

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Board of Trustees - Regular Meeting – August 10, 2004 - 6:00 p.m.
Board Room AD122, Riverside Campus

AGENDA

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.

- I. Approval of Minutes - Special meeting of June 3, 2004
Special meeting of June 16, 2004

II. President’s Reports

A. Communications

President will share general information to the Board of Trustees, including federal, state, and local interests and College information.
Information Only

Closed Session

Pursuant to Government Code Section 54956.8, conference with real property negotiator Dave Saunders, Attorney, Clayson, Mann, Yaeger and Hansen, regarding property located at 3801, 3811, 3817 and 3823 Market Street, and 3824, 3828, 3830, 3832, and 3892 University Avenue, Riverside.

Recommended Action: To be Determined

Pursuant to Government Code Section 54957, Public employee discipline/dismissal/release.

Information Only

- B. Resolution Regarding California Highway Patrol Training Courses at Ben Clark Training Center – Resolution No. 1-04/05
- Recommend adopting Resolution 1-04/05 granting permission to the Palo Verde Community College District to offer courses at the Ben Clark Training Center, in support of the California Highway Patrol Training Program for the period August 1, 2004 to June 30, 2005.

Recommended Action: Request for Approval

- C. 2004-2005 College Catalog
- Recommend approving the 2004-2005 College Catalog as submitted.
Recommended Action: Request for Approval
- D. Recommendation of Moreno Valley Campus Strategic Planning Committee
- Recommend approving Phase III Building, the Digital Cable Television Studio, contingent on receipt of matching funds from the City of Moreno Valley, and the Network Operation Center (NOC) Building as priority to be built on the Moreno Valley Campus.
Recommended Action: Request for Approval
- E. Agreement between the Riverside Community College District and The Center for Community Opinion
- Recommend approving the agreement with the Center for Community Opinion to provide additional analyses of the results of the election, and authorize the Vice President, Administration and Finance, to sign the agreement. The total cost of the agreement is \$2,500.00.
Recommended Action: Request for Approval
- F. June 1, 2004 Puente Settlement
- Information copy of the Settlement Agreement is provided.
Information Only
- G. Current 2004 Pass Rate of the Nursing License Test of RCC Students
- Information regarding RCC's performance starting in 1998/99 to 2002/2003. The 2004 rate is not available yet.
Information Only

III. Student Report

IV. Consent Items

A. Action

- 1. Personnel
- Appointments and assignments of academic and classified employees.
 - a. Academic Personnel
 - 1. Appointments
 - (a) Contract Faculty
 - (b) Long-Term, Temporary Assignment, Academic Year 2004-2005

- (c) Part-Time Faculty, Hourly/Substitute Assignment, Winter Intersession 2004
 - (d) Part-Time Faculty, Hourly/Substitute Assignments, Spring Semester 2004
 - (e) Overload Assignments, Summer Intersession 2004
 - (f) Part-Time Faculty, Hourly Assignments, Summer Intersession 2004
 - (g) Child Development Center, Hourly Employees, Summer Intersession 2004
 - (h) Coordinator Assignment, Academic Year 2003-2004
 - (i) Extra-Curricular Assignments, Academic Year 2004-2005
 - (j) Department Chairs, Academic Year 2004-2005
 - (k) Overload Assignments, Fall Semester 2004
 - (l) Part-Time Faculty, Hourly Assignments, Fall Semester 2004
 - (m) Child Development Center, Hourly Employees, Fall Semester 2004
 - (n) Special Assignments
 - (o)* Management
2. Salary Reclassification
 3. Request for Participation in Reduced Employment Program
 4. Request for Unpaid Leave of Absence
 5. Separations

*Amended subsequent to posting the agenda.

- b. Classified Personnel
 - 1. Appointments
 - (a) District
 - (b) Categorically Funded
 - (c) Short-Term
 - (d) Temporary As Needed Student Workers
 - (e) Community Education Program – Spring/Summer/Fall Semesters 2004
 - (f) Special Projects
 - 2. Reclassification of Classified Management Position in Grants and Contract Services
 - 3. Reclassification of Bargaining Unit Position in Matriculation
 - 4. Professional Growth
 - 5. Military Leave
 - 6. Temporary Extension of Full-time, 10-Month Classified Employees' Work Year
 - 7. Request to Adjust Professional Expert's Appointment
 - 8. Request to Adjust Confidential Employee's Appointment
 - 9. Request to Adjust Temporary Reduced Workload During 4/10 Work Schedule
 - 10. Request to Adjust Extension of Temporary Reduced Workload
 - 11. Request for Leave Under the Federal Family and Medical Leave Act of 1993
 - 12. Separations

2. Purchase Order and Warrant Report -- All District Funds
- Purchase orders and warrant reports issued by the Business Office and Auxiliary Business Services.
3. Annuities
- Tax shelter annuities for employees, amendments and terminations.
4. Approval – Budget Adjustments (None)
5. Bid Awards (None)
6. Donation
- Recommend accepting the listed donated items.
7. Out-of-State Travel
- Recommend approving out-of-state travel requests.
8. Grants, Contracts and Agreements*
 - a.* Agreement with Richard Stover
- Recommend approving the agreement with Richard Stover to provide services beginning August 11, 2004 and continuing to June 30, 2005, pertaining to the operation of Performance Riverside, in an amount not to exceed \$39,000.00, and authorize the Vice President, Administration and Finance, to sign the agreement.
 - b.* Production Contract with Music Theatre International
- Recommend approving the production contract between Riverside Community College District and Music Theatre International, and authorize the Vice President, Administration and Finance, to sign the contract for the royalty, rental and security fees for “Closer Than Ever.” The term of this contract will be November 19, 2004 through November 21, 2004, and includes four (4) performances at \$95 each, plus a rental fee for materials at \$225, a \$400 refundable security fee and \$77.89 in taxes for a total of \$1,082.89.

*Addes subsequent to posting the agenda.

9. Other Items

- a. Signature Authorization
- Recommend authorizing each Trustee and District administrators listed to sign vendor warrant orders, order for salary payment, notices of employment, bank checks, purchase orders and grant documents. Also recommend authorizing District administrators listed to sign notices of employment and purchase orders.

Recommended Action: Request for Approval

B. Information (None)

V. Board Committee Reports

A. Academic Affairs and Student Services

1. Agreement with Leader Services – Medi-Cal Administrative Activities Program (MAA)
- Recommend approving the renewal of the Agreement to provide Medi-Cal Administrative Activities (MAA) Claim Services to the District’s Early Childhood Development Center for the term of October 1, 2004 through September 30, 2005, and authorize the Vice President, Administration and Finance, to sign the agreement in which the District shall pay Leader Services 10% of all MAA funds received.

Recommended Action: Request for Approval

2. Agreement with Luz Estrada
- Recommending approving the agreement to provide five in-service training workshops for Riverside County Foster and Relative Caregivers, in an amount not to exceed \$1,800.00, and authorize the Vice President, Administration and Finance, to sign the agreement. The dates of the workshops are 2/7/04, 3/20/04, 4/3/04, 5/15/04 and 6/5/04.

Recommended Action: Request for Approval

3. Agreement with Elizabeth Hernandez-Falk
- Recommend approving the agreement to provide five in-service workshops for Riverside County Foster and Relative Caregivers, on 2/21/04, 3/6/04, 4/17/04, 5/1/04 and 6/5/04, in an amount not to exceed \$1,800.00, and authorize the Vice President, Administration and Finance, to sign the agreement.

Recommended Action: Request for Approval

4. Agreement with Cheewa James
 - Recommend approving the agreement with Cheewa James to provide a conference for Riverside County Foster and Relative Caregivers on June 5, 2004, in an amount not to exceed \$2,300.00, and authorize the Vice President, Administration and Finance, to sign the agreement.

Recommended Action: Request for Approval

5. Agreement with Rose Marie Wentz
 - Recommend approving the agreement to provide a conference for Riverside County Foster and Relative Caregivers on May 8, 2004, in an amount not to exceed \$3,200.00, and authorize the Vice President, Administration and Finance, to sign the agreement.

Recommended Action: Request for Approval

6. Revised Regulations for Grading Standards – Policy and Regulations 5050 – Second Reading
 - Recommend approving the suggested revisions to Regulations 5050 that ensure the District is in compliance with Title V State Regulations.

Recommended Action: Request for Approval

7. Revised Policy and Regulations for Probation and Dismissal – Policy and Regulations 6066 – Second Reading
 - Recommend approving these revisions to Regulations 6066.

Recommended Action: Request for Approval

8. Revised Regulations for Matriculation Title V – Policy and Regulations 6091 – Second Reading
 - Recommend approving the revisions to Regulations 6091.

Recommended Action: Request for Approval

9. Proposed (New Affiliation Agreement) Affiliation Agreement for Nursing Students, Central City Lutheran Mission, dba: H Street Clinic
 - Recommend approving the new affiliation agreement with Central City Lutheran Mission, dba: H Street Clinic, to provide clinical facilities for nursing students, and authorize the Vice President, Administration and Finance, to sign the agreement. The term of the contract is August 11, 2004 through August 10, 2006. This contract has no financial impact on the District.

Recommended Action: Request for Approval

10. Agreement – County of Riverside Sheriff’s Department for Ben Clark Public Safety Training Center
- Recommend approving the agreement for renewal of an existing agreement for use of office space, classroom and laboratory facilities at Ben Clark Training Center for teaching public safety classes, and authorize the Vice President, Administration and Finance, to sign the agreement. The term of the contract is July 1, 2004 through June 30, 2005. The fee shall be \$1.53 per student contact hour, up to a maximum of 350,000 hours.
Recommended Action: Request for Approval

11. Appel Company Aloha Field-Service Maintenance Agreement (AFSMA)
- Recommend approving the renewal of the agreement for the use and maintenance of the Aloha P.O.S. (point of sale) Hardware System at the Riverside Community College Culinary Academy, from July 1, 2004 through June 30, 2005, for \$965.00, and authorize the Vice President, Administration and Finance, to sign the agreement.
Recommended Action: Request for Approval

12. Appel Company Aloha Help Desk Agreement (AHDA)
- Recommend approving the renewal of the existing maintenance agreement for the use of software support services, from August 17, 2004 through June 30, 2005, for \$788.71, and authorize the Vice President, Administration and Finance, to sign the agreement.
Recommended Action: Request for Approval

13. Murray’s Hotel and Restaurant Supply Company, Inc. Design Agreement
- Recommend approving the agreement to include the preparation of floor plan designs for possible remodel of the Culinary Academy, from July 8, 2004 through June 30, 2005, requiring a non-refundable deposit of \$1,500.00, and authorize the Vice President, Administration and Finance, to sign the agreement.
Recommended Action: Request for Approval

14. Renewal of Lease Agreement with Mobile Modular Management Corporation
- Recommend approving the renewal of the agreement to lease the Early Childhood Studies modular unit for Riverside Campus faculty, teachers and staff at a cost of \$4,021.32, paid by grant funding, from July 1, 2004 through June 30, 2005, and authorize the Vice President, Administration and Finance, to sign the agreement.
Recommended Action: Request for Approval

15. Memorandum of Understanding (MOU) Between Riverside Gateway to College Early College High School (ECHS) and Riverside Community College District
 - Recommend approving the MOU, in the amount of \$687,570.00, from August 11, 2004 through June 30, 2005, and authorize the Vice President, Administration and Finance, to sign it.**Recommended Action: Request for Approval**

16. Continuing Affiliation Agreement for Nursing Students, Hernandez Small Family Home
 - Recommend approving the continuing agreement to provide clinical facilities for nursing students, from September 12, 2004 through September 11, 2006, and authorize the Vice President, Administration and Finance, to sign the agreement. There is no financial impact to the District.**Recommended Action: Request for Approval**

17. Agreement – Loma Linda University Medical Center
 - Recommend approving the agreement for services by graduate residents to the District's Health Services for approximately 12 hours per week at \$60.00 per hour for a maximum of \$720.00 per week, or approximately \$25,200.00 for the term of the contract, July 1, 2004 through July 31, 2005, and authorize the Vice President, Administration and Finance, to sign the contract.**Recommended Action: Request for Approval**

18. Revised Regulations for Faculty Professional Growth – Policy and Regulations 3080 – First Reading
 - Recommend acceptance of revisions to Regulations 3080 for first reading.**Recommended Action: Accept for First Reading**

19. Continuing Affiliation Agreement for Nursing Students, Riverside Medical Clinic
 - Recommend approving the continuing affiliation agreement to provide clinical facilities for nursing students, from September 1, 2004 through August 31, 2006, and authorize the Vice President, Administration and Finance, to sign the agreement. This agreement has no financial impact to the District.**Recommended Action: Request for Approval**

20. Agreement – Physical Education Exams/Trainer
- Recommend approving the agreement between CLOVER Enterprises, Inc. and the District for help on an as needed basis to assist in conducting physical examinations of college athletes and providing trainer services, and authorize the Vice President, Administration and Finance, to sign the contract. The fee for this agreement is \$25.00 per hour for an amount not to exceed \$4,100 for exams and \$7,250 for trainer services, from July 1, 2004 to June 30, 2005.
Recommended Action: Request for Approval
21. Agreement with Centers for Academic Programs Abroad, Inc. – Florence, Italy – Fall 2004
- Recommend approving the agreement for Fall 2004 semester in Florence, Italy, and authorize the Vice President, Administration and Finance, to sign the agreement. There is no cost to the District.
Recommended Action: Request for Approval
22. Agreement with Centers for Academic Programs Abroad, Inc. – Oxford, England – Spring 2005
- Recommend approving the agreement for Spring 2005 semester in Oxford, England, and authorize the Vice President, Administration and Finance, to sign the agreement. There is no cost to the District.
Recommended Action: Request for Approval

B. Planning and Development

1. Agreement for Use of Facilities - 24 Hour Fitness Center, Norco Campus
- Norco Campus is requesting renewal of an agreement to use the facilities to provide college level physical education classes at a cost of \$20 per hour, per class, for the period of September 7, 2004 to June 8, 2005.
Recommended Action: Request for Approval
2. 2006-2010 Five-Year Capital Construction Plan
- Facilities and Planning requests authorization to submit the District's Five Year Capital Construction Plan to the California Community College Chancellor's Office, which is submitted annually as a mechanism of keeping the Chancellor's Office informed of the anticipated projects planned for the District.
Recommended Action: Request for Approval

3. Amendment to Sublease Agreement with March Joint Powers Authority
 - Facilities and Planning recommends amending the sublease agreement with March JPA property (Building 2595) for the purpose of building additional parking spaces for use by the District's evening classes, at no additional cost to the district, and wherein March JPA will give RCCD \$24,246.16 for this purpose.

Recommended Action: Request for Approval

4. Amendment to Agreement – Information Technology Solutions, LLC
 - Facilities and Planning recommends ratifying the amendment to the agreement, effective July 12, 2004, to extend the term of the contract to July 31, 2004, to allow the consultant to maximize the implementation of future technology innovation in the specifications for the Norco Campus Industrial Technology Building. No cost to the District is involved.

Recommended Action: Request for Approval

- C. Personnel and Labor Relations

- D. Finance and Audit
 1. Budget Development Fund Balance Target Proposal
 - Recommend formalizing the District's budget development practice regarding a 5% ending fund balance. This proposal, if adopted by the Board of Trustees, would become Board Policy 7080.

 2. Data Exchange Interface Service/Local SQL/Server Database Agreement
 - Recommend ratifying a consultant agreement for services leading to the automation of the retrieval and presentation of class schedule and employee directory information on the District website. This agreement is for the period of May 3, 2004 through June 30, 2004 at a cost of \$5,000.

 3. Agreement for Services – Murdoch, Walrath and Holmes
 - Recommend approving an agreement with the firm of Murdoch, Walrath and Holmes for assistance in securing State funding and addressing legislative matters of interest. This agreement is for the period of July 1, 2004 through June 30, 2005 at a cost of \$2,600.

 4. Interfund Loan – Proposed Reauthorization
 - Recommend reauthorizing a \$100,000 interfund loan from Resource 1000 to Resource 3300 for FY 2004-05.

5. Proposed Child Center Fee Increase
 - Recommend approving a proposed 10% fee increase for the College's three child centers, effective October 1, 2004. The increase would enable RCC to offer students and the community fees comparable to fees in other regional child center agencies. In addition, partial support of RCC's Early Childhood Studies program (Resource 3300) will come from an Unrestricted General Fund (Resource 1000) contribution.

Recommended Action: Request for Approval

- E. Legislative (None)
- F. Board of Trustees Committee Meeting Minutes
 - Recommend receipt of Board committee minutes from the June 7, 2004 Academic Affairs and Student Services, Planning and Development, and Personnel and Labor Relations Committee Meetings, the June 8, 2004 Finance and Audit and Legislative Committee Meetings, and the June 16, 2004 Finance and Audit Committee Meeting.

Information Only

VI. Administrative Reports

- A. Vice President
- B. Provosts

VII. Academic Senate Report

VIII. Business from Board Members

- A. Proposed Recommendations for Appointments to Serve on the Bond Oversight Committee
 - Recommend approving the individuals indicated by the ad hoc committee to serve on the Bond Oversight Committee. The term of appointment will begin August 10, 2004.

Recommended Action: Request for Approval

IX. Comments from the Public

X. Adjournment

MINUTES OF THE SPECIAL BOARD OF TRUSTEES MEETING OF JUNE 3, 2004

President Figueroa called the special meeting of the Board of Trustees to order at 6:00 p.m., in the Administrative Conference Room, Riverside City Campus.

CALL TO ORDER

Trustees Present

Mrs. Kathleen Daley
Ms. Mary Figueroa
Mr. Jose Medina
Ms. Grace Slocum
Mr. Mark Takano

Trustees Absent

Ms. Maha Ibrahim, Student Trustee

UNOFFICIAL

This is an uncorrected copy of Board Minutes. The minutes do not become official until they are approved by the Board at its next meeting.

Staff Present

Dr. Salvatore G. Rotella, President

Guests Present

Mr. Dave Saunders, Attorney, Clayson, Mann, Yaeger and Hansen

The Board adjourned the meeting to closed session at 6:05 p.m., pursuant to Government Code Section 54957, public employee discipline/dismissal/release; pursuant to Government Code Section 54957.6, to confer with labor negotiators, RCC agency designated representatives: Salvatore G. Rotella, President, Jim Buysse, vice president, administration and finance, and Ray Maghroori, vice president, academic affairs; and pursuant to Government Code Section 54956.8, to confer with negotiator Dave Saunders, attorney, Clayson, Mann, Yeager and Hansen regarding property located at 3801, 3811, 3817 and 3823 Market Street, and 3824, 3828, 3830, 3832, and 3892 University Avenue, Riverside.

CLOSED SESSION

The Board reconvened the meeting to open session at 7:30 p.m., announcing that no action was taken, and adjourned the meeting.

RECONVENEMENT TO OPEN
SESSION AND ADJOURNMENT

MINUTES OF THE SPECIAL BOARD OF TRUSTEES MEETING OF JUNE 16, 2004

President Figueroa called the special meeting of the Board of Trustees to order at 6:05 p.m., in Board Room AD122, Riverside City Campus.

CALL TO ORDER

Trustees Present

Ms. Kathleen Daley
Ms. Mary Figueroa
Mr. Jose Medina
Ms. Grace Slocum
Mr. Mark Takano
Ms. Gina Grace, Student Trustee

Trustees Absent

UNOFFICIAL

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Staff Present

Dr. Salvatore G. Rotella, President
Dr. James Buysse, Vice President, Administration and Finance
Dr. Linda Lacy, Interim Vice President, Student Services
Dr. Ray Maghroori, Vice President, Academic Affairs
Dr. Brenda Davis, Provost, Norco Campus
Dr. Richard Tworek, Provost, Moreno Valley Campus
Ms. Virginia MacDonald, Executive Assistant to the President
Mr. Jim Parsons, Interim Associate Vice President, Public Affairs
Institutional Advancement
Ms. Virginia McKee-Leone, President, Academic Senate

Guests Present

Ms. Donna Barry, Senior Associate, Gould Evans
Mr. Bill Osborne, Associate, Gould Evans
Mr. Jose Pombo, Associate, Gould Evans
Mr. Dave Saunders, Attorney, Clayson, Mann, Yaeger and Hansen
Mr. Jay Silverberg, Design Principle, Gould Evans

Student Trustee for 2004-2005 and ASRCC
President Gina Grace led in the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Ms. Slocum, seconded by Mr. Medina, moved that the Board of Trustees approve the minutes of the special meeting of May 19, 2004. Motion carried. (5 ayes)

MINUTES OF SPECIAL MEETING
OF MAY 19, 2004

PRESIDENT'S REPORTS

Dr. Rotella swore in Ms. Grace as the 2004-2005 student trustee.

Presentations –
“Administration of Oath of Office to Student Trustee” –
Salvatore G. Rotella,
President

Executive Dean Carlson introduced the design team from Gould Evans: Ms. Donna Barry, Mr. Bill Osborne, Mr. Jose Pombo, and Mr. Jay Silverberg, who presented an update on the Riverside School for the Arts.

“Riverside School for the Arts Update” – Mr. Lance Carlson, Executive Dean, Riverside School for the Arts

Mr. Medina, seconded by Ms. Slocum, moved that the closed session item to confer with labor negotiator; RCC agency designated representative: Salvatore G. Rotella, Employee organization: CSEA Classified employees, Confidential and Management employees, arose subsequent to posting the agenda and needs to be considered. Motion carried. (5 ayes)

AMENDED AGENDA

The Board adjourned the meeting to closed session at 6:51 p.m., pursuant to Government Code Section 54956.8, to confer with real property negotiator Dave Saunders, attorney, Clayson, Mann, Yaeger and Hansen, regarding property located at 3801, 3811, 3817 and 3823 Market Street, and 3824, 3828, 3830, 3832 and 3892 University Avenue, Riverside, and portions of the following assessor’s parcels along the easterly frontage of La Sierra Avenue and the southerly frontage of Indiana Avenue: 138-130-004, 138-120-007, 138-120-005, 130-170-011, 130-170-010, 138-170-009, 138-130-010 and 138-130-009, and pursuant to Government Code Section 54957.6, confer with labor negotiator; RCC agency designated representative: Salvatore G. Rotella, Employee organization: CSEA Classified Employees, Confidential and Management Employees.

CLOSED SESSION

The Board reconvened the meeting to open session at 7:43 p.m., announcing the following action:

RECONVENEMENT TO OPEN SESSION

Ms. Slocum, seconded by Ms. Daley, moved that the Board of Trustees authorize Dr. Rotella to execute an “Offer of Dedication” of the right-of-way with the City of Riverside for the District’s La Sierra property, from Cleveland Avenue to Indiana Avenue, with the understanding that the City Council would not adopt the resolution necessary for accepting the Offer, unless the Council is prepared to fully fund the construction of the project, including full improvements along

the entire La Sierra Avenue frontage of the land currently owned by the College. Motion carried. (5 ayes)

The public hearing for the Riverside Community College District and Riverside Community College District Chapter, CCA/CTA/NEA, 2004-2007 Contract Proposal was opened at 7:45 p.m. There were no comments from the public, and the public hearing was closed at 7:46 p.m.

PUBLIC HEARING – RIVERSIDE
COMMUNITY COLLEGE
DISTRICT AND RIVERSIDE
COMMUNITY COLLEGE
DISTRICT CHAPTER,
CCA/CTA/NEA, 2004-2007
CONTRACT PROPOSAL

PRESIDENT’S REPORTS

Mr. Takano, seconded by Ms. Daley, moved that the Board of Trustees approve the resolution and its transmission to the Board of Supervisors of Riverside County and the Registrar of Voters. Motion carried. (5 ayes)

Resolution Certifying All Proceeds in the March 2, 2004 General Obligation Bond Election – Resolution No. 45-03/04

Mr. Takano, seconded by Ms. Daley, moved that the Board of Trustees approve building a parking garage using Measure C funds. Ms. Slocum amended the motion to add that the project be brought back to the Board for design, etc. Motion carried. (5 ayes)

Construction of a Parking Structure on the Riverside City Campus

Mr. Medina, seconded by Ms. Slocum, moved that the Board of Trustees approve the contract with The Ferguson Group, LLC to represent the District before Congress and the Administration to obtain Federal support and funding for the proposed Riverside School for the Arts, School of Nursing and the Middle College programs, from July 1, 2004 through June 30, 2005, in an amount not to exceed \$78,000.00, from the District’s County redevelopment funds. Motion carried. (5 ayes)

Agreement with The Ferguson Group, LLC

Mr. Takano, seconded by Ms. Daley, moved that the Board of Trustees approve the following proposed salary adjustment for classified, confidential and management employees:

Salary Adjustment for Classified, Confidential and Management Employees

A. By COLA, effective July 1, 2004, to the extent funded by the State, plus a possible

additional 1.0%. The additional 1.0% general salary increase above COLA will be provided if the District receives new growth and equalization funding in the amount of \$2.0 million or more as reported in the Advance Apportionment or the P2 report for FY 2004-05.

B. By COLA, effective July 1, 2005, to the extent funded by the State plus a possible additional 1.0%. The additional 1.0% general salary increase above COLA will be provided if the District receives new growth and equalization funding in the amount of \$5.0 million or more as reported in the Advance Appointment or the P2 report for the two-year period FY 2004-2005 and FY 2005-2006.

C. By COLA, effective July 1, 2006, to the extent funded by the State plus a possible additional 2.0%. The additional 2.0% general salary increase above COLA will be provided if the District receives new growth and equalization funding in the amount of \$8.0 million or more as reported in the Advance Apportionment or the P2 report for the three-year period FY 2004-2005 through FY 2006-2007.

Motion carried. (5 ayes)

Mr. Takano, seconded by Mr. Medina, moved that the Board of Trustees ratify the 2004-2007 collective bargaining agreement between the Riverside Community College District and the Riverside Community College Chapter CCA/CTA/NEA. Motion carried. (5 ayes)

Ratification of the 2004-2007 Agreement between the Riverside Community College District and the Riverside Community College Chapter CCA/CTA/NEA

Mr. Medina, seconded by Ms. Daley, moved that the Board of Trustees approve Resolution No. 53-03/04, Supplementary Retirement Plan – Public Agency Retirement System (PARS) to implement supplementary retirement plans as provided in the 2004-2007 settlement agreement referenced above and as offered in the past for administrative,

Supplementary Retirement Plan – Public Agency Retirement System (PARS)

classified and confidential staff. Motion carried. (5 ayes)

Mr. Takano, seconded by Ms. Daley, moved that the Board of Trustees authorize the President to select and hire a consultant to work with the President and the Board on the recruitment and selection of a President for the Riverside City Campus. The contract amount not to exceed \$25,000.00, plus expenses not to exceed \$5,000.00. Motion carried. (5 ayes)

Presidential Search
Consultant for the Riverside
City Campus

The Board of Trustees received the calendar of Board of Trustees Meetings from August-December 2004 for information.

Board of Trustees Meeting
Calendar

Ms. Grace, student trustee, reported on recent and planned ASRCC activities.

STUDENT REPORT

CONSENT ITEMS

Ms. Slocum, seconded by Ms. Daley, moved that the Board of Trustees:

Action

Approve the listed academic and classified appointments, and assignment and salary adjustments; (Appendix No. 66)

Academic and Classified
Personnel

Approve/ratify the Purchase Order and Warrant Report covering purchase order numbers 49406-53814 (additions), 53616, 53827, 53894, 53911-53915, 53917-53918, 53920-53921, 53928, 53931, 53934-53935, 53947-53948, 53951-54164, 54166-54214, 54216, 54220-54263, 54265-54357, 54359-54362, 54364-54365, 54367-54394, 54396-54409, 54411-54413, 54415-54424, and 54426-54443, issued by the Business Office, and purchase order numbers 52741, and 53515 (additions), 54214, 54217-54219, and 54395 issued by the Auxiliary Business Services Office, in the amount of \$1,396,980.79, and Warrant Claim Numbers 31422 through 32745 in the amount of \$3,909,957.55; (Appendix No. 67)

Purchase Order and Warrant
Report – All District Funds

Approve the budget transfers as presented;
(Appendix No. 68)

Add revenue and expenditures of \$13,867 to the budget at this time, and authorize the vice president, administration and finance, to sign the resolution;

Grant out-of-state travel as listed; (Appendix No. 69)

Find the items listed do not exceed in value the sum of two thousand five hundred dollars, declare the items to be surplus, and authorize the computing equipment to be donated to Norco Elementary School to meet its technology needs in classrooms and labs. (Appendix No. 70).

Motion carried. (5 ayes)

In accordance with Board Policy 1040.1, the President has accepted the resignation of Mr. Asatar Bair, economics instructor, effective July 1, 2004, for personal reasons, Mr. John Biehl, associate professor, Biology, effective June 11, 2004, for retirement, Mr. Gilbert Jimenez, associate professor, history, effective June 30, 2004, for retirement, Mr. Ron McPherson, computer information systems instructor, effective August 31, 2004, for retirement, Ms. Cheryl Marie Osborne, coordinator, student activities, effective June 10, 2004, for personal reasons, Ms. May Paquette, associate professor, office administration, June 11, 2004, for retirement and Ms. Patricia Cabrera, financial clerk, effective June 16, 2004, for retirement.

The Board received an informational summary of financial activity from July 1, 2003 through May 31, 2004.

Approval – Budget
Adjustments

Resolution to Amend Budget
– Resolution No. 51-03/04 –
2003-2004 Disabled Student
Programs and Services
(DSP&S)

Out-of-State Travel

Surplus Property

Information

Separations

Monthly Financial Report

BOARD COMMITTEE REPORTS

Academic Affairs and Student Services

Mr. Medina, seconded by Ms. Slocum, moved that the Board of Trustees approve the curricular changes for inclusion in the College Catalog and in the schedule of class offerings. (Appendix No. 71) Motion carried. (5 ayes)

Proposed Curricular Changes

Mr. Medina, seconded by Ms. Slocum, moved that the Board of Trustees approve these revised regulations. Motion carried. (5 ayes)

Revised Regulations for Enrollment of Minors – Policy and Regulations 6058 – Second Reading

Mr. Medina, seconded by Ms. Slocum, moved that the Board of Trustees accept these revised regulations for first reading. Motion carried. (5 ayes)

Revised Regulations for Grading Standards – Policy and Regulations 5050 – First Reading

Mr. Medina, seconded by Ms. Slocum, moved that the Board of Trustees accept this revised policy and regulations for first reading. Motion carried. (5 ayes)

Revised Policy and Regulations for Probation and Dismissal - Policy and Regulations 6066 – First Reading

Mr. Medina, seconded by Ms. Slocum, moved that the Board of Trustees accept these revised regulations for first reading. Motion carried. (5 ayes)

Revised Regulations for Matriculation Title V – Policy and Regulations 6091 – First Reading

Mr. Medina, seconded by Ms. Slocum, moved that the Board of Trustees approve the Memorandum of Understanding from July 1, 2004 through June 30, 2005 for \$1,800.00, and authorize the vice president, administration and finance, to sign the memorandum. Motion carried. (5 ayes)

Memorandum of Understanding with The Counseling Team International

Mr. Medina, seconded by Ms. Slocum, moved that the Board of Trustees approve the agreement, from July 1, 2004 through June 30, 2005, for \$8,025.90, and authorize the vice president, administration and finance, to sign it. Motion carried. (5 ayes)

Agreement – Service Provider Agreement for Vikki Roberts

Mr. Medina, seconded by Ms. Slocum, moved that the Board of Trustees approve the agreement with the County of Riverside, on behalf of the Fire Department, from July 1, 2004 through June 30, 2006, for an amount not to exceed \$9,300 per month, plus other work-related expenses as deemed appropriate by the District. Motion carried. (5 ayes)

Agreement – County of
Riverside Fire Department
for Ben Clark Public Safety
Training Center

Mr. Medina, seconded by Ms. Slocum, moved that the Board of Trustees approve the agreement with the Riverside County Economic Development Agency to supply office space and adequate classroom and laboratory facilities at the Culinary Academy from July 1, 2004 through June 30, 2005, and authorize the vice president, administration and finance, or designee, to sign the agreement. Motion carried. (5 ayes)

Memorandum of Understand-
ing between Riverside
Community College District
and Riverside County
Economic Development
Agency for the Culinary
Academy

Mr. Medina, seconded by Ms. Slocum, moved that the Board of Trustees approve the consultant agreement with Dr. Reza Vaezazizi, in the amount of \$15,000, from July 1, 2004 through June 30, 2005, and authorize the vice president, administration and finance, to sign the agreement. Motion carried. (5 ayes)

Consultant Agreement –
Reza Vaezazizi, M.D.

Mr. Medina, seconded by Ms. Slocum, moved that the Board of Trustees approve the clinical facilities agreement with Jerry L. Pettis Memorial VA Medical Center effective June 14, 2004, and authorize the vice president, administration and finance, to sign the agreement. Motion carried. (5 ayes)

Affiliation Agreement for
Nursing Students, Jerry L.
Pettis Memorial VA Medical
Center

Mr. Medina, seconded by Ms. Slocum, moved that the Board of Trustees approve the agreement, and authorize the vice president, administration and finance, to sign the agreement. Motion carried. (5 ayes)

Agreement with America
Media Training

Planning and Development

Ms. Slocum, seconded by Ms. Daley, moved that the Board of Trustees approve the agreement with Michael Bazdarich (dba *MB Economics*), for an amount not to exceed \$5,000, and authorize the vice president, administration and finance, to sign the agreement, and affirm that this vendor should not be classified as a “designated employee” for purposes of the Conflict of Interest Code. Motion carried. (5 ayes)

Agreement - *MB Economics*

Approve the amendment to the agreement with Abt Associates Inc. to extend the term of the agreement to May 30, 2005, and authorize the vice president, administration and finance, to sign the amendment to agreement, and affirm that this vendor should not be classified as a “designated employee” for purposes of the Conflict of Interest Code. Motion carried. (5 ayes)

Amendment to Agreement with Abt Associates Inc.

Approve all contracts, and authorize the vice president, administration and finance, to sign. Motion carried. (Appendix No. 72) (5 ayes)

Contracting Services

Personnel and Labor Relations

Mr. Medina, seconded by Ms. Slocum, moved that the Board of Trustees approve the revised regulations. Motion carried. (5 ayes)

Revised Regulations for Complaints of Unlawful Discrimination (including Sexual Harassment) – Addendum to Policies 3099/4099; 3100/4100/6100; 3110/4110/6110; 6200 – Second Reading

Ms. Slocum, seconded by Ms. Daley, moved that the Board of Trustees approve the agreement, and authorize the vice president, administration and finance, to sign the document. Motion carried. (5 ayes)

Agreement with The Biddle Consulting Group, Inc.

Ms. Slocum, seconded by Ms. Daley, moved that the Board of Trustees approve this agreement, from July 1, 2004 through June 30, 2005, for a sum not to exceed

Agreement with The Centre for Organizational Effectiveness

\$40,608.80, and authorize the vice president, administration and finance, or his designee, to sign the document. Motion carried. (5 ayes)

Finance and Audit

Ms. Daley, seconded by Mr. Takano, moved that the Board of Trustees approve use of the proposed telecommunication site license agreement, subject to approval by District legal counsel, and authorize the vice president, administration and finance, to sign the agreement. Motion carried. (5 ayes)

Proposed Telecommuni-
cations Site License
Agreement

Item V-D-2 was withdrawn from consideration.

Appropriations Subject to
Proposition 4 Limitation in
2004-2005 and Notice of
Documentation Availability

Ms. Daley, seconded by Mr. Takano, moved that the Board of Trustees approve the resolution, authorizing an increase in the Medical Care Expense Reimbursement accrual to \$5,000.00

Modification of Flexible
Benefits Plan for Permanent
Employees

Ms. Daley, seconded by Mr. Takano, moved that the Board of Trustees approve the 2004-2005 Tentative Budget, which consists of the funds and accounts noted therein, authorize staff to forward a copy to the Riverside County Superintendent of Schools, announce that the proposed 2004-2005 Budget will be available for public inspection beginning September 7, 2004 at the office of the vice president, administration and finance, and the public hearing will be held at 6:00 p.m., at a Board meeting on September 14, 2004, to be followed by the adoption of the 2004-2005 Budget, and authorize the College President to sign a notice relative to these dates. Motion carried. (5 ayes)

Tentative Budget for 2004-
2005 and Notice of Public
Hearing on the 2004-2005
Budget

Ms. Daley, seconded by Ms. Slocum, moved that the Board of Trustees approve the agreement with Just Within Sight Motivations, for an amount not to exceed \$1,450.00, for an event scheduled on July 19,

Agreement with Just Within
Sight Motivations

2004, and authorize the vice president, administration and finance, to sign the agreement. Motion carried. (5 ayes)

The Board received for information the minutes from the May 17, 2004 Academic Affairs and Student Services Committee, Personnel and Labor Relations Committee, Finance and Audit Committee, and Planning and Development Committee meetings, and the May 19, 2004 Adjourned Planning and Development Committee meeting.

Ms. Bufalino presented the report from the Academic Senate.

Ms. Slocum, seconded by Ms. Daley, moved that the Board of Trustees adopt Resolution No. 50-03/04, Order of Election – Resolution Ordering Consolidated Governing Board Member Biennial Election, Specifications of the Election Order, and Request for Consolidation for the November 2, 2004 Election, and the District shall not bear the cost of printing and handling Candidates Statements limited to 200 words; Board President to sign. Motion carried. (5 ayes)

The Board adjourned the meeting at 9:29 p.m.

Board of Trustees Committee
Meeting Minutes

ACADEMIC SENATE REPORT

BUSINESS FROM BOARD MEMBERS

Order of Election –
Resolution Ordering
Consolidated Governing
Board Member Biennial
Election, Specifications of
the Election Order, and
Request for Consolidation –
Resolution No. 50-03/04

ADJOURNMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES

Report No.: IV-A-1-a

Date: August 10, 2004

Subject: Academic Personnel

1. Appointments

Board Policy 1040 authorizes the President (or designee) to make an offer of employment to a prospective employee, subject to final approval by the Board of Trustees.

