified Salaries	\$ 91,214	\$ 189,973	\$ 189,973	\$ 70,066
Employee Benefits	40,787	98,302	98,302	24,791
Materials & Supplies	1,344	2,200	2,200	67
Services	1,094,498	1,590,930	1,590,930	1,101,644
Capital Outlay	0	8,600	8,600	64
Total Expenditures	\$ 1,227,843	\$ 1,890,005	\$ 1,890,005	\$ 1,196,631
Revenues Over (Under) Expenditures	\$ 130,748	\$ (422,283)	\$ (422,283)	\$ (517,992)
Beginning Fund Balance	1,243,332	1,374,080	1,374,080	1,374,080
Ending Fund Balance	\$ 1,374,080	\$ 951,797	\$ 951,797	\$ 856,088
Ending Cash Balance				\$ 1,217,858

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 515,145	\$ 579,516	\$ 579,516	\$ 163,127
Expenditures				
Services	\$ 2,600	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 2,600	\$ 0	\$ 0	\$ 0
Revenues Over (Under) Expenditures	\$ 512,545	\$ 579,516	\$ 579,516	\$ 163,127
Beginning Fund Balance	325,339	837,884	837,884	837,884
Ending Fund Balance	<u>\$ 837,884</u>	<u>\$ 1,417,400</u>	<u>\$ 1,417,400</u>	<u>\$ 1,001,011</u>
Ending Cash Balance				<u>\$ 1,001,011</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 959,646	\$ 1,018,701	\$ 1,018,701	\$ 489,532
Expenditures				
Materials & Supplies	\$ 1,068,392	\$ 1,047,320	\$ 1,047,320	\$ 554,026
Total Expenditures	\$ 1,068,392	\$ 1,047,320	\$ 1,047,320	\$ 554,026
Revenues Over (Under) Expenditures	\$ (108,745)	\$ (28,619)	\$ (28,619)	\$ (64,495)
Beginning Fund Balance	1,253,002	1,144,256	1,144,256	1,144,256
Ending Fund Balance	<u>\$ 1,144,256</u>	<u>\$ 1,115,637</u>	<u>\$ 1,115,637</u>	<u>\$ 1,079,762</u>
ASRCCD Trust Fund Ending Balance				<u>\$ 1,484,549</u>
Ending Cash Balance				<u>\$ 2,572,139</u>

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

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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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.

Student Financial Aid

	Prior Year Actuals <u>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 53,490,487	\$ 80,634,657	\$ 80,634,657	\$ 32,441,709
Expenditures				
Scholarships and Grant Reimbursements	\$ 52,918,355	\$ 80,634,657	\$ 80,634,657	\$ 32,119,170
Total Expenditures	\$ 52,918,355	\$ 80,634,657	\$ 80,634,657	\$ 32,119,170
Revenues Over (Under) Expenditures	\$ 572,132	\$ 0	\$ 0	\$ 322,539
Beginning Fund Balance	51,155	623,287	623,287	623,287
Ending Fund Balance	\$ 623,287	\$ 623,287	\$ 623,287	\$ 945,826
Ending Cash Balance				\$ 758,023

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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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>7/1/16 to 6/30/17</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 8	\$ 8	\$ 8	\$ 4
Expenditures				
Services	\$ 0	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 0	\$ 0	\$ 0	\$ 0
Revenues Over (Under) Expenditures	\$ 8	\$ 8	\$ 8	\$ 4
Beginning Fund Balance	16,174	16,182	16,182	16,182
Ending Fund Balance	<u>\$ 16,182</u>	<u>\$ 16,190</u>	<u>\$ 16,190</u>	<u>\$ 16,186</u>
Ending Cash Balance				<u>\$ 16,186</u>

Agenda Item (IX-A-1)

Meeting	2/20/2018 - Regular
Agenda Item	Administrative Reports (IX-A-1)
Subject	Resolution No. 42-17/18 Authorizing the Chancellor, or Designee, of the District to Layoff and Reduce Hours of the Classified Service
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees adopt Resolution Number 42-17/18, authorizing the Chancellor, or Designee, of the District to layoff and reduce the hours of the classified service and send appropriate notification to the impacted employee.