It is recommended that the following appointments be approved:

a. Contract Faculty

	<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
	Nancy Gall	Photography Instructor (Riverside)	08/26/04	E-6
*	John Smith	Men's Head Basketball Coach/Instructor (Riv)	08/26/04	D-6

b. Long-Term, Temporary Assignment, Academic Year 2004-05

	<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
	Melissa Bader	English Instructor (Norco)	08/26/04	F-6
	Nicole DeRose	Biology Instructor (Moreno Valley)	08/26/04	C-3
*	Kathleen DeWitt	Instructor/Coordinator, CalWORKs Child Development Careers Project (Riverside)	08/26/04	D-4
	Monica Gutierrez	Biology Instructor (Norco)	08/26/04	H-3
	Beverly Kellett	Mathematics Instructor (Riverside)	08/26/04	C-1
	Frank Marfai	Mathematics Instructor (Riverside)	08/26/04	C-4
	Kim Metcalfe	Early Childhood Studies Instructor (Riverside)	08/31/04	D-3
	Jason Parks	Mathematics Instructor (Norco)	08/26/04	C-3
	Miguel Reid	English Instructor (Moreno Valley)	08/26/04	C-5

c. Part-Time Faculty, Hourly/Substitute Assignment, Winter Intersession 2004

<u>Name</u>	<u>Subject</u>
Kendell Banks	Administration of Justice

d. Part-Time Faculty, Hourly/Substitute Assignments, Spring Semester 2004

<u>Name</u>	<u>Subject</u>
Kendell Banks	Administration of Justice
Todd Beal	Reading
Joseph Cleary	Administration of Justice
Nadia Madden	Administration of Justice
Richard Moker	Administration of Justice

Subject: Academic Personnel

1. Appointments – cont.

e. Overload Assignments, Summer Intersession 2004

<u>Name</u>	<u>Subject</u>
Rhonda Hamerslough	Dental Hygiene
Jimmie Hill	Counseling
Glenn Hunt	Mathematics
Rosina Lopez	Counseling
Paul Moores	Library Services
Christopher Nollette	Emergency Medical Services

f. Part-Time Faculty, Hourly Assignments, Summer Intersession 2004
The individuals specified on the attached list.

g. Child Development Center, Hourly Employees, Summer Intersession 2004

<u>Name</u>	<u>Position</u>
Yolanda Arredondo	Pre-School Associate Teacher, Hourly
Aurora Banuelos	Pre-School Associate Teacher, Hourly
Misty Baum	Pre-School Associate Teacher, Hourly
Lisa Beltran	Early Childhood Master Teacher, Hourly
Shirley Bijani	Early Childhood Master Teacher, Hourly
Denise Hays	Pre-School Associate Teacher, Hourly
Susan Helm	Pre-School Associate Teacher, Hourly
Christina Heredia	Pre-School Associate Teacher, Hourly/ Early Childhood Master Teacher, Hourly

h. Coordinator Assignment, Academic Year 2003-04

<u>Name</u>	<u>Activity</u>
Daniel Clark	Writing and Reading Center (Moreno Valley)

i. Extra-Curricular Assignments, Academic Year 2004-05

<u>Name</u>	<u>Activity</u>
Doug Graham	Intramurals (Rescind Appointment)
Darius Haghigaht	Model United Nations (Rescind Appointment)
Ward Schinke	Model United Nations (Replacing D.Haghigaht)

j. Department Chairs, Academic Year 2004-05
The individuals specified on the attached list.

k. Overload Assignments, Fall Semester 2004
The individuals specified on the attached list.

Report No.: IV-A-1-a

Date: August 10, 2004

Subject: Academic Personnel

1. Appointments – cont.

l. Part-Time Faculty, Hourly Assignments, Fall Semester 2004

The individuals specified on the attached list.

m. Child Development Center, Hourly Employees, Fall Semester 2004

The individuals specified on the attached list.

n. Special Assignments

Payment as indicated to the individuals specified on the attached list.

* o. Management

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
Carol Quin	Interim Dean, Riverside School for the Arts	09/01/04	19.0

2. Salary Reclassification

Board Policy 3080 establishes the procedure for professional growth and salary reclassification. The following employee has fulfilled the requirements of this policy.

It is recommended the Board of Trustees grant salary reclassification to Tamara DiBenedetto, from Column F to Column G, effective September 1, 2004.

3. Request for Participation in Reduced Employment Program

The Agreement between Riverside Community College District and the Riverside Community College Chapter CCA/CTA/NEA provides for faculty participation in the Reduced Employment Program; and the Department Chair, Dean, and Vice President have reviewed and support the following request:

It is recommended the Board of Trustees approve the request of Gail Piestrup, Associate Professor of English, and allow her to participate in the Reduced Employment Program with a teaching load of 50% for the 2004-05 academic year.

4. Request for Unpaid Leave of Absence

David Nelson, Associate Professor of Theater Arts, has requested an unpaid leave of absence for the fall 2004. The District, at its discretion, may grant such leaves; and this leave has the support of the Vice President of Academic Affairs.

It is recommended the Board of Trustees approve the request of David Nelson, Associate Professor of Theater Arts, for an unpaid leave of absence during the fall semester 2004.

Subject: Academic Personnel

5. Separations

Board Policy 1040.1 authorizes the President to officially accept the resignation of an employee; and the President has accepted the following resignations.

It is recommended the Board of Trustees receive, for information only, the resignation of the individuals listed below:

<u>Name</u>	<u>Title</u>	<u>Last Day of Employment</u>	<u>Reason</u>
Lance Carlson	Executive Dean, Riverside School for the Arts	07/09/04	Career Advancement
Maureen Chavez	Project Director, Developing Hispanic- Serving Institutions Title V Grant (MV)	09/30/04	Personal
Doris Mawn	Associate Professor, Medical Assisting	06/12/04	Retirement
Cheryl Roberts	Assoc. Prof., Early Childhood Studies	06/30/04	Retirement
Gary Semonella	Assoc. Prof., Speech Communication	06/30/04	Retirement
Dorothy (Chari) Wallace	Assoc. Prof., Business Administration	06/30/04	Retirement

NAME	SUBJECT
Allahyari, Reza	Chemistry
Amodeo, Margaret	Counseling
Arias, Greg	Emergency Medical Services
Arnold, Homer	Art
Baker, Lance	PE/Athletics
Ballard, Rubye	Library Services
Banks, Kendell	Administration of Justice
Beeler, Timothy	Emergency Medical Services
Boerner, Tasha	Computer Information Systems
Bolowich, Hans	Emergency Medical Services
Booth, Thomas	Emergency Medical Services/Fire Technology
Britt, Vivian	Library Services
Bushman, Francis	Counseling
Byous, Rosslynn	Physician Assistant
Case, Adam	Emergency Medical Services
Casella, Daniel	Counseling
Chaks, Leslie	Counseling
Chambers, Dean	Business Administration/CIS
Chiu, Kuei	Library Services
Clements Jr., Charles	Emergency Medical Services/Fire Technology
Copeland, Jeffrey	Emergency Medical Services
Coryell, Jon	Emergency Medical Services
Davis, Joyce	Library Services
Davis, Scott	Emergency Medical Services
Deyo III, Arthur	Emergency Medical Services
Diaz, Steven	Emergency Medical Services
Eoff, Robert	Art
Erdle, Harvey	Administration of Justice
Fontaine, Robert	Emergency Medical Services
Fultz, Michael	English
Gelenchi, Fantahun	Mathematics
Greco, Elizabeth	Counseling
Gressier, Pamela	English
Herr, Kerry	English
Hulshof, Lidia	Dental Hygiene
Keating II, Jerome	Computer Information Systems
Ko, Grace	Library
Lansing, Sandra	English
Lippire, Kristine	Art
Longway, Mark	Counseling
Mbolo, Billington	Mathematics

<u>NAME</u>	<u>SUBJECT</u>
McKindley, Judith	Emergency Medical Services
McWilliams, Elizabeth	Early Childhood Studies
Neal, Brian	Counseling
Nugent, Randall	Emergency Medical Services
Nugent, Yvonne	Emergency Medical Services

**DEPARTMENT CHAIR STIPENDS
 2004-05 Academic Year**

MORENO VALLEY CAMPUS		Stipend
Communications, Humanities, Social Sciences	Gregory Elder	100%
Assistant Chair	Diane Conrad	0%
Assistant Chair	Cordell Briggs	0%
Assistant Chair	Rosario Mercado	0%
Health, Human & Public Services	Patricia Bufalino	100%
Assistant Chair	Doug Beckstrom	0%
Assistant Chair	Doris Mawn	0%
Assistant Chair	Delores Middleton	0%
Mathematics, Sciences and Information Systems	Michael McQuead	100%
Assistant Chair	Rebecca Loomis	0%
Assistant Chair	Kathleen Saxon	0%
Assistant Chair	Diane Conrad	0%
Assistant Chair	Matthew Barboza	0%
NORCO CAMPUS		
Communications, Humanities and Social Sciences	TBA	
Assistant Chair	TBA	
Assistant Chair	TBA	
Assistant Chair	TBA	
Engineering, Industry, and Technologies	Todd Wales	50%
Assistant Chair	Tom Wagner	50%
Mathematics, Sciences and Information Systems	TBA	
Assistant Chair	TBA	
Assistant Chair	TBA	
RIVERSIDE CITY CAMPUS		
Applied Technology	Jim Thomas	100%
Assistant Chair	Sharon Gillins	0%
Assistant Chair	Paul O'Connell	0%
Art	Steve Horn	100%
Behavioral Sciences/Psychology	Jan Schall	100%
Business Administration/Information Systems Technology	James Cregg	100%
Assistant Chair	Ronald Pardee	0%
Assistant Chair	Sai Bhatia	0%
Chemistry	Michael Amrich	100%
Cosmetology	Roger Warren	100%
Counseling	Judy Haugh	100%
Early Childhood Studies	Deborah Cazares	100%
Economics, Geography, Political Science	Dariush Haghighat	100%
English	Tim Brown	100%
Assistant Chair	Tom Allen	0%
Assistant Chair	Christine Sandoval	0%
Foreign Languages/ASL	Rosemarie Sarkis	100%
History, Philosophy, Humanities	Kristi Woods	100%
Library	Cecilia Wong (Adm)	0%
Life Sciences	Terry Shaw	100%
Assistant Chair	John Rosario	0%
Mathematics	Susan Mills	50%
Assistant Chair	Mary Legner	50%
Nursing	Sandra Baker (Admin)	0%
Assistant Chair RN	Evangeline Fawson	50%
Assistant Chair LVN	Phyllis Rowe	50%
Performing Arts and Media	Carolyn Quin	33%
Assistant Chair	Rita Chenoweth	33%
Assistant Chair	David Nelson	33%
Physical Education	Steve Sigloch	100%
Assistant Chair	Kathy Farris	0%
Physical Science	Terrance O'Neill (Fall 2004 only)	100%
	Jim Mehegan (winter/spring 2004)	
Public Safety Education and Training	William Vincent (Adm)	0%

DEPARTMENT CHAIRS*
 2004-2005 Academic Year

		<u>% Stipend</u>
MORENO VALLEY CAMPUS		
Communications	Cordell Briggs	100%
Assistant Chair	Olga Dumer	0%
Health, Human & Public Services	Patricia Bufalino	100%
Assistant Chair	Doug Beckstrom	0%
Assistant Chair	Delores Middleton	0%
Humanities & Social Sciences	Gregory Elder	100%
Assistant Chair	Fabian Biancardi	0%
Assistant Chair	Rosario Mercado	0%
Mathematics, Sciences and CIS	Michael McQuead	100%
Assistant Chair	Rebecca Loomis	0%
Assistant Chair	Kathleen Saxon	0%
Assistant Chair	Diane Marsh	0%
Assistant Chair	Matthew Barboza	0%
NORCO CAMPUS		
Communications	Sheryl Tschetter	75%
Assistant Chair	Michael Cluff	25%
Engineering, Industry, and Business Technologies	Tom Wagner	50%
Co-Chair	Todd Wales	50%
Assistant Chair	John Coverdale	0%
Humanities and Social Sciences	Karin Skiba	100%
Assistant Chair	Carol Farrar	0%
Assistant Chair	Fernando Salcedo	0%
RIVERSIDE		
Foreign Languages/ASL changes department name to		
World Languages	Rosemarie Sarkis	100%
Physical Science	Terrance O'Neill (Fall 04)	100%

* The Board of Trustees approved the Department Chair List for 2004-05 academic year at their meeting of June 16, 2004. These changes are revisions to that list.

NAME	SUBJECT
Acharya, Surekha	English
Almquist, David	Physical Eduaction
Amrich, Michael	Chemistry
Andacheh, Khalil	Sociology
Angrimson, Sharon	Nursing LVN
Anguiano, Joe	English
Baker, David	Sociology
Baker, Sandra	Nursing
Barboza, Matthew	Computer Information Systems
Baylor, James	Work Experience
Beck, Rex	Business Administration
Beckstrom, Douglas	Dental Technology
Bemis, Chad	Mathematics
Bhatia, Shailesh	Computer Information Systems
Biancardi, Fabian	Political Science
Blair, Scott	Astronomy/Physics
Boelman, Peter	Economics
Bonzoumet, Nikki	Physical Eduaction
Bowen, Douglas	English as a Second Language
Boyer, Wayne	Nursing
Briggs, Cordell	English
Brown, Ellen	Guidance
Brown, Timothy	Reading
Bufalino, Patricia	Health Care Technician/Work Experience
Burchett, Gregory	Biology
Burris, Robert	Air Conditioning
Campbell, Dorothy	Spanish
Carrillo, Michael	Guidance
Chaks, Michael	Accounting
Chatterjee, Achinta	English
Cheney, James	Mathematics
Chenoweth, Rita	Dance
Christiansen, Jill	Nursing
Cluff, Michael	English
Colucci, Marie	Nursing
Cordier, Gerald	Engineering
Coverdale, John	Computer Information Systems
Crasnow, Sharon	Philosophy
Cregg, James	Computer Information Systems
Curtis, Peter	Music
Daddona-Moya, Michelle	Physical Eduaction

NAME	SUBJECT
Davin, Richard	Sociology
Dean, Leslie	Geography
DeGuzman, Joseph	Mathematics
DiThomas, Deborah	Guidance
Dobson, Jacquelyn	Early Childhood Studies
Duffer, Roger	Music
Duran, Jose	Business Administration/Marketing
Eckstein, Joseph	Geography
Elder, Gregory	History
Farrar, Carol	Psychology
Fawson, Evangeline	Nursing
Fontana, Sandra	American Sign Language
Freitas, Siobhan	Chemistry
Frewing, Janet	Mathematics
Gandy, Danette	Physician Assistant
Garcia, Carlos	Engineering/Manufacturing
Gillins, Sharon	Telecommunications
Gobatie, Cynthia	Philosophy
Goodrich, Grace	Computer Information Systems
Green-Cochrane, Monica	Guidance
Haghighat, Dariush	Political Science
Haines, Mark	Dance
Hall, Deborah	Education
Hamerslough, Rhonda	Dental Hygiene
Hanson, Virginia	Anatomy and Physiology/Microbiology
Havener, Kathy	Nursing
Herzig, Paul	Computer Information Systems
Hill, Jimmie	Guidance
Hopkins, John	Art
Horn, Stephen	Art
Howard, Lisa	Nursing/Administration of Justice
Humble, Dina	Music
Issa, Ali	Health Science/Biology
Jackson, Henry	Welding
Jew, Robert	Art
Jimenez, Gary	Guidance
Johnson, Brian	Mathematics
Julian, Jodi	Theater Arts
Kellett, Beverly	Mathematics
Kennedy, Stephen	Automotive Technology
Kime-Hunt, Ellen	Chemistry

NAME	SUBJECT
Kobzeva-Herzog, Elena	Russian
Kollitz, Janice	English
Kross, Carolyn	Nursing
LaCava, Wilma	Nursing
Lange, Mary	Nursing
Lehr, Janet	Computer Information Systems/Office Administration
Lesser, Donna	Dental Hygiene
Lewis, Mark	Speech Communication
Lipkin, Ellen	Microbiology
Locke, Gary	Music
Lomayesva, Dwight	Physical Eduaction
Lowden, Clara	Physical Eduaction
Lowry, Stephanie	Nursing
Lyons, Ann Marie	Mathematics
MacDougall, Diana	American Sign Language
Marsh, Diane	Chemistry
Mason, Dayna	Art
Masterson, Romulus	Philosophy
Matsos, Peter	Psychology
Mayse, Kevin	Music
McDonald, Robert	Guidance
McLeod, Scott	Computer Information Systems
McQuead, Michael	Computer Information Systems
Mehegan, James	Geology
Meier, Barry	Physical Eduaction
Mercado, Rosario	Spanish
Middleton, Delores	Physician Assistant
Mills, David	English
Montano, Michael	Mathematics
Morales, Gerber	Mathematics
Morrison, James	Health Science
Mowrey, Jodi	American Sign Language
Namekata, James	Mathematics
Nelson, David	Theater Arts
Nelson, Lee	Nursing
Nollette, Christopher	Emergency Medical Services
O'Connell, Paul	Automotive Technology
Ogata, Lorraine	Reading
O'Neill, Terrence	Physics
Ortega, Daniel	Guidance
Pacheco, Maria	Psychology

NAME	SUBJECT
Pardee, Ronald	Management/Work Experience
Parker, Alfred	Political Science/History
Parks, Jason	Mathematics
Parks, Scott	Physical Eduaction
Partida, John	Cosmetology
Pauley, Blaga	Mathematics
Perhamus, Judith	Computer Information Systems
Pietro, John	Mathematics
Pisa, Sheila	Mathematics
Pleasants, Joan	Chemistry
Prior, Robert	Mathematics
Quin, Carol	Music
Richard, Charles	Music
Robles, Andy	Mathematics
Robson, Susan	Nursing
Rocco, Christopher	Philosophy
Rodman, Richard	Automotive Technology
Rogers, Dennis	Physical Eduaction
Romero, Clarence	Psychology
Ruiz, Rogelio	Physical Eduaction
Ruiz, Ronald	Psychology
Salcedo, Fernando	Spanish
Sandoval, Christine	English
Sarkis, Rosemarie	Arabic
Saxon, Kathleen	Mathematics
Schall, Janice	Sociology
Schinke, Ward	Economics
Schutte, Donna	Nursing
Semonella, Joan	English
Shaw, Terrance	Biology
Sigloch, Steven	Physical Eduaction
Skiba, Karin	Art
Slocum, David	Automotive Technology
Smith, Deborah	Mathematics
Smith, Heather	Biology/Microbiology
Stearns, Frank	Accounting
Sternburg, Charles	Anatomy and Physiology/Biology/Health Science
Stevens, Walter	English/Theater Arts
Suzuki, Takashi	Japanese
Thomas, James	Construction Technology
Thomas, Sylvia	Work Experience

NAME	SUBJECT
Thompson, Oliver	Administration of Justice
Thompson-Eagle, Elisabeth	Biology
Tjandra, Margaret	English/English as a Second Language
Tschetter, Sheryl	English
Tutor, Patricia	Nursing
Ulloa, Yuri	Automotive Technology
Urias, Desi	Psychology
VantHul, Tammy	Nursing
Vito, Ronald	Work Experience
Wagner, Thomas	Business Administration/Real Estate
Wales, Edward	Engineering
Warren, Roger	Cosmetology
Waxman, David	Physical Eduaction
Westbrook, Peter	Cosmetology
Wicken, Ingrid	Physical Eduaction
Wilcoxson, Don	Business Administration
Williams, Edward	English
Woods, Kristi	History
Worsham, Patricia	Accounting
Yates, Sharon	Early Childhood Studies
Yoshino, Ron	History
Young, John	Economics
Zwart, Gail	Business Administration

NAME	SUBJECT
Abel, Michael	Administration of Justice
Abidin, Linda	English as a Second Language
Abu-Shabakeh, Antoine	Management
Abu-Shabakeh, Katherine	English
Acharya, Lalit	Speech Communication
Afzal, Muhammad	Mathematics
Agudelo, Pilar	Spanish
Ahlgren, Joyce	Mathematics
Ahmed, Kaisar	Mathematics
Alblinger, Diana	Speech Communication
Alcaraz, Roxanna	Psychology
Alemu, Getahun	Computer Information Systems
Alexander, Sharon	Nursing
Aliabadi, Alireza	Biology / Chemistry
Allahyari, Reza	Chemistry
Allen, Douglas	Fire Technology
Allen, Ericka	English
Allen, Judith	Nursing
Allison, Robert	Fire Technology
Alm, Mitchell	Administration of Justice
Almeida, Frank	Physical Education
Almeida, Lourdes	Mathematics
Almquist, Debra	Physical Education
Altheide, Richard	Administration of Justice
Alvarez, Hansel	English
Alverson, David	Music
Amidon, Tucker	English
Ammannito, Elena	Healthcare Technician
Amodeo, Margaret	Guidance / Counseling
Andersen, Charles	Computer Information Systems
Anderson, David	Fire Technology
Anderson, Janice	Education
Anderson, Kimberly	Nursing
Andrade, Henry	Physical Education
Anich, Kathleen	Nursing
Anziano, Mary	Nursing
Apaloo, Thomas	Business Administration
Ardis, Jule	Humanities / Philosophy
Arguelles, Rudolph	Physical Education
Arias, Greg	Fire Technology
Arlandson, James	English

NAME	SUBJECT
Armstrong, Gordon	Fire Technology
Armstrong, Patricia	Medical Assisting
Arnold, Homer	Art
Arrowood, Gayle	English
Arrowsmith, Beverly	Theater Arts
Ashe, Willa	Mathematics
Assef, Celia	Cosmetology
Austin, Sara	Philosophy
Ayon, Gilbert	Fire Technology
Badal, Gloria	Political Science
Bader, Melissa	English
Baeza, Mario	Psychology
Bainum, Pamela	Computer Information Systems / Office Admin
Bajaj, Pankaj	Computer Information Systems
Bakas, David	Fire Technology
Balderrama, Sandra	Computer Information Systems / Office Admin
Ballard, Mark	Mathematics
Ballard, Rubye	Library
Ballard, Timothy	English
Ballester, Maria	Spanish
Balteria, George	Engineerng
Bandyopadhyay, Bharati	Economics
Banks, Kendell	Administration of Justice
Barajas, Norma	Cosmetology
Barbee, Michael	Physical Education
Barger, Lisa	Nursing
Barris, Mary	Computer Information Systems
Barton, Ann	Medical Assisting
Barton, Charles	Administration of Justice
Basta, Catherine	English
Bates, Laura	Healthcare Technician
Bates, Scott	Administration of Justice
Batman, Robert	Nursing
Baxter, Judith	Nursing
Beach, James	Mathematics
Beaman, Kent	Biology
Beaumont, Melinda	Nursing
Beckman, Duane	Administration of Justice
Beltz, Paul	Architecture
Bender, Carla	Photography
Bender, John	Business Administration

NAME	SUBJECT
Bender, Marc	Administration of Justice
Bennett, Joe	Automotive Technology
Benoit, John	Computer Information Systems
Berber, Alicia	Physical Education
Bergreen, Gary	Computer Information Systems
Bernbaum, Michael	Art
Bhatia, Anish	Office Administration
Bigbee, Susan	Microbiology
Bingham, Timothy	Fire Technology
Bittenbender, Neil	English
Black, Alicia	Early Childhood Studies
Blackman, Susan	Engineering
Blomdahl, Bruce	Administration of Justice
Blumenthal, Marla	Accounting
Boboye, Jackie	Guidance
Boehm, Robert	English
Boerner, Gerald	Computer Information Systems
Boerner, Grace	Computer Information Systems
Boos, Marbeth	Early Childhood Studies
Boots, Kent	Administration of Justice
Borden, Thomas	Physical Education
Bowyer, Kenneth	History
Boyd, John	Administration of Justice
Britt, Vivian	Library
Brophy, Gene	Reading
Brown, Amanda	Mathematics
Brown, David	Administration of Justice
Brown, Dennis	Physical Education
Brown, Jami	Sociology
Brown, Leslie	Art
Brown, Mary Anne	Nursing
Browne, Vern	Computer Information Systems
Broyles, Larisa	Anthropology
Broyles, Lloyd	Physical Education
Brust, Valerie	Senior Citizen Education
Bubello, Joyce	Sociology
Buckhout, Douglas	Theater Arts
Bueche, Bernard	Administration of Justice
Buhr, Edward	Mathematics
Burnett, Sarah	Early Childhood Studies
Burrue, Misty	Art

NAME	SUBJECT
Bushman, Fran	Counseling
Bushman, Linda	Dental Hygiene
Buttermore, Jan	Computer Information Systems
Cabral, Martha	English as a Second Language
Calloway, Angela	Early Childhood Studies
Canalejas, Laurent	French
Carlton, Robert	English
Carmello, Alice	Real Estate
Carpenter, Mark	Sociology
Carrillo, Carmen	English
Carrio, Carlos	Administration of Justice
Carroll, Marian	Speech Communication
Carter, Adrienne	Medical Assisting
Carter, Diane	Speech Communication
Carter, Thatcher	English
Carver, Victoria	Administration of Justice
Casella, Daniel	Counseling
Castro, Maria	Physical Education
Cavaretta, Janice	English
Center, Daymond	Fire Technology
Cerini, Bret	Fire Technology
Chaffin, Deborah	English
Chaks, Leslie	Counseling
Chambers, Bart	Administration of Justice / Fire Technology
Chambers, Dean	Accounting
Chang, Linda	Library
Charrette, Eric	Administration of Justice
Chatfield, Anthony	Physical Education
Chatterjee, Achala	Engineering
Chavez, Anna	Dance
Chavez, Cynthia	Early Childhood Studies
Chavez, Maria	Office Administration
Chavez, Timothy	Fire Technology
Chiu, Kuei	Library
Cho, Yoon-Sung	Humanities / Philosophy
Christensen, Christopher	Fire Technology
Christensen, Gary	Theater Arts
Christensen, William	Computer Information Systems
Christian, Anna	English
Ciovica, Camelia	French
Clarke, Sylvia	English

NAME	SUBJECT
Clarke, Wilton	Mathematics
Cleary, Joseph	Administration of Justice
Clegg Haerich, Amy	Psychology
Clement, Cherry	Nursing
Clymer, Janice	Anatomy and Physiology
Cochran, Curtis	Mathematics
Cohen, Heath	Fire Technology
Cole, Edgar	Physical Science
Cole, Monica	Education
Collins, Scot	Administration of Justice
Conley, Cynthia	Office Administration
Cook, Cecil	Automotive Body Technology
Cook, Douglas	Automotive Technology
Coronado, Rita	English
Coronel, Noel	Spanish
Corselli, Nick	Health Science
Cortez, John	Fire Technology
Cortez, Shaylene	Office Administration
Cortner, Kim	English
Cottrell, Drusilla	Art
Courts, Janet	Accounting
Cover, Jaime	Welding
Covert, Slavica	Anatomy and Physiology
Cox, Nigel	Manufacturing Technology
Cox, Robert	Fire Technology
Crist, Linda	Mathematics
Cross, Telma C.	Spanish
Cruz, Alfredo	Telecommunications
Curren, Scott	Electronics
Currie, Scott	Administration of Justice
Curtis, Theodore	Administration of Justice
Cuz, Julio	Computer Information Systems
Dailey, Bryan	Administration of Justice
Daisley, Jacqueline	Senior Citizen Education
Dang, Paul Nhut	Office Administration
D'Angelo, William	Administration of Justice
Danley, Hope	Political Science
Danley, Jay	Speech Communication
Daraei, Kaykhosrow	Computer Information Systems
Darling, Linda	Cosmetology
Davalos, Elizabeth	Management

NAME	SUBJECT
Davar, Mehrdad	Computer Information Systems
Davidson, Charlotte	English
Davis, John	Psychology
Davis, Joyce	Library
Dawson, Darrelle	Office Administration
Dayhoff, Ron	Administration of Justice
De La Cruz, Jennifer	Community Interpretation
Deal McWilliams, Elizabeth	Early Childhood Studies
Decarmo-Baker, Shirley	Cosmetology
Decker, Georgia	Spanish
Deets, Kristin	Speech Communication
DeLaCruz, Ellen	Anthropology
Delarosa, John	Administration of Justice
Delgiudice, Joseph	Administration of Justice
Denham, Suzanne	Nursing
Devitt, Margot	Mathematics
DeWitt, Kathleen	Early Childhood Studies
Deyo, Arthur	Fire Technology
DeYoung, Damon	Geology
Diaz, Frederick	Spanish
Dimaggio, Mark	Administration of Justice
Dirende, Dana	English
Dobson, John	Nursing
Dobson, Nancy	Nursing
Dohr, Ayumi	Japanese
Domeneo, James	Administration of Justice
Donovan, Denise	Dance
Donovan, Martha	Biology
Douma, Susan	Administration of Justice
Doyle, John	Administration of Justice
Driver, Janet	Mathematics
Drumond, Carlos	Portuguese
Dudash, Leigh	Geography
Dudley, David	French
Dufour, Leon	Construction Technology
Duller, Sarla	Nursing
Dunn, Paul	Computer Information Systems
Duvvuri, Indira	Computer Information Systems
Dyogi, Damianita	Nursing
Dyogi, Damianita	Nursing
Eagan, Laurel	Fire Technology

NAME	SUBJECT
Eastman, Wallace	Computer Information Systems
Echegoyen, Armida	Chemistry
Edwards, Benjamin	Mathematics
Elliff, Eva	Art
Ellwood, Jeff	Music
Elton, William	Physical Education
Elwell, Timothy	Administration of Justice
Emerick, Ryan	Philosophy
Emerson, Rhonda	Nursing
Eoff, Robert	Art
Erdle, Harvey	Physical Education
Esmay, William	Administration of Justice
Esquivel-Wessler, Raquel	Paralegal Studies
Estrada-Olalde, Jaime	Spanish
Evans, Daniel	Journalism
Faragher, Kristina	Art
Farley, Susan	English
Farrand, Catherine	Art
Farris, Matthew	Photography
Fassbinder, Samuel	English
Fatseas, Christina	English as a Second Language
Fehn, Mary	Nursing
Feinstein, Mervin	Administration of Justice
Felgar, Darrayl	Fire Technology
Felkner, Jolene	English
Feller, Kimberly	Office Administration
Ferguson, David	Fire Technology
Ferguson, Rande	Fire Technology
Fetherolf, Louis	Administration of Justice
Fick, Paul	Administration of Justice
Fiedler, Lori	Office Administration
Figuroa, Michael	Administration of Justice
Firtha, Christie	English
Fischer, Terry	Administration of Justice
Flanders, Mark	Art
Flyr, Mary	Early Childhood Studies
Fontaine, Kristin	Nursing
Foster, Donald	Music
Fox, Barry	Fire Technology
Frank, Barbara	Nursing
Frank, Candace	English

NAME	SUBJECT
Franske, Lorelei	Construction Technology
Fredendall, Dana	Administration of Justice
Fuller, Babette	Computer Information Systems
Fultz, Michael	English
Funder, Patricia	Physical Education
Galicia, Felipe	Biology
Garcia, Daniel	Administration of Justice
Garcia, Jacalyn	Photography
Garcia, Richard	Electronics
Garcia-Olson, Theresa	Dance
Garthwaite, Kim	Administration of Justice
Gartley, William	English
Geiger, Tonya	Nursing
Gelenchi, Fantahun	Mathematics
Gerger, Debra	Dental Hygiene
Gill, Harminder	Chemistry
Gilman, Mark	Fire Technology
Ginchereau, Anne	Italian
Giornalista, Nino	Telecommunications
Gitlin, Phyllis	Theater Arts
Glass, Shirley	Nursing
Glazewski, Virginia	Healthcare Technician
Glenore, Denise	Nursing
Godsey, Jacqueline	Sociology
Godwin, Scott	English
Golder, Patricia	English
Gonzales, Lisa	Office Administration
Gonzales, Michon	Cosmetology
Gonzalez, Heather	English
Gonzalez, Lawrence	Administration of Justice
Gonzalez, Tanya	English
Goodrich, Ronald	CIS
Gordon, Cynthia	Philosophy
Gordon, Johanna	Administration of Justice
Gorian, Walda	Mathematics
Gourley, Matthew	Theater Arts
Graham, Glen	Electronics
Grant, James	Geography
Grapoli, Ralph	Administration of Justice
Graves, Monica	Early Childhood Studies
Gray, Alexis	Anthropology

NAME	SUBJECT
Gregg, Alex	Fire Technology
Gressier, Pamela	English
Griggs, Frederick	Fire Technology
Grossman, Walter	Geography
Grzeskowiak, Peter	Fire Technology
Guertin, Jeanne	Mathematics
Guevara, Frank	Computer Information Systems
Guldhammer, Bente	Guidance / Music / Psychology/Counseling
Gumpf, Janice	Nursing
Guthrey, Delparde	Mathematics
Gutierrez, Gail	History
Gutierrez, Jerry	Administration of Justice
Hagar, Gary	Spanish
Hagopian, Verge	English
Hain, Michael	Anatomy and Physiology
Hake, Mark	Administration of Justice
Hale, Tom	Education
Halili, Roberto	Sociology
Hall, David	Automotive Technology
Hall, Elizabeth	Reading
Hallsted, Christopher	English
Hammers, Larry	Fire Technology
Han, Gina	Art
Han, Phillip	Administration of Justice
Hannum, Natalie	Fire Technology
Hansen, Cheryl	Physical Education
Hansen, Jeremy	Speech Communication
Hansler, Kathryn	English
Hanvey, Dustin	English
Hargis, Craig	English
Harvey, Justin	Fire Technology
Hashemi, Seyed	Mathematics
Hass, Richard	Physical Education
Hatfield, David	Architecture
Hatrak, Yvette	English
Hauck, Suzanne	Physical Education
Hausfeld, Gretchen	Music
Hayes, Roger	Health Science
Hayward, Timi	Fire Technology
Head, Daniel	Physical Education
Heidary, Payam	Psychology

NAME	SUBJECT
Henes, Matthew	Mathematics
Henn, Joseph	Chemistry
Henning, Frederick	Real Estate
Hepler, Daniel	English
Heredia, Pamela	Early Childhood Studies
Hernandez, Norseman	Spanish
Herr, Kerry	English
Herreman, Guy	Business Administration
Herrera, Ernest	Mathematics
Herrera, Veronica	Spanish
Hickerson, Mark	History
Hicks, Linda	Physical Education
Hill, Janet	Sociology
Hill, John	Administration of Justice
Hill, Leonard	Spanish
Hinckley, David	English
Hinojosa, Edward	Welding
Hobday, Tracy	Fire Technology
Hodges, Peter	Humanities
Hodson, Clay	Administration of Justice
Hokett, Norene	Speech Communication
Holland, Brandon	Cosmetology
Hollingsworth, Lauren	English
Holm, David	Administration of Justice
Holmes, Laurie	Computer Information Systems
Hoover, Kent	Administration of Justice
Horne, Jeanette	Senior Citizen Education
Horowitz-Flournoy, Jan	Nursing
Hossain, Zahid	English as a Second Language
Hoyle, Ilse	German
Hudson, David	Fire Technology
Huerta, David	Administration of Justice
Hughes, Vanessa	Administration of Justice
Hull, Tracy	Sociology
Hulshof, Lidia	Dental Hygiene
Hurlbutt, Michelle T	Dental Hygiene
Hurt, Darryl	Administration of Justice
Huseth, Scott	Computer Information Systems
Hwang, Chi-Chih	Computer Information Systems
Hyland, Thomas	Administration of Justice
Iketani, Darren	Administration of Justice

NAME	SUBJECT
Innes, Colin	English
Ivey, James	Anatomy and Physiology / Health Science
Jackson, James	Health Science / Physical Education
Jackson, Louis	Business Administration
Jackson, Sally Anne	English
Jackson, Sally-Anne	English
Jackson, Sandra	Psychology
Jacobsen, Renee	Geography
Jaffe, Steven	Physical Education
Jeglin, Nathalie	French
Jennings, Mary	Psychology
Jennings, Micheal	Fire Technology
Johansen, Judith	Music
John, Christine	Cosmetology
Johnson, David	Physical Science / Physics
Johnson, Donna	Administration of Justice
Johnson, Fen	Mathematics
Johnson, Jack	Psychology
Johnson, Steve	Fire Technology
Johnson, Terry	English
Johnston, Jennifer	Early Childhood Studies
Johnston, Leticia	Spanish
Jones, Christopher	Graphics Technology
Jones, Grinnell	Computer Information Systems
Jones, Paula	Nursing
Jones, Richard	Music
Josker, Angelena	Administration of Justice
Josker, David	Administration of Justice
Joyce, Michael	Administration of Justice
Juarez, Gregory	Dental Hygiene
Kahn, Dennis	Physical Education
Kahns, Roger	Health Science
Kaiser-Powell, Olga	Nursing
Kammel, Lisa	Cosmetology
Kasouha, Abeir	Mathematics
Kassotis, Kristina	Physical Education
Kats, Jacobus	Computer Information Systems
Katz, Suzanne	History
Kaufhold, Berkley	English / Speech Communication
Kearns, Timothy	Construction Technology
Kelleher, Phillip	Fire Technology

NAME	SUBJECT
Kennedy, Donna	Senior Citizen Education
Kennedy-Smith, Shelley	Administration of Justice
Kent, Michael	English
Kessler, Rebecca	Cosmetology
Khou, Meng	Mathematics
Khoury, Liyona	Psychology
Kibby, Michael	Administration of Justice
Kilday, Craig	Administration of Justice
Kim, Myong-Sook	Mathematics
Kimbrough, Pamela	Mathematics
King, Kelli	Dance
Kipp, Ronald	Administration of Justice
Kirby, Barbara	Early Childhood Studies
Kirkpatrick, Allan	Sociology
Kleinman, John	Photography
Klug, Jeffrey	Administration of Justice
Knecht, Jasminka	Music
Knight, Wayne	Philosophy
Knosp, Linda	Senior Citizen Education
Ko, Grace	Library
Kobernik, Lynnette	Music
Koehler, Pamela	Administration of Justice
Koh, Soong-Hee	English
Korson, Thomas	English
Koury, Michael	Fire Technology
Kraus, Lee	English
Krivanek, Kenneth	English
Kroh, David	Administration of Justice
Kroh, Frances	Administration of Justice
Kubota, Howard	Business Administration
Kurland, Harvey	Senior Citizen Education
Kusy, Steven	Administration of Justice
Lafferty, Michael	Political Science
Lamoureux, Kelly	Dance
Lane, Robert Lamar	Welding
Lane, Vita	Cosmetology
Langille, Karen	Office Administration
Lansing, Sandra	English
Lape, Stephanie	Humanities
Lash, Alan	Mathematics
Lau, Philip	Accounting

NAME	SUBJECT
Lee, Chang	Spanish
Lee, Charles	Computer Information Systems
Lee, Ju-Sung	Mathematics
Lei, Wei-Lin	Chinese
Leivas, Michael	Computer Information Systems
Leon, Joyce	Accounting
Lesueur, Summer	Dance
Levy, Andrew	Theater Arts
Levy, Marvina	Music
Lewis, James	Real Estate
Limbacher, Rhonda	Cosmetology
Lindner, Harold	Construction Technology
Lippire, Kristine	Art
Longway, Mark Sherwood	Counseling
Lopez, Cruz	Mathematics
Lopez, Gertrude	Guidance
Lopez, Richard	Administration of Justice
Lorenzi, Christine	English
Loverde, Andrew	English
Ma, Nan	English
Maas, John	Physics
MacLean, Matthew	Fire Technology
Madden, Nadia	Administration of Justice
Maddux, Michael	Administration of Justice
Maheshwari, Subodh	Senior Citizen Education
Mahon, Cynthia	Political Science
Mahoney, Paul	Physical Education
Maldonado, Gregory	Music
Maldonado, Teddi	Speech Communication
Mallery, Janet	Education
Manges, William	Office Administration
Mann, David	Speech Communication
Manous, Michael	English
Manross, Debra	Speech Communication
Marathe, Gopal	Biology
Marlo, Susan	Computer Information Systems
Marsh, Rebecca	English
Martinez, Cris	Administration of Justice
Martinez, Fernando	Spanish
Martinez, Roman	Administration of Justice
Mason, Robert	Management

NAME	SUBJECT
Matin, Md	Mathematics
Matthews, Timothy	Nursing
Mauldin, Marcus	English
Mazur-Stommen, Susan	Anthropology
Mbolo, Billington	Mathematics
McAllister, Dan	Administration of Justice
McCarthy, Patrick	Administration of Justice
McConville, Jennifer	Administration of Justice
McDonald, Patti Rae	Guidance
McDowell, Jennifer	Fire Technology
McGhee, Stacy	Healthcare Technician
McGinn, Kelly	Human Services
McGuigan, William	Humanities
McKinney, James	Mathematics
McKinney, Ted	Photography
McManus, Patrick	Administration of Justice
McManus, Timothy	Administration of Justice
McMurrich, Robert	Administration of Justice
McNamara, Joseph	Administration of Justice
McNaughton, Barry	Music
McSwain, Gayle	Physical Education
Mecham, Anthony	Fire Technology
Megas, Alexander	Music
Melendez, William	Fire Technology
Melgarejo, Francisco	Physical Education
Melodia, Joseph	English
Mettrick, Jon	Psychology
Mettrick, Jon	Psychology
Meyer, Wally	Administration of Justice
Micham, Wendy	Psychology
Miller, David	English as a Second Language
Miller, Lori	English
Milner, Amite	Psychology
Modzelewski, Ann	English
Mohlenhoff, Mary	English
Money, Brian	Administration of Justice
Monroy, Julio	Spanish
Moore, Robert	Administration of Justice
Morgan, Douglas	Humanities
Morris, Cynthia	Office Administration
Morton, Michelle	Nursing

NAME	SUBJECT
Moustafa, Magda	English
Moynes, Jon	English
Mudunuri, Bala	Computer Information Systems / Mathematics
Muir, Tamara	English
Mullens, Wendy	English
Munoz, Miguel	Administration of Justice
Munsey, Kenneth	Fire Technology
Murray, Matthew	English
Nadeau, Bouchra	French
Namekata, Douglas	Physical Education
Nanneman, Kathryn	English
Nash, Patrick	Administration of Justice
Neal, Brian	Counseling
Neglia, Philip	Administration of Justice
Nelson, Susan	Nursing
Ngo, Hai	Mathematics
Nguyen, Tim	Computer Information Systems
Nguyen, Trieu	Mathematics
Nicoletti, Carol	Nursing
Nielsen, Lawrence	Administration of Justice
Niswonger, Jerome	Business Administration
Nordbeck, Dana	Nursing
Norton, Kent	Fire Technology
Norton, Kent	Fire Technology
Norton, Kristen	Psychology
Norwine, Brent	Fire Technology
Nugent, Randall	Emergency Medical Services
Nugent, Yvonne	Emergency Medical Services
Nyrop, Sonya	English
Obsatz, Sharyn	Journalism
Odien, Jeffrey	English
Odil, Orby	Fire Technology
O'Donnell, Michael	Administration of Justice
Ogle, Joan	Cosmetology
Oliver, Mark	Computer Information Systems
Oliver, Trudy	Early Childhood Studies
Oller, Jesse	Administration of Justice
Olson, Mark	Dance
Olson, Robert	English
O'Neal, John	Computer Information Systems
Orton, Renee	Speech Communication

NAME	SUBJECT
Paine, Kristy	Administration of Justice
Pankowski, Franciszek	Mathematics
Papas, Constantine	English
Paredes, Luis	Spanish
Paredes, Mark	Physical Education
Parker, Debra	Fire Technology
Parkinson, Robert	Computer Information Systems
Parsons, Jimmy	Administration of Justice
Pate, Lori	Computer Information Systems
Pattison, Anne	Counseling
Patton, Gary	Office Administration
Payne, Lawrence	Sociology
Pearson, Frank	Air Conditioning
Pedroja, Joy	English
Peebles, Robert	Administration of Justice
Pehkonen, Julianne	Computer Information Systems
Peloquin, Linda	English
Pemberton, Geoffrey	Fire Technology
Pendleton, Gary	English as a Second Language
Pentis, Carl	Business Administration
Pereida, Arthur	Fire Technology
Perez, Glenna	Cosmetology
Perez, Ricky	Administration of Justice
Perez-Machon, Violeta	Spanish
Perotti, Robert	Fire Technology
Pershing, Richard	Business Administration
Peters, Steven	Administration of Justice
Peterson, Frank	Business Administration
Philobos, Anita	English as a Second Language
Pico, Phillip	Administration of Justice
Pippen, John	Political Science
Pleasnick, Bethanie	Mathematics
Plesko, Susan	English
Pope, Laura	Cosmetology
Potter, Mark	Administration of Justice
Powell, Elena	English as a Second Language
Powell, Jeremy	Computer Information Systems
Pramscher, Susan	English
Preacher, Jon	Real Estate
Ptalis, Beth	English
Quay, Larry	Photography

NAME	SUBJECT
Quinn, Judy	Administration of Justice
Qumsiya, John	Mathematics
Racataian, Cristian	Computer Information Systems
Racataian, Valentin	Mathematics
Rachele, Sharon	Anthropology
Radoi, Emil	Mathematics
Rahman, Mustafizur	Mathematics
Rajakone, Chrishantini	Economics
Ramirez, Candace	English
Ramirez, Javier	Art
Ramos, Andre	Administration of Justice
Ramos, Andre	Administration of Justice
Ramos, Jennifer	English
Ramsey, Carol	Reading
Ramseyer, Diana	English
Rangel, Francisco	Accounting
Rangel, Gladden	Reading
Rangel, Makeba	Reading
Rao, Durgamba	Mathematics
Rappaport, Robert	Fire Technology
Rasmussen, Ryan	Physical Education
Rawley, James	English
Read, Patrick	Music
Reagan, Vera	Senior Citizen Education
Redden, Ronald	Fire Technology
Redona, Jeff	Mathematics
Reed, Harold	Administration of Justice
Rees, David	Fire Technology
Reeves, Daniel	Administration of Justice
Regino, Rolando	English
Reid, Mary	Administration of Justice
Reid, Miguel	English as a Second Language
Remp, Donald	Fire Technology
Rende, Mehrnoush	Cosmetology
Renney, Michael	Administration of Justice
Rhoads, Laurel	Art
Rice, Wallace	Administration of Justice
Riddell, Jeannette	English
Riddle, Hugh	Music
Ridley, Roger	History
Rigby, Laura	Chemistry

NAME	SUBJECT
Rile, Richard	Administration of Justice
Roberts, Allison	Mathematics
Roberts, Johnny	Air Conditioning
Robinson Melendez, Jennifer	Political Science
Robinson, Boris	Administration of Justice
Robinson, Jack	English
Roby, Paul	Anatomy and Physiology
Rockstad, Russ	Automotive Technology
Rodriguez, Gerardo	Administration of Justice
Rodriguez, Paul	Mathematics
Roe, Susan	Music
Rojo, Andy	Physical Education
Rooney, Kristin	Dance
Rosales, David	Art
Rose, Robert	Administration of Justice
Rosenberg, Donald	Speech Communication
Ross, Michael	Mathematics
Rowe-Williams, Lisa	Administration of Justice
Rozo, Nelson	Administration of Justice
Russell, Dorothy	Administration of Justice
Russell, Hazel	Sociology
Russo, Rachele	Physical Education
Sadowski, Angela	Psychology
Saguar, Esther	Spanish
Saiz, Lisa	History
Sakoolpailoh, Ouayporn	Nursing
Salazar, Joseph	Administration of Justice
Sanchez, Ernest	Administration of Justice
Sanchez, Lizbeth	Spanish
Sanchez, Marc	Mathematics
Sandiford, Anderson	English
Sandor, Katalin	Cosmetology
Sandoval, Adriana	Physical Education
Sandusky, Clinton	Administration of Justice
Sano, Hajime	Computer Information Systems
Santos, Martha	Guidance
Sargent, Marilyn	English
Sarigiani, Lisa	English
Sasse, Eugene	Photography
Scanlon, Gail	Fire Technology
Scarano, Robert	Music

NAME	SUBJECT
Scarbrough, Wendel	Computer Information Systems
Schneidewind, Sandra	Dental Hygiene
Schuh, Steven	Astronomy
Schwankle, David	English
Scott Coe, Justin	English
Scott, Frank	Office Administration
Scott, Janet	Psychology
Scott, Jonathan	Business Administration
Scott, Ming-Yin	Accounting
Searcy, Janet	Medical Assisting
Searl-Chapin, Stacey	Political Science
Seaver, Michael	Computer Information Systems
Sferrazza, Mary	Senior Citizen Education
Sharp, Michael	Physical Education
Shelton, Thomas	Administration of Justice
Sheppy, Robert	Computer Information Systems
Shirinian, Margarita	English as a Second Language
Shuttleworth, Julieann	Nursing
Silva, Martin	Administration of Justice
Simon, Jacqueline	English
Singh, Padam	Mathematics
Skaggs, Ronald	Construction Technology
Skiles, Bernard	Administration of Justice
Sliva, Roger	Automotive Body Technology
Smith, Andrew	Accounting
Smith, Janet	Mathematics
Smith, Kendall	English
Smith, Kierstin	Education
Smith, Mark	Biology
Smith, Mercedes	Cosmetology
Smolenski, Kristina	English
Snell, Lea	Physical Education
Snodgrass, James	Fire Technology
Snook, Robert	Administration of Justice
Snyder, Matthew	English
Soltz, James	Administration of Justice
Soltz, Stephen	Fire Technology
Somers, Rita	English as a Second Language
Souza, Jonella	Guidance / Counseling
Spada, Andrew	Fire Technology
Spain, Robert	Administration of Justice

NAME	SUBJECT
Spidle, Lester	Administration of Justice
Sprague, Edmund	Fire Technology
Stamenkovic, Vera	Anatomy and Physiology
Stark, Howard	Mathematics
Steiling, Daniel	Geography
Stephens, Heather	Theater Arts
Stoddard, Gwendolyn	ESL
Stone, David	Engineerng
Stone, Henry	Mathematics
Strang, Charles	Administration of Justice
Stratton, Jason	History
Street, David	Administration of Justice
Stubbs, Thomas	Art
Stutsman, Michelle	Mathematics
Sugars, John	Greek
Sullivan, Eric	English
Sullivan, John	English
Sullivan, William	Administration of Justice
Summers, Sue	Cosmetology
Sung, Mi Kyung	Speech Communication
Surber, Robyn	Art
Swanson, William	Psychology
Sweeney, Caren	Art
Swierkos, Beatriz	Spanish
Swift, Starr	Air Conditioning
Takakura, Ilona	Reading
Tapia, Humberto	Telecommunications
Tedesco, Fred	Telecommunications
Tennies, Michael	Human Services
Terrio, Frank	Administration of Justice
Tetirick, Thomas	Office Administration
Tew, Merrill	Senior Citizen Education
Thomas, Latrice	Reading
Thurman, Cheryl	Nursing
Tilton, Dennis	English
Tilton, Roger	Psychology
Ting, Lycretia	Mathematics
Tingle, Terrence	Administration of Justice
Tinker, Alan	Administration of Justice
Tinker, Robert	Fire Technology
Tochtrop, Martin	Administration of Justice

NAME	SUBJECT
Tombs, Terry	Anthropology
Torre, Sandra	Computer Information Systems
Torres, Marco	Biology
Tougas, David	English as a Second Language
Tougas, Lynette	English as a Second Language
Townsend, Norma	Music
Townsend, Toby	Philosophy
Trenberth, Micheal	Cosmetology
Trinh, Tyler	Mathematics
Truman, Elsa	Office Administration
Tsai, I-Ching	Music
Tuckerman, Daniel	Speech Communication
Turner, Kimberly	English
Turnier, Arthur	Administration of Justice
Tuttle, Barbara	Cosmetology
Ukpo, Theresa	Health Science
Uppala, Gurunatha	Mathematics
Valadez, Annemarie	Nursing
Valdez Alvarez	Math
Valdezalvarez, Jorge	Mathematics
Valentine, Belinda	English
Van DeWater, David	Math
Van Lierop, Jeffrey	Fire Technology
Van Winkle, Dennis	Administration of Justice
Vander Meiden, Sharon	Art
Vandewater, David	Mathematics
Vandiver, Wesley	Administration of Justice
Vansell, Melanie	History
Varga, Charles	Administration of Justice
Vargas, Gina	Computer Information Systems
Vargo, Joseph	Journalism
Vatcher, Mark	Fire Technology
Vega Sanchez, Mario	Spanish
Vega, Daniel	Guidance
Vergara, Raul	Administration of Justice
Vermillion, Amy	Nursing
Villalobos, Ruth	Senior Citizen Education
Villasenor, Silvia	Health Science
Virzi, Susan	Speech Communication
Visser, Alma	Early Childhood Studies
Viswanath, Vish	Computer Information Systems

NAME	SUBJECT
Vitzelio, Tommie	History
Voldman, Mark	Mathematics
Vrooman, Dennis	Administration of Justice
Waggoner, Jean	English as a Second Language
Wagner, Stephen	Anatomy and Physiology
Wahba, Renee	Physical Science
Wakefield, Thaddeus	English
Walag, Stephen	Photography
Walek, Olga	Nursing
Walker, Vicki	Physical Education
Wallace, Carmen	Office Administration
Wallace, Shari	Art
Walls, Laura	Spanish
Walsh, Sarah	Senior Citizen Education
Warden, Marine	Psychology
Waters, Christopher	Administration of Justice
Waters, Madeleine	English
Watrous, James	Computer Information Systems
Watson, Ginger	Administration of Justice
Watson, Harry	Mathematics
Watt, Catherine	English
Weber, Herbert	Automotive Body Technology
Weber, Patricia	Nursing
Weiser, William	Fire Technology
Weiss, Deena	English
Wellner, Laurie	Early Childhood Studies
Wendell, Carmilla	Cosmetology
Wesche, Mitchell	Fire Technology
Wesolowski, Joseph	Automotive Body Technology
Wettergreen, Amy	Nursing
White, Debra	Speech Communication
White, Virginia	Biology
Wiggs, Micherri	Speech Communication
Wiley, Duverick	Physical Education
Wilhite, Charles	Administration of Justice
Wilkins, Wayne	Administration of Justice
Williams, Bruce	Computer Information Systems
Williams, Carol	English as a Second Language
Williams, Frances	Photography
Williams, Maria	Culinary Arts
Williams, Mark	Automotive Body Technology

NAME	SUBJECT
Williams, Richard	Computer Information Systems
Willie, Cheryl	Cosmetology
Wilmot, Elda	Spanish
Wilson, Bryan	Administration of Justice
Wilson, Donald	Health Science
Wilson, Gladys	Office Administration
Wilson, Martena	Physical Education
Wintter-Williams, Marylin	English
Wood, Terry	Administration of Justice
Woodward, Paul	Nursing
Worby, Glen	Administration of Justice
Yankee, Alan	Music
Ybarra, Daniel	Administration of Justice
Ybarra, Thomas	Administration of Justice
Yoshinaga, Ann	Fire Technology
Youtz, Vaughn	Photography
Zambrano, Charlotte	Office Administration
Zammito, Jamie	Cosmetology
Zeller, Michael	Mathematics
Zentgraf, Bonita	Early Childhood Studies
Zimmerman, George	Computer Information Systems
Zmudka, Cathy	Healthcare Technician
Zmudka, Susan	Healthcare Technician
Zoumbos, Nickolas	Accounting
Zurita, Marcial	Mathematics

<u>NAME</u>	<u>POSITION</u>
Arredondo, Yolanda	Substitute Preschool Associate Teacher, Hourly
Banuelos, Aurora	Substitute Preschool Associate Teacher, Hourly
Baum, Misty	Preschool Associate Teacher, Hourly
Beltran, Lisa	Early Childhood Master Teacher, Hourly
Bijani, Shirley	Early Childhood Master Teacher, Hourly
Hays, Denise	Preschool Associate Teacher, Hourly
Helm, Susan	Preschool Associate Teacher, Hourly
Heredia, Christina	Early Childhood Master Teacher, Hourly
Kleveno (Danzek), Zana	Early Childhood Master Teacher, Hourly
Murphy, Wendy	Substitute Early Childhood Master Teacher, Hourly
Rangel, Antoinette	Substitute Early Childhood Master Teacher, Hourly
Rivera, Christina	Early Childhood Master Teacher, Hourly
Rodriguez, Rebecca	Preschool Associate Teacher, Hourly
Tyrrel, Carmen	Early Childhood Master Teacher, Hourly
Weaver, Sandra	Early Childhood Master Teacher, Hourly
Winsell, Emily	Early Childhood Master Teacher, Hourly

PI-CSEMS Grant/Academic Success Project (August 1, 2004 – June 30, 2005)

Coordinate ASP activities, submit report to NSF.

Sheila Pisa – Total amount to be paid not to exceed \$1,810

CO-PI-CSEMS Grant/Academic Success Project (August 1, 2004 – June 30, 2005)

Assist in developing and directing ASP activities.

Matthew Barboza – Total amount to be paid not to exceed \$1,810

CSEMS Senior Personnel (09/01/04 – 06/30/05)

Attend ASP meetings, assist student with transfer plans, attend field trips.

Joseph Reynolds – Total amount to be paid not to exceed \$1,810

Title V – MVC (Spring 2004)

Involvement with the project includes serving on Task Force Committee, assisting in development of learning communities and working with local high school faculty.

Jose Duran – Total amount to be paid not to exceed \$500

Susan Ingham – Total amount to be paid not to exceed \$500

Sheila Pisa – Total amount to be paid not to exceed \$500

Kathleen Saxon – Total amount to be paid not to exceed \$500

Title V: Basic Skills Curriculum Development (September – December 2004)

Curriculum development for basic skills classes – English, Reading, and Math. Compensation at Group 1, Step 3 of the Faculty Hourly Salary Schedule.

Diane Dieckmeyer – Total amount to be paid not to exceed .2 FTE

Andy Robles – Total amount to be paid not to exceed .2 FTE

Service Learning (July 1 – September 30, 2004)

Faculty member will enhance curriculum by revising course and syllabi outlines to include Service Learning. Compensation at Group 1, Step 3 of the Faculty Hourly Salary Schedule.

Janet Mallery – Total amount to be paid not to exceed \$200

Susan Mills – Total amount to be paid not to exceed \$200

Don Wilcoxson – Total amount to be paid not to exceed \$500

Sharon Yates – Total amount to be paid not to exceed \$700

Compensation at Group 1, Step 2 of the Faculty Hourly Salary Schedule.

Kierstin Smith – Total amount to be paid not to exceed \$500

Teacher and Reading Development Partnership Grant (July 1 – December 31, 2004)

Compensation at Group 1, Step 3 of the Faculty Hourly Salary Schedule.

TRDP Faculty Mentor

Sharon Yates – Total amount to be paid not to exceed \$500

TRDP Counselor

Jimmie Hill – Total amount to be paid not to exceed \$500

Robert McDonald – Total amount to be paid not to exceed \$500

Larry Pena – Total amount to be paid not to exceed \$500

AmeriCorps/Teacher Preparation Workshop Presenter

Ronald Pardee – Total amount to be paid not to exceed \$400

Summer Department Chair Hours (June 14 – August 31, 2004)

Perform necessary departmental duties; prepare winter and spring schedules, recruit, hire and mentor new adjunct faculty; adjunct fall schedule and other duties. Compensation at Group 1, Step 3 of the Faculty Hourly Salary Schedule.

- Cordell Briggs – Total amount to be paid not to exceed \$700
- Patricia Bufalino – Total amount to be paid not to exceed \$700
- Michael Cluff – Total amount to be paid not to exceed 700
- Gregory Elder – Total amount to be paid not to exceed \$400
- Michael McQuead – Total amount to be paid not to exceed \$700
- Rosario Mercado – Total amount to be paid not to exceed \$300

Advisor to the President (September 1, 2004 – June 30, 2005)

Work with Academic Senate, work on accreditation and contract negotiations.

- Tom Johnson – Total amount to be paid not to exceed \$25,000

Photography Department Transition (August 11 – 25, 2004)

Work with new full time faculty member for a smooth transition in the photography department. Compensation at Group 1, Step 3 of the Faculty Hourly Salary Schedule.

- Ted McKinney – Total amount to be paid not to exceed 10 hours

Sequential Degree Program (September 2004 – June 2005)

Sequential Degree Program in Public Health with Loma Linda University: High school recruitment, coordination of orientations, completion of course articulations. Compensation at Group 1, Step 3 of the Faculty Hourly Salary Schedule.

- Rebecca Loomis – Total amount to be paid not to exceed \$1,750

Program Review (June – December 2004)

Program review for Physician Assistant, Life Sciences, CNA, Dance and/Theatre: Prepare analytical report, and develop prototype guidelines for future program review processes.

- Patricia Bufalino – Total amount to be paid not to exceed \$1,000
- Sofia Carreras – Total amount to be paid not to exceed \$500
- Rita Chenoweth – Total amount to be paid not to exceed \$500
- Mark Haines – Total amount to be paid not to exceed \$500
- Jo Dierdorff – Total amount to be paid not to exceed \$500
- Jodi Julian – Total amount to be paid not to exceed \$667
- Delores Middleton – Total amount to be paid not to exceed \$1,500
- David Nelson – Total amount to be paid not to exceed \$667
- Terry Shaw – Total amount to be paid not to exceed \$2,000
- Walter Stevens – Total amount to be paid not to exceed \$

Norco Campus Physical Education & Athletic Program (July 1, 2004 – June 9, 2005)

Development and supervision of Physical Education and Athletic Programs.

- James Kross – Total amount to be paid not to exceed \$24,000

Academic Senate – Summer Intersession (June 21 – August 24, 2004)

Continue planning, addressing issues, correspondence, update files. Compensation at Group 1, Step 3 of the Faculty Hourly Salary Schedule.

Virginia Hanson – Total amount to be paid not to exceed 40 hours

Sequential Degree Program (September 2004 – June 2005)

Sequential Degree Program with Cal State University San Bernardino: Coordinate joint liberal studies sequential degree programs and serve as liaison to CSUSB. Compensation at Group 1, Step 3 of the Faculty Hourly Salary Schedule.

Doug Beckstrom – Total amount to be paid not to exceed \$1,750

Screening and Interviewing Committee (Summer Intersession 2004)

Compensation at Group 1, Step 3 of the Faculty Hourly Salary Schedule.

Matthew Barboza – Total amount to be paid not to exceed 8 hours

Nikki Bonzoumet – Total amount to be paid not to exceed 6 hours

Arturo Dassow – Total amount to be paid not to exceed 4.5 hours

Richard Finner – Total amount to be paid not to exceed 8 hours

Sharon Gillins – Total amount to be paid not to exceed 8 hours

LaNeshia Judon – Total amount to be paid not to exceed 4.5 hours

Terry Keiser – Total amount to be paid not to exceed 8 hours

Allan Lovelace – Total amount to be paid not to exceed 8 hours

Clara Lowden – Total amount to be paid not to exceed 8 hours

Barry Meier – Total amount to be paid not to exceed 6 hours

Richard Rodman – Total amount to be paid not to exceed 8 hours

Rogelio Ruiz – Total amount to be paid not to exceed 6 hours

Mary Ryder – Total amount to be paid not to exceed 8 hours

Steve Sigloch – Total amount to be paid not to exceed 6 hours

James Thomas – Total amount to be paid not to exceed 8 hours

David Waxman – Total amount to be paid not to exceed 2.5 hours

* Study Abroad Faculty – Florence, Italy (Fall Semester 2004)

Teaching academic courses, field excursions, problem solving, oversee student life in foreign study site.

Sally Armstrong – Total amount to be paid not to exceed \$3,000

Al Kirkpatrick – Total amount to be paid not to exceed \$17,720

RIVERSIDE COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES

Report No.: IV-A-1-b

Date: August 10, 2004

Subject: Classified Personnel

1. Appointments

In accordance with Board Policy 1040, the President recommends approval/ratification of the following appointments:

a. District

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
Steve Bell	Help Desk Support Technician	07/19/04	20-5	Promotion
Elia Blount	Assistant Cashier/Clerk	07/12/04	15-1	Appointment
Rosa Espinoza-Leal	Administrative Secretary II/ Human Resources	07/12/04	8-1 (Conf)	Promotion
Robert Gurrola	Director, Facilities/Facilities Planning and Projects	08/11/04	15.5 (Mgmt)	Promotion
Kevin Lee	Applications Support Tech/ Student Financial Services	08/11/04	22-1	Appointment
Mariano Mateo	Senior Groundsperson	08/11/04	17-2	Promotion
Carmen Payne	Counseling Clerk II (Norco Campus)	08/11/04	15-3	Promotion
Eduardo Quintero	Warehouse Assistant	08/11/04	14-1	Appointment
Robert Rodriguez	Director, Administrative Support Center	07/12/04	15.0 (Mgmt)	Appointment
Alta Vasquez	Instructional Support Specialist/ Writing Center	08/11/04	17-1	Appointment
Tanya Wilson	Student Financial Services Support Specialist	08/16/04	16-1	Appointment

b. Categorically Funded

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
Lori Alford	Secretary II/MCHS Program (Moreno Valley Campus)	08/02/04	15-1	Appointment
Penny Davis	Interim Director, Foster Care and Independent Living Skills (Not to exceed 1 year)	08/11/04	15.5 (Mgmt)	Appointment
Jason Siegel	Director, MCHS Program (11-month – MV Campus)	08/09/04	10.2 (Mgmt)	Appointment

Subject: Classified Personnel

1. Appointments – Continued

c. Short Term

Short-term appointments of individuals to serve on an hourly, as needed basis, as indicated on the attached list.

d. Temporary As Needed Student Workers

Short-term appointments to serve on an hourly, as needed basis, as indicated on the attached list.

e. Community Education Program – Spring/Summer/Fall Semesters 2004

The following Professional Expert Presenters, indicated on the attached list, will present Community Education programs.

f. Special Projects

Payment to be approved for the following individuals in the amount indicated for their participation in a special project:

Computer Scouting (Fall Semester 2003)

Michael Kelley – Total amount not to exceed \$500

Upward Bound UCSB Residential Stay (August 1 – 6, 2004)

Ricardo Revollo – Total amount not to exceed \$600

Calligraphy for Service Award Certificates (Academic Year 2004/2005)

Heidi Wills – Total amount not to exceed \$1,500

2. Reclassification of Classified Management Position in Grants and Contract Services

It is recommended the Board of Trustees approve the reclassification of the following position in Grants and Contract Services, due to significant increase in the scope of the position responsibilities, effective August 11, 2004:

<u>Incumbent</u>	<u>Current Title and Salary</u>	<u>Proposed New Title and Salary</u>
Colleen Molko	Grants and Contract Compliance Manager Range: 13.4	Associate Director, Grant and Contract Services Range: 15.5

Subject: Classified Personnel

3. Reclassification Bargaining Unit Position in Matriculation

It is recommended the Board of Trustees approve the reclassification of the following bargaining unit position in Matriculation, due to restructuring, effective August 11, 2004:

<u>Incumbent</u>	<u>Current Title and Salary</u>	<u>Proposed New Title and Salary</u>
David Lee	Educational Advisor Range: 18-3	District Placement Services Coordinator Range: 22-3

4. Professional Growth

Professional Growth Policy awards a professional achievement step of \$35 to be paid monthly to an employee who has completed 12 semester units of approved course work and \$40 to be paid to an employee who has completed 12 semester units of approved job related course work, for a maximum of seven achievement steps to be earned by each employee, upon the recommendation of the Professional Growth Committee and subject to final approval by the Board of Trustees;

It is recommended the Board of Trustees approve a professional growth achievement step for the following confidential and classified employees, in accordance with the Professional Growth Policy, effective September 1, 2004:

<u>Name</u>	<u>Title</u>	<u>Step</u>
Lynn Brookens	Accounts Payable Specialist	2@\$35
Susan Brooks	Human Resources Specialist II	6@\$35
Julie Crippin	Analyst/Programmer	2@\$40
Maria Diaz Gomez	Clerk Typist – Title V	1@\$35
Adrienne Fisher	Secretary I	3@\$40
Sheila McDonald	Administrative Assistant	4@\$35
Cynthia Taylor	Passport to College/Outreach Coordinator	4@\$40
Adelaida Villanueva	Information Support Operator	4@\$35 & 5@\$35
Melisa Wharton	Document Service Coordinator	1@\$35

Subject: Classified Personnel

5. Military Leave

Whereas Section 395.01 of the Military and Veterans Code and Section 87832 of the Education Code authorizes the President, or designee, to approve a leave for military reserve duty with full salary for the first 30 days of such military leave;

Therefore, it is recommended the Board of Trustees approve/ratify leave for military reserve duty for Ms. Leslie Salas, a classified employee, for the period of August 2 – 14, 2004 (a total of 10 working days). Ms. Salas meets the college service requirements of these code sections.

6. Temporary Extension of Full-time, 10-Month Classified Employees’ Work Year

The area Vice President has requested authorization to temporarily extend the Food Service Workers’ work year to assist with summer needs. It is recommended the Board of Trustees approve/ratify the following full-time, 10-month, classified employees’ work year with no change in salary placement to be effective for the months of July 2004 and August 2004:

<u>Name</u>	<u>Position Title</u>
Cindy Andrade	Food Service Worker IV
Susan Bell	Food Service Worker III
Corliss Benjamin	Food Service Worker IV
Verna Dean	Food Service Worker I
Abigail Hermosillo	Food Service Worker I
Sandra Martinez	Food Service Worker III
Flor Mazzacua	Food Service Worker III

7. Request to Adjust Professional Expert’s Appointment

At its meeting of June 16, 2004, the Board of Trustees approved the appointment of Mr. Mark Paredes, Assistant Head Football Coach, effective July 1, 2004;

It is recommended the Board of Trustees approve the revision in Mr. Paredes’ appointment date, amended August 2, 2004, 11-month employee.

8. Request to Adjust Confidential Employee’s Appointment

At its meeting of June 16, 2004, the Board of Trustees approved the appointment of Ms. Angela Lee, Administrative Secretary II (Finance), effective June 17, 2004. Because of scheduling conflicts, she was not available to start until July 1, 2004.

It is recommended the Board of Trustees approve the adjustment of Ms. Lee’s appointment date to reflect July 1, 2004.

Subject: Classified Personnel

9. Request to Adjust Temporary Reduced Workload During 4/10 Work Schedule

At its meeting of June 16, 2004, the Board of Trustees approved a request for temporary reduced workload for Ms. Jacqueline Harris (Student Financial Services Support Specialist) at 90% during the period of June 14, 2004 through August 20, 004 for the 4/10 work schedule;

It is recommended the Board of Trustees adjust Ms. Harris' 4/10 work schedule for the period of June 14, 2004 through June 17, 2004 at 90% and June 21, 2004 through August 19, 2004 at 80%.

10. Request to Adjust Extension of Temporary Reduced Workload

At its meeting of June 16, 2004, the Board of Trustees approved a request for Ms. Claudia Castro to extend her temporary reduced workload at 50% for July 1, 2004 through June 30, 2005. The correct reduced workload should reflect 90% for July 1, 2004 through August 31, 2004 and 75% for September 1, 2004 through June 30, 2005.

11. Request for Leave Under the Federal Family and Medical Leave Act of 1993

It is recommended the Board of Trustees approve/ratify a request for leave under the Federal Family and Medical Leave Act of 1993, not to exceed the maximum allotment of 12 weeks (480 hours), for classified employee Emile Bradshaw, retroactive to July 13, 2004.

12. Separations

In accordance with Board Policy 1040.1, the President has accepted the resignations of the individuals listed below:

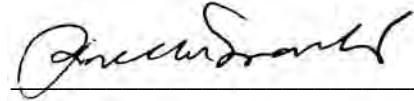
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Reason</u>
Lela Cormack	Instructional Department Spec.	08/31/04	Retirement
Elva Cortez	Student Fin. Servs. Suppt. Spec.	06/30/04	Career Advancement
Pamela Heredia	Director, Foster Care and Independent Living Skills	06/30/04	Personal
James Johnson	Maintenance Mech/Specialty Electrical	08/20/04	Retirement
Linda Johnson	Administrative Assistant	07/01/04	Retirement
Harold Lindner	Maintenance Manager	08/21/04	Retirement
Sharon Olejniczak	Instructional Dept. Specialist	08/31/04	Retirement
Mark Raya	Maintenance Mech/Equipment Repair	06/30/04	Personal

Report No.: IV-A-1

Date: August 10, 2004

Subject: Classified Personnel

Submitted by:



Rosella Q. Marilao
Associate Vice President, Human Resources

Transmitted to the Board by:

Salvatore G. Rotella
President

Concurred by:

Ray Maghroori
Vice President, Academic Affairs

James L. Buysse
Vice President, Administration and Finance

Linda Lacy
Interim Vice President, Student Services

Brenda Davis
Provost, Norco Campus

Richard Tworek
Provost, Moreno Valley Campus

SALARY SCHEDULE FOR CLASSIFIED EMPLOYEES
EMPLOYED AS NEEDED

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
Lori Alford	Clerical, Substitute	07/01/04-06/30/05	15-1
Diana Armenta	Clerical, Substitute	07/01/04-06/30/05	15-1
Laurie Bernhard	Clerical, Substitute	07/22/04-09/10/04	17-1
Judy Brennan	Clerical, Substitute	07/01/04-06/30/05	15-8
Susan Bramlett	Clerical, Substitute	07/01/04-12/31/04	12-1
Efrain Cantabrana	Clerical, Substitute	07/01/04-12/31/04	17-1
Takeshi Carcelen	Clerical, Substitute	07/01/04-06/30/05	13-1
Pamela Carnahan	Clerical, Substitute	07/01/04-06/30/05	8-1 (Conf)
Susan Eyman	Clerical, Substitute	07/01/04-06/30/05	16-1
Jenelle Herman	Clerical, Substitute	06/14/04-08/31/04	17-1
Linda Johnson	Clerical, Substitute	07/01/04-06/30/05	16-1(Conf)
Diann Low	Clerical, Substitute	08/02/04-10/12/04	13-1
Joanne Pirch	Clerical, Substitute	05/16/04-05/31/04	17-1
Tami Purtle	Clerical, Substitute	06/15/04-06/30/05	15-1
Suthasith Tepraseuth	Clerical, Substitute	07/01/04-06/30/05	19-1
Lisa Deharo	Custodian, Substitute	07/01/04-06/30/05	13-1
David Hernandez	Custodian, Substitute	07/01/04-06/30/05	13-1
Kenneth House	Custodian, Substitute	07/01/04-06/30/05	13-1
Raul Macias-Sanchez	Custodian, Substitute	07/01/04-06/30/05	13-1
Jesus Morales	Custodian, Substitute	07/01/04-06/30/05	13-1
Kenneth Morgan	Custodian, Substitute	07/01/04-06/30/05	13-1
Mark Palencia	Custodian, Substitute	07/01/04-06/30/05	13-1
Howard Tomita	Custodian, Substitute	07/01/04-06/30/05	13-1
Ruben Zarate	Custodian, Substitute	07/01/04-06/30/05	13-1
Erika Perez	Educational Advisor, Substitute	07/19/04-09/30/04	18-1
Enrique Castaneda	Groundsperson, Substitute	07/01/04-06/30/05	14-1
Brad Christian	Groundsperson, Substitute	07/01/04-06/30/05	14-1
Julian Del Villar	Groundsperson, Substitute	07/01/04-06/30/05	14-1
Manuel Garcia	Groundsperson, Substitute	07/01/04-06/30/05	14-1
Manuel Moreno	Groundsperson, Substitute	07/01/04-06/30/05	14-1
Howard Tomita	Groundsperson, Substitute	07/01/04-06/30/05	14-1
Sherry Murillo	Interpreter, Hourly	07/01/04-06/30/05	17-5
Malinie Ratnayake	Laboratory Technician, Sub	07/01/04-06/30/05	17-1
Victor Caponetto	Maintenance Mechanic, Hourly	07/01/04-06/30/05	20-5

SALARY SCHEDULE FOR CLASSIFIED EMPLOYEES
EMPLOYED AS NEEDED – CONT.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
Jerzy Luczkiewicz	Maintenance Helper, Sub	07/01/04-06/30/05	18-1
Ignacio Castro	Maintenance Helper, Sub	07/01/04-06/30/05	18-1
Garland Cogburn	Officer, Safety and Police, Hrly	07/01/04-06/30/05	17-4
Cheryl Jones	Warehouse Assistant, Substitute	07/01/04-06/30/05	14-1
Eduardo Quintero	Warehouse Assistant, Substitute	07/01/04-06/30/05	14-1

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR TEMPORARY, NON-CERTIFICATED, HOURLY EMPLOYEES
BOARD POLICY 4035

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Holly Bow	Academy Coordinator	07/01/04-06/30/05	25.00/hour
Stephen Soltz	Academy Coordinator	07/01/04-06/30/05	25.00/hour
Thomas Ybarra	Academy Coordinator	07/01/04-06/30/05	25.00/hour
Sarah Ayotte	Accompanist I	07/01/04-06/30/05	9.00/hour
Gregory Nabours	Accompanist II	07/01/04-06/30/05	12.00/hour
Joshua Cool	Accompanist III	07/01/04-06/30/05	15.00/hour
Sean Daniel	Accompanist III	09/01/04-06/30/05	15.00/hour
Patrick Doran-Sheeran	Accompanist III	09/01/04-06/30/05	15.00/hour
Jerome Henderson	Accompanist III	09/01/04-06/30/05	15.00/hour
Judith Johansen	Accompanist III	09/01/04-06/30/05	15.00/hour
Mary Minick	Accompanist III	09/01/04-06/30/05	15.00/hour
Michael Moore	Accompanist III	09/01/04-06/30/05	15.00/hour
Chad Ohlheiser	Accompanist III	07/01/04-06/30/05	15.00/hour
Jeffrey Olson	Accompanist III	09/01/04-06/30/05	15.00/hour
Marilyn Rader	Accompanist III	09/01/04-06/30/05	15.00/hour
Gregory Thomas	Accompanist III	09/01/04-06/30/05	15.00/hour
Rebecca Wong	Accompanist III	07/01/04-06/30/05	15.00/hour
David Almquist	Coaches, Summer Activities	07/01/04-08/30/04	17.54/hour
Michael Barbee	Coaches, Summer Activities	07/01/04-08/30/04	17.54/hour
Alicia Berber	Coaches, Summer Activities	07/01/04-08/01/04	17.54/hour
Nikki Bonzoomet	Coaches, Summer Activities	07/01/04-08/30/04	17.54/hour