Background Narrative:

Funding for the TriTech grant at Riverside Community College District ended on December 31, 2017. With the expiration of the grant and the loss of funding to support the positions, the College must eliminate the positions of Director, TriTech Small Business Development Center (SBDC) and Assistant Director, TriTech Small Business Development Center (SBDC). Prior to reaching the decision, efforts to obtain additional funding were explored and exhausted by the District so as to minimize impact on both human resources and operations.

The Lead Center of the Small Business Development network of California State University, Fullerton, determined that the TriTech SBDC would be re-bid through an RFP process. Additionally, upon communication of this information to then Chancellor, Michael Burke, Ph.D., he determined that the RCCD would not pursue the renewal.

In part, the reasons for not pursuing the grant renewal were as follows:

- The successful grant recipient would be required to commit a minimum cash dollar-for-dollar match in the amount of \$125,000.00; and,
- The RCCD had to guarantee to pay any remaining amount of cash that was not raised each year. In other words, the District would have been required to guarantee to cover any cash shortfall in any of the first three years as well as for the entire time the new Technology Focused SBDC was in the Inland Empire, if awarded.

After learning of the new requirements, Chancellor Burke decided that the RCCD would not reapply for the TriTech SBDC contract.

In an effort to ameliorate the impact of the nonrenewal of this grant had on staff, the following steps were taken:

- In October 2017, the Dean of Grants and Economic Development met with Human Resources & Employee Relations to discuss options for the impacted employees.
- As a result of the aforementioned meeting, the Director of TriTech SBDC was transferred to a regular position of Executive Director, Corporate & Business Innovation prior to the expiration of the grant.
- The Assistant Director of TriTech SBDC was assigned to the temporary position of Interim Director, Grants, prior to the expiration of the grant.

The office of Human Resources and Employee Relations will continue to meet with the affected employee to advise them of possible re-employment opportunities as they arise.

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

Attachments:

[20180220_Res No 42-17.18_TriTech_Layoff and Reduce Hours of the Clsfd Serv](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Resolution No. 42-17/18

Resolution of the Board of Trustees of Riverside Community College District Authorizing the Chancellor, or Designee, of the District to Layoff and/or Reduce Hours of the Classified Service

WHEREAS, funds and/or work load have been eliminated/reduced; and

WHEREAS, projected funding levels and/or work load for a classified position has been eliminated or reduced, the Governing Board of the Riverside Community College District (“District”) hereby finds it necessary and in the best interest of the District to reduce the classified services as specified below:

<u>Position Title</u>	<u>Department</u>	<u>FTE</u>	<u>College</u>
Director, TriTech Small Business Development Center	Economic & Community Dev.	1.0	March Ed. Ctr.
Assistant Director, TriTech Small Business Development Center	Economic & Community Dev.	1.0	March Ed. Ctr.

NOW THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED that, as of the end of the workday on April 23, 2018, the classified positions specified herein shall be eliminated to the extent set forth in accordance with California Education Code §88017;

BE IT FURTHER RESOLVED, DETERMINED, AND ORDERED that the Board of Trustees, Chancellor, or Designee, of the District is authorized and directed to give notice of layoff to all affected employees and to the appropriate exclusive bargaining representative, if applicable, no later than 60 days prior to the effective date of layoff as set forth above.

ADOPTED this 20th day of February, 2018.

President of the Board of Trustees

ATTEST:

Secretary, Board of Trustees

Agenda Item (XII-A)

Meeting 2/20/2018 - Regular

Agenda Item Business From Board Members (XII-A)

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
- Norco Partnership Ad-Hoc Committee
- Chancellor's Search Ad-Hoc Committee

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

Attachments:

None.

Agenda Item (XIII-A)

Meeting	2/20/2018 - 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: Terri Hampton, Vice Chancellor, HR and Employee Relations

Attachments:

None.