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR TEMPORARY, NON-CERTIFICATED, HOURLY EMPLOYEES
BOARD POLICY 4035 – CONT.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Thomas Borden	Coaches, Summer Activities	07/01/04-08/30/04	17.54/hour
Dennis Brown	Coaches, Summer Activities	07/01/04-08/30/04	17.54/hour
William Brown	Coaches, Summer Activities	07/01/04-08/30/04	17.54/hour
Anthony Chatfield	Coaches, Summer Activities	07/01/04-08/30/04	17.54/hour
Kevin Corridan	Coaches, Summer Activities	07/01/04-08/30/04	17.54/hour
Jeff Davis	Coaches, Summer Activities	07/01/04-08/30/04	17.54/hour
Richard Hass	Coaches, Summer Activities	07/01/04-08/30/04	17.54/hour
Suzanne Hauck	Coaches, Summer Activities	07/01/04-08/30/04	17.54/hour
Petelo Hifo	Coaches, Summer Activities	07/01/04-08/30/04	17.54/hour
Dennis Kahn	Coaches, Summer Activities	07/01/04-08/30/04	17.54/hour
Michael Kelley	Coaches, Summer Activities	07/01/04-08/30/04	17.54/hour
Lionel Manuel	Coaches, Summer Activities	07/01/04-08/30/04	17.54/hour
Wilfred Martin	Coaches, Summer Activities	07/01/04-08/30/04	17.54/hour
Francisco Melgarejo	Coaches, Summer Activities	07/01/04-08/30/04	17.54/hour
Michelle Moya-Daddona	Coaches, Summer Activities	07/01/04-08/30/04	17.54/hour
Mark Paredes	Coaches, Summer Activities	07/01/04-08/30/04	17.54/hour
Scott Parks	Coaches, Summer Activities	07/01/04-08/30/04	17.54/hour
Michael Richey	Coaches, Summer Activities	07/01/04-08/30/04	17.54/hour
Dennis Rogers	Coaches, Summer Activities	07/01/04-08/30/04	17.54/hour
Adriana Sandoval	Coaches, Summer Activities	07/01/04-08/30/04	17.54/hour
Steven Sigloch	Coaches, Summer Activities	07/01/04-08/30/04	17.54/hour
Alexandria Balboa	Communication Assistant	07/01/04-06/30/05	7.75/hour
Yolanda Murillo	Communication Assistant	07/01/04-06/30/05	7.75/hour
Nefateria Brown	Community Service Officer	07/01/04-06/30/05	10.00/hour
Vicente Camarena	Community Service Officer	07/01/04-06/30/05	10.00/hour
Jose Dassow	Community Service Officer	07/01/04-06/30/05	10.00/hour
Danenne Evans	Community Service Officer	07/01/04-06/30/05	10.00/hour
Evelyn Giles	Community Service Officer	05/30/04-06/30/05	10.00/hour
Salvador Gomez	Community Service Officer	07/01/04-06/30/05	10.00/hour
Barrett Gray III	Community Service Officer	07/01/04-06/30/05	10.00/hour
Irick Hale	Community Service Officer	07/01/04-06/30/05	10.00/hour
Melvin Harrison	Community Service Officer	07/01/04-06/30/05	10.00/hour
Valeree Metroka	Community Service Officer	07/01/04-06/30/05	10.00/hour
Michael Ochoa	Community Service Officer	07/01/04-06/30/05	10.00/hour
Joseph Sanchez	Community Service Officer	07/01/04-06/30/05	10.00/hour
Brandy Valdez	Community Service Officer	07/01/04-06/30/05	10.00/hour
Sarah Williams	Community Service Officer	07/01/04-06/30/05	10.00/hour

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR TEMPORARY, NON-CERTIFICATED, HOURLY EMPLOYEES
BOARD POLICY 4035 – CONT.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Michael Bredemann	Computer Operator	07/01/04-06/30/05	15.00/hour
Andrew Davis	Computer Operator	07/01/04-06/30/05	15.00/hour
Keith Davis	Computer Operator	07/01/04-06/30/05	15.00/hour
Michael Granger	Computer Operator	06/14/04-06/30/05	15.00/hour
Angela Lee	Computer Operator	07/01/04-06/30/05	15.00/hour
Cynthia Ruiz	Computer Operator	07/01/04-06/30/05	15.00/hour
Vicki Soelter	Computer Operator	07/01/04-06/30/05	15.00/hour
Joseph Zadeh	Computer Operator	07/01/04-06/30/05	15.00/hour
Victor Buehler	Computer Technician	07/01/04-06/30/05	10.00/hour
Terri Bunch	Computer Technician	07/01/04-06/30/05	10.00/hour
Michael Evans	Computer Technician	07/01/04-06/30/05	10.00/hour
Robert Ku	Computer Technician	07/01/04-06/30/05	10.00/hour
Ana Lilly	Computer Technician	07/01/04-06/30/05	10.00/hour
Edgar Mojica	Computer Technician	07/01/04-06/30/05	10.00/hour
Long Nguyen	Computer Technician	07/01/04-06/30/05	10.00/hour
Christine Strahan	Computer Technician	07/01/04-06/30/05	10.00/hour
Angela Thomas	Computer Technician	07/01/04-06/30/05	10.00/hour
Truc Tran	Computer Technician	07/01/04-06/30/05	10.00/hour
Lisa Deharo	Custodian Assistant	07/01/04-06/30/05	12.50/hour
David Hernandez	Custodian Assistant	07/01/04-06/30/05	12.50/hour
Kenneth House	Custodian Assistant	07/01/04-06/30/05	12.50/hour
Mark Palencia	Custodian Assistant	07/01/04-06/30/05	12.50/hour
Raul Macias-Sanchez	Custodian Assistant	07/01/04-06/30/05	12.50/hour
Jesus Morales	Custodian Assistant	07/01/04-06/30/05	12.50/hour
Kenneth Morgan	Custodian Assistant	07/01/04-06/30/05	12.50/hour
Ruben Zarate	Custodian Assistant	07/01/04-06/30/05	12.50/hour
Alvin Aldana-Ortiz	Dispatch Clerk	07/01/04-06/30/05	8.00/hour
Danny Alexander	Dispatch Clerk	07/01/04-06/30/05	8.00/hour
Raul Canizales	Dispatch Clerk	07/01/04-06/30/05	8.00/hour
Roberta Carrillo	Dispatch Clerk	06/15/04-06/30/05	8.00/hour
Cheryl Jones	Dispatch Clerk	07/01/04-06/30/05	8.00/hour
Rene Perez	Dispatch Clerk	07/01/04-06/30/05	8.00/hour
Eduardo Quintero	Dispatch Clerk	07/01/04-06/30/05	8.00/hour
Ronald Reise	Dispatch Clerk	07/01/04-06/30/05	8.00/hour
Diego Sanchez	Dispatch Clerk	07/01/04-06/30/05	8.00/hour

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR TEMPORARY, NON-CERTIFICATED, HOURLY EMPLOYEES
BOARD POLICY 4035 – CONT.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Robert Richards	Educational Assistant	07/01/04-06/30/05	6.75/hour
Bruce Curnow	Evaluator	07/01/04-06/30/05	10.00/hour
John Doyle	Evaluator	07/01/04-06/30/05	10.00/hour
Robert Epps	Evaluator	07/01/04-06/30/05	10.00/hour
Robert Gonzalez	Evaluator	07/01/04-06/30/05	10.00/hour
Charles Guillen	Evaluator	07/01/04-06/30/05	10.00/hour
Wayne Hardin	Evaluator	07/01/04-06/30/05	10.00/hour
Ronald Heim	Evaluator	07/01/04-06/30/05	10.00/hour
Kevin Lamb	Evaluator	07/01/04-06/30/05	10.00/hour
Roman Martinez	Evaluator	07/01/04-06/30/05	10.00/hour
Charles Mungle	Evaluator	07/01/04-06/30/05	10.00/hour
Adam Roulston	Evaluator	07/01/04-06/30/05	10.00/hour
Scott Rowe	Evaluator	07/01/04-06/30/05	10.00/hour
Michael Vangorder	Evaluator	07/01/04-06/30/05	10.00/hour
Christopher Waters	Evaluator	07/01/04-06/30/05	10.00/hour
Michael Yates	Evaluator	07/01/04-06/30/05	10.00/hour
Margarita Ascencio	Food Service Assistant	07/01/04-06/30/05	9.00/hour
Ana Avalos	Food Service Assistant	07/01/04-06/30/05	9.00/hour
Norma Casas	Food Service Assistant	07/01/04-06/30/05	9.00/hour
Yanira Cordero	Food Service Assistant	07/01/04-06/30/05	9.00/hour
Billy Ray Dasco	Food Service Assistant	07/01/04-06/30/05	9.00/hour
Lena Delgado	Food Service Assistant	07/01/04-06/30/05	9.00/hour
Aracely Lennox	Food Service Assistant	07/01/04-06/30/05	9.00/hour
Janina Luczkiewicz	Food Service Assistant	07/01/04-06/30/05	9.00/hour
Mirabella Luna	Food Service Assistant	07/01/04-06/30/05	9.00/hour
Linda Marin	Food Service Assistant	07/01/04-06/30/05	9.00/hour
Sergey Mogilevskiy	Food Service Assistant	07/01/04-06/30/05	9.00/hour
Maria Orozco	Food Service Assistant	07/01/04-06/30/05	9.00/hour
Leonor Ortiz	Food Service Assistant	07/01/04-06/30/05	9.00/hour
Marcela Rodriguez	Food Service Assistant	07/01/04-06/30/05	9.00/hour
Marcella Vargas	Food Service Assistant	07/01/04-06/30/05	9.00/hour
Mary Vargas	Food Service Assistant	07/01/04-06/30/05	9.00/hour
Demetria White	Food Service Assistant	07/01/04-06/30/05	9.00/hour
Raymond Winters	Food Service Assistant	07/01/04-06/30/05	9.00/hour
Rosetta Woodard	Food Service Assistant	07/01/04-06/30/05	9.00/hour
Janet Young	Food Service Assistant	07/01/04-06/30/05	9.00/hour

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR TEMPORARY, NON-CERTIFICATED, HOURLY EMPLOYEES
BOARD POLICY 4035 – CONT.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Patrick Youngquist	Food Service Assistant	07/01/04-06/30/05	9.00/hour
Ryan Walker	Forensics Assistant	08/01/04-06/30/05	10.00/hour
Robert Foraker	Grant Facilitator	06/21/04-06/30/05	40.00/hour
Monica Gutierrez	Grant Facilitator	07/01/04-06/30/05	40.00/hour
Sonja Lopez	Grant Facilitator	07/01/04-06/30/05	40.00/hour
Ysidro Gurrola	Grant Project Ed. Trainer I	07/01/04-06/30/05	25.00/hour
Enrique Castaneda	Grounds Assistant	07/01/04-06/30/05	13.00/hour
Brad Christian	Grounds Assistant	07/01/04-06/30/05	13.00/hour
Manuel Moreno	Grounds Assistant	07/01/04-06/30/05	13.00/hour
Julian Del Villar	Grounds Assistant	07/01/04-06/30/05	13.00/hour
Manuel Garcia	Grounds Assistant	07/01/04-06/30/05	13.00/hour
Carlos Carrio	Health Services Facilitator	07/01/04-06/30/05	42.05/hour
Frances Davis	Health Services Facilitator	07/01/04-06/30/05	42.05/hour
Angel Love	Health Services Facilitator	07/01/04-06/30/05	42.05/hour
Kevin Christoff	Instructional Aide I	07/01/04-06/30/05	6.75/hour
Linton Dean	Instructional Aide I	07/01/04-06/30/05	6.75/hour
Robert Jett	Instructional Aide I	07/01/04-06/30/05	6.75/hour
Kristen King	Instructional Aide I	07/01/04-06/30/05	6.75/hour
Leslie Kuri	Instructional Aide I	07/01/04-06/30/05	6.75/hour
Richard Luna II	Instructional Aide I	07/01/04-06/30/05	6.75/hour
Michael McMurray	Instructional Aide I	07/01/04-06/30/05	6.75/hour
Bethany Myers	Instructional Aide I	07/01/04-06/30/05	6.75/hour
Amber Odin	Instructional Aide I	07/01/04-06/30/05	6.75/hour
David Pittman	Instructional Aide I	07/01/04-06/30/05	6.75/hour
Jovanna Ramirez	Instructional Aide I	07/01/04-06/30/05	6.75/hour
Xochitl Ramirez	Instructional Aide I	07/01/04-06/30/05	6.75/hour
Stephanie Whelan	Instructional Aide I	07/01/04-06/30/05	6.75/hour
John Woodard	Instructional Aide I	07/01/04-06/30/05	6.75/hour
Anthony Albrecht	Instructional Aide II	07/01/04-06/30/05	7.25/hour
Sarah Ayotte	Instructional Aide II	07/01/04-06/30/05	7.25/hour
Anel Bojorquez	Instructional Aide II	07/01/04-06/30/05	7.25/hour
Gabriel Chavez	Instructional Aide II	07/01/04-06/30/05	7.25/hour

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR TEMPORARY, NON-CERTIFICATED, HOURLY EMPLOYEES
BOARD POLICY 4035 – CONT.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Nancy Dant	Instructional Aide II	07/01/04-06/30/05	7.25/hour
Tarra Halverson	Instructional Aide II	07/01/04-06/30/05	7.25/hour
Deidra Jenkins	Instructional Aide II	07/01/04-06/30/05	7.25/hour
Daniel Lambros	Instructional Aide II	07/01/04-06/30/05	7.25/hour
Larin Lucero	Instructional Aide II	07/01/04-06/30/05	7.25/hour
Samuel Meleika	Instructional Aide II	09/01/04-06/30/05	7.25/hour
Danielle Misa	Instructional Aide II	07/01/04-06/30/05	7.25/hour
Gregory Nabours	Instructional Aide II	07/01/04-06/30/05	7.25/hour
Jacqueline Peacher	Instructional Aide II	07/01/04-06/30/05	7.25/hour
Emily Tiffin	Instructional Aide II	07/01/04-06/30/05	7.25/hour
Kristina Wessell	Instructional Aide II	07/01/04-06/30/05	7.25/hour
Michael Wilson	Instructional Aide II	07/01/04-06/30/05	7.25/hour
Marti Ballard	Instructional Aide III	07/01/04-06/30/05	8.75/hour
Lisa Beaumont	Instructional Aide III	07/01/04-06/30/05	8.75/hour
Kjersti Berry	Instructional Aide III	07/01/04-06/30/05	8.75/hour
Adam Demerath	Instructional Aide III	07/01/04-06/30/05	8.75/hour
Charity Greenwalt	Instructional Aide III	07/01/04-06/30/05	8.75/hour
Christopher Jacobsmeyer	Instructional Aide III	07/01/04-06/30/05	8.75/hour
David Koehn	Instructional Aide III	07/01/04-06/30/05	8.75/hour
Michael McMurray	Instructional Aide III	08/16/04-05/30/05	8.75/hour
Daniel Odle	Instructional Aide III	07/01/04-06/30/05	8.75/hour
Norma Ostrander	Instructional Aide III	07/01/04-06/30/05	8.75/hour
Michael Silva	Instructional Aide III	07/01/04-06/30/05	8.75/hour
Kjersti Berry	Interpreter I	07/01/04-06/30/05	11.00/hour
Armando Garzon	Interpreter I	07/01/04-06/30/05	11.00/hour
Heather Hanssen	Interpreter I	07/01/04-06/30/05	11.00/hour
Mary Ellen King	Interpreter I	07/01/04-06/30/05	11.00/hour
Eric Auman	Interpreter II	07/01/04-06/30/05	15.00/hour
Debra Bain	Interpreter II	07/01/04-06/30/05	15.00/hour
Denise Hamilton	Interpreter II	07/01/04-06/30/05	15.00/hour
Tami Hohmann	Interpreter II	07/01/04-06/30/05	15.00/hour
Daphne Hunter-Quesada	Interpreter II	07/01/04-06/30/05	15.00/hour
Jennifer Ingalls	Interpreter II	07/01/04-06/30/05	15.00/hour
Stefanie Kent	Interpreter II	07/01/04-06/30/05	15.00/hour
Mark McCrory	Interpreter II	07/01/04-06/30/05	15.00/hour
Jared Miller	Interpreter II	07/01/04-06/30/05	15.00/hour

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR TEMPORARY, NON-CERTIFICATED, HOURLY EMPLOYEES
BOARD POLICY 4035 – CONT.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Mary Myers	Interpreter II	07/01/04-06/30/05	15.00/hour
Kelly Read	Interpreter II	07/01/04-06/30/05	15.00/hour
Sabrina Torres	Interpreter II	07/01/04-06/30/05	15.00/hour
Debbie Barber	Interpreter III	07/01/04-06/30/05	18.00/hour
Melinda Coffman	Interpreter III	07/01/04-06/30/05	18.00/hour
Candace Davider	Interpreter III	07/01/04-06/30/05	18.00/hour
Tracey Huguley	Interpreter III	07/01/04-06/30/05	18.00/hour
Sharon Jackson	Interpreter III	07/01/04-06/30/05	18.00/hour
Melissa Jamison	Interpreter III	07/01/04-06/30/05	18.00/hour
Hiroko Komori	Interpreter III	07/01/04-06/30/05	18.00/hour
Roy McCrory	Interpreter III	07/01/04-06/30/05	18.00/hour
Dinah Minkler	Interpreter III	07/01/04-06/30/05	18.00/hour
Michael Skamnes	Interpreter III	07/01/04-06/30/05	18.00/hour
Deanna Weddle	Interpreter III	07/01/04-06/30/05	18.00/hour
Melissa Culley	Laboratory Aide I	07/01/04-06/30/05	6.75/hour
Maryke Terwisscha	Laboratory Aide I	07/01/04-06/30/05	6.75/hour
J Baker	Laboratory Aide II	06/16/04-06/30/05	10.00/hour
Larissa Diaz	Laboratory Aide II	06/16/04-06/30/04	10.00/hour
Karla Elizondo	Laboratory Aide II	06/16/04-06/30/04	10.00/hour
Theodore Gregory	Laboratory Aide II	07/01/04-06/30/05	10.00/hour
Gregory Jesen	Laboratory Aide II	07/01/04-06/30/05	10.00/hour
Judy Johnson	Laboratory Aide II	07/01/04-06/30/05	10.00/hour
Arthur Koertz	Laboratory Aide II	07/01/04-06/30/05	10.00/hour
Juan Lopez	Laboratory Aide II	08/01/04-06/30/05	10.00/hour
Anica May	Laboratory Aide II	06/16/04-06/30/04	10.00/hour
Janet May	Laboratory Aide II	06/16/04-06/30/04	10.00/hour
Diana McKinley	Laboratory Aide II	06/16/04-06/30/04	10.00/hour
Michael Pass	Laboratory Aide II	09/01/04-06/30/05	10.00/hour
Jessica Swaris	Laboratory Aide II	08/01/04-06/30/05	10.00/hour
Anthony Thompson	Laboratory Aide II	08/01/04-06/30/05	10.00/hour
Jennifer Underwood	Laboratory Aide II	07/01/04-06/30/05	10.00/hour
Frances Williams	Laboratory Aide II	07/01/04-06/30/05	10.00/hour
Maria Williams	Laboratory Aide II	07/01/04-06/30/05	10.00/hour
Anna Cruz	Lifeguard IV	07/01/04-08/20/04	8.00/hour
Dayna Van Gorder	Lifeguard IV	07/01/04-08/20/04	8.00/hour

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR TEMPORARY, NON-CERTIFICATED, HOURLY EMPLOYEES
BOARD POLICY 4035 – CONT.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Raymond Whiting IV	Lifeguard IV	07/01/04-08/20/04	8.00/hour
Samantha Markham	Lifeguard VI	07/01/04-08/20/04	9.00/hour
Jerzy Luczkiewicz	Maintenance Assistant	07/01/04-06/30/05	16.00/hour
Vanessa Acosta	Matriculation Assistant I	07/01/04-06/30/05	9.00/hour
Jennifer Bartlett	Matriculation Assistant I	07/01/04-06/30/05	9.00/hour
Jeanne Bufalino	Matriculation Assistant I	07/01/04-06/30/05	9.00/hour
Cristina Cervantes	Matriculation Assistant I	07/01/04-06/30/05	9.00/hour
Jason Glick	Matriculation Assistant I	07/01/04-06/30/05	9.00/hour
Jeffrey Olario	Matriculation Assistant I	07/01/04-06/30/05	9.00/hour
Victoria Peshak	Matriculation Assistant I	07/01/04-06/30/05	9.00/hour
Eric Betancourt	Matriculation Assistant II	07/18/04-06/30/05	9.50/hour
Juan Carrillo	Matriculation Assistant II	07/01/04-06/30/05	9.50/hour
Paul Cipres	Matriculation Assistant II	07/01/04-06/30/05	9.50/hour
Mark DeAsis	Matriculation Assistant II	07/18/04-06/30/05	9.50/hour
Eric Diaz	Matriculation Assistant II	07/01/04-06/30/05	9.50/hour
Jeffrey Olario	Matriculation Assistant II	07/18/04-06/30/05	9.50/hour
Daniel Ramos	Matriculation Assistant II	07/01/04-06/30/05	9.50/hour
April Ravert	Matriculation Assistant II	07/01/04-06/30/05	9.50/hour
Isabel Alanis	Matriculation Assistant III	07/01/04-06/30/05	10.00/hour
Victoria Hellerud	Matriculation Assistant III	07/01/04-06/30/05	10.00/hour
Michael Kelley	Matriculation Assistant III	07/01/04-06/30/05	10.00/hour
Natalie Aceves	Office Assistant I	07/01/04-06/30/05	9.00/hour
Andrea Beemer	Office Assistant I	07/01/04-06/30/05	9.00/hour
Patricia Blokzyl	Office Assistant I	07/01/04-06/30/05	9.00/hour
Shalonda Burns	Office Assistant I	07/01/04-06/30/05	9.00/hour
Joanna Callaghan	Office Assistant I	07/01/04-06/30/05	9.00/hour
Cristina Cervantes	Office Assistant I	07/01/04-06/30/05	9.00/hour
Donna Chavez	Office Assistant I	07/01/04-06/30/05	9.00/hour
Keith Coleman	Office Assistant I	07/01/04-06/30/05	9.00/hour
Tara Davis	Office Assistant I	07/01/04-06/30/05	9.00/hour
Liliana Diaz	Office Assistant I	07/01/04-06/30/05	9.00/hour
Claudia Florido	Office Assistant I	07/01/04-06/30/05	9.00/hour
Rachael Foreman	Office Assistant I	07/01/04-06/30/05	9.00/hour

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR TEMPORARY, NON-CERTIFICATED, HOURLY EMPLOYEES
BOARD POLICY 4035 – CONT.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u> <u>Policy 4035</u>
Alesia Fuller	Office Assistant I	07/01/04-06/30/05	9.00/hour
Barbara Gambino	Office Assistant I	07/01/04-06/30/05	9.00/hour
Adriana Garcia-Cardiel	Office Assistant I	07/01/04-06/30/05	9.00/hour
Joseph Gonzales	Office Assistant I	07/01/04-06/30/05	9.00/hour
Steven Gonzalez	Office Assistant I	07/01/04-06/30/05	9.00/hour
David Grant	Office Assistant I	07/01/04-06/30/05	9.00/hour
Salvador Gutierrez	Office Assistant I	07/01/04-06/30/05	9.00/hour
Charity Greenwalt	Office Assistant I	07/01/04-06/30/05	9.00/hour
Yxstian Gutierrez	Office Assistant I	07/01/04-06/30/05	9.00/hour
Lina Haddad	Office Assistant I	07/01/04-06/30/05	9.00/hour
Bonnie Hernandez	Office Assistant I	07/01/04-06/30/05	9.00/hour
Vidal Hernandez	Office Assistant I	07/01/04-06/30/05	9.00/hour
Tracy Jelensky	Office Assistant I	07/01/04-06/30/05	9.00/hour
Andre Jones	Office Assistant I	07/01/04-06/30/05	9.00/hour
Jennifer Jones	Office Assistant I	07/01/04-06/30/05	9.00/hour
Carol Kuehnel	Office Assistant I	07/01/04-06/30/05	9.00/hour
Corice Laing	Office Assistant I	07/01/04-08/30/04	9.00/hour
Roger Leitao	Office Assistant I	07/01/04-06/30/05	9.00/hour
Tiffany Lehr	Office Assistant I	07/01/04-06/30/05	9.00/hour
Juan Lopez	Office Assistant I	07/01/04-06/30/05	9.00/hour
Akia Marshall	Office Assistant I	07/01/04-06/30/05	9.00/hour
Ermelinda Maya	Office Assistant I	07/01/04-06/30/05	9.00/hour
Alicia Montemayor	Office Assistant I	07/01/04-06/30/05	9.00/hour
Janice Paramo	Office Assistant I	07/01/04-06/30/05	9.00/hour
Keith Paterson	Office Assistant I	07/01/04-06/30/05	9.00/hour
Carlos Perez	Office Assistant I	07/01/04-06/30/05	9.00/hour
Stefanie Perez	Office Assistant I	07/01/04-06/30/05	9.00/hour
April Ravert	Office Assistant I	07/01/04-06/30/05	9.00/hour
Christopher Renteria	Office Assistant I	07/01/04-06/30/05	9.00/hour
Julie Revollo	Office Assistant I	06/01/04-06/30/05	9.00/hour
Richardo Revollo	Office Assistant I	06/01/04-06/30/04	9.00/hour
Mark Robinson	Office Assistant I	07/01/04-06/30/05	9.00/hour
Alexis Salinas	Office Assistant I	07/01/04-06/30/05	9.00/hour
Brian Scovel	Office Assistant I	07/01/04-06/30/05	9.00/hour
Sharlena Segura	Office Assistant I	07/01/04-06/30/05	9.00/hour
Vicki Shaffer	Office Assistant I	07/01/04-06/30/05	9.00/hour
Richard Silva	Office Assistant I	07/01/04-06/30/05	9.00/hour
Charissa Six	Office Assistant I	07/01/04-06/30/05	9.00/hour
Linda Spencer	Office Assistant I	07/01/04-06/30/05	9.00/hour

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR TEMPORARY, NON-CERTIFICATED, HOURLY EMPLOYEES
BOARD POLICY 4035 – CONT.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Janelle Sutter	Office Assistant I	07/01/04-06/30/05	9.00/hour
Erik Sydow	Office Assistant I	07/01/04-06/30/05	9.00/hour
Eloisa Tessari	Office Assistant I	07/01/04-06/30/05	9.00/hour
Christopher Thompson	Office Assistant I	07/01/04-06/30/05	9.00/hour
Luu Xuan Tran	Office Assistant I	07/01/04-06/30/05	9.00/hour
Tram Tran	Office Assistant I	07/01/04-06/30/05	9.00/hour
Kathleen Tyson	Office Assistant I	07/01/04-06/30/05	9.00/hour
Cynthia Urrutia	Office Assistant I	07/01/04-06/30/05	9.00/hour
Vidal Vargas	Office Assistant I	07/01/04-06/30/05	9.00/hour
Johanna Vasquez	Office Assistant I	07/01/04-06/30/05	9.00/hour
Barbara Williams	Office Assistant I	07/01/04-06/30/05	9.00/hour
David Williams	Office Assistant I	07/01/04-06/30/05	9.00/hour
Dora Aikens	Office Assistant II	07/01/04-06/30/05	10.50/hour
Lori Alford	Office Assistant II	07/01/04-06/30/05	10.50/hour
Jessica Aldasoro	Office Assistant II	07/01/04-06/30/05	10.50/hour
Edward Alvarez	Office Assistant II	07/01/04-06/30/05	10.50/hour
Gabriela Avila	Office Assistant II	07/01/04-06/30/05	10.50/hour
Lizette Bedolla	Office Assistant II	07/01/04-06/30/05	10.50/hour
Alicia Berber	Office Assistant II	07/01/04-06/30/05	10.50/hour
Bernadette Bludworth	Office Assistant II	07/01/04-06/30/05	10.50/hour
Renee Broersma	Office Assistant II	07/01/04-06/30/05	10.50/hour
Susan Broersma	Office Assistant II	07/01/04-06/30/05	10.50/hour
Gloria Campos	Office Assistant II	07/01/04-06/30/05	10.50/hour
Christel Cruz	Office Assistant II	07/01/04-06/30/05	10.50/hour
Mark DeAsis	Office Assistant II	07/01/04-06/30/05	10.50/hour
April Diffey	Office Assistant II	07/01/04-06/30/05	10.50/hour
Maritza Golden	Office Assistant II	07/01/04-06/30/05	10.50/hour
Renuka Gupta	Office Assistant II	07/01/04-06/30/05	10.50/hour
LeVandralyn Handy	Office Assistant II	07/01/04-06/30/05	10.50/hour
Cheryl Hansen	Office Assistant II	07/01/04-06/30/05	10.50/hour
Amanda Hegel	Office Assistant II	07/01/04-06/30/05	10.50/hour
Jenelle Herman	Office Assistant II	07/01/04-06/30/05	10.50/hour
Cheryl Holloway	Office Assistant II	07/01/04-06/30/05	10.50/hour
Zia Hunter	Office Assistant II	07/01/04-06/30/05	10.50/hour
Karynne Ishino	Office Assistant II	07/01/04-06/30/05	10.50/hour
Towanda Jordan	Office Assistant II	07/01/04-06/30/05	10.50/hour
Dean Miller	Office Assistant II	07/01/04-06/30/05	10.50/hour
Shafeqah Muhamme	Office Assistant II	07/01/04-06/10/05	10.50/hour

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR TEMPORARY, NON-CERTIFICATED, HOURLY EMPLOYEES
BOARD POLICY 4035 – CONT.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Akiyoshi Palomo Lewis	Office Assistant II	07/14/04-12/31/04	10.50/hour
Yolanda Parker	Office Assistant II	07/01/04-06/30/05	10.50/hour
Joanne Pirch	Office Assistant II	07/01/04-06/30/05	10.50/hour
Koko Randolph	Office Assistant II	07/01/04-06/30/05	10.50/hour
Antoinette Rowell	Office Assistant II	07/01/04-06/30/05	10.50/hour
Rachel Scott	Office Assistant II	07/01/04-06/30/05	10.50/hour
Sharlena Segura	Office Assistant II	07/01/04-06/30/05	10.50/hour
Amy Sivilay	Office Assistant II	07/01/04-06/30/05	10.50/hour
Kristina Six	Office Assistant II	07/01/04-06/30/05	10.50/hour
Emily Tiffin	Office Assistant II	07/01/04-06/30/05	10.50/hour
Brian Vazquez	Office Assistant II	07/01/04-06/30/05	10.50/hour
Mazetta Waites	Office Assistant II	07/01/04-06/30/05	10.50/hour
Megan Ward	Office Assistant II	07/01/04-06/30/05	10.50/hour
Lisa Williams	Office Assistant II	07/01/04-06/30/05	10.50/hour
Kevin Woody	Office Assistant II	07/01/04-06/30/05	10.50/hour
Kimberly Brooks	Office Assistant III	07/01/04-06/30/05	12.50/hour
Nancy Chivichon	Office Assistant III	07/01/04-06/30/05	12.50/hour
Yadira Duran	Office Assistant III	07/01/04-06/30/05	12.50/hour
Brian Laws	Office Assistant III	07/01/04-06/30/05	12.50/hour
Marci Llanos	Office Assistant III	07/01/04-06/30/05	12.50/hour
Sinar Lomeli	Office Assistant III	07/19/04-09/30/04	12.50/hour
Dawn Martin	Office Assistant III	07/01/04-06/30/05	12.50/hour
Susan Rodda	Office Assistant III	07/01/04-06/30/05	12.50/hour
Michael Smith	Office Assistant III	07/01/04-06/30/05	12.50/hour
Sandra Tapia	Office Assistant III	07/01/04-06/30/05	12.50/hour
Alicia Vara	Office Assistant III	07/01/04-06/30/05	12.50/hour
Bianca Vidales	Office Assistant III	07/01/04-06/30/05	12.50/hour
Tracy Allbright	Office Assistant IV	07/01/04-06/30/05	14.00/hour
Katherine Alvarado-Aceves	Office Assistant IV	07/01/04-06/30/05	14.00/hour
Jeanne Darnell-Wallace	Office Assistant IV	07/01/04-06/30/05	14.00/hour
Rachael Foreman	Office Assistant IV	07/01/04-06/30/05	14.00/hour
Hang Chu Hui	Office Assistant IV	07/01/04-06/30/05	14.00/hour
LeDina Joy	Office Assistant IV	07/01/04-06/30/05	14.00/hour
Sheryl Plumley	Office Assistant IV	07/01/04-06/30/05	14.00/hour
Alicia Seinturier	Office Assistant IV	07/01/04-06/30/05	14.00/hour
John Segui	Office Assistant IV	07/01/04-06/30/05	14.00/hour
John Thrower	Office Assistant IV	07/01/04-06/30/05	14.00/hour

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR TEMPORARY, NON-CERTIFICATED, HOURLY EMPLOYEES
BOARD POLICY 4035 – CONT.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Juan Alvarez	Office Clerk	07/01/04-06/30/05	7.00/hour
Alexandria Balboa	Office Clerk	07/01/04-06/30/05	7.00/hour
Amanda Bell	Office Clerk	07/01/04-06/30/04	7.00/hour
Candace Clark	Office Clerk	07/01/04-06/30/05	7.00/hour
Melissa Culley	Office Clerk	08/01/04-06/30/05	7.00/hour
Nancy Dant	Office Clerk	07/01/04-06/30/05	7.00/hour
Anna Egenes	Office Clerk	07/01/04-06/30/05	7.00/hour
Catherine Evans	Office Clerk	07/01/04-06/30/05	7.00/hour
Gary Jones	Office Clerk	07/01/04-06/30/05	7.00/hour
Albert Lee	Office Clerk	07/01/04-06/30/05	7.00/hour
Gilbert Lee	Office Clerk	07/01/04-06/30/05	7.00/hour
Juan Lopez	Office Clerk	07/01/04-06/30/05	7.00/hour
Sharon Luster	Office Clerk	07/01/04-06/30/05	7.00/hour
Devin McLaughlin	Office Clerk	07/01/04-06/30/05	7.00/hour
Irene Miranda	Office Clerk	07/01/04-06/30/05	7.00/hour
Ana Marie Muñoz	Office Clerk	07/01/04-06/30/05	7.00/hour
Donald Murray	Office Clerk	07/01/04-06/30/05	7.00/hour
Christina Myers	Office Clerk	07/01/04-06/30/05	7.00/hour
Kimana Nuñez	Office Clerk	07/01/04-06/30/05	7.00/hour
Emilio Perez	Office Clerk	07/01/04-06/30/05	7.00/hour
Shaheen Saiyed	Office Clerk	07/01/04-06/30/05	7.00/hour
Angelica Salazar	Office Clerk	07/01/04-06/30/05	7.00/hour
Dawn Save	Office Clerk	07/01/04-06/30/05	7.00/hour
John Sepulveda	Office Clerk	07/01/04-06/30/05	7.00/hour
Danielle Stevens	Office Clerk	07/01/04-06/30/05	7.00/hour
Brian Thomas	Office Clerk	07/01/04-06/30/05	7.00/hour
Johanna Vasquez	Office Clerk	07/01/04-06/30/05	7.00/hour
Gregory Brown	Operations Clerk	07/01/04-06/30/05	7.50/hour
Joseph Gonzales	Operations Clerk	07/01/04-06/30/05	7.50/hour
Charles Johnson	Operations Clerk	07/01/04-06/30/05	7.50/hour
Angelic-Renee Lopez	Operations Clerk	07/01/04-06/30/05	7.50/hour
Jacqueline McKay	Operations Clerk	07/01/04-06/30/05	7.50/hour
Chrystal Soto	Operations Clerk	07/01/04-06/30/05	7.50/hour
Mila Stancic	Operations Clerk	07/01/04-06/30/05	7.50/hour
Hector Valerio	Operations Clerk	07/01/04-06/30/05	7.50/hour
Candice Younts	Operations Clerk	07/01/04-06/30/05	7.50/hour
Evelyn Wroten	Operations Clerk	07/01/04-06/30/05	7.50/hour

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR TEMPORARY, NON-CERTIFICATED, HOURLY EMPLOYEES
BOARD POLICY 4035 – CONT.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Jody De La Rosa	Photographer III	07/01/04-06/30/05	17.00/hour
Stephen Walag	Photographer III	07/01/04-06/30/05	17.00/hour
David Birkle	Physical Science Aide	07/01/04-06/30/05	12.00/hour
Tamara Reynolds	Production Printer II	07/01/04-06/30/05	11.50/hour
Judith Allen	Registered Nurse II	07/01/04-06/30/05	28.00/hour
Debra Almquist	Registered Nurse II	07/01/04-06/30/05	28.00/hour
Lanetta Chambers	Registered Nurse II	07/01/04-06/30/05	28.00/hour
Mildred Cooper	Registered Nurse II	07/01/04-06/30/05	28.00/hour
Rika Dombrowski	Registered Nurse II	05/24/04-06/30/05	28.00/hour
Rhonda Emerson	Registered Nurse II	07/01/04-06/30/05	28.00/hour
Mary Fehn	Registered Nurse II	07/01/04-06/30/05	28.00/hour
Clarice Flower	Registered Nurse II	07/01/04-06/30/05	28.00/hour
Karey Grimm	Registered Nurse II	07/01/04-06/30/05	28.00/hour
Jeanne Herrick	Registered Nurse II	07/01/04-06/30/05	28.00/hour
Arlene McVoy	Registered Nurse II	07/01/04-06/30/05	28.00/hour
Candice Piper	Registered Nurse II	07/01/04-06/30/05	28.00/hour
Ilene Pitruzzello	Registered Nurse II	07/01/04-06/30/05	28.00/hour
Annemarie Valadez	Registered Nurse II	07/01/04-06/30/05	28.00/hour
Lynn Vogel	Registered Nurse II	07/01/04-06/30/05	28.00/hour
Robert Backes	Research Intern	07/01/04-06/30/05	14.22/hour
John Nelson	Research Intern	07/01/04-06/30/05	14.22/hour
Thomas Toner	Research Intern	07/01/04-06/30/05	14.22/hour
Douglas Beason	Reserve College Police Officer	07/01/04-06/30/05	11.18/hour
Curtis Custard	Reserve College Police Officer	07/01/04-06/30/05	11.18/hour
Jonathan German	Reserve College Police Officer	07/01/04-06/30/05	11.18/hour
George Pace	Reserve College Police Officer	07/01/04-06/30/05	11.18/hour
Ray Placencia	Reserve College Police Officer	07/01/04-06/30/05	11.18/hour
James Richards	Reserve College Police Officer	07/01/04-06/30/05	11.18/hour
Octavio Rojas	Reserve College Police Officer	07/01/04-06/30/05	11.18/hour
Linda Allen	Role Player	07/01/04-06/30/05	6.75/hour
Kim Davis	Role Player	07/01/04-06/30/05	6.75/hour
Evelyn Gonzalez	Role Player	07/01/04-06/30/05	6.75/hour
Melissa Jamison	Role Player	07/01/04-06/30/05	6.75/hour

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR TEMPORARY, NON-CERTIFICATED, HOURLY EMPLOYEES
BOARD POLICY 4035 – CONT.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Ubaldo Navarro	Role Player	07/01/04-06/30/05	6.75/hour
Manuel Olivas	Role Player	07/01/04-06/30/05	6.75/hour
Richard Vazquez	Role Player	07/01/04-06/30/05	6.75/hour
Wolters, Charles	Role Player	07/01/04-06/30/05	6.75/hour
Vanessa Joslen	Sports Publicist II	07/01/04-06/30/05	7.50/hour
J.R. Barrera	Stage Technician I	07/01/04-06/30/05	7.00/hour
Anel Bojorquez	Stage Technician I	07/01/04-06/30/05	7.00/hour
Timothy Fischer	Stage Technician I	07/01/04-06/30/05	7.00/hour
Lilia Jimenez	Stage Technician I	07/01/04-06/30/05	7.00/hour
Veronica Jimenez	Stage Technician I	07/01/04-06/30/05	7.00/hour
Daniel Lambros	Stage Technician I	07/01/04-06/30/05	7.00/hour
Nicholas Ritchey	Stage Technician I	07/01/04-06/30/05	7.00/hour
George Rodriguez	Stage Technician I	07/01/04-06/30/05	7.00/hour
Mark Schlenker	Stage Technician I	07/01/04-06/30/05	7.00/hour
Daniel Schultz	Stage Technician I	07/01/04-06/30/05	7.00/hour
Jessica Shelton	Stage Technician I	07/01/04-06/30/05	7.00/hour
Molly Staggs	Stage Technician I	07/01/04-06/30/05	7.00/hour
Shannon Everley	Stage Technician II	07/01/04-06/30/05	7.50/hour
Renee LeVesque	Stage Technician II	07/01/04-06/30/05	7.50/hour
Keith Mullen	Stage Technician II	07/01/04-06/30/05	7.50/hour
Angela Munoz	Stage Technician II	07/01/04-06/30/05	7.50/hour
Marci Olin	Stage Technician II	07/01/04-06/30/05	7.50/hour
Alejandra Arteaga	Stage Technician III	07/01/04-06/30/05	8.50/hour
Lisa Beaumont	Stage Technician III	07/01/04-06/30/05	8.50/hour
Tania Graham	Stage Technician III	07/01/04-06/30/05	8.50/hour
James Hill	Stage Technician III	07/01/04-06/30/05	8.50/hour
Caron James	Stage Technician III	07/01/04-06/30/05	8.50/hour
David Koehn	Stage Technician III	07/01/04-06/30/05	8.50/hour
John Mitchell	Stage Technician III	07/01/04-06/30/05	8.50/hour
Robert Parker	Stage Technician III	07/01/04-06/30/05	8.50/hour
Jaimie Stewart	Stage Technician III	07/01/04-06/30/05	8.50/hour
Michael Wahrman	Stage Technician III	07/01/04-06/30/05	8.50/hour
Elijah Davenport	Student Activities Advisor	07/01/04-06/30/05	13.45/hour

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR TEMPORARY, NON-CERTIFICATED, HOURLY EMPLOYEES
BOARD POLICY 4035 – CONT.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Lori Aldana	Student Activities Assistant	07/01/04-06/30/05	10.50/hour
Lindsey Byrd	Student Activities Assistant	07/01/04-06/30/05	10.50/hour
Norma Carrillo	Student Activities Assistant	08/13/04-06/30/05	10.50/hour
Ismael Davila Jr.	Student Activities Assistant	07/01/04-06/30/05	10.50/hour
Michael Kelley	Student Activities Assistant	07/01/04-06/30/05	10.50/hour
Jennifer Kesterson	Student Activities Assistant	07/01/04-06/30/05	10.50/hour
Sinar Lomeli	Student Activities Assistant	07/01/04-06/30/05	10.50/hour
Tara McCarthy	Student Activities Assistant	07/01/04-06/30/05	10.50/hour
Mario Rocha	Student Activities Assistant	07/01/04-06/30/05	10.50/hour
John Rogers	Student Activities Assistant	07/01/04-06/30/05	10.50/hour
Denise Sebzda	Student Activities Assistant	07/01/04-06/30/05	10.50/hour
Janet Shiver	Student Activities Assistant	08/01/04-06/30/05	10.50/hour
William Vincent	Student Activities Assistant	07/01/04-06/30/05	10.50/hour
Ana Yeager	Student Activities Assistant	07/01/04-06/30/05	10.50/hour
Albert Carlson	Theater Production Technician	07/01/04-06/30/05	9.25/hour
Steven Fiore	Theater Production Technician	07/01/04-06/30/05	9.25/hour
David Hennager	Theater Production Technician	07/01/04-06/30/05	9.25/hour
Elias Tedesco	Theater Production Technician	07/01/04-06/30/05	9.25/hour
Mark DeAsis	Training Technician I	07/01/04-06/30/05	15.00/hour
Adrienne McWilliams	Training Technician I	07/01/04-06/30/05	15.00/hour
LaVerne Penrice	Training Technician I	07/01/04-06/30/05	15.00/hour
Oscar Burgos	Tutor I	07/01/04-06/30/05	7.00/hour
Charlotte Dominguez	Tutor I	07/01/04-06/30/05	7.00/hour
Caren Drysdale	Tutor I	07/01/04-06/30/05	7.00/hour
Suzette Du Plessis	Tutor I	07/01/04-06/30/05	7.00/hour
Andrea Ganier	Tutor I	07/01/04-06/30/05	7.00/hour
Susan Hendrickson	Tutor I	07/01/04-06/30/05	7.00/hour
J. Marie Hicks	Tutor I	07/01/04-06/30/05	7.00/hour
Jennifer Northcutt	Tutor I	07/01/04-06/30/05	7.00/hour
John-Paul Perez	Tutor I	06/01/04-06/30/05	7.00/hour
Sean Price	Tutor I	07/01/04-06/30/05	7.00/hour
Judyth Shaughnessy	Tutor I	07/01/04-06/30/05	7.00/hour
Stephanie Whelan	Tutor I	07/01/04-06/30/05	7.00/hour
Trisha Wilging	Tutor I	07/01/04-06/30/05	7.00/hour
Mary Bossel	Tutor II	07/01/04-06/30/05	8.00/hour

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR TEMPORARY, NON-CERTIFICATED, HOURLY EMPLOYEES
BOARD POLICY 4035 – CONT.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Policy 4035</u>
Colleen Phair	Tutor II	07/01/04-06/30/05	8.00/hour
Gilbert Gardiner	Tutor III	07/01/04-06/30/05	9.00/hour
Thomas Parker	Tutor III	07/01/04-06/30/05	9.00/hour
Charles Fuller	Video Technician	09/01/04-01/31/05	135.00/game

EMPLOYED AS NEEDED
SALARY SCHEDULE FOR EXTRA-CURRICULAR ACTIVITIES

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Stipend</u>
Jeff Davis	Assistant Football Coach	09/01/04-01/31/05	\$3,113
Petelo Hifo	Assistant Football Coach	09/01/04-01/31/05	\$3,113
Michael Kelley	Assistant Football Coach	09/01/04-01/31/05	\$3,113
Lionel Manuel	Assistant Football Coach	09/01/04-01/31/05	\$3,113
Wilfred Martin	Assistant Football Coach	09/01/04-01/31/05	\$3,113
Michael Richey	Assistant Football Coach	09/01/04-01/31/05	\$3,113
Jennifer Darr	Assistant Soccer Coach	08/15/04-01/31/05	\$2,915
Whittie Thornton	Assistant Soccer Coach	08/15/04-01/30/05	\$2,915
Kristina Kassotis	Assistant Softball Coach	01/17/05-06/30/05	\$3,113
Aaron Goodman	Assistant Track Coach	01/15/05-06/30/05	\$2,915
Scott Hanes	Assistant Track Coach	01/15/05-06/30/05	\$2,915
Angela Schubmehl	Assistant Volleyball Coach	08/15/04-01/31/05	\$2,915
David Merryman	Assistant Water Polo	08/15/04-01/31/05	\$2,859
Thomas Borden	Head Swim Coach	01/15/05-06/30/05	\$3,603

VOLUNTEERS
BOARD RESOLUTION 10-97/98

<u>Name</u>	<u>Department</u>	<u>Effective Date</u>	
Daniel Byers	Applied Technology	06/14/04-08/05/04	
John Hathaway	Applied Technology	09/01/04-03/01/05	
Jerry Liebgott	Applied Technology	06/14/04-08/05/04	
Norlbrte Montoya	Applied Technology	06/14/04-08/05/04	
Kira Patel	Faculty Affairs	07/01/04-12/31/04	
Abadilla	Maria Theresa	Nursing	06/14/04-07/29/04
Achumba	Mavis B.	Nursing	06/14/04-07/29/04
Alamares	Judy	Nursing	06/14/04-08/05/04
Anderson	Angel	Nursing	06/14/04-08/05/04
Arias	Jennifer P.	Nursing	06/14/04-07/29/04
Arias	Melissa J.	Nursing	06/14/04-07/29/04
Bacon	Jessica	Nursing	06/14/04-08/05/04
Baker-Shaw	Jeannette	Nursing	06/14/04-08/05/04
Baylus	Amanda M.	Nursing	06/14/04-07/29/04
Baylus	Amanda M.	Nursing	06/21/04-07/29/04
Beck	Rebecca	Nursing	06/14/04-08/05/04
Bedashi	Allana	Nursing	06/14/04-08/05/04
Binhimaid	Gina M.	Nursing	06/14/04-07/29/04
Blasko	Lisa M.	Nursing	06/14/04-07/29/04
Bolanos	Asia	Nursing	06/14/04-08/05/04
Bovie	Anjanette	Nursing	06/14/04-08/05/04
Bruneau	Nicole	Nursing	06/14/04-08/05/04
Buentipo	Emily C.	Nursing	06/14/04-07/29/04
Burgess	Linda	Nursing	06/14/04-08/05/04
Campbell	Kelly	Nursing	06/14/04-08/05/04
Carter	Caroline R.	Nursing	06/14/04-07/29/04
Chavez	Linda	Nursing	06/14/04-08/05/04
Clawson	Alisa	Nursing	06/14/04-08/05/04
Cockfield	Patricia A.	Nursing	06/14/04-07/29/04
Cornett	Kristina	Nursing	06/14/04-08/05/04
Corpin	Ruby S.	Nursing	06/21/04-07/29/04
Cortes	Maryann	Nursing	06/14/04-08/05/04
Cruz	Dinorah	Nursing	06/14/04-08/05/04
Daugherty	Kimberly	Nursing	06/14/04-08/05/04
Delote	Dennis	Nursing	06/14/04-08/05/04
Devera	Jayne	Nursing	06/14/04-08/05/04
Diazoni	Ronald	Nursing	06/14/04-07/29/04
Dupree	Coleen R.	Nursing	06/21/04-07/29/04
Estrada	Oscar G.	Nursing	06/14/04-07/29/04

VOLUNTEERS
BOARD RESOLUTION 10-97/98 – CONT.

<u>Name</u>		<u>Department</u>	<u>Effective Date</u>
Fernandez	Oscar	Nursing	06/14/04-08/05/04
Ferrell	Lori J.	Nursing	06/14/04-07/29/04
Frank	Jane	Nursing	06/14/04-08/05/04
Gomez	Carmen	Nursing	06/14/04-08/05/04
Gregory	Judy A.	Nursing	06/21/04-07/29/04
Grimes	Kimberly	Nursing	06/14/04-08/05/04
Gruenke	Shirleyann	Nursing	06/14/04-08/05/04
Gutierrez	Maria	Nursing	06/14/04-08/05/04
Haight	Jean	Nursing	06/14/04-08/05/04
Harriss	Melanie	Nursing	06/14/04-08/05/04
Hayhurst	Lachelle	Nursing	06/14/04-08/05/04
Hinojosa	Rebecca	Nursing	06/14/04-08/05/04
Hokama	Mureen R.	Nursing	06/14/04-07/29/04
Hollingworth	Melanie	Nursing	06/14/04-07/29/04
Horner	Teddi R.	Nursing	06/21/04-07/29/04
Hurtado	Araceli M.	Nursing	06/14/04-07/29/04
Jones	Ellen	Nursing	06/14/04-08/05/04
Lawani	Osayi O.	Nursing	06/14/04-07/29/04
Leon-Gurrero	Elena	Nursing	06/14/04-08/05/04
Lu	Xinfeng	Nursing	06/14/04-08/05/04
Martinez	Denise K.	Nursing	06/21/04-07/29/04
McCollister	Erin C.	Nursing	06/14/04-07/29/04
McDonald	Cheryl A.	Nursing	06/14/04-07/29/04
McGuffey	Paula J.	Nursing	06/14/04-07/29/04
McMillan	Lynn V.	Nursing	06/14/04-07/29/04
Mendoza	Melissa	Nursing	06/14/04-08/05/04
Menefield	Keaira	Nursing	06/14/04-08/05/04
Micheal	Adrienne L.	Nursing	06/21/04-07/29/04
Montes	Luz	Nursing	06/14/04-08/05/04
Morrow	Lisa	Nursing	06/14/04-08/05/04
Munyiri	Joseph	Nursing	06/14/04-08/05/04
Muriuki	Adenike	Nursing	06/14/04-08/05/04
Nelson	Michelle	Nursing	06/14/04-08/05/04
Neufeld	Thomas E.	Nursing	06/14/04-07/29/04
Nobleton	Christina	Nursing	06/14/04-08/05/04
Nunez	Rosanna	Nursing	06/14/04-08/05/04
Nuqui	Katrina Marie M.	Nursing	06/21/04-07/29/04
Oddiri	Clare	Nursing	06/14/04-08/05/04
Ojimaga	Nkechi	Nursing	06/14/04-07/29/04
Ortiz	Jacqueline	Nursing	06/14/04-08/05/04
Pace	George A.	Nursing	06/14/04-07/29/04

VOLUNTEERS
BOARD RESOLUTION 10-97/98 – CONT.

<u>Name</u>		<u>Department</u>	<u>Effective Date</u>
Permann	Dixey	Nursing	06/14/04-08/05/04
Pham	Marianne Linh D.	Nursing	06/21/04-07/29/04
Pham	Marie Hanh D.	Nursing	06/14/04-07/29/04
Popp	Dora L.	Nursing	06/14/04-07/29/04
Pulido	Anne	Nursing	06/14/04-08/05/04
Pulido	Marianela	Nursing	06/14/04-08/05/04
Racadio	Melissa J.	Nursing	06/14/04-07/29/04
Riedeman	Aubrey J.	Nursing	06/14/04-07/29/04
Rivera	Cindy	Nursing	06/14/04-07/29/04
Rodriguez	Diana	Nursing	06/14/04-07/29/04
Rodriguez	Mary J.	Nursing	06/14/04-07/29/04
Rumicho	Huriya	Nursing	06/14/04-08/05/04
Sarno	Omar-Jude G.	Nursing	06/14/04-07/29/04
Sastrawinata	Imelda R.	Nursing	06/14/04-07/29/04
Schaefer	Leisa	Nursing	06/21/04-07/29/04
Scheltens	Christine Y.	Nursing	06/14/04-07/29/04
Scheppelmann	Julie	Nursing	06/14/04-08/05/04
Schiavone	Lisa M.	Nursing	06/14/04-07/29/04
Seyler	Jonelle	Nursing	06/14/04-07/29/04
Singh	Prakash	Nursing	06/14/04-08/05/04
Slusarczyk	Jennifer	Nursing	06/14/04-08/05/04
Tarculas	Janine Klair	Nursing	06/14/04-07/29/04
Taylor	Andrea	Nursing	06/14/04-08/05/04
Temple	Beth	Nursing	06/14/04-08/05/04
Thomas	Ophelia Y.	Nursing	06/21/04-07/29/04
Turjillo	Vanessa	Nursing	06/14/04-08/05/04
Tyson	Deanna	Nursing	06/14/04-08/05/04
Wakefield	Tammy J.	Nursing	06/14/04-07/29/04
Walund	Lucille	Nursing	06/14/04-08/05/04
Weems	Michelle	Nursing	06/14/04-08/05/04
Wigginton	Dena M.	Nursing	06/14/04-07/29/04
Williams	Carolyn	Nursing	06/14/04-08/05/04
Williams	Christy L.	Nursing	06/14/04-07/29/04
Willis	Jennifer	Nursing	06/14/04-08/05/04
Young	Kelly R.	Nursing	06/14/04-07/29/04
Abiva	David	Health, Human & Public Services	07/01/04-12/31/04
Agcaoili	Fidelito	Health, Human & Public Services	07/01/04-12/31/04
Akbari	Mohammad	Health, Human & Public Services	07/01/04-12/31/04
Barrios-Cunningham	Patricia	Health, Human & Public Services	07/01/04-12/31/04
Blinkinsop	Judith	Health, Human & Public Services	07/01/04 - 12/31/04

VOLUNTEERS
BOARD RESOLUTION 10-97/98 – CONT.

<u>Name</u>		<u>Department</u>	<u>Effective Date</u>
Cancellor	Johnny	Health, Human & Public Services	07/01/04-12/31/04
Cantrell	Matthew	Health, Human & Public Services	07/01/04-12/31/04
Cornett	Melissa	Health, Human & Public Services	07/01/04-12/31/04
Del Pinal	Walter	Health, Human & Public Services	07/01/04-12/31/04
Dewri	Wayne	Health, Human & Public Services	07/01/04-12/31/04
Eads	Lucy	Health, Human & Public Services	07/01/04-12/31/04
Fitzgerald	Adam	Health, Human & Public Services	07/01/04-12/31/04
Garcia	Miguel	Health, Human & Public Services	07/01/04-12/31/04
Gauthreaux	Heidi	Health, Human & Public Services	07/01/04-12/31/04
Godwin	Annette	Health, Human & Public Services	07/01/04-12/31/04
Goldberg	Scott	Health, Human & Public Services	07/01/04-12/31/04
Han	Sara	Health, Human & Public Services	07/01/04-12/31/04
Harker	Mary-Anne	Health, Human & Public Services	07/01/04-12/31/04
Henderson	Deborah	Health, Human & Public Services	07/01/04-12/31/04
Jaramillo	Louis	Health, Human & Public Services	07/01/04-12/31/04
Jenkins	Delores	Health, Human & Public Services	07/01/04-12/31/04
Laird	Lesley	Health, Human & Public Services	07/01/04-12/31/04
Lettington	Alexis	Health, Human & Public Services	07/01/04-12/31/04
Luna	Jonathan	Health, Human & Public Services	07/01/04-12/31/04
Manahan	Donna	Health, Human & Public Services	07/01/04-12/31/04
Mbagwu	Chukwuma	Health, Human & Public Services	07/01/04-12/31/04
McDougall	David	Health, Human & Public Services	07/01/04-12/31/04
Mertins	Sharon	Health, Human & Public Services	07/01/04-12/31/04
Miller	Michael	Health, Human & Public Services	07/01/04-12/31/04
Moxley	Deirdre	Health, Human & Public Services	07/01/04-12/31/04
Nguyen	Toan	Health, Human & Public Services	07/01/04-12/31/04
Perdue	Velma	Health, Human & Public Services	07/01/04-12/31/04
Perez	Rossy	Health, Human & Public Services	07/01/04-12/31/04
Quam	Lillian	Health, Human & Public Services	07/01/04-12/31/04
Robles	Victor	Health, Human & Public Services	07/01/04-12/31/04
Serrato	Jose	Health, Human & Public Services	07/01/04-12/31/04
Severy	Elizabeth	Health, Human & Public Services	07/01/04-12/31/04
Shevlin	Steven	Health, Human & Public Services	07/01/04-12/31/04
Smith	Amy	Health, Human & Public Services	07/01/04-12/31/04
Smith	Rhionna	Health, Human & Public Services	07/01/04-12/31/04
Tanwangco	Lou Mizelle	Health, Human & Public Services	07/01/04-12/31/04
Valdez	Shina	Health, Human & Public Services	07/01/04-12/31/04
Weir	Mary	Health, Human & Public Services	07/01/04-12/31/04
Woo	Stephen	Health, Human & Public Services	07/01/04-12/31/04

DISTRICT FUNDS

NAME	POSITION	DEPARTMENT	DATE	RANGE
Adrian, Rhesa	Student Worker	Tutorial Services- RIV	07/01/04	19-4
Aguilera, Lorraine	Student Worker	Tutorial Services - MOV	06/08/04	19-4
Aguilera, Lorraine	Student Worker	Tutorial Services - MOV	06/08/04	19-4
Alcon, Jeanette	Student Worker	Student Ambassador - RIV	07/14/04	19-4
Alian, Philip	Student Worker	AV Labs & Services - RIV	07/01/04	19-4
Alian, Yasaman	Student Worker	English Writing Center - RIV	07/07/04	19-4
Baker, J	Student Worker	AV Labs & Services - RIV	07/12/04	19-4
Baron, Ernest	Student Worker	College Safety & Police - RIV	07/01/04	19-4
Baron, Ernest	Student Worker	College Safety & Police - RIV	05/25/04	19-4
Bell, Amanda	Student Worker	AV Labs & Services - NOR	07/01/04	19-4
Belmonte, Miguel	Student Worker	Library - RIV	07/01/04	19-4
Bielman, Jennifer	Student Worker	Admissions & Records - MOV	07/12/04	19-4
Blake, Jason	Student Worker	Tutorial Services - NOR	07/01/04	19-4
Blount, Jacqueline	Student Worker	Early Childhood Studies - MOV	07/01/04	19-4
Bower, Rebecca	Student Worker	Early Childhood Studies - RIV	07/01/04	19-4
Brabant, Peter	Student Worker	Tutorial Services - RIV	07/01/04	19-4
Burgos, Oscar	Student Worker	Tutorial Services - NOR	07/14/04	19-4
Camarena, Vincente	Student Worker	Student Activities - RIV	07/01/04	19-4
Cardullo, Alexander	Student Worker	Outreach - RIV	06/16/04	19-4
Cervantes, Cristina	Student Worker	Provost - MOV	07/01/04	19-4
Chhagan, Deepa	Student Worker	Library - RIV	07/01/04	19-4
Ching, Maung	Student Worker	AV Labs & Services - NOR	07/01/04	19-4
Clemente, Ian	Student Worker	Counseling - RIV	07/01/04	19-4
Contreras, Andy	Student Worker	AV Labs & Services - RIV	07/01/04	19-4
Cordova, Kris	Student Worker	College Safety & Police - NOR	07/14/04	19-4
Cortez, Esmeralda	Student Worker	Library - RIV	07/01/04	19-4
Covey, Krista	Student Worker	College Safety & Police - RIV	07/01/04	19-4
Davis, Giovanni	Student Worker	AV Labs & Services - RIV	07/01/04	19-4
Dixon, Patrice	Student Worker	Admissions & Records - MOV	07/01/04	19-4
Douglass, Christianne	Student Worker	Student Activities - NOR	07/01/04	19-4
Dzikiti, Margaret	Student Worker	Library - RIV	07/01/04	19-4
Espinoza, Lolita	Student Worker	Tutorial Services - NOR	07/01/04	19-4
Evans, Gloria	Student Worker	Tutorial Services - MOV	06/07/04	19-4
Feng, Jia-Jian	Student Worker	English Writing Center - RIV	07/07/04	19-4
Flores, Maria	Student Worker	AV Labs & Services - RIV	07/08/04	19-4
Foose, Allison	Student Worker	Tutorial Services - MOV	07/14/04	19-4
Galicia, Mario	Student Worker	Tutorial Services - MOV	07/01/04	19-4
Garcia, Gilbert	Student Worker	Student Ambassador - RIV	07/01/04	19-4
Goetz, Crystal	Student Worker	Health Services - RIV	04/20/04	19-4

DISTRICT FUNDS

NAME	POSITION	DEPARTMENT	DATE	RANGE
Gonzalez, Marco	Student Worker	Tutorial Services - NOR	07/01/04	19-4
Gonzalez, Oscar	Student Worker	AV Labs & Services - RIV	07/01/04	19-4
Harry, Keith	Student Worker	College Safety & Police - RIV	07/01/04	19-4
James, Lynnette	Student Worker	Trio Programs - NOR	07/01/04	19-4
Johnson, Charles	Student Worker	Tutorial Services - RIV	07/01/04	19-4
Kanitwanakul, Supraanee	Student Worker	WAC/International Students - RIV	07/08/04	19-4
Kim, Jin	Student Worker	WAC/International Students - RIV	07/13/04	19-4
Kim, Uriah	Student Worker	College Safety & Police - NOR	07/01/04	19-4
Kwicien, Benjamin	Student Worker	English Writing Center - RIV	07/14/04	19-4
Kyoseva, Aleksandra	Student Worker	AV Labs & Services - RIV	07/01/04	19-4
Luna II, Richard	Student Worker	AV Labs & Services - RIV	07/14/04	19-4
Luster, Julia	Student Worker	AV Labs & Services - RIV	07/01/04	19-4
Luster, Shannon	Student Worker	AV Labs & Services - RIV	07/01/04	19-4
Ly, Ngoc-Giao	Student Worker	Tutorial Services - MOV	06/01/04	19-4
Macher, Thomas	Student Worker	English Writing Center - RIV	06/08/04	19-4
Macher, Tom	Student Worker	English Writing Center - RIV	07/09/04	19-4
Mangubat, Stephanie	Student Worker	Tutorial Services - MOV	07/01/04	19-4
Marathe, Nishad	Student Worker	Student Ambassador - RIV	07/01/04	19-4
Mayhall, Roy	Student Worker	Tutorial Services - MOV	07/01/04	19-4
McKay, Jacqueline	Student Worker	Counseling - RIV	07/01/04	19-4
Miller, Michael	Student Worker	Disabled Students Prog & Srvcs - RIV	07/01/04	19-4
Milliagn, Kimberly	Student Worker	Tutorial Services - MOV	07/14/04	19-4
Monaco, Jonathan	Student Worker	Tutorial Services - NOR	07/01/04	19-4
Montano, Laarni	Student Worker	Early Childhood Studies - MOV	07/01/04	19-5
Moore, Desiray	Student Worker	English Writing Center - RIV	07/12/04	19-4
Muhammed, Shafeqah	Student Worker	Provost - MOV	07/08/04	19-4
Navas, Benito	Student Worker	Tutorial Services - MOV	07/01/04	19-4
Nguyen, Chau	Student Worker	Tutorial Services - MOV	07/01/04	19-4
Nguyen, Duong	Student Worker	College Safety & Police - MOV	07/14/04	19-4
Nguyen, Peter	Student Worker	Tutorial Services - MOV	07/14/04	19-4
Nguyen, Tram	Student Worker	Library - NOR	07/01/04	19-4
Parsons, Erik	Student Worker	Library - RIV	07/08/04	19-4
Parvizi, Farough	Student Worker	Tutorial Services - RIV	07/01/04	19-4
Paterson, Keith	Student Worker	AV Labs & Services - NOR	07/01/04	19-4
Peters, Michael	Student Worker	Tutorial Services - MOV	07/01/04	19-4
Peters, Patrissha	Student Worker	English Writing Center - RIV	07/07/04	19-4
Peterson, Scot	Student Worker	Early Childhood Studies - RIV	07/01/04	19-4
Petsas, Jeremiah	Student Worker	Tutorial Services - NOR	07/14/04	19-4
Phan, Sang	Student Worker	Info Systems & Tech - RIV	07/01/04	19-4

DISTRICT FUNDS

NAME	POSITION	DEPARTMENT	DATE	RANGE
Ramos, Juliana	Student Worker	Early Childhood Studies - RIV	07/01/04	19-4
Ramsey, Annette	Student Worker	Teacher Preparation - RIV	06/08/04	19-4
Recendez, Angelina	Student Worker	College Safety & Police - RIV	07/14/04	19-4
Reyes, Ruth	Student Worker	Library - RIV	07/01/04	19-4
Richard, Quinton	Student Worker	Tutorial Services - NOR	07/01/04	19-4
Rittenhouse, Claire	Student Worker	Info Systems & Tech - RIV	07/01/04	19-4
Robb, Brandy	Student Worker	Tutorial Services - NOR	07/01/04	19-4
Robinson, Rhonneica	Student Worker	Tutorial Services - MOV	07/01/04	19-4
Rodriguez, Rebecca	Student Worker	Early Childhood Studies - RIV	07/14/04	19-4
Rowell, Antoinette	Student Worker	Admissions & Records - MOV	07/01/04	19-4
Sadek, Kerloss	Student Worker	Tutorial Services - NOR	07/01/04	19-4
Salazar, Gabriel	Student Worker	College Safety & Police - RIV	07/01/04	19-4
Salazar, Gabriel	Student Worker	College Safety & Poilice - RIV	06/08/04	19-4
Sanchez Tabares, Ryan	Student Worker	Tutorial Services - MOV	07/14/04	19-4
Segura, Sharlena	Student Worker	Provost - MOV	07/01/04	19-4
Shahani, Ghazaleh	Student Worker	College Safety & Police - RIV	07/01/04	19-4
Sheehan, Corinne	Student Worker	College Safety & Police - RIV	07/01/04	19-4
Sheehan, Corinne	Student Worker	College Safety & Police - RIV	06/17/04	19-4
Tate, Dana	Student Worker	Admissions & Records - MOV	06/07/04	19-4
Thiaw, Alione	Student Worker	Tutorial Services - RIV	04/21/04	19-4
Thowtho, Rosanna	Student Worker	Library - RIV	07/01/04	19-4
Treadway, Matthew	Student Worker	Info Systems & Tech - RIV	07/12/04	19-4
Turner, Dyeane	Student Worker	Info Systems & Tech - RIV	07/01/04	19-4
Velarde, Heidi	Student Worker	Library - MOV	07/01/04	19-4
Willy, Charlisie	Student Worker	Tutorial Services - RIV	07/01/04	19-4
Work, Robert	Student Worker	Tutorial Services - NOR	07/01/04	19-4
Younts, Candice	Student Worker	Counseling - RIV	07/01/04	19-4
Zhang, Yi	Student Worker	Tutorial Services - RIV	07/01/04	19-4
Zipper, Frances	Student Worker	Early Childhood Studies - MOV	07/01/04	19-4

CATAGORICAL

NAME	POSITION		RANGE
Abdelmageed, Huda	Student Worker	Facilities & Planning - RIV	07/01/04 19-4
Adrian, Rhesa	Student Worker	Tutorial Services - RIV	07/15/04 19-4
Aguiar, Cynthia	Student Worker	Administrative Support Center - RIV	07/14/04 19-4
Aguirre, Ruth	Student Worker	Administrative Support Center - RIV	07/14/04 19-4
Alcaraz, Theresa	Student Worker	Tutorial Services - RIV	07/14/04 19-4
Alvarez, Rafael	Student Worker	Applied Technology - RIV	07/08/04 19-4

CATAGORICAL

NAME	POSITION		RANGE
Barnes, Cherilynn	Student Worker Riverside Housing Authority - CS	07/01/04	19-4
Beck, Mona	Student Worker Riverside Municipal Museum - CS	07/15/04	19-4
Britt, Michelle	Student Worker Riverside Housing Authority - CS	07/01/04	19-4
Broersma, Renee	Student Worker Student Services - MOV	07/01/04	19-4
Broersma, Susan	Student Worker Student Services - MOV	07/13/04	19-4
Brookens, Tasha	Student Worker AV Labs & Services - RIV	07/13/04	19-4
Cajas Jr., Rudy	Student Worker Counseling - RIV	07/15/04	19-4
Carlisle, De'Lisa	Student Worker Student Ambassador - RIV	07/01/04	19-4
Carr, Valerie	Student Worker Early Childhood Studies - RIV	07/08/04	19-4
Cervantes, Cristina	Student Worker Provost - MOV	07/01/04	19-4
Christmas, Diane	Student Worker Riverside Municipal Museum - CS	07/01/04	19-4
Curtis, Callette	Student Worker Administrative Support Center - RIV	07/13/04	19-4
Davila, Raquel	Student Worker Administrative Support Center - RIV	07/14/04	19-4
Dela Victoria, Catherine	Student Worker Administrative Support Center - RIV	07/15/04	19-4
Delgado, Sharon	Student Worker The Growing Place - CS	07/07/04	19-4
Dillard-Selico, Sarita	Student Worker Hendrick Ranch Elementary - AMR	07/14/04	19-4
Dorado, Jose	Student Worker Counseling - RIV	07/13/04	19-4
Evans, Gloria	Student Worker Student Services - MOV	07/01/04	19-4
Galvin Medina, Gloria	Student Worker Bear Valley Elementary - AMR	07/01/04	19-4
Garza, Sonya	Student Worker Early Childhood Studies - RIV	07/01/04	19-4
Garzon, Armando	Student Worker Student Ambassador - RIV	07/13/04	19-4
Giddens, Grenada	Student Worker Administrative Support Center - RIV	07/13/04	19-4
Gomez, Anna Maria	Student Worker Nursing Education - RIV	07/22/04	19-4
Gonzalez, Lus	Student Worker Sunnymead Elementary - CS	07/08/04	19-4
Harry, Keith	Student Worker Butterfield Elementary - CS	07/13/04	19-4
Hernandez, Vidal	Student Worker Counseling - RIV	07/01/04	19-4
Herrera, Sal	Student Worker AV Labs & Services - NOR	07/01/04	19-4
Howard, Lateefah	Student Worker Early Childhood Studies - AMC	07/14/04	19-4
James, Lynette	Student Worker MSIS - NOR	07/01/04	19-4
LeFaivre, Lorraine	Student Worker Nursing Education - RIV	07/13/04	19-4
Li, Yuqing	Student Worker Student Ambassador - RIV	07/01/04	19-4
Long, Julia	Student Worker Hendrick Ranch Elementary - AMR	07/01/04	19-4
Maas, Daniel	Student Worker Tutorial Services - RIV	07/08/04	19-4
Malika, Maryum	Student Worker EOPS - RIV	07/13/04	19-4
Maness, Donna	Student Worker Workforce Preparation - RIV	07/01/04	19-4
Manning, Vincent	Student Worker Disabled Students Prog & Svcs - RIV	07/22/04	19-4
Markell, Lynne	Student Worker Serrano Elementary - AMR	07/01/04	19-4
Marquez, Erica	Student Worker Library - NOR	07/01/04	19-4
Martinez, Crystal	Student Worker Counseling - RIV	07/01/04	19-4

CATAGORICAL

NAME	POSITION		RANGE
McCafferty, Debra	Student Worker Tutorial Services - RIV	07/13/04	19-4
McDuffy, Toneshia	Student Worker Administrative Support Center - RIV	07/13/04	19-4
McKay, Jacqueline	Student Worker Counseling - RIV	07/01/04	19-4
Medrano, Martin	Student Worker AV Labs & Services - NOR	07/01/04	19-4
Munoz, Ana Marie	Student Worker Student Activities - RIV	07/07/04	19-4
Navarro, Sady	Student Worker Tutorial Services - MOV	07/01/04	19-4
Nguyen, Cassandra	Student Worker Student Services - MOV	07/01/04	19-4
Odom, Durrell	Student Worker Administrative Support Center - RIV	07/22/04	19-4
Okoro, Stephen	Student Worker Administrative Support Center - RIV	07/13/04	19-4
Parker, Yolanda	Student Worker Student Services - MOV	07/14/04	19-4
Pascua, Nona Sabrina	Student Worker Hendrick Ranch Elementary - AMR	07/01/04	19-4
Pearce, Victoria	Student Worker Early Childhood Studies - AMR	07/14/04	19-4
Ponce, Frank	Student Worker Tutorial Services - MOV	07/08/04	19-4
Rittenhouse, Claire	Student Worker Info Systems & Tech - RIV	07/01/04	19-4
Robb, Brandy	Student Worker Tutorial Services - NOR	07/13/04	19-4
Rodriguez, Amy	Student Worker Eastside Cybrary Connection - LT	07/13/04	19-4
Romero, Eva	Student Worker Bear Valley Elementary - AMR	07/13/04	19-4
Romine, Katherine	Student Worker Butterfield Elementary - AMR	07/14/04	19-4
Rousse, Mary	Student Worker Riverside Hoursing Authority - CS	07/22/04	19-4
Saleem, Nida	Student Worker Administrative Support Center - RIV	07/22/04	19-4
Schuller, Nicholas	Student Worker Tutorial Services - NOR	07/01/04	19-4
Shabazz, Elias	Student Worker Tutorial Services - MOV	07/01/04	19-4
Shanahan, Sarah	Student Worker Early Childhood Studies - AMR	07/08/04	19-4
Shorter, Mildred	Student Worker Student Activities - MOV	07/01/04	19-4
Tate, Dana	Student Worker Student Services - MOV	07/28/04	19-4
Temple, Cleveland	Student Worker Magnolia Elementary - AMR	07/22/04	19-4
Villavicencio, Alonso	Student Worker Tutorial Services - MOV	07/01/04	19-4
Wasserman, Ilyse	Student Worker Counseling - RIV	07/01/04	19-4
Watson, Dean	Student Worker Disabled Students Prog & Srvcs - NOR	07/01/04	19-4
Wilson, Renata	Student Worker Riverside Housing Authority - CS	07/13/04	19-4
Younts, Candice	Student Worker Counseling - RIV	07/01/04	19-4

RIVERSIDE COMMUNITY COLLEGE
COMMUNITY EDUCATION PRESENTERS

Spring 2004

The following Professional Expert Presenter, indicated below, presented a Community Education program from April 1, 2004 through May 31, 2004.

Nace, Julie A	EMT Program Training
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Summer 2004

The following Professional Expert Presenters, indicated below, will present Community Education programs from June 1, 2004 through August 31, 2004.

Coryell, Jon Garrett	EMT Program Training
Davis, Scott	EMT Program Training
Harold, Ryan E	EMT Program Training
Jones, Kim	EMT Program Training
McKindley, Judith C	EMT Program Training
Mulhall, Michael F	EMT Program Training
Mullins, Brian	EMT Program Training
Sandidge, Joshua	EMT Program Training
Schulz, Michael R.	EMT Program Training
Wesche, Mitchell D	EMT Program Training

Fall 2004

The following Professional Expert Presenters, indicated below, will present Community Education programs from September 1, 2004 through December 31, 2004.

Arias, Greg T	EMT Program Training
Beeler, Tim W	EMT Program Training
Bolowich, Hans	EMT Program Training
Booth, Thomas J	EMT Program Training
Case, Adam F	EMT Program Training
Clements, Charles R	EMT Program Training
Copland, Jeffery	EMT Program Training
Coryell, Jon Garrett	EMT Program Training
Davis, Scott	EMT Program Training
Deyo, Arthur J	EMT Program Training
Fontaine, Robert P	EMT Program Training
Harold, Ryan E	EMT Program Training

Fall 2004 - Continued

Jeremiah, Steven M	EMT Program Training
Jones, Kim	EMT Program Training
Kramer, Gigi R	EMT Program Training
Leon, Chris P	EMT Program Training
McKindley, Judith C	EMT Program Training
Miller, Christopher C	EMT Program Training
Mulhall, Michael F	EMT Program Training
Mullins, Brian	EMT Program Training
Murphy, Dennis	EMT Program Training
Nace, Julie A	EMT Program Training
Nollette, Christopher F	EMT Program Training
Nugent, Randall W	EMT Program Training
Nugent, Yvonne B	EMT Program Training
Pritchard, Randy E	EMT Program Training
Rawlings, Phillip D	EMT Program Training
Reynaud, Michael S	EMT Program Training
Richmond, Daniel R	EMT Program Training
Robles, Magdalena	EMT Program Training
Sandidge, Joshua	EMT Program Training
Schulz, Michael R.	EMT Program Training
Wesche, Mitchell D	EMT Program Training
Wilde, Sean	EMT Program Training
Wu, Steve	EMT Program Training
Wu, Jeannie	EMT Program Training

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: IV-A-2

Date: August 10, 2004

Subject: Purchase Order and Warrant Report -- All District Funds

Background: The attached Purchase Order and Warrant Report –All District Funds is submitted to comply with Education Code Sections 81656 and 85231. The purchase Orders and Purchase Order Additions, totaling \$4,378,077.75 requested by District staff and issued by the Business Office have been reviewed to verify that budgeted funds are available in the appropriate categories of expenditure.

District Warrant Claims (numbers 32747 – 36167) totaling \$6,141,735.06 have been audited and have been reviewed by the Business Office to verify that monies are available in the appropriate Funds for payment of these warrants.

Recommended Action: It is recommended that the Board of Trustees approve/ratify the Purchase Orders and Purchase Order Additions totaling \$4,378,077.75 and District Warrant Claims totaling \$6,141,735.06.

Salvatore G. Rotella
President

Prepared by: Doretta Sowell
Purchasing Manager

Purchase Order and Warrant Report - ALL District Funds
Purchase Orders
\$1000 and over
6/01/04 thru 7/20/04

PO#	Fund	Department	Vendor	Description	Amount
P54444	11	Open Campus	ACCE	Community Service Classes	3,150.00
P54467	11	Information Services	Watts, Theka (Beth)	Conferences	1,035.75
P54468	11	Information Services	Conley, Cynthia	Conferences	1,035.75
P54473	11	Academic Affairs	Synergistic Mailing Services	Other Services	3,010.00
P54474	11	Academic Affairs	Valley Printers, Inc.	Printing Class Schedule	19,033.55
P54475	11	Administrative Support Center	Inland Presort & Mailing Services	Postage	12,000.00
P54476	11	Administrative Support Center	United States Postal Service	Postage	5,000.00
P54477	11	Provost - Moreno Valley	Clarke & Associates	All Other Contract	4,000.00
P54487	41	Facilities & Planning - Rsa	TBP Architects	Architect's Fees	534,187.50
P54495	11	Academic Affairs	Inland Presort & Mailing Services	Postage	20,000.00
P54497	11	Facilities	TBP Architects	All Other Contract	1,777.80
P54498	12	Disabled Students Program	Rapid Text, Inc.	Other Services	1,260.00
P54499	12	Disabled Students Program	Quick Caption, Inc.	Other Services	12,606.75
P54500	41	Facilities -MLK Remodel Construction	John R. Byerly, Inc.	Testing	10,382.63
P54502	11	Open Campus - Senior Citizens	U.S. Postal Service	Postage	33,025.00
P54508	12	Disabled Students Program	Rapid Text, Inc.	Other Services	12,158.00
P54514	11	District	Takano, Mark	Other Travel Expenses	1,097.14
P54520	12	Cal Works	G/M Business Interiors	Equip Additional \$200-\$4999	3,034.54
P54521	12	Economic Development	Business Wire	Advertising	3,250.00
P54526	32	Food Services	Gateway 2000 Major Accts.,Inc.	Comp Equip Additional \$200-\$4999	1,734.78
P54535	11	Risk Management	Prudential Insurance Company	Other Benefits	21,000.00
P54536	11	Administrtrtion & Finance	Paul Revere Insurance Group	Other Benefits	1,342.27
P54544	11	Facilities	Larry's Building Materials	Remodel Projects	3,391.97
P54545	11	Facilities	Fineline Interiors Inc.	Other Services	1,525.00
P54549	11	Academic Affairs	RCC Revolving Fund	Postage	6,500.00
P54550	12	Matriculation	Sehi Computer Products, Inc.	Comp Equip Additional \$200-\$4999	1,690.34
P54552	32	Food Services	State Board Of Equalization	Sales Tax	2,055.00
P54559	11	Facilities	Foundation For California	All Other Contract	3,691.00
P54561	41	Facilities -MLK Remodel	Enecotech Southwest, Inc	Other	13,098.71
P54566	11	Academic Affairs	Perfect Form	Postage	16,800.00
P54571	12	Cal Works	Canon Business Solutions- West, Inc	Copying And Printing	5,238.71
P54572	12	Provost - Norco - Title V	Coe-Lovejoy	Direct Purchase Instructional Supplies	1,080.00
P54574	12	Fire Technology - VTEA	Kelleher, Phillip	Conferences	2,315.00

Purchase Order and Warrant Report - ALL District Funds
Purchase Orders
\$1000 and over
6/01/04 thru 7/20/04

PO#	Fund	Department	Vendor	Description	Amount
P54576	11	Governing Board	Ahern,Adcock,Devlin LLP	Audit	8,000.00
P54583	41	Norco Campus - Phase III	Vantage Technology Consulting	Engineering	68,400.00
P54596	12	Nursing, R.N.-VTEATitle I-C	Medcom Trainex	Equip Additional \$200-\$4999	1,138.72
P54598	12	Biology	Bio-Rad Laboratories	Equip Additional \$200-\$4999	15,851.33
P54599	12	Biology	Fisher Scientific	Equip Additional \$200-\$4999	12,530.13
P54600	12	Workforce Preparation	American Express	Conferences	2,452.90
P54601	12	Workforce Preparation	Doubletree Hotel - Portland	Conferences	2,697.86
P54606	11	International Students	Journalisterna HB	Advertising	1,359.00
P54609	11	International Students	Study In The USA, Inc.	Advertising	5,500.00
P54610	11	Administrative Support Center	U.S. Postmaster	Postage	60,000.00
P54613	41	Facilities-Quad Remodel	Information Technology	Engineering	3,040.00
P54619	11	Public Affairs	Mbna/American Business Card	Other Supplies	1,172.49
P54625	12	Safety & Police	Borden Decal Company, Inc.	Copying And Printing	12,197.96
P54633	11	District	Provider Contract Food Service	Other Supplies	1,332.35
P54636	11	Dean Of Education - Middle College	Riverside Unified School Dist	Transportation Contracts	2,278.40
P54637	11	Facilities	Abm Data Systems Inc.	Repairs	1,429.00
P54638	11	Human Resources	Monster, Inc	Advertising	4,620.00
P54642	11	Information Services	Sysix Technologies	Repairs	9,400.92
P54645	11	Facilities	Patriot Packaging & Supplies	Custodial Supplies	50,000.00
P54647	12	Student Services - Talent Search Norco	Just Within Sight Motivations	Lecturers	1,450.00
P54650	11	Applied Technology	Canon Financial Services, Inc.	Rents And Leases	9,240.72
P54651	11	Administration & Finance	Matulich, John M.	Health & Welfare Benefits	1,660.00
P54653	11	Administration & Finance	Woolley, Gordon	Health & Welfare Benefits	1,978.00
P54657	12	Student Services - Upward Bound Trio	Inland Empire Tours And Transport	Transportation Contracts	1,600.00
P54660	11	Academy CTC	Accca	Conferences	1,650.00
P54669	11	Astronomy	Spitz, Inc.	Repairs	6,800.00
P54670	11	Information Services	S. K. Telecon, Inc.	Repairs	104,000.00
P54671	11	Information Services	NEC Business Network Solutions	Repairs	70,965.12
P54672	11	Economic Development	A-Patriot Self Storage	Rents And Leases	2,480.00
P54673	11	Economic Development	Oce Office Systems	Repairs	3,573.48
P54674	11	District	Council For Higher Education	Memberships	1,200.00
P54675	11	Human Resources	Burtronics Business Systems	Repairs	2,000.00
P54677	11	Open Campus - Ford / UAW	Carol Chirpich	Other Personal Services	1,400.00

Purchase Order and Warrant Report - ALL District Funds
Purchase Orders
\$1000 and over
6/01/04 thru 7/20/04

PO#	Fund	Department	Vendor	Description	Amount
P54680	12	Financial Aid Administration	Big Red Apple	Rents And Leases	2,501.00
P54681	11	Facilities	Amtech Elevator Services	Repairs	24,696.00
P54682	11	Facilities	Cal-Air, Inc.	Repairs	53,148.00
P54682	11	Facilities	Cal-Air, Inc.	Repairs	24,842.00
P54683	11	Facilities	Thyssenkrupp Elevator	Repairs	1,150.00
P54684	11	Facilities	Yamas Controls So. Cal., Inc.	Repairs	1,120.00
P54686	12	Physics	Sargent-Welch	Equip Additional \$200-\$4999	2,112.44
P54688	11	Warehouse	United Parcel Service	Postage	2,200.00
P54691	11	Purchasing	Office Depot	Purchase/Cost Of Goods Sold	60,000.00
P54692	11	Purchasing	Corporate Express	Purchase/Cost Of Goods Sold	25,000.00
P54693	11	Purchasing	Boise Office Solutions	Purchase/Cost Of Goods Sold	60,000.00
P54694	11	Purchasing	Reliable Office Solutions	Purchase/Cost Of Goods Sold	25,000.00
P54695	11	Purchasing	Corporate Express Imaging	Purchase/Cost Of Goods Sold	25,000.00
P54696	11	Purchasing	Unisource Worldwide, Inc.	Purchase/Cost Of Goods Sold	60,000.00
P54697	11	Purchasing	Southland Envelope Co., Inc.	Purchase/Cost Of Goods Sold	25,000.00
P54699	11	Production Printing	Kelly Paper Company	Purchase/Cost Of Goods Sold	10,000.00
P54700	11	Production Printing	Unisource Worldwide, Inc.	Purchase/Cost Of Goods Sold	10,000.00
P54705	11	Fiscal Operations	Canon Business Solutions- West, Inc	Repairs	8,000.00
P54708	32	Food Services	Sysco Corp.	Kitchen Expendables	51,000.00
P54709	32	Food Services	Monterrey Provision Company	Food	5,000.00
P54710	32	Food Services	Morgan Services, Inc.	Laundry And Cleaning	15,000.00
P54711	32	Food Services	Ling's	Food	10,000.00
P54712	32	Food Services	Joseph Webb Foods	Cleaning Supplies	70,000.00
P54716	12	Student Services - Student Service Grant	San Antonio Marriott River	Conferences	3,225.81
P54717	11	Provost - Norco	Davis, Brenda	Conferences	2,171.00
P54722	12	District	Ferguson Group, LLC	Consultants	84,000.00
P54724	12	Economic Development	Softshare Information Services	All Other Contract	2,375.00
P54726	11	Economic Development	Reliable Office Solutions	Other Supplies	3,000.00
P54727	11	Economic Development	Synergistic Mailing Services	Postage	6,000.00
P54728	11	Human Resources	San Bernardino County Sun	Advertising	20,000.00
P54729	11	Human Resources	Los Angeles Times	Advertising	20,000.00
P54730	11	Human Resources	Press Enterprise	Advertising	40,000.00
P54731	11	Human Resources	Union Tribune Publishing Co.	Advertising	20,000.00

Purchase Order and Warrant Report - ALL District Funds
Purchase Orders
\$1000 and over
6/01/04 thru 7/20/04

PO#	Fund	Department	Vendor	Description	Amount
P54732	11	Human Resources	Us Healthworks Medical	Physicals	2,600.00
P54734	11	Human Resources	State Of California	Fingerprints	16,000.00
P54735	11	Human Resources	Monster, Inc	Advertising	21,000.00
P54739	11	Facilities	Patriot Packaging & Supplies	Custodial Supplies	10,500.00
P54740	11	Facilities	Waxie Sanitary Supply	Custodial Supplies	4,500.00
P54741	11	Facilities	Restroom Specialty Company	Custodial Supplies	1,800.00
P54744	11	Facilities	Chevron	Other Transportation Supplies	3,000.00
P54745	12	Student Services - Talent Search Norco	Long Beach Aquarium Of The	Other Travel Expenses	6,000.00
P54748	11	District	Lexus Financial Services	Rents And Leases	6,357.48
P54749	11	Facilities	A A Equipment Rental Co., Inc.	Repair	1,200.00
P54750	11	Facilities	Western Farm Service, Inc.	Grounds/Garden Supplies	10,000.00
P54751	11	Facilities	United Green Mark	Repair	10,000.00
P54752	11	Facilities	Home Depot	Grounds/Garden Supplies	8,000.00
P54755	11	Facilities	Waxie Sanitary Supply	Custodial Supplies	25,000.00
P54756	11	Facilities	Frank's Auto Glass	Custodial Supplies	1,100.00
P54757	11	Facilities	Clean Source	Custodial Supplies	3,000.00
P54758	11	Facilities	Home Depot	Custodial Supplies	1,500.00
P54759	11	Facilities	Gorm, Inc.	Custodial Supplies	1,500.00
P54760	11	Facilities	Inland Lighting Supplies, Inc.	Custodial Supplies	6,000.00
P54763	11	Facilities	National Sanitary Supply Co.	Custodial Supplies	3,000.00
P54764	11	Facilities	T & R Nursery	Grounds/Garden Supplies	1,500.00
P54773	11	Cosmetology	Maly's	Direct Purchase Instructional Supplies	6,000.00
P54774	11	Cosmetology	Sally Beauty Supply	Direct Purchase Instructional Supplies	10,000.00
P54776	11	Safety & Police	12th Street Cleaners	Laundry And Cleaning	2,000.00
P54777	12	Safety & Police	Top Dawg Auto Repair, Inc.	Repairs	9,000.00
P54779	11	Safety & Police	Main Street Car Wash	Other Transportation Supplies	750.00
P54779	12	Safety & Police	Main Street Car Wash	Other Transportation Supplies	750.00
P54780	11	Fiscal Operations	Advanced Copy Systems	Repairs	3,000.00
P54782	11	Fiscal Operations	Complete Business Systems	Repairs	3,000.00
P54783	11	Fiscal Operations	Corporate Copy Systems	Repairs	2,000.00
P54784	11	Fiscal Operations	Danka Office Imaging	Repairs	3,000.00
P54787	11	Fiscal Operations	Ikon Office Solutions	Repairs	3,000.00
P54788	11	Fiscal Operations	Konica Minolta Business Solutions	Repairs	6,000.00

Purchase Order and Warrant Report - ALL District Funds
Purchase Orders
\$1000 and over
6/01/04 thru 7/20/04

PO#	Fund	Department	Vendor	Description	Amount
P54789	11	Fiscal Operations	MWB Business Systems	Repairs	2,000.00
P54790	11	Fiscal Operations	Oce	Repairs	3,000.00
P54791	11	Fiscal Operations	Reliable Office Solutions	Repairs	8,000.00
P54803	11	Production Printing	Spicers Paper, Inc.	Purchase/Cost Of Goods Sold	10,000.00
P54804	11	Production Printing	Riverside Bindery Specialities	Purchase/Cost Of Goods Sold	10,000.00
P54805	11	Production Printing	Dynamic Bindery, Inc.	Purchase/Cost Of Goods Sold	10,000.00
P54806	11	Production Printing	Enovation Graphic Systems	Purchase/Cost Of Goods Sold	10,000.00
P54807	11	Facilities	Home Depot	Repair	6,000.00
P54808	11	Facilities	Warren Bros Tractor Work	Other Services	1,500.00
P54810	11	Communications & Web Development	Nguyen, Thuy	Consultants	5,000.00
P54812	12	Student Services - Talent Search Norco	Inland Empire Tours And Transport	Transportation Contracts	7,900.00
P54813	12	Student Services - Std Svcs Grant	Costco	Other Supplies	7,900.00
P54815	11	Open Campus	Central Avenue Self-Storage	Rents And Leases	1,080.00
P54816	12	Facilities & Planning - RSA/ RCC Systems Office	City Of Riverside	Purchase	286,726.08
P54818	11	Facilities	Corona Norco Lawnmower	Repairs	3,600.00
P54819	11	Facilities	Western D.C. Systems	Repairs	2,100.00
P54822	11	Dean Of Education - Middle College	Barnes & Noble	Direct Purchase Instructional Supplies	5,350.00
P54825	11	Facilities	Western D.C. Systems	Repairs	2,800.00
P54832	11	Facilities	Sunnymead Electrical And Lighting	Repairs	3,000.00
P54833	11	Facilities	Sunnymead Ace Hardware	Repairs	2,000.00
P54835	11	Facilities	Powell Pipe & Supply Company	Repairs	1,500.00
P54846	11	Facilities	Inland Lighting Supplies, Inc.	Repairs	2,000.00
P54847	11	Facilities	Hydro-Scape Products, Inc.	Grounds/Garden Supplies	4,000.00
P54850	11	Facilities	Rental Service Corporation	Rents And Leases	3,000.00
P54851	11	Facilities	Lawn Tech Equipment	Grounds/Garden Supplies	1,500.00
P54853	11	Facilities	Empire Mowers, Inc	Grounds/Garden Supplies	1,500.00
P54856	32	Food Services	California Deli Distributors, Inc.	Food	20,000.00
P54858	11	Facilities	Waxie Sanitary Supply	Repairs	6,300.00
P54859	11	Economic Development	March Joint Powers Authority	Natural Gas	4,007.76
P54860	11	Facilities	Patriot Packaging & Supplies	Custodial Supplies	9,000.00
P54861	11	Facilities	Home Depot	Repairs	3,500.00
P54862	11	Economic Development	March Joint Powers Authority	Rents And Leases	14,916.00
P54863	11	Facilities	Burke Engineering	Repairs	4,000.00

Purchase Order and Warrant Report - ALL District Funds
Purchase Orders
\$1000 and over
6/01/04 thru 7/20/04

PO#	Fund	Department	Vendor	Description	Amount
P54866	11	Facilities	Powell Pipe & Supply Company	Repairs	9,000.00
P54867	11	Facilities	Jack Lindgren Builders Hardware	Repairs	5,000.00
P54868	11	Facilities	Lawson Products, Inc.	Repairs	3,000.00
P54869	32	Food Services	Fire Protection Services	Fixtures & Fixed Equip	3,225.00
P54870	11	Facilities	Lgp Engineering & Construction Inc.	Repairs	2,000.00
P54872	11	Facilities	Kh Metals And Supply	Repairs	3,500.00
P54873	12	Workforce Preparation	Camak, Shelagh	Conferences	1,144.80
P54875	11	Facilities	Inland Lighting Supplies, Inc.	Repairs	10,000.00
P54877	11	Facilities	W.W. Grainger, Inc.	Repairs	10,000.00
P54878	11	Facilities	Frazee Industries, Inc.	Repairs	1,500.00
P54879	11	Facilities	Dunn-Edwards	Repairs	7,000.00
P54880	11	Facilities	Construction Hardware Co.	Repairs	2,000.00
P54882	11	Facilities	Carns Rooter	Repairs	3,000.00
P54883	11	Facilities	California Tool & Welding	Repairs	1,200.00
P54884	11	Facilities	Double D Rentals	Rents And Leases	1,800.00
P54885	11	Facilities	Burke Engineering	Repairs	4,000.00
P54886	11	Facilities	Benrich Service Company, Inc.	Repairs	4,300.00
P54888	11	Facilities	Advanced Electrical Contracting Inc	Repairs	5,000.00
P54892	11	Facilities	Grillo Filter Service	Repairs	2,000.00
P54896	11	Facilities	Contract Carpet	Repairs	5,000.00
P54897	11	Facilities	Consolidated Electrical Distributor	Repairs	10,000.00
P54899	11	Facilities	Squires Lumber Company Inc.	Repairs	5,000.00
P54901	11	Facilities	Roto-Rooter Service	Repairs	4,000.00
P54903	11	Facilities	Refrigeration Supplies	Repairs	4,000.00
P54905	11	Facilities	Rental Service Corporation	Rents And Leases	3,500.00
P54908	11	Facilities	Sunstate Equipment Co.	Rents And Leases	1,200.00
P54913	11	Facilities	Empire Oil	Other Transportation Supplies	27,772.00
P54915	11	Facilities	Magnuson Tire & Wheel Svc, Inc	Repairs	4,000.00
P54916	11	Facilities	Hydro-Scape Products, Inc.	Grounds/Garden Supplies	5,000.00
P54918	11	Facilities	Home Depot	Grounds/Garden Supplies	2,500.00
P54919	11	Facilities	Auto Tech	Other	2,000.00
P54920	11	Facilities	Chevron	Other Services	10,200.00
P54922	11	Facilities	Auto Glass Plaza	Repairs	1,500.00

Purchase Order and Warrant Report - ALL District Funds
Purchase Orders
\$1000 and over
6/01/04 thru 7/20/04

PO#	Fund	Department	Vendor	Description	Amount
P54924	11	Facilities	Adcock Auto Supply #2	Repairs	11,000.00
P54926	11	Facilities	A&M Heating & Air Conditioning	Repairs	3,985.00
P54930	11	Facilities	Fritts Ford	Repairs	3,000.00
P54931	11	Facilities	Frank's Auto Glass	Repairs	2,000.00
P54932	11	Safety & Police	Basic Backflow	Repairs	3,685.00
P54935	11	Facilities	B & K Electric Wholesale	Repairs	2,500.00
P54937	11	Facilities	Refrigeration Supplies	Repairs	2,200.00
P54941	11	Facilities	Norco Ace Hardware	Repairs	2,000.00
P54943	11	Facilities	Service 1st Pool Systems	Repairs	14,000.00
P54944	11	Facilities	Rental Service Corporation	Rents And Leases	3,000.00
P54948	11	Facilities	Lawn Tech Equipment	Repairs	10,000.00
P54949	11	Facilities	Mariposa Horticultural Enterprises	All Other	20,000.00
P54950	11	Facilities	Adcock Auto Supply #2	Repairs	2,000.00
P54952	12	Safety & Police	Shell Oil Company	Other Services	3,650.00
P54954	12	Safety & Police	ADT Security	Repairs	2,000.00
P54955	11	Safety & Police	ADTSecurity	All Other Contract	15,100.00
P54960	11	Facilities	Prudential Overall Supply	Laundry And Cleaning	2,000.00
P54962	11	Safety & Police	The Counseling Team International	Pre-Employment Testing	3,000.00
P54965	11	Facilities	Terminix	Repairs	5,500.00
P54966	11	Safety & Police	Maaco Auto Painting & Bodyworks Ctr	Repairs	1,500.00
P54967	11	Safety & Police	Siemens Building Technologies	All Other Contract	3,540.00
P54968	12	Safety & Police	Pacific Parking Systems, Inc.	All Other Contract	4,200.00
P54969	12	Safety & Police	City Of Inglewood	Other Services	25,000.00
P54970	11	Safety & Police	Comserco, Inc.	Repairs	6,800.00
P54971	11	Safety & Police	Magnuson Tire & Wheel Svc, Inc	Repairs	3,000.00
P54971	12	Safety & Police	Magnuson Tire & Wheel Svc, Inc	Repairs	3,000.00
P54972	11	Facilities	Chemco Products Company	Repairs	12,000.00
P54973	11	Safety & Police	Woodcrest Uniforms	Other Supplies	2,000.00
P54975	12	Safety & Police	O'Neil Product Development, Inc.	Copying And Printing	4,000.00
P54976	12	Safety & Police	Pacific Parking Systems, Inc.	Other Supplies	7,000.00
P54977	12	Safety & Police	Chevron	Other Transportation Supplies	3,100.00
P54978	12	Safety & Police	Traffic Control Service, Inc.	Other Supplies	1,750.00
P54981	11	Safety & Police	Riverside County Sheriff Dept	Other Services	4,000.00

Purchase Order and Warrant Report - ALL District Funds
Purchase Orders
\$1000 and over
6/01/04 thru 7/20/04

PO#	Fund	Department	Vendor	Description	Amount
P54984	11	Administrative Support Center	American Business Systems	Rents And Leases	3,349.00
P54988	11	Open Campus	Scantron-Fpc	Computer Software Maintenance-License	1,006.00
P54991	11	Facilities	Staples, Inc.	Other Supplies	1,500.00
P54992	11	Applied Technology	Office Depot	Other Supplies	1,500.00
P55000	12	Grants & Contract Services Title V	Reliable Office Solutions	Other Supplies	3,000.00
P55004	11	Applied Technology	Cadet Uniform Supply	Towel Service	4,700.00
P55008	12	VTEA Title I	Reliable Office Solutions	Other Supplies	2,500.00
P55010	12	VTEA State L	Rio Hondo Comm. College Dist.	Other Services	4,730.00
P55012	12	VTEA State L	Yosemite Community College District	Other Services	2,000.00
P55013	11	Administration & Finance	Murdock, Walrath & Holmes	Consultants	31,700.00
P55014	11	Customized Solutions	Reliable Office Solutions	Other Supplies	2,000.00
P55018	11	District	City Cuisine/Taste Catering	Other Supplies	7,000.00
P55019	11	District	Corporate Express	Other Supplies	1,000.00
P55019	11	District	Corporate Express	Other Supplies	2,000.00
P55021	11	District	McGrath's Catering	Other Supplies	8,000.00
P55022	11	District	Mario's Place Restaurant	Other Supplies	2,000.00
P55026	11	District	Wells Fargo Bank	Conferences	10,000.00
P55027	11	Academy - CTC- Basic Academy	Riverside County Sheriff Dept	Consultants	128,950.00
P55028	11	Academy - CTC- Basic Modular Reserve	Riverside County Sheriff Dept	Consultants	128,950.00
P55029	11	Administrative Support Center	Oce-USA, Inc.	Rents And Leases	168,301.20
P55031	11	Customized Solutions	Dennis Boylin Associates	Other Services	5,200.00
P55033	12	Instructional Support-VTEA Title I	Riverside Unified School Dist	Other Services	5,000.00
P55036	12	Grants & Contract Services	Gateway 2000 Major Accts.,Inc.	Comp Equip Additional \$200-\$4999	5,197.72
P55044	11	Facilities	Shell Oil Company	Other Transportation Supplies	2,500.00
P55048	11	Facilities	Universal Specialties, Inc	Repairs	2,000.00
P55049	11	Health, Human & Public Services	March Joint Powers Authority	Rents And Leases	16,432.00
P55054	12	Safety & Police	S & S Grading And Paving, Inc.	Construction Contract	11,750.00
P55056	12	Grants & Contracts	Moreno Valley Unified School Dist.	Other Services	23,850.00
P55058	11	Safety & Police	Long Beach Uniform Co.	Other Supplies	6,500.00
P55061	11	Dean Of Instruction - Norco	Office Depot	Other Supplies	1,500.00

Purchase Order and Warrant Report - ALL District Funds
Purchase Orders
\$1000 and over
6/01/04 thru 7/20/04

PO#	Fund	Department	Vendor	Description	Amount
Purchase Order Additions to Approved/Ratified Purchase Orders of \$1,000.00 and over					
P46709	11	Facilities Planning	Allan Petersen & Associates	All Other Contract	1,476.64
P49352	32	Food Services	Ralphs Grocery Co.	Food	1,660.25
P49428	11	Production Printing	Kelly Paper Company	Purchase/Cost Of Goods Sold	4,449.64
P49429	11	Production Printing	Heidelberg Usa, Inc.	Repairs - Parts	1,537.30
P49458	11	Production Printing	Dynamic Bindery, Inc.	Purchase/Cost Of Goods Sold	15,000.00
P49460	11	Production Printing	Enovation Graphic Systems	Purchase/Cost Of Goods Sold	10,000.00
P49478	11	Production Printing	Pacesetter Graphic Service	Purchase/Cost Of Goods Sold	2,000.00
P49491	11	Production Printing	Spicers Paper, Inc.	Purchase/Cost Of Goods Sold	6,797.25
P49521	11	Facilities	Chevron	Other Transportation Supplies	1,154.88
P49574	11	Facilities	LGP Engineering & Construction Inc.	Repairs - Parts	1,100.00
P49663	11	Purchasing	Corporate Express	Purchase/Cost Of Goods Sold	10,000.00
P49841	11	Human Resources	Los Angeles Times	Advertising	8,824.00
P49893	11	Adminstration & Finance	Clayson Mann Yaeger & Hansen	Legal	6,000.00
P49907	11	Cosmetology	Sally Beauty Supply	Direct Purchase Instructional Supplies	2,000.00
P49977	11	Perform. Riverside	Press Enterprise	Advertising	1,300.00
P50004	11	Fiscal Operations	Advanced Copy Systems	Repairs	3,366.55
P50009	11	Fiscal Operations	Canon Business Solutions- West, Inc	Repairs	1,100.00
P50019	41	Facilities Planning-Quad Remodel-Wk	Keith Francis & Company, Inc.	Consultants	20,000.00
P50030	11	Fiscal Operations	Reliable Office Solutions	Repairs	4,169.72
P50036	11	Fiscal Operations	Sparkletts Water Company	Purchase/Cost Of Goods Sold	1,850.00
P50068	11	Public Affairs & Institutional Adva	Geographics	Other Supplies	1,247.14
P50118	11	Facilities	Apple Valley Communications	Repairs	1,076.04
P50138	12	Safety & Police	City Of Inglewood	Other Services	5,310.74
P50290	11	Course And Curriculum Development	Office Depot	Other Supplies	3,490.91
P50350	11	Open Campus	Valley Printers, Inc.	Printing Class Schedule	34,675.40
P50563	32	Food Services	Morgan Services, Inc.	Laundry And Cleaning	2,606.81
P50680	11	Administration & Finance	Braymer, Patricia	Consultants	6,137.50
P50988	11	Administration and Finance	Ahern,Adcock,Devlin LLP	Other Services	3,000.00
P51548	12	Student Services - Talent Search	Barnes & Noble	Book Grants	1,454.44
P51703	41	Norco Campus - ECS Construction Pro	Louis J. Ray Inspections	Inspection	8,292.50
P51814	11	Open Campus	Youngerman, Stephen	Other	1,027.56

Purchase Order and Warrant Report - ALL District Funds
Purchase Orders
\$1000 and over
6/01/04 thru 7/20/04

PO#	Fund	Department	Vendor	Description	Amount
Purchase Order Additions to Approved/Ratified Purchase Orders of \$1,000.00 and over					
P51817	32	Food Services	Sysco Corp.	Kitchen Expendables	2,318.74
P52048	11	Open Campus	Synergistic Mailing Services	Printing Class Schedule	2,932.00
P52107	41	Norco Campus - Phase III District F	Tbp Architects	Architect's Fees	263,945.50
P52254	41	Norco Campus - ECS Construction Pro	Keith Francis & Company, Inc.	Other	2,000.00
P52301	32	Food Services	California Deli Distributors, Inc.	Food	5,000.00
P52428	11	Customized Solutions	Training Dynamics	Other Services	1,320.00
P52741	32	Food Services	Pepsi-Cola	Food	11,719.52
P52743	41	Facilities Planning-MLK Remodel-Wrk	Hampton Tedder Electric Co., Inc.	Other	10,000.00
P53005	32	Food Services	Joseph Webb Foods	Cleaning Supplies	1,213.34
P53568	11	Production Printing	Binder Products	Purchase/Cost Of Goods Sold	1,452.24
P53668	12	VTEA State L	Doubletree Hotel	Other Services	3,477.88
P53803	12	VTEA Tech Pr	California Marketing Group	Other Supplies	1,154.21
P53835	41	Facilities & Planning - Rsa	Walton, Richard	Consultants	3,000.00
P53965	11	Academic Affairs	CDW-G	Comp Equip Additional \$200-\$4999	2,198.11
P54363	12	Disabled Students Program	Reliable Office Solutions	Other Supplies	5,979.80
P54366	11	Information Services	Reliable Office Solutions	Equip Additional \$200-\$4999	1,516.26
Subtotal (pages 1 - 8).....					3,612,651.86
Subtotal (pages 9 - 10).....					491,332.87
Purchase Orders \$1,000 and over (pages 1-10).....					4,103,984.73
Purchase Orders under \$1,000.....					274,093.02
Grand Total.....					<u>4,378,077.75</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: IV-A-3

Date: August 10, 2004

Subject: Annuities

Background: The staff listed on the attached report have requested that their employment contracts be changed to reflect adjustment to their annuities.

Recommended Action: It is recommended that the board of Trustees approve Amendment to Employment Contracts and terminations as per attached list.

Salvatore G. Rotella
President

Prepared by: Ed Godwin
Risk Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FOUNDATION

Report No.: IV-A-6

Date: August 10, 2004

Subject: Donations

Background: The Riverside Community College District Foundation, a not-for-profit organization, encourages and regularly receives donations to be used for programs and projects of the District. In accordance with Board Policy and Regulations 6140, acceptance of such gifts by the District requires Board approval.

Recommended Action: It is recommended that the Board of Trustees accept the attached list of donated items.

Salvatore G. Rotella
President

Prepared by: Amy C. Cardullo
Director, RCC Foundation and Alumni Affairs

Description

Donor

Contributed to the College's Welding Technology Program
Strap steel

Cal State Industries
14000 San Bernardino Avenue
P.O. Box 5080
Fontana, CA 92335

Approximate Value: \$2,500 Annually

Contributed to the College's Permanent Art Collection

Ms. Frances Wilson
1570 Anna Way
Petaluma, CA 94954

Tiger Oil Painting

Contributed to the College's Permanent Art Collection

Uday Shah, DDS
12625 Frederick Street, #F-4
Moreno Valley, CA 92553

Madonna & Child canvas painting

Contributed to the College's Dental Hygiene Program

Bill Emmerson, DDS
4581 W. Devonshire Avenue
Hemet, CA 92545

PL7 color monitor with accessories

Approximate Value: \$200

Contributed to the Norco Campus

Mr. Robert Beckley
695 E. Monterey Road
Corona, CA 91718

Dust Color Enlarger Model #670

Approximate Value: \$600

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PRESIDENT'S OFFICE

Report No.: IV-A-7

Date: August 10, 2004

Subject: Out-of-State Travel

Board Policy 7011 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;

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

- 1) Ms. Sally Armstrong, professor, art, to travel to Florence, Italy, September 8-December 6, 2004, to participate in the International Study Abroad Program. There is no cost to the District
- 2) Ms. Patricia Avila, assistant professor, counseling, to travel to Loveland, Colorado, October 24-28, 2004, to attend the 2004 Latino Leadership Development Program. Estimated cost: \$2,305.70. Funding sources: the general fund.
- 3) Ms. Sandra Baker, interim dean/director, nursing education program, to travel to Orlando, Florida, September 29-October 3, 2004, to attend the National League for Nursing Education Summit 2004. Estimated cost: \$2,086.44. Funding source: the general fund.
- 4) Mr. James Dail, adjunct English instructor, to travel to Portland, Oregon, July 19-22, 2004, to attend the Gateway to College Replication Training. Estimated cost: \$936.59. Funding source: Gateway to College grant funds.
- 5) Ms. Evangeline Fawson, associate professor, nursing education program, to travel to Orlando, Florida, September 29-October 3, 2004, to attend the National League for Nursing Education Summit 2004. Estimated cost: \$1,956.44. Funding source: the general fund.
- 6) Ms. Marilyn Jacobsen, director, center for international students and programs, to travel to Hong Kong, Guangzhou and JiangMen, China, September 23-October 1, 2004, to participate in China student recruitment and development. Estimated cost: \$2,465.00. Funding source: the general fund/International Student fees.
- 7) Ms. Marylin Jacobsen, director, center for international students and programs, to travel to Warsaw, Poland; Sofia, Bulgaria; Stockholm, Sweden, and Istanbul, Turkey, October 5-20, 2004, to attend American Association of Community Colleges' Recruitment Trip to Europe. Estimated cost: \$9,568.00. Funding source: the general fund/International Student fees.
- 8) Ms. Marilyn Jacobsen, director, center for international students and programs, to travel to Tokyo, Japan and Seoul, Korea, October 21-31, 2004, to attend the Education and Training Export Consortium. Estimated cost: \$6,532.00. Funding sources: \$4,690.00 from the Center for International Students and Programs grant funds and \$1,842.00 from the general fund/International Student fees.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PRESIDENT'S OFFICE

Report No.: IV-A-7

Date: August 10, 2004

Subject: Out-of-State Travel (continued)

- 9) Mr. Allan Kirkpatrick, adjunct instructor, sociology and psychology, to travel to Florence, Italy, September 8-December 6, 2004, to participate in the International Study Abroad Program. There is no cost to the District.
- 10) Ms. Marilyn Martinez-Flores, director, passport plus, to travel to Miami, Florida, October 16-23, 2004, to attend the Hispanic Association of Colleges and Universities 18th Annual Conference. Estimated cost: \$2,080.00. Funding source: the Passport Plus/Gear Up grant funds.
- 11) Mr. Billington Mbolo, adjunct math instructor, to travel to Portland, Oregon, July 19-22, 2004, Gateway to College Replication Training. Estimated cost: 1,027.72. Funding source: Gateway to College grant funds.
- 12) Ms. Iona Takakura, adjunct English instructor, to travel to Portland, Oregon, July 19-22, 2004, to attend Gateway to College Replication Training. Estimated cost: \$936.59. Funding source: Gateway to College grant funds.
- 13) Mr. Robert Truex, director, procurement assistance center, to travel to Arlington, Virginia, September 19-21, 2004, to attend the Defense Logistic Agency Annual Training Conference. Estimated cost: \$1,470.50. Funding source: Procurement Assistance Center grant funds.
- 14) Mr. Jeffrey Williamson, director, center for international trade development, to travel to Tokyo, Japan, Seoul, Korea, and Bangkok, Thailand, October 22-November 6, 2004, to attend the Education and Training Export Consortium/Trade Mission to Asia. Estimated cost: \$4,711.00. Funding source: Center for International Trade Development/U.S. Department of Commerce Project grant funds.
- 15) Ms. Linda Wright, secretary III, center for applied competitive technology, to travel to St. Louis, Missouri, October 5-9, 2004, to attend the National Coalition of Advanced Technology Centers Annual Conference. Estimated cost: \$1,373.02. Funding source: Center for Applied Competitive Technology grant funds.

Salvatore G. Rotella
President

Prepared by: Michelle Haeckel
Administrative Secretary III

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS

Report No: IV-A-8-a

Date: August 10, 2004

Subject: Agreement with Richard Stover

Background: Attached for the Board's review and consideration is a proposed agreement between Riverside Community College District and Richard Stover to provide services beginning August 11, 2004 and continuing until June 30, 2005, pertaining to the operation of Performance Riverside, in an amount not to exceed \$39,000. Funding source: General Fund.

Richard Stover has an extensive background in the area of performing arts and has a long familiarity with Performance Riverside. Mr. Stover will perform services regarding Performance Riverside and produce monthly reports that include observations, evaluation and recommendations for better alignment of Performance Riverside functions and operations with the academic mission of RCCD and Riverside School for the Arts (RSA).

Recommended Action: It is recommended that the Board of Trustees approve the agreement with Richard Stover to provide services beginning August 11, 2004 and continuing to June 30, 2005, pertaining to the operation of Performance Riverside, in an amount not to exceed \$39,000, and authorize the Vice President, Administration and Finance, to sign the agreement.



Salvatore G. Rotella
President

Prepared by: Ray Maghroori,
Vice President Academic Affairs

**INDEPENDENT CONTRACTOR AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
RICHARD STOVER, CONSULTANT**

This Agreement, entered on August 11, 2004, between RIVERSIDE COMMUNITY COLLEGE DISTRICT, whose address is 4800 Magnolia Avenue, Riverside, California, 92506, hereinafter referred to as the "Client", and RICHARD STOVER, 2470 Sunset Drive, Riverside, California, 92506, an independent contractor, hereinafter referred to as the "Contractor".

ARTICLE I – TERM OF CONTRACT

- 1.01 This agreement is in effect to cover activities beginning August 11, 2004, and continuing until June 30, 2005.

ARTICLE II – SERVICES TO BE PERFORMED BY CONTRACTOR

- 2.01 Richard Stover has extensive experience within the performing arts as well as a long familiarity with Performance Riverside. Mr. Stover will perform services and produce deliverables as detailed below:
1. Monthly report to be provided to the Vice President of Academic Affairs to include observations, evaluation and recommendations for better alignment of the Performance Riverside functions and operations consistent with the academic mission of Riverside Community College District and the Riverside School for the Arts.
 - a. A preliminary written report to be due on or before December 1, 2004.
 2. A final report due on or about June 15, 2005 to include:
 - a. Vision and mission of Performance Riverside.
 - b. One-year goals for Performance Riverside consistent with mission and vision of RCCD.
 - c. Measurements for effective and efficient operations of Performance Riverside.
 - d. Suggestions for alignment between Performance Riverside and Riverside School for the Arts.

ARTICLE III – COMPENSATION

- 3.01 In consideration for the services to be performed by the Contractor, Client shall pay Contractor as follows:
1. Client shall pay Contractor a sum not to exceed \$39,000 total; \$10,636.35 every three months with the balance of \$7,090.95 to be paid in June, 2005.
 2. If the Contractor is not able to render all services outlined in Article II, the contractor will be paid a mutually agreed upon amount for the services rendered.

Contractor shall submit invoices to Client for services rendered as indicated in this agreement.

ARTICLE IV – OBLIGATIONS OF CONTRACTOR

- 4.01 Minimum Amount of Service. Contractor agrees to devote his best efforts to performance of the above-described services outlined in Article II on behalf of Riverside Community College District. Contractor may represent, perform services for, and be employed by such additional clients, persons, or companies as Contractor, in Contractor's sole discretion, sees fit.
- 4.02 Time for Performance of Services. Contractor shall meet with the Client and complete deliverables as outlined in Article II.
- 4.03 Workers' Compensation. Contractor agrees to provide workers' compensation insurance and agrees to hold harmless and indemnify Client for any and all claims arising out of any injury, disability or death.
- 4.04 Limited Liability. Contractor will not be liable to Client, or to anyone who may claim any right due to a relationship with Client, for any acts or omissions in the performance of services under the terms of this Agreement unless such acts or omissions are due to willful misconduct or negligence by Contractor. Client and Contractor mutually agree to indemnify and hold each other free and harmless from any obligations, costs, claims, judgments, attorney's fees and attachments arising from, growing out of, or in any way connected with the services rendered to each other pursuant to the terms of the Agreement, unless the other party is judged by a court of competent jurisdiction to be guilty of willful misconduct or negligence. As a condition precedent for this indemnification and agreement to hold harmless, the parties shall cooperate in good faith in the preparation and presentation of a defense to any legal action brought against either or both of them arising out of the performance of this Agreement.
- 4.05 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.
- 4.06 Treatment of Client Information. Contractor shall regard all Client data and information used in the work performed under this Agreement as confidential, unless Client agrees to its release or it is otherwise in the public domain.

ARTICLE V – OBLIGATIONS OF CLIENT

- 5.01 Cooperation of Client. Client agrees to comply with all reasonable requests of the Contractor and provide access to all documents reasonably necessary to the performance of Contractor's duties under this Agreement.
- 5.02 Use of Project Deliverables. Client may use the deliverables from this work (reports and software) at any or all of its sites, but may not resell, gift, or otherwise use these deliverables for purposes apart from the Client's direct work.

ARTICLE VI – TERMINATION OF AGREEMENT

- 6.01 Termination Upon Notice. Notwithstanding any other provision of this Agreement, either party hereto may terminate this Agreement at any time upon 15 days written notice to the other.

ARTICLE VII – GENERAL PROVISIONS

- 7.01 Entire Agreement of the Parties. This Agreement supersedes any and all Agreements, either oral or written, between the parties hereto with respect to the rendering of services by Contractor for Client and contains all the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, that are not embodied herein, and that no other agreement, statement or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement will be effective only if it is in writing, signed by the party to be charged.
- 7.02 Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of California.

Dated: August ____, 2004

RIVERSIDE COMMUNITY
COLLEGE DISTRICT

CONSULTANT

James L. Buysse
Vice President

Richard Stover
Independent Contractor

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS

Report No: IV-A-8-b

Date: August 10, 2004

Subject: Production Contract with Music Theatre International

Background: Attached for the Board's review and consideration is a proposed production contract between Riverside Community College District and Music Theatre International to provide royalty, rental and security fees for the license for a non-equity production of "Closer Than Ever." These materials will be used by an RCCD theatre arts class to mount a production for four performances in November 2004. The term of the agreement is November 19, 2004 through November 21, 2004 and includes royalty fees for four (4) performances at \$95 each for a total of \$380 and the rental fee for standard materials is \$225. Also included in the contract is a refundable security fee of \$400 and taxes in the amount of \$77.89, bringing the total cost of the contract to \$1,082.89.

Recommended Action: It is recommended that the Board of Trustees approve the production contract between Riverside Community College District and Music Theatre International and authorize the Vice President Administration and Finance to sign the contract for the royalty, rental and security fees for "Closer Than Ever." The term of this contract will be November 19, 2004 through November 21, 2004 and includes four (4) performances at \$95 each plus a rental fee for materials at \$225, a \$400 refundable security fee and \$77.89 in taxes for a total of \$1,082.89.


Salvatore G. Rotella
President

Prepared by: Jodi Julian
Assistant Professor, Theatre Arts

PRODUCTION CONTRACT

MUSIC THEATRE INTERNATIONAL
 421 West 54th Street, New York, NY 10019 • (212) 541-4684
 Fax: (212) 397-4684 • E-Mail: Licensing@MTIShows.com • www.MTIShows.com

DATE: 3/26/2004 SHAFON
 CONTRACT#: 242518 CO:001
 RE: 3/24/04
 Expiration Date: 05/07/2004
 Performance Dates:
 11/19/2004 - 11/21/2004

Licensee: CUSTOMER ACCT: 0008844
 RIVERSIDE COMMUNITY COLLEGE
 ATTN: JOOJ JULIAN
 4800 MAGNOLIA AVENUE
 RIVERSIDE CA 92506

THIS IS A LICENSE FOR ** A NON-EQUITY ** PRODUCTION OF
 CLOSER THAN EVER

Special Conditions:

ROYALTY
 Royalty (A) \$5.00 For Each Regular, Benefit or Other Performance
 Provisions: **THE ROYALTY FEE IS BASED ON 100 SEATS, \$10 & \$5 TIX*
 SEATING MUST BE LIMITED TO 100

SECURITY
 \$400.00 to be refunded following the safe timely return of the rental material to us, less handling/shipping/missing materials/
 brokerage fees, late charges and/or any outstanding account obligations.

RENTAL FEE
 \$ 225.00 for a standard set of materials or any part thereof(see below).

Please Add 7.750 Sales Tax to All Rental Items

BILLING CREDITS

For proper usage, refer to Section I, Paragraphs 4 (A & B) of the Performance License.

CLOSER THAN EVER 100%
 Lyrics by: RICHARD MALTBY, JR. Music by: DAVID SHIRE 50%
 Conceived by Steven Scott Smith 50%
 Originally Produced Off-Broadway by
 Janet Brenner, Michael Gill and Daryl Roth
 Developed at The Williamstown Theatre Festival

You agree that the following musical compositions shall be credited in
 all programs as follows:
 * " Back On Base "
 ** " Another Wedding Song "
 *** " If I Sing "

* Lyrics by David Shire
 **Lyrics by Richard Maltby, Jr. and David Shire

STANDARD RENTAL SET

A standard set of materials is itemized below and is the ONLY going edition authorized by the Authors and must be rented from
 us as a condition of this offering. If the rental materials are needed in advance of the standard two-month rental period, they may
 be rented for \$400.00 each extra month or part thereof, pending availability.

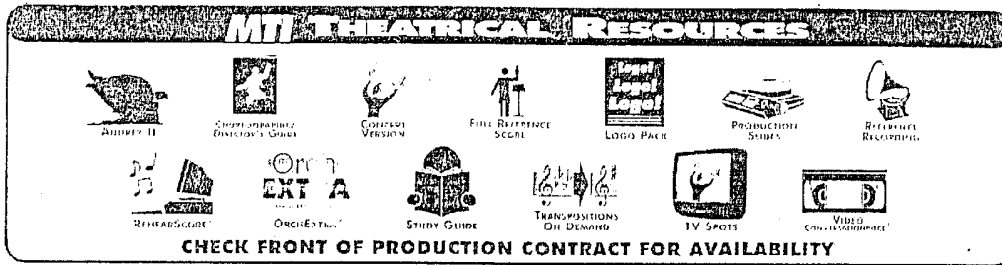
Rehearsal Set:
 8 Libretto/Vocal Books
 2 Piano Vocal Score Act 1
 2 Piano Vocal Score Act 2
 1 Video Conversationpiece
 **featuring Richard Maltby, Jr. and David Shire

Orchestration:
 1 Bass

ADDITIONAL MATERIALS/Reference

	ADDITIONAL	DAMAGE	MISSING
Lib/Vocal Books	\$ 6.25	\$ 12.50	\$ 25.00
Piano Vocal Score	\$ 20.00	\$ 40.00	\$ 80.00
Orchestra Parts	\$ 15.00	\$ 30.00	\$ 60.00
Video Conversationpiece	\$ 25.00	\$ 50.00	\$ 50.00

: **Rehearsal \$250 ** Reference Recording \$20** :



CHECK FRONT OF PRODUCTION CONTRACT FOR AVAILABILITY

CONFIRMATION OF PERFORMANCE INFORMATION

Please complete, sign and return with full payment. Refer to reverse side for all fees. Please PRINT.

Name of Show: Closer Than Ever
 Name and address of place of performance: BCC, 4800 Magnolia Ave
 Date(s) of performance(s): Nov 19 & 20 2012 performance & 21, 2004

SHIP WITH: Full Orchestration No Orchestration Partial/Alternate Orchestration
fee for partial or alternate orchestration
 ROYALTY: Royalty A for 4 performance(s) @ \$ 95.00 per performance, a total of \$ 380.00
 Royalty B for _____ performance(s) @ \$ _____ per performance, a total of \$ _____
 Royalty C for _____ performance(s) @ \$ _____ per performance, a total of \$ _____

RENTAL: Rental fee for a standard set of materials \$ 225.00
 Extra rental time for _____ months @ \$400.00 per month \$ _____

Additional Materials/Resources (See front of contract for availability)
 Rehearsal Score: \$250.00 \$ _____
 Reference Recording: \$20.00 Logo Pack: \$50.00 \$ _____
 Other (please specify) _____ @ \$ _____ a total of \$ _____
 _____ @ \$ _____ a total of \$ _____
 _____ @ \$ _____ a total of \$ _____
 _____ @ \$ _____ a total of \$ _____

SECURITY FEE: \$ 400.00
 TAX (NY, MN, CA PLEASE ADD APPLICABLE SALES TAX TO ALL RENTAL ITEMS): \$ 77.89
TOTAL \$ 1,082.89

TOTAL AMOUNT ENCLOSED \$ 400.00
 OUTSTANDING OBLIGATIONS \$ 682.89

SHIPPING

Shipment is made by standard ground service unless otherwise instructed. You will be billed for all shipping charges. Canadian and overseas shipments are by most efficient carrier, unless otherwise instructed.

Special Shipping Instructions: OVERNIGHT SECOND DAY GROUND
 Shipping Address _____
(NO P.O. Boxes) _____
 City _____ State _____ Zip _____
 Daytime Phone Number _____ Fax Number _____
 Email Address _____

PAYMENT

CHECK or MONEY ORDER (No Personal Checks accepted. Make payable to MUSIC THEATRE INTERNATIONAL)
 CREDIT CARD: VISA MASTERCARD AMERICAN EXPRESS
 Card Number: _____ Expiration Date: _____
 Name on card: _____
 Signature: _____ Amount: _____

PURCHASE ORDERS: For schools and government agencies only, a signed, authorized purchase order is acceptable for ROYALTY and REFUNDAL payment. You must still return your check, money order or credit card information for the SECURITY FEE along with your signed, authorized P.O. with this license to ensure materials to be shipped.

ACCEPTANCE

By signing below, you signify that you have read and that you understand the terms and conditions set forth in this Production Contract and the accompanying Performance License and agree to abide by terms and conditions contained therein.

Print Your Name: _____ Title: _____
 Authorized Signature: _____ Date: _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No. IV-A-9-a

Date: August 10, 2004

Subject: Signature Authorization

Background: Education Code Sections 85232 and 85233 specify that authorization can be given to designated District administrators to sign orders drawn on District funds and notices of employment. Attached is the Certification of Signatures form required to be filed with the Riverside County Office of Education to certify the authorization.

In addition, to properly manage the District's banking activities, purchasing operations and Federal, State and locally funded grant programs, designated administrators can be authorized to sign bank checks, purchase orders and grant documents.

Recommended Action: It is recommended that the Board of Trustees authorize each Trustee and the following District administrators to sign vendor warrant orders, orders for salary payment, notices of employment, bank checks, purchase orders and grant documents:

Salvatore G. Rotella	President
James L. Buisse	Vice President, Administration and Finance
Ray Maghroori	Vice President, Academic Affairs
Linda L. Lacy	Interim Vice President, Student Services
Aaron S. Brown	Associate Vice President, Finance
Marilyn Mathieu	District Controller
Edward Godwin	Risk Manager

It is also recommended that the Board of Trustees authorize the following District administrators to sign notices of employment and purchase orders as follows:

Donna Clark	Payroll Manager (Notices of Employment)
Doretta Sowell	Purchasing Manager (Purchase Orders)

Salvatore G. Rotella
President

Prepared by: Aaron S. Brown
Associate Vice-President, Finance

CERTIFICATION OF SIGNATURES

DISTRICT Riverside Community College Date August 10, 2004 I, MARY FIGUEROA, President of the Board of Trustees certify that the signatures shown below in Column I are the verified signature of the members of the governing board; verified signatures of personnel authorized to sign orders drawn on the funds of the school district appear in Column II, and verified signatures of personnel authorized to sign Notices of Employment appear in Column III. No person other than an officer or employee of the district can be authorized to sign orders. These certifications are made in accordance with the provisions of Education Code Section 42632, 42633, 44843, 85232, 85233 and 87412. If those authorized to sign orders as shown in Column II are unable to do so, the law requires the signatures of the majority of the governing board.

SIGNATURES OF MEMBERS OF GOVERNING BOARD COLUMN I	SIGNATURES OF PERSONNEL AUTHORIZED TO SIGN WARRANT ORDERS AND ORDERS FOR SALARY PAYMENT COLUMN II	SIGNATURES OF PERSONNEL AUTHORIZED TO SIGN NOTICES OF EMPLOYMENT COLUMN III
President of the Board	Signature Salvatore G. Rotella President	Signature Salvatore G. Rotella President
Vice President	Typed Name and Title	Typed Name and Title
Secretary	Signature James L. Buisse Vice President, Administration and Finance	Signature James L. Buisse Vice President, Administration and Finance
Member of the Board	Typed Name and Title	Typed Name and Title
Member of the Board	Signature Reza (Ray) Maghroori Vice President, Academic Affairs	Signature Reza (Ray) Maghroori Vice President, Academic Affairs
Member of the Board	Typed Name and Title	Typed Name and Title
Member of the Board	Signature Linda L. Lacy Interim Vice President, Student Services	Signature Linda L. Lacy Interim Vice President, Student Services
Member of the Board	Typed Name and Title	Typed Name and Title

Number of signatures district requires on Orders for Salary Payment: 1. Number of signatures district requires for "B" Warrant Orders: 1.

If the board has given special instructions for signing Warrant Orders for Salary Payment, or Notices of Employment, please attach a copy of the resolution to this form.

PLEASE CHECK

- Newly Elected Governing Board
- Addition in Column II
- Addition in Column III

- Substitution in Column I
- Substitution in Column II
- Substitution in Column III

PLEASE SUBMIT AN ORIGINAL AND THREE COPIES

CERTIFICATION OF SIGNATURES

DISTRICT Riverside Community College Date August 10, 2004 I, MARY FIGUEROA, President of the Board of Trustees certify that the signatures shown below in Column I are the verified signature of the members of the governing board; verified signatures of personnel authorized to sign orders drawn on the funds of the school district appear in Column II, and verified signatures of personnel authorized to sign Notices of Employment appear in Column III. No person other than an officer or employee of the district can be authorized to sign orders. These certifications are made in accordance with the provisions of Education Code Section 42632, 42633, 44843, 85232, 85233 and 87412. If those authorized to sign orders as shown in Column II are unable to do so, the law requires the signatures of the majority of the governing board.

SIGNATURES OF MEMBERS OF GOVERNING BOARD COLUMN I	SIGNATURES OF PERSONNEL AUTHORIZED TO SIGN WARRANT ORDERS AND ORDERS FOR SALARY PAYMENT COLUMN II	SIGNATURES OF PERSONNEL AUTHORIZED TO SIGN NOTICES OF EMPLOYMENT COLUMN III
_____ President of the Board	_____ Signature Aaron S. Brown Associate Vice President, Finance	_____ Signature Aaron S. Brown Associate Vice President, Finance
_____ Vice President	_____ Typed Name and Title	_____ Typed Name and Title
_____ Secretary	_____ Signature Marilyn Mathieu District Controller	_____ Signature Marilyn Mathieu District Controller
_____ Member of the Board	_____ Typed Name and Title	_____ Typed Name and Title
_____ Member of the Board	_____ Signature Edward Godwin Risk Manager	_____ Signature Edward Godwin Risk Manager
_____ Member of the Board	_____ Typed Name and Title	_____ Typed Name and Title
_____ Member of the Board	_____ Signature	_____ Signature Donna Clark Payroll Manager
_____ Member of the Board	_____ Typed Name and Title	_____ Typed Name and Title

Number of signatures district requires on Orders for Salary Payment: 1. Number of signatures district requires for "B" Warrant Orders: 1.

If the board has given special instructions for signing Warrant Orders for Salary Payment, or Notices of Employment, please attach a copy of the resolution to this form.

PLEASE CHECK

Newly Elected Governing Board
 Addition in Column II
 Addition in Column III

Substitution in Column I
 Substitution in Column II
 Substitution in Column III

PLEASE SUBMIT AN ORIGINAL AND THREE COPIES

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS AND STUDENT SERVICES

Report No.: V-A-1

Date: August 10, 2004

Subject: Agreement with Leader Services – Medi-Cal Administrative Activities Program (MAA)

Background: Attached for the Board's review is a third year renewal of the agreement between Leader Services and Riverside Community College District-Early Childhood Development Center for the period October 1, 2004 through September 30, 2005. Leader Services provides Medi-Cal Administrative Activities (MAA) Claim Services to the District's Early Childhood Development Center. The MAA program was developed in California to provide a method of federal reimbursement for outreach activities performed by staff related to administration of the children's federal entitlement health programs. Leader Services facilitates the required time studies, converts the time study information into a financial cost report, and submits a quarterly Medi-Cal claim. The District shall pay Leader Services 10% of all MAA recovered funds received. The Agreement also sets forth the intent and understanding regarding the fee schedule, ownership of programs and confidentiality of reports, input data, limitation of liability arising from default in services, and operating procedures. The Agreement shall automatically renew for additional 12-month periods unless one party has provided written notice not less than 30 days before the renewable date. This agreement has been reviewed by Sylvia Thomas, Associate Vice President of Instruction, and Ed Godwin, Risk Management.

Recommended Action: It is recommended that the Board of Trustees approve the renewal of the Agreement between Riverside Community College District - Early Childhood Development Center and Leader Services to provide Medi-Cal Administrative Activities (MAA) Claim Services to the District's Early Childhood Development Center for the term of October 1, 2004 through September 30, 2005. Further, it is recommended that the Board of Trustees authorize the Vice President of Finance to sign the agreement in which the District shall pay Leader Services 10% of all MAA funds received.

Salvatore G. Rotella
President

Prepared by: Irving G. Hendrick
Dean of Education

AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
EARLY CHILDHOOD DEVELOPMENT CENTER
AND
LEADER SERVICES

MEDI-CAL ADMINISTRATIVE CLAIMING AGREEMENT

This Agreement made and entered this October 15, 2002, between the Riverside Community College-Early Childhood Development Center, (hereinafter referred to as the "CLIENT") having an address at 4800 Magnolia Ave., Riverside, CA 92506 and LDP, Inc., D/B/A Leader Services (hereinafter referred to as "LEADER") having an office at 75 Kiwanis Blvd., West Hazelton, Pennsylvania 18202.

The parties hereto agree that LEADER will provide Medi-Cal Administrative Activities (MAA) Claim Services to CLIENT as set forth herein.

1. COMMENCEMENT, DURATION, AND TERMINATION OF SERVICES

This Agreement shall be effective for twelve (12) consecutive months commencing October 1, 2002, for preparing Medi-Cal Administrative Outreach claims for CLIENT on a quarterly basis. The quarters are the three-month periods of January through March, April through June, July through September, and October through December. The first claim shall be submitted for the July through September quarter.

This Agreement shall automatically renew for additional periods of twelve (12) months each unless one party has provided written notice of cancellation to the other party not less than thirty (30) days prior to the renewal date.

CLIENT may terminate this Agreement, with or without cause, upon thirty (30) days written notice to LEADER, provided that the CLIENT agrees to pay LEADER all fees for services provided by LEADER through the date of termination.

2. FEE SCHEDULE

CLIENT shall pay LEADER 10% of all MAA recovered funds that CLIENT receives as full consideration for LEADER services and its expenses incurred in connection therein.

In the event CLIENT must repay Medi-Cal for all or part of any claim payment, LEADER will reimburse CLIENT for that portion of its fee related to the Medi-Cal repayment. LEADER will pay CLIENT within thirty (30) days of notification by CLIENT.

3. OWNERSHIP OR PROGRAMS AND CONFIDENTIALITY OF REPORTS

All computer hardware supplied by LEADER, operating system software, application software, programs, documentation, specifications, tapes, instruction manuals, and similar material utilized and/or developed solely by LEADER in connection with its systems and all patents, trade secrets, copyrights, trademarks, and other intellectual property rights are, as between LEADER and CLIENT, the sole and exclusive property of LEADER.

CLIENT agrees to make no unauthorized use of these materials and systems and to preserve these materials and maintain the confidentiality of any and all of these materials in its possession. All such material developed jointly with LEADER and CLIENT shall remain the property of CLIENT.

4. CONFIDENTIALITY OF DATA

The parties agree that, because of the sensitive nature of data, and in view of the proprietary nature of business information, it is essential that all information, data, and materials, whether transmitted in hard copy or in electronic media form, be maintained in each party's confidence. Each party agrees for itself, its employees, agents, and independent contractors, that all information and/or data and/or materials received from the other party shall be held in confidence, and each party agrees not to reproduce, disclose, or relinquish any data, information, or materials to any party other than an authorized representative of the other party.

The parties agree that, because of the unique nature of the data and/or information and/or materials to be transmitted, that money damages for breach of the foregoing provision shall be wholly inadequate to fully compensate the aggrieved party, and therefore the aggrieved party shall be entitled to full temporary and/or permanent injunctive relief against any breach or threat of breach of the foregoing provisions.

5. INPUT DATA

Accurate, complete, and correct data necessary for LEADER to perform its services hereunder shall be the sole responsibility of CLIENT. LEADER shall not be responsible for any delays or failure to prepare a claim because of incomplete, inaccurate, or incorrect data provided by CLIENT.

LEADER shall be responsible for the input of all information given to LEADER by CLIENT in a reasonably accurate, complete, and correct form provided it is provided to LEADER by CLIENT. Any errors, mistakes, or liability in connection with the failure of LEADER to input such data, provided such data has been accurately, completely, and correctly transmitted to LEADER, shall be the sole responsibility of LEADER and shall be corrected by LEADER.

6. LIMITATION OF LIABILITY ARISING FROM DEFAULT IN SERVICES

LEADER shall not be liable or deemed to be in default for any delays or failure in performance or non-performance or interruption of service under this agreement resulting from any cause beyond the reasonable control of LEADER. LEADER's liability, under this agreement, is limited to the amount paid by client for the services under this agreement. LEADER shall not be liable for any indirect, consequential, or incidental damages arising out of this agreement.

7. OPERATING PROCEDURES

LEADER shall be responsible for the processing of all those claims for services rendered by CLIENT and its employees, which have been turned over to LEADER for processing.

- A. LEADER agrees to provide the following services, as necessary for the effective administration of the Claiming Plan:
1. An assessment of the CLIENT's program;
 2. Training for CLIENT staff in the elements and requirements of the Claiming Plan;
 3. Verify the Providers Certification;
 4. Identify the Medi-Cal Administrative Activities providers and activities;
 5. Calculation of the CLIENT's Medi-Cal percentage;
 6. Develop the CLIENT's claim form, including the forms needed to implement the program;
 7. Preparation of the CLIENT's claiming plan;
 8. The storage of data required to support claims;
 9. Time Survey Training, including the forms required by DHS;
 10. Fiscal training for CLIENT staff;
 11. Aggregate all CLIENT claims into a single claim to the State of California, Department of Health Services.
 12. On-site training and support of CLIENT's staff.
 13. Quality assurance reviews for formats and content of claiming plans, time surveys, and Invoices required by DHS.
 14. Availability of customer service via a toll-free support line;

15. Database development, including program edits and integrity checks;
16. The processing of claims for reimbursement;
17. The submission of claims to the Local Educational Consortium (LEC) or Local Governmental Agency (LGA) for reimbursement by electronic or other means;
18. Claims reconciliation;
19. Program reports to the CLIENT on a quarterly basis.

B. CLIENT agrees to:

Provide LEADER, on a timely basis, all forms, documentation, and fiscal data in a manner prescribed by LEADER and as required for the successful preparation and submission of claims.

Arrange for CLIENT staff to attend mandatory training sessions related to time study forms and oversee the completion of time study forms by staff.

Provide a contact person who shall serve as coordinator for all CLIENT activities. This person will work directly with LEADER's account manager.

Notify LEADER of any errors and/or omissions in information sent to LEADER so that LEADER may process a claim adjustment for submission to Medi-Cal.

8. GENERAL

- A. ENTIRE AGREEMENT -This Agreement constitutes the entire Agreement between the parties pertaining to the subject matter hereof, and supersedes all prior and contemporaneous agreements and understandings of the parties in connection therewith.
- B. SUCCESSORS -This Agreement shall be binding upon and inure to the benefit of the successors, assigns, and legal representatives of the respective parties hereto. Each party agrees that there are no third party beneficiaries to this Agreement except to the extent provided herein. Neither party may assign this Agreement in whole or in part, without the prior written consent of the non-assigning party except in connection with the sale of all, or substantially all, of its assets or outstanding capital stock.
- C. ATTORNEYS - In the event that either LEADER or CLIENT commences a legal proceeding, each party shall pay their own attorney's fees.

- D. SEVERABILITY -In the event that any term or provision of this Agreement is held to be illegal, invalid, or unenforceable under the laws, regulations, or ordinances of the federal, state, or local government, such term or provision shall be deemed severed from this Agreement, and the remaining terms and provisions shall remain unaffected thereby.
- E. NOTICES -Any notice sent pursuant to this Agreement shall be sent by certified mail to the parties at their respective addresses.
- F. STATE LAW -This Agreement shall be governed by and construed in accordance with the laws of California.
- G. SURVIVAL OR NON-DISCLOSURE OBLIGATION -The obligation of non-disclosure and confidentiality recited in this Agreement shall survive the termination of this Agreement and shall be in full force and effect, notwithstanding such expiration or termination.
- H. ANTI-FRAUD AND ABUSE -Notwithstanding anything to the contrary herein, this Agreement shall be subject to all applicable federal, state, and local laws, regulations, and directives concerning the Medicare/Medicaid, and other medical reimbursement fraud and abuse limitations. To the extent anything contained herein purportedly or actually violates or is challenged as violating any of the above laws, statutes, regulations, or interpretations, then the provision in question or this entire Agreement, if necessary, shall be automatically void and of no effect whatsoever.
- I. DESCRIPTIVE HEADINGS -The descriptive headings in this Agreement are for convenience and reference only, and in no way affect or alter the intent or effect of this Agreement.

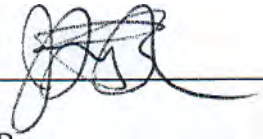
9. EQUAL EMPLOYMENT OPPORTUNITY

It is and has been the policy of LEADER to provide equal employment and individual opportunity to all job applicants and employees without regard to race, color, religion, sex, age, national origin, veteran, or disability status. It is LEADER's policy not to violate Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, the Americans with Disabilities Act, or any other local, state, or federal law, regulation, or ordinance prohibiting discrimination in employment.

10. LEADER MAKES NO REPRESENTATION OR WARRANTIES EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARISING BY OPERATION OF LAW OR OTHERWISE, EXCEPT AS EXPRESSLY STATED HEREIN.

IN WITNESS WHEREOF, the parties hereto have set their hands and seal the day and year below written.

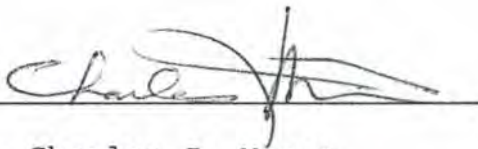
RIVERSIDE COMMUNITY COLLEGE-
EARLY CHILDHOOD DEVELOPMENT
CENTER



Name: James Buysse, Ph.D

Title: Vice President. Administration and Finance

LPD, INC.

By: 

Name: Charles J. Mason

Title: President

Date: 10/28/02

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS

Report No: V-A-2

Date: August 10, 2004

Subject: Agreement with Luz Estrada

Background: Attached for the Board's review and consideration is a proposed agreement between Riverside Community College District and Luz Estrada to provide five in-service training workshops for Riverside County Foster and Relative Caregivers, on 02/07/04, 03/20/04, 04/03/04, 05/15/04, and 06/05/04, in an amount not to exceed \$1,800.00. Funding source: Foster and Kinship Care Education Grant.

The workshop trainer identified in this contract does not make or participate in the making of decisions that may foreseeably have a material effect on financial interests of the District. She is, therefore, not subject to Section II, 8 of the Regulations for Board Policy 1080, Conflict of Interest Code. This agreement has been reviewed by Sylvia Thomas, Associate Vice President of Instruction, and Ed Godwin, Risk Management.

Recommended Action: It is recommended that the Board of Trustees approve the agreement with Luz Estrada to provide five in-service training workshops for Riverside County Foster and Relative Caregivers, in an amount not to exceed \$1,800.00 and authorize the Vice President, Administration and Finance, to sign the agreement. The dates of the workshops are 02/07/04, 03/20/04, 04/03/04, 05/15/04, and 06/05/04.

Salvatore G. Rotella
President

Prepared by: Irving G.Hendrick
Dean of Education

AGREEMENT BETWEEN
LUZ ESTRADA
AND RIVERSIDE COMMUNITY COLLEGE DISTRICT

THIS AGREEMENT is entered into by and between Riverside Community College District (District) and Luz Estrada (Guest Lecturer) on August 10, 2004.

The parties hereto mutually agree as follows:

1. The Guest Lecturer agrees to provide the following services:
 - a. Provide in-service training workshops for Riverside County Foster and Relative Caregivers. The workshops dates: 02/07/04, 03/20/04, 04/03/04, 05/14/04, and 06/05/04.
2. The services rendered by the Guest Lecturer are subject to review and supervision by the President and other designated representatives of the District.
3. The term of this agreement shall be effective from February 2004 through June 2004.
4. Payment in consideration of this Agreement shall not exceed \$1,800.00 and will be paid upon completion of the training each month. Funding source is the State's Foster and Kinship Care Education Grant
5. Guest Lecturer shall hold harmless, indemnify, and defend the District against any liability including reasonable attorney fees, arising out of negligent acts, errors, or omissions of the Consultant.
6. Guest Lecturer shall not discriminate against any person in the provision of services or employment of persons based on race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status, or sex.

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

Luz Estrada, Guest Lecturer
SS#

James L. Buysse
Vice President of Administration & Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS

Report No: V-A-3

Date: August 10, 2004

Subject: Agreement with Elizabeth Hernandez-Falk

Background: Attached for the Board's review and consideration is a proposed agreement between Riverside Community College District and Elizabeth Hernandez-Falk to provide five in-service training workshops for Riverside County Foster and Relative Caregivers, on 02/21/04, 03/06/04, 04/17/04, 05/01/04, and 06/05/04, in an amount not to exceed \$1,800.00. Funding source: Foster and Kinship Care Education Grant.

The in-service trainer identified in this contract does not make or participate in the making of decisions that may foreseeably have a material effect on financial interests of the District. As such she is not subject to Section II, 8 of the Regulations for Board Policy 1080, Conflict of Interest Code. This agreement has been reviewed by Sylvia Thomas, Associate Vice President of Instruction, and Ed Godwin, Risk Management.

Recommended Action: It is recommended that the Board of Trustees approve the agreement with Elizabeth Hernandez-Falk to provide five in-service workshops for Riverside County Foster and Relative Caregivers, on 02/21/04, 03/06/04, 04/17/04, 05/01/04, and 06/05/04, in an amount not to exceed \$1,800.00, and authorize the Vice President, Administration and Finance, to sign the Agreement.

Salvatore G. Rotella
President

Prepared by: Irving G.Hendrick
Dean of Education

AGREEMENT BETWEEN
ELIZABETH HERNANDEZ-FALK
AND RIVERSIDE COMMUNITY COLLEGE DISTRICT

THIS AGREEMENT is entered into by and between Riverside Community College District (District) and Elizabeth Hernandez-Falk (Guest Lecturer) on August 10, 2004.

The parties hereto mutually agree as follows:

1. The Guest Lecturer agrees to provide the following services:
 - a. Provide in-service training workshops for Riverside County Foster and Relative Caregivers. The workshops dates are: 02/21/04, 03/06/04, 04/17/04, 05/01/04, and 06/05/04.
2. The services rendered by the Guest Lecturer are subject to review and supervision by the President and other designated representatives of the District.
3. The term of this agreement shall be effective from February 2004 through June 2004.
4. Payment in consideration of this Agreement shall not exceed \$1,800.00 and will be paid upon completion of the training each month. Funding source is the State's Foster and Kinship Care Education Grant.
5. Guest Lecturer shall hold harmless, indemnify, and defend the District against any liability including reasonable attorney fees, arising out of negligent acts, errors, or omissions of the Consultant.
6. Guest Lecturer shall not discriminate against any person in the provision of services or employment of persons based on race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status, or sex.

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

Luz Estrada, Guest Lecturer
SS#

James L. Buysse
Vice President of Administration & Finance
Riverside Community College District

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS

Report No: V-A-4

Date: August 10, 2004

Subject: Agreement with Cheewa James

Background: Attached for the Board's review and consideration is a proposed agreement between Riverside Community College District and Cheewa James to provide a one-day conference for Riverside County Foster and Relative Caregivers, on June 5, 2004, in an amount not to exceed \$2,300.00. Funding source: Foster and Kinship Care Education Grant.

The one-day conference provider identified in this contract does not make or participate in the making of decisions that may foreseeably have a material effect on financial interests of the District. As such she is not subject to Section II, 8 of the Regulations for Board Policy 1080, Conflict of Interest Code. This agreement has been reviewed by Sylvia Thomas, Associate Vice President of Instruction, and Ed Godwin, Risk Management.

Recommended Action: It is recommended that the Board of Trustees approve the agreement with Cheewa James to provide a conference for Riverside County Foster and Relative Caregivers, on June 5, 2004, in an amount not to exceed \$2,300.00, and authorize the Vice President, Administration and Finance, to sign the Agreement.

Salvatore G. Rotella
President

Prepared by: Irving G. Hendrick
Dean of Education

AGREEMENT BETWEEN
CHEEWA JAMES
AND RIVERSIDE COMMUNITY COLLEGE DISTRICT

THIS AGREEMENT is entered into by and between Riverside Community College District (District) and Cheewa James (Guest Lecturer) on August 10, 2004.

The parties hereto mutually agree as follows:

1. The Guest Lecturer agrees to provide the following service:
 - a. Provide a one-day conference on June 5, 2004, for Riverside County Foster and Relative Caregivers.
2. The service rendered by the Guest Lecturer is subject to review and supervision by the President and other designated representatives of the District.
3. The term of this agreement shall begin and end June 5, 2004.
4. Payment in consideration of this Agreement shall not exceed \$2,300.00 and will be paid upon completion of the conference. Funding source is the State's Foster and Kinship Care Education Grant.
5. Guest Lecturer shall hold harmless, indemnify, and defend the District against any liability including reasonable attorney fees, arising out of negligent acts, errors, or omissions of the Consultant.
6. Guest Lecturer shall not discriminate against any person in the provision of services or employment of persons based on race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status, or sex.

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

Cheewa James, Guest Lecturer
SS#

James L. Buysse
Vice President of Administration & Finance
Riverside Community College District

Contract Sign-Off Sheet
Board Committee Date: 08/02/04

AGREEMENT BETWEEN CHEEWA JAMES, GUEST LECTURER AND RIVERSIDE COMMUNITY COLLEGE DISTRICT

Contract Prepared by:	Phone # #'s	Dates
<input checked="" type="checkbox"/> Irving Hendrick Dean of Education	Ext. 8417	Date 07/12/04

Contracts Reviewed by	Ext.	Date
<input checked="" type="checkbox"/> Ed Godwin Risk Manager, Risk Management <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Approved W/Changes <input type="checkbox"/> Not Approved	8127	07/13/04
<input checked="" type="checkbox"/> Sylvia Thomas Associate Vice President, Instruction Academic Affairs Office <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Approved W/Changes <input type="checkbox"/> Not Approved	8620	07/19/04
<input checked="" type="checkbox"/> E-MAILED TO Mary Chavez, Administrative Assistant Academic Affairs <input type="checkbox"/> Approved <input type="checkbox"/> Approved W/Changes <input type="checkbox"/> Not Approved	8131	8506
		07/20/04

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS

Report No: V-A-5

Date: August 10, 2004

Subject: Agreement with Rose Marie Wentz

Background: Attached for the Board's review and consideration is a proposed agreement between Riverside Community College District and Rose Marie Wentz to provide a one-day conference for Riverside County Foster and Relative Caregivers, on May 8, 2004, in an amount not to exceed \$3,200.00. Funding source: Foster and Kinship Care Education Grant.

The one-day conference provider identified in this contract does not make or participate in the making of decisions that may have a foreseeable material effect on financial interests of the District. As such the vendor is not subject to Section II, 8 of the Regulations for Board Policy 1080, Conflict of Interest Code. This agreement has been reviewed by Sylvia Thomas, Associate Vice President of Instruction, and Ed Godwin, Risk Management.

Recommended Action: It is recommended that the Board of Trustees approve the agreement with Rose Marie Wentz to provide a conference for Riverside County Foster and Relative Caregivers, on May 8, 2004, in an amount not to exceed \$3,200.00, and authorize the Vice President, Administration and Finance, to sign the Agreement.

Salvatore G. Rotella
President

Prepared by: Irving G. Hendrick
School of Education

AGREEMENT BETWEEN
ROSE MARIE WENTZ
AND RIVERSIDE COMMUNITY COLLEGE DISTRICT

THIS AGREEMENT is entered into by and between Riverside Community College District (District) and Rose Marie Wentz (Guest Lecturer) on August 10, 2004.

The parties hereto mutually agree as follows:

1. The Guest Lecturer agrees to provide the following service:
 - a. Provide a one-day conference on May 8, 2004, for Riverside County Foster and Relative Caregivers.
2. The service rendered by the Guest Lecturer is subject to review and supervision by the President and other designated representatives of the District.
3. The term of this agreement shall begin and end on May 8, 2004.
4. Payment in consideration of this Agreement shall not exceed \$3,200.00 and will be paid upon completion of the conference. Funding source is the State's Foster and Kinship Care Education Grant.
5. Guest Lecturer shall hold harmless, indemnify, and defend the District against any liability including reasonable attorney fees, arising out of negligent acts, errors, or omissions of the Consultant.
6. Guest Lecturer shall not discriminate against any person in the provision of services or employment of persons based on race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status, or sex.

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

Rose Marie Wentz, Guest Lecturer
SS#

James L. Buysse
Vice President of Administration & Finance
Riverside Community College District

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS AND STUDENT SERVICES

Report No.: V-A-6

Date: August 10, 2004

Subject: Revised Regulations for Grading Standards –
Policy and Regulations 5050 – Second Reading

Background: Regulations 5050 were last reviewed in December 2000. The purpose of the present revisions is to update the wording to reflect District and campus responsibilities and ensure that RCCD Board Policy is in compliance with Title V State Regulations. While 5050 regulations cover a number of grading standards, the revisions proposed deal primarily with the following:

Credit-by-Examination--clarifies the difference between the policy for foreign languages and other disciplines. Probation and Dismissal--adds the grade of F in probation and dismissal, amends the approval process for counselors and deans, and raises the cap to 13 units. Course Repetition--brings allowable repeat policy into alignment with Title V. Students may repeat a class until they have received two substandard grades (D, F, N/C) or have repeated a class four times (including Ws). Appeals are appropriate if the student has documented extenuating circumstances, if the course curriculum has changed, if the student has taken the class more than five years previously, or if repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Academic Renewal--specifies that only substandard grades will be renewed (D, F, N/C), but leaves standard grades intact (A, B, C).

This policy and regulations of the Riverside Community College District are committed to ensuring that all students receive a fair and equitable instructional evaluation consistent with the criteria and standards prescribed by the California Community College Board of Governors. Revisions to Regulations 5050 were approved by the Academic Senate, Student Senate, and were discussed at President's Cabinet. The revisions were brought to the Academic Affairs and Student Services Committee for review and discussion on June 7, 2004, and to the June 16, 2004 Special Board Meeting for first reading. They are now submitted to the Board for second reading and approval.

Recommended Action: It is recommended that the Board of Trustees approve the suggested revisions to Regulations 5050 that ensure RCCD is in compliance with Title V State Regulations.

Salvatore G. Rotella
President

Prepared by: Lorraine Anderson, Associate Dean, Admissions and Records
Debbie DiThomas, Dean, Matriculation

RIVERSIDE COMMUNITY COLLEGE DISTRICT

GRADING STANDARDS

The Riverside Community College District is committed to ensuring that all students receive a fair and equitable instructional evaluation consistent with the criteria and standards prescribed by the California Community College Board of Governors which directs community colleges to adopt regulations governing grading policies which are consonant with the Title 5 sections listed below.

The Riverside Community College District shall publish these regulations in the college catalog for reference by current and prospective students.

Submitted to Board for Second Reading _____

Approved by Board _____

Title 5, Education Code:

51002,55750,55751,55752,55753,55754,55755,55756,55757,55758,
55759,55760,55761,55762,55763,55764,55765

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Regulations for Policy 5050, Grading Standards

I. Grading Practices

Work in all courses acceptable in fulfillment of the requirements for an associate or baccalaureate degree, a certificate, diploma, or license shall be graded in accordance with a grading scale explained in this regulation.

II. Academic Record Symbols and Grade Point Average

Riverside Community College **District** uses the letter system of grading the quality of work performed by students. Grade reports are issued at the close of each term.

A. Definitions of Evaluative Symbols (**Grades**)

Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student’s grade point average. The highest grade shall receive four points and the lowest grade shall receive zero points, using only the following evaluative symbols:

Symbol	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (at least satisfactory—units awarded not counted in GPA)	
NC	No Credit (less than satisfactory, or failing—units not counted when calculating GPA for academic probation but shall be used in determining progress probation)	

B. Definitions of Non-Evaluative Symbols

1. I = Incomplete. The “I” grade is given only in cases where a student has been unable to complete academic work for unforeseeable, emergency and justifiable reasons. The instructor in a written record shall state the condition for removal of the “I”.

The record shall contain the conditions for the removal of the “I” and the grade assigned in lieu of its removal. The record must be given to the student with a copy on file with the Director of Admissions and Records until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. A copy of this record shall be **retained by the office** ~~kept in the files of the appropriate division or program dean~~ **academic administrator**. The “I” may be made up no later than one year following the end of the term in which it was assigned. The “I” symbol shall not be used in calculating GPA for academic probation but shall be used in determining progress probation. A student may file a petition with the faculty or designee for a time extension due to unusual circumstances.

2. IP = In Progress. The “IP” symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of an evaluative grade must await its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student’s record for the term in which the course is completed. The “IP” shall not be used in calculating grade point averages. If a student enrolled in an “open-entry, open-exit” course is assigned an “IP” at the end of an attendance period and does not enroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative grade in accordance with preceding section II. A. of this part to be recorded on the student’s permanent record for the course.
3. RD = Report Delayed. Only the Admissions and Records Office may assign the “RD” symbol. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point averages.
4. W = Withdrawal. The “W” grade will be awarded to any student who drops or is dropped from a course between the beginning of the fifth week (or 30% of a term, whichever is less) and the last day of the twelfth week of a course (or 75% of a term, whichever is less). Students will be limited to four attempts per course. The deadline date is ~~shown in the current college calendar.~~ **printed on the student’s registration receipt/schedule.** A student who

withdraws from college will receive a “W” in each course enrolled at the time of withdrawal if the withdrawal is filed in the Admissions and Records Office prior to the deadline ~~shown in the calendar~~. Students initiating withdrawal are expected to contact their instructors prior to withdrawal for discussion and counseling regarding the reasons and consequences of this action. (Except those courses that have repeatability as described in VII C).

“MW” Military Withdrawal: The governing board of a district which decides to provide a withdrawal policy shall also adopt military withdrawal procedures consistent with the following:

“Military withdrawal” occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned may be a “W” or, if necessary to distinguish military withdrawals, may be a “MW.” Military withdrawals shall not be counted in progress probation and dismissal calculations. “W”s incurred during the period between January 1, 1990 and the effective date of this paragraph, which meet the definition of military withdrawal herein, shall not be counted in progress probation and dismissal calculations and may be changed to “MW”s.

The academic record of a student who remains in class beyond the twelfth week must reflect an evaluative grade as found in preceding section II. A. unless there are extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. Such a student or the student’s representative must file a petition obtained from the Office of Admissions and Records after consultation with the instructor(s) or appropriate faculty. If such petition is approved, a “W” grade shall be recorded. For purposes of withdrawal policies, the term “appropriate faculty” means the instructor of each course in question or, in the event the instructor cannot be contacted, ~~the department chairman or division or program~~ **appropriate academic dean**.

No notation (“W” or other) shall be made on the academic record of the student who withdraws during the first four weeks or 30% of a term, whichever is less. The “W” shall not be used in calculating grade point averages for academic probation, but excessive “W”s shall be used as factors in progress probation and dismissal procedures.

III. Credit--No Credit Options

- A. Discipline faculty are responsible for determining the appropriate credit/no credit option for each course. All sections of the course must be offered in the same manner. Courses may be offered for credit/no credit in either of the following categories and will be specified in the catalog:
1. Class sections wherein all students are evaluated on a “credit--no credit” basis. Instructors of such sections will file a credit--no credit declaration form with the department chairperson prior to the creation of the course. In the event that a permanent instructor has not been assigned to a class, the appropriate ~~division or program~~ **academic** dean may institute credit--no credit options for that course.
 2. Courses in which each student has the option to individually elect credit-no credit or letter grade. Students electing this option must file a petition in the Office of Admissions and Records by the end of the fifth week of the semester or by the end of the first 30% of a shorter-than-semester term.
- B. All units earned on a “credit--no credit” basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum and graduation requirements.

Units earned on a “credit--no credit” basis shall not be used to calculate grade point averages. However, units attempted for which “NC” is recorded shall be considered in probation and dismissal procedures.

IV. Credit by Examination

- A. Credit may be granted to any student who satisfactorily passes an examination approved or conducted by the ~~department~~ **discipline** or program in which a comparable course is offered. Courses offered for Credit by Exam will be specified in the catalog: The fee for credit by examination will reflect current per unit enrollment fees, student fees, out-of-state and/or out-of-country tuition, where applicable.
1. To be eligible to petition for credit by examination, a student must be currently enrolled, fully matriculated, in good standing and have completed not less than 12 units of work at Riverside Community College **District** with an overall grade point average of 2.0 (C). ~~The student must meet with a department or program representative to ensure that the student understands the scope and~~

~~content of the course being challenged. The outcome of this conference must be documented and filed with the student's petition for credit by examination.~~ The option for credit by examination may not be available for all course offerings; contingent upon **division discipline** curricular decisions as approved by the Office of Academic Affairs.

2. ~~Students must apply for credit by examination on the appropriate petition form obtained from the Office of Admissions and Records. After determining student eligibility for credit by examination the Office of Admissions and Records will refer students to the appropriate department chairperson for preliminary approval of the petition. Students must present their petitions to the appropriate department chairperson who will make all arrangements for the examination, serving as the broker between student and faculty member, retaining faculty and student anonymity. If the preliminary approval of the petition is granted, the student must return the petition to the Office of Admissions and Records and pay the appropriate and applicable fees. Arrangements for the examination will not be final until the department chairperson receives verification of the completed petition and payment of fees from the Office of Admissions and Records.~~
 3. A student may receive credit by examination in one course for each semester or summer/winter intersession in a total unit amount not to exceed 15 units. Work experience classes are excluded from credit by examination.
 4. ~~After the student completes credit by examination he/she will receive the final grade earned on the examination. The course grade will be reflected on the permanent record as the grade earned on the examination. **After the discipline faculty has determined the student's evaluative symbol, the student will be notified and the permanent record will reflect the credit and/or grade.**~~
 5. Credit by examination is not treated as part of the student's study load for any given semester, or for eligibility purposes and therefore, will not require a petition for excess study load. It is not part of the study load for Veterans' Administration Benefits or eligibility purposes.
 6. The department chairperson will ~~schedule~~ **determine** examination dates and times.
- B. The student's academic record shall be clearly annotated to reflect that credit was earned by examination.

- C. Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.

V. Grade Changes

- A. In any course of instruction for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record.
- B. The student has one year following the semester in which the grade was recorded to request a change of grade. After the one-year limit, the grade is no longer subject to change.
- C. When grade changes are made in accordance with the District's policy on course repetition and academic renewal, appropriate annotations of any course repeated shall be entered on the student's permanent academic record in such a manner that all work remains legible, ensuring a true and complete academic history.

VI. Standards of Scholarship: Probation and Dismissal

The policies of probation and dismissal are applicable to day or evening, full-time or part-time students. For purposes of sections below under probation and dismissal, "all units attempted" means all units of credit for which the student is enrolled at **RCCD**.

A. Standards for Probation

Riverside Community College **District** utilizes two major standards for evaluating satisfactory academic progress. These are as follows:

1. Academic probation. A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if the student has earned a cumulative grade point average below 2.0 in all units which were graded on the basis of the **RCCD** grading scale.
2. Progress probation. A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on progress probation when the cumulative percentage of

all units in which a student has been enrolled and for which entries of “F”, “W”, “I” and “NC” are recorded reaches or exceeds 50%.

3. **Except when approved for more units by a counselor, probationary students may enroll in no more than thirteen (13) units each fall and spring semester and no more than seven (7) units each winter and summer semester.**
4. **Probation students shall be invited to attend a probation workshop prior to registration for the next regular term.**

B. Removal from Probation

To rescind probationary status, a student must meet the appropriate condition described as follows:

1. A student on academic probation for a grade point deficiency shall be removed from probation when the student’s accumulated grade point average is 2.0 or higher.
2. A student on progress probation because of an excess of units for which entries of “F”, “W”, “I” and “NC” are recorded shall be removed from probation when the percentage of **such** units ~~in this category~~ drops below 50%.
3. A student who feels an error has been made in his probationary status should make an appointment with an **RCCD** counselor. The counselor will review the student’s academic record and either explain how the student attained probation or, in the case of error, notify the Office of Matriculation to remove the student from academic or progress probation.

C. Standards for Dismissal

Students failing to maintain satisfactory academic progress may be dismissed from the College under conditions specified as follows:

1. A student who is on academic probation shall be subject to dismissal if he or she earned a cumulative grade point average of less than 2.0 in ~~all units attempted~~ in each of two consecutive full-term (Fall/Spring) semesters of attendance which were graded on the basis of the **RCCD** grading scale.
2. A student who has been placed on progress probation shall be subject to dismissal **when** if the ~~cumulative~~ percentage of units in which the student has been enrolled for which entries of “F”, “W”,

“I” and “NC” are recorded in at least two consecutive full-term (Fall/Spring) semesters reaches or exceeds 50%.

3. A student who has been dismissed from the college has the right to petition ~~the Committee on Standards of Scholarship~~ for readmission. Refer to procedures in the Matriculation Plan.
4. A student who has been reinstated will immediately be subject to dismissal if the cumulative grade point average falls below a 2.0 or the number of units for which entries of “F”, “W”, “I” and “NC” are recorded meets or exceeds 50%.
5. **Students who do not appeal shall meet with a counselor to develop a “Readmit Contract” upon reapplication to the District.**
6. **Reinstated students may enroll in no more than thirteen (13) units each fall and spring semester and no more than seven (7) units each winter and summer semester until they have achieved good standing.**
7. **Because of the prescriptive nature of the “Readmit Contract” and the unit limitations, students who are reinstated must register in person for the classes identified in their contract.**

If the student feels an error has been made in his/her case, he/she should first go to the Office of Matriculation and discuss the matter.

VII. Notification of Probation and Dismissal

- A. The Riverside Community College District shall make every reasonable effort to notify a student of academic and/or progress probation or dismissal at or near the beginning of the semester in which it will take effect, but in any case, no later than the start of the following semester. **(Title 5, Section 55759)**
- B. Every reasonable effort to provide counseling and other support services to a student on probation will be made to help the student overcome any academic and/or progress probation difficulties. **(Title 5, Section 55759)**
- C. Every reasonable effort to notify a student of removal from probation or reinstatement after dismissal will be made by the District. **(Title 5, Section 55759)**

Please see Board Policy 6066, Section IV, for more information on Appeal and Reinstatement of Dismissal.

VIII. ~~Course Repetition and Academic Renewal~~

A. ~~Substandard Academic Work~~

~~Substandard academic work shall be defined as any “D”, “F” and/or “NC” grade (as defined in Title 5, Section 55758) that a student receives.~~

B. ~~Special Circumstances Justifying Repetition of Courses~~

~~Such circumstances may be deemed special and the grade not acceptable when one of the following criteria has been met:~~

- ~~1. The grade may not predict success in subsequent courses.~~

~~The grade may not meet the minimum requirement for succeeding courses.~~

- ~~2. The grade may not be acceptable to four-year institutions for transfer of major requirements.~~

- ~~3. The grade may not be acceptable to professional schools, e.g., medical, law, dental schools.~~

- ~~4. Repetition of courses where substandard work has not been recorded, repetition shall be permitted, without petition, in instances when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Such courses must conform to all attendance accounting, course approval, and other requirements imposed by applicable provisions of law. Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average. The governing board of a district may establish policies and procedures requiring students to certify or document that course repetition is necessary to complete legally mandated training pursuant to this subsection.~~

- ~~5. Repetition of courses where substandard work has not been recorded, repetition shall be permitted, in instances when such repetition is necessary due to curriculum changes.~~

C. ~~Course Repetition~~

~~Course repetition allows such courses for which substandard work has been recorded or for which special circumstances exist, to be repeated and the previous grade and credit to be disregarded in the computation of grade point averages.~~

~~Courses may be repeated only once, with the exception of repeatable activity and performance classes, which may be taken up to a total of four times. These courses are identified in the college catalog. For courses that are repeatable, all grades and units will be used in the computation of the grade point average and earned units, with the following exceptions:~~

- ~~1. When a repeatable course is taken and a substandard grade earned, the course may be taken one time with the higher grade used in the computation of the grade point average. Grades from other repeats will be used in the computation of the grade point average. Petitions for course repetition are obtainable from the Office of Admissions and Records.~~
- ~~2. Students may repeat any course which was taken in an accredited college or university and for which substandard academic performance was recorded.~~
- ~~3. Only courses which are current Riverside Community College courses may be repeated.~~
- ~~4. Repetition of courses shall be permitted only upon petition of the student and with the written permission from the district superintendent or authorized representative based on a finding that circumstances exist which justify such repetition.~~
- ~~5. Riverside Community College shall maintain on file for three years all requests for course repetition.~~
- ~~6. When course repetition occurs, the permanent academic records will be annotated in such a manner that all work remains legible ensuring a true and complete academic history. Courses repeated will be indicated on the permanent record by using an appropriate symbol.~~
- ~~7. Procedures for course repetition shall be published in the current official Riverside Community College catalog.~~
- ~~8. The District reserves the right to honor similar, prior course repetition action by other accredited colleges and universities.~~

- ~~9. A student will have the highest grade earned in the repeated course used to compute grade point average. The adjusted grade point average will be used in determining the academic status and in establishing eligibility for the Associate in Arts degree, Associate in Applied Science degree and occupational certificates.~~
- ~~10. Courses repeated to raise a grade must be counted in the study list total. Additional credit units are not allowed if units were earned in the previous attempt.~~
11. This regulation will not be construed so as to limit the repetition of activity and performance courses.

A. Course Repetition in a Non-Repeatable Course

Course repetition allows students to repeat classes under the following circumstances: (Title 5, Section 58161)

- 1. The student is repeating the course to alleviate substandard work which has been recorded on the student's record.**
 - a. The term substandard is defined as course work for which the evaluative grading symbol "D," "F" or "N/C" has been recorded.**
 - b. Courses in which a substandard evaluative symbol has been assigned may be repeated once. Otherwise, students are limited to four attempts per course counting withdrawals (W's).**
 - c. No petition for course repetition is required.**
- 2. The student's previous grade is, at least in part, the result of extenuating circumstances.**
 - a. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.**
 - b. A petition for course repetition and documentation is required.**
- 3. There has been a lapse of time (at least 5 years) since the student previously took the course. A petition for course repetition is required.**

4. **The course outline of record has been officially changed and demonstrates significant curricular changes. A petition for course repetition is required.**
5. **Repetition of courses where substandard work has not been recorded shall be permitted when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.**
 - a. **Repetition of courses shall be permitted only upon petition of the student with the written permission of the program administrator based on a finding that circumstances exist which justify such a repetition.**
 - b. **Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average. Students must file a petition for course repetition. (Section 55763)**

The following conditions apply to course repetition in non-repeatable courses: (Section 55762)

1. **Only courses which are current Riverside Community College District courses may be repeated.**
2. **When course repetition occurs, the permanent academic records will be annotated in such a manner that all work remains legible ensuring a true and complete academic history. Courses repeated will be indicated on the permanent record by using an appropriate symbol.**
3. **For courses taken and repeated at RCCD, the highest grade earned in the repeated course will be used to compute an adjusted grade point average. The adjusted grade point average will be used in determining academic status and in establishing eligibility for the Associate in Arts degree, Associate in Science degree and occupational certificates.**
4. **For courses taken or repeated at another accredited college or university, the highest grade earned in the repeated course will be used to compute an adjusted cumulative grade point average. The adjusted cumulative grade point average will be used in determining eligibility for the cumulative GPA**

requirement for the Associate in Arts degree, Associate in Science degree and occupational certificates.

- 5. Procedures for course repetition shall be published in the current official Riverside Community College District catalog.**
- 6. Students may repeat any course, which was taken in an accredited college or university and for which substandard academic performance was recorded.**
- 7. The District reserves the right to honor similar, prior course repetition action by other accredited colleges and universities.**
- 8. This regulation will not be construed so as to limit the repetition of activity and performance courses as defined below:**

B. Course Repetition in a Repeatable Course (Section 58161)

The following conditions apply to course repetition in repeatable courses:

- 1. Repeatable activity and performance classes may be taken up to a total of four times.**
- 2. Repeatable courses are identified in the college catalog.**
- 3. All grades and units will be used in the computation of the grade point average and earned units, with the following exceptions:**
 - a. When a repeatable course is taken and a substandard grade earned, the course may be taken one time with the higher grade used in the computation of the grade point average.**
 - b. Grades from other repeats will be used in the computation of the grade point average.**

D. ~~Academic Renewal Without Course Repetition~~

IX. ~~Academic Renewal Without Course Repetition~~ (Section 55765)

Academic renewal procedure permits alleviation of previously recorded substandard academic performance which is not reflective of a student's current demonstrated ability. The academic renewal procedure will permit previously

recorded substandard course work to be disregarded in the computation of grade point averages.

1. A student may request academic renewal for not more than two terms of grades. **A maximum of 24 units of substandard grades and credits (as defined in Section 55761), and credits which are not reflective of a student's present ability and level of performance, will be disregarded.**
2. ~~A student seeking academic renewal has the responsibility to present evidence reflecting on the reason for his substandard academic record.~~
3. 2. At least two semesters of college work (24 units) with a grade point average of 2.0 must have been completed at any accredited college or university subsequent to the two ~~semesters~~ **terms** to be disregarded in calculating the grade point average obtained at Riverside Community College **District**. If using coursework from another college or university, the student must submit an official transcript from that institution with the academic renewal petition ~~to satisfy the 24 unit requirement.~~
4. 3. If and when the petition is granted, the student's permanent record will be annotated so that it is readily evident to all users of the record that no **substandard** units for work taken during the alleviated term(s), ~~even if satisfactory,~~ will apply toward graduation or other unit commitment. However, all work will remain legible on the permanent record to ensure a true and complete academic history.
5. 4. A student may be granted academic renewal only once.
6. ~~A student may repeat work taken during academic renewal terms only if such repetition is necessary to allow normal progression toward an acceptable educational objective.~~
7. 5. Procedures for petitioning for academic renewal shall be published in the current Riverside Community College **District** catalog.
8. ~~An Academic Renewal Committee composed of the Vice president of Academic Affairs or designee, the Vice president of Student Services or designee, and the Director of Admissions and Records or designee, shall be established to review all petitions for academic renewal and to accept or deny all such petitions.~~

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS AND STUDENT SERVICES

Report No.: V-A-7

Date: August 10, 2004

Subject: Revised Policy and Regulations for Probation and Dismissal –
Policy and Regulations 6066 – Second Reading

Background: Regulations 6066 of the Riverside Community College District, in accordance with Title V regulations, state that students are required to maintain academic standards and to make progress toward their educational goals. Students on probation and dismissal are currently held to a maximum of 12 units in fall/spring and 6 units in summer/winter. Consequently, when students register for a full load and then attempt to register for an accompanying lab, they are blocked. These proposed changes raise the cap for probation and dismissal students to 13 units in fall and spring and 7 units in summer and winter. (Dismissal students are limited to one course in winter and summer). The proposed changes also allow students to see counselors rather than a dean for appeals to raise these unit caps. In addition, these changes propose that grades of “F” be included in calculating both progress and academic standing, rather than academic standing alone.

Finally, these changes state that students will be “invited” not “mandated” to attend a probation workshop. This suggested change, addresses revisions to Regulation 6066 made in summer of 2001 that changed the probation period from three semesters to two. Since probation students either achieve good standing or are subject to dismissal after their previous semester of probation, it is not necessary to mandate that students attend a probation workshop.

These revisions were approved by the Academic Senate and Student Senate, and were discussed at President’s Cabinet. The revisions were brought to the Academic Affairs and Student Services Committee on June 7, 2004, for review and discussion and to the June 16, 2004 Special Board meeting for first reading. They are now submitted to the Board for second reading and approval.

Recommended Action: It is recommended that the Board of Trustees approve these revisions to Regulations 6066.

Salvatore G. Rotella
President

Prepared by: Debbie DiThomas
Associate Dean, Matriculation

RIVERSIDE COMMUNITY COLLEGE DISTRICT

MATRICULATION TITLE V

Riverside Community College District has a strong commitment to ensuring access to all its programs and services and to the success of its students. To this end, the District fully supports the establishment of a comprehensive matriculation process for all eligible students. The matriculation process is a partnership between the District and its students, and defines services the District will provide as well as the responsibilities of matriculated students.

Submitted to Board for Second Reading _____

Approved by Board _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Regulations for Policy 6066, Probation and Dismissal

I. Standards for Probation

- A. Academic probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if he or she has earned a cumulative grade point average below 2.0 in all units which were graded on the basis of the RCCD grading scale.
- B. Progress Probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on progress probation when the percentage of all units in which a student has been enrolled and for which entries of “F,” “W,” “I,” and “NC” are recorded reaches or exceeds 50 percent.
- C. **Except when approved for more units by a counselor, probationary students may enroll in no more than ~~twelve (12)~~ thirteen (13) units each fall and spring semester and no more than seven (7) units each winter and summer semester.**
- D. ~~First Semester~~ Probation students shall be ~~required~~ **invited** to attend a probation workshop prior to registration for the next regular term. ~~in order to maintain their registration status.~~

II. Removal from Probation

- A. A student on academic probation for a grade point deficiency shall be removed from probation when the student’s accumulated grade point average is 2.0 or higher.
- B. A student on progress probation because of an excess of units for which entries of “F,” “W,” “I,” and “NC” are recorded shall be removed from probation when the percentage of such units ~~in this category~~ drops below 50 percent.

III. Standards for Dismissal

- A. A student who is on academic probation shall be subject to dismissal if he or she earned a cumulative grade point average of less than 2.0 ~~for three in each of two~~ consecutive **full-term (Fall/Spring)** semesters ~~(excluding summers)~~ of attendance **which were graded on the basis of the RCCD grading scale.** ~~at Riverside Community College.~~

- B. A student who has been placed on progress probation shall be subject to dismissal ~~when 50% or more of all~~ **when the percentage of units in which the student has been enrolled are recorded as for which entries of “F,” “W,” “I,” and “NC” are recorded in at least three two consecutive full-term (Fall/Spring) semesters (excluding summers) of attendance at RCC reaches or exceeds 50%.**
 - C. Semesters shall be considered consecutive on the basis of the student’s enrollment (i.e. a fall semester followed by the fall semester of the next academic year shall be considered consecutive if the student was not enrolled in the spring semester of that academic year).
 - D. The period of dismissal shall be for one semester.
- IV. Appeal and Reinstatement of Dismissal
- A. Students are notified of their dismissal status in writing after **Fall/Spring** grades are posted to academic history. All dismissal students have the opportunity to submit a “Petition to Appeal Academic Dismissal.” **See Matriculation Plan for readmit procedures.**
 - ~~B. The “Petition to Appeal Academic Dismissal” requires documentation from the student verifying the following:
 - ~~1. Circumstances which prevented the student from successful completion of classes at RCC;~~
 - ~~2. Things the student will be doing differently to accomplish his/her educational goals.~~~~
 - B. All readmitted students will be provided an opportunity to develop a readmit contract.**
 - ~~C. The “Petition to Appeal Academic Dismissal” and the student’s academic history is reviewed by the Dean of Counseling & Student Support Services in consultation with the Counseling Department.~~
 - C. Students whose petitions are denied are provided the opportunity to appeal to the Dean of Student Services at the campus to which the petition was submitted. The outcomes of this appeal will be communicated in writing to the students and to the District Matriculation Office by the Dean.**
 - ~~D. Students who are reinstated must meet with a counselor to sign a “Readmit Contract.” The contract specified the number of units and classes for which the student may enroll and the conditions under which they are~~

~~readmitted. They are held to the terms of the contract until they are no longer subject to academic dismissal.~~

- D. Students who do not appeal shall meet with a counselor to develop a “Readmit Contract” upon reapplication to the District.**
- E. Because of the prescriptive nature of the “Readmit Contract” and the unit limitations, students who are readmitted must register in person for the classes identified in their contract.**
- F. All readmitted students may enroll in no more than thirteen (13) units each fall and spring semester and no more than seven (7) units each winter and summer semester until they achieve good standing.**
- ~~F. Students who do not appeal shall meet with a counselor to sign a “Readmit Contract” upon reapplication to the College. They may not participate in the telephone registration process and shall be held to the terms of the contract until they are no longer subject to academic dismissal.~~
- G. Appeals: In all cases, final appeal shall rest with the Board of Trustees.**
- ~~G. If a petition is denied, the student may appeal in person before the Academic Review Committee. The gender and ethnically diverse committee shall be comprised of the following individuals: Dean of Counseling and Student Support Services (chair), 2 instructional faculty, 2 counseling faculty, 1 student. The decision of the Academic Review Committee shall be transmitted in writing to the student within five (5) working days.~~
- ~~H. The student, within (5) working days of receipt of the committee’s decision, may appeal the decision to the vice President of Student Services. The Vice President shall transmit his/her decision in writing to the student within five (5) working days.~~
- ~~I. The student, within five (5) working days of receipt of the Vice President’s decision, may appeal the decision to the President of the College. The President of the College may:
 - ~~1. Concur with the Vice President’s decision;~~
 - ~~2. Override or modify the recommended decision.~~~~
- ~~J. Appeals: In all cases, final appeal shall rest with the Board of Trustees.~~

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS AND STUDENT SERVICES

Report No.: V-A-8

Date: August 10, 2004

Subject: Revised Regulations for Matriculation Title V -
Policy and Regulations 6091 – Second Reading

Background: Riverside Community College has a strong commitment to ensuring access to all its programs and services and to the success of its students. The matriculation process is a partnership between the District and its students, and defines services the District will provide as well as the responsibilities of matriculated students. These proposed revisions to Regulations 6091 clarify that assessment, orientation, and counseling are mandated for all new students. In addition, they stipulate that any student who needs to take math, English, English as a Second Language, or reading in the District must participate in the placement process.

These revisions were approved by the Academic Senate and Student Senate, and were discussed at Cabinet. The revisions were brought to the Academic Affairs and Student Services Committee on June 7, 2004, for review and discussion and to the June 16, 2004 Special Board meeting for first reading. They are now submitted to the Board for second reading and approval.

Recommended Action: It is recommended that the Board of Trustees approve the revisions to Regulations 6091.

Salvatore G. Rotella
President

Prepared by: Debbie DiThomas
Dean, Matriculation

RIVERSIDE COMMUNITY COLLEGE DISTRICT

MATRICULATION TITLE V

Riverside Community College District has a strong commitment to ensuring access to all its programs and services and to the success of its students. To this end, the District fully supports the establishment of a comprehensive matriculation process for all eligible students. The matriculation process is a partnership between the District and its students, and defines services the District will provide as well as the responsibilities of matriculated students.

Submitted to Board for Second Reading _____

Approved by Board _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Regulations for Policy 6091, Matriculation Title V

I. Students' Rights and Responsibilities

All students who are new to college will be required to participate in assessment, orientation and counseling prior to registering for classes.

Students will **also** be required to express at least a broad educational intent upon admission, and to declare a specific educational goal no later than the term after which the student completes 15 semester units. Once the student has developed a specific educational goal, the District must provide the student with an opportunity to develop a student educational plan. Students will also be required to participate in counseling or advisement, diligently attend class, complete assigned course work, complete courses, and maintain progress toward an educational goal. If the student fails to cooperate with the District in the development of a student educational plan within 90 days after declaring his/her specific educational goal, or fails to abide by the terms of his/her student educational plan, the District may suspend or terminate services authorized under Section 55520 of the Matriculation Regulations.

II. Exemption Criteria

Although all students who need to meet a math, English, ESL, or reading prerequisite must participate in RCCs placement process, students may be exempted from matriculation, or components of matriculation, based on the following criteria:

A. ~~Matriculation exempt:~~ Exemptions for Mandatory Assessment, Orientation and Counseling (AOC)

1. Students ~~has~~ **who have** completed 60 semester units, or **who have** graduated from an accredited United States college or university with an A.A. degree or higher.
2. Students **who** plans to enroll in five units or fewer, and ~~has~~ **who have** declared one of the following goals:
 - a. Advance in current career/job.
 - b. Maintain certificate/license.
 - c. Personal development.
 - d. Complete credits from high school diploma.

3. **Students who are enrolled full time at another institution (high school or college) and will be taking five units or fewer.**

B. ~~Assessment exempt:~~ **Exemptions for Assessment:**

- ~~1. Students who submit recent scores from assessment instruments approved by the State Chancellor's Office.~~
1. **Students who have completed college course work in reading, ESL, composition and mathematics with a "C" grade or better.**
- ~~2. Students who have completed college course work in composition and mathematics with a "C" grade or better.~~

III. ~~Violations, Waivers, and Appeals~~

A student may challenge a prerequisite or corequisite on the following grounds:

- ~~1. The corequisite or skills prerequisite necessary for graduation, transfer, or a certificate is not offered, and the unavailability of the prerequisite poses a hardship.~~
1. **That a course necessary for graduation, transfer or a certificate is not offered and the unavailability of said prerequisite poses a hardship.**
- ~~2. A prerequisite which must be validated has not been so validated, or is being applied in a discriminatory manner.~~
2. **That a prerequisite has not been validated.**
- ~~3. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite.~~
3. **That the student has the knowledge or ability to succeed in the course despite not meeting the prerequisite.**
- ~~4. A prerequisite which need not be validated and has not been so validated is discriminatory or is being applied in a discriminatory manner.~~
4. **That a prerequisite is discriminatory or is being applied in a discriminatory manner.**

If the student feels that assessment, orientation, counseling, or a prerequisite (or any other matriculation procedures) is being applied in a discriminatory manner, the student may file a complaint of unlawful discrimination. (Title V, Matriculation Regulations, Section 55545) **See student handbook for grievance procedures.**

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RIVERSIDE CAMPUS

Report No.: V-A-9

Date: August 10, 2004

Subject: Proposed (New Affiliation Agreement) Affiliation Agreement for Nursing Students,
Central City Lutheran Mission, dba: H Street Clinic

Background: This is an Affiliation Agreement that will provide needed clinical facilities for Registered Nursing and Vocational Nursing students. Clinical experience is required by both accrediting bodies. It will cover the time period between August 11, 2004 and August 10, 2006. Currently all of the clinical agencies in our immediate area are saturated with nursing students from our ADN & LVN programs as well as other programs outside of our district. As the Nursing program expands, there is a need to establish new contracts with additional clinical agencies to provide required clinical experiences for nursing students. H Street Clinic is located at 1329 North H Street, San Bernardino, California 92404. This contract has no financial impact to the District. This agreement has been reviewed by Ed Godwin, Risk Manager; Sylvia Thomas, Associate Vice President, Instruction; and Ronald Vito, Dean, Occupational Education.

Recommended Action: It is recommended that the Board of Trustees approve the new affiliation agreement with Central City Lutheran Mission, dba: H Street Clinic, to provide clinical facilities for nursing students, and authorize the Vice President, Administration and Finance to sign the agreement. The term of this contract is August 11, 2004 through August 10, 2006. This contract has no financial impact to the District.

Salvatore G. Rotella
President

Prepared by: Sandra Baker, MSN, RN
Interim Dean/Director, Nursing Education

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COLLEGE/CLINICAL FACILITY AGREEMENT

THIS AGREEMENT is made and entered into on this 11 day of August, 2004 by and between the RIVERSIDE COMMUNITY COLLEGE DISTRICT, Riverside, California, hereinafter referred to as the “COLLEGE,” and the CENTRAL CITY LUTHERAN MISSION, dba H STREET CLINIC, herein referred to as the “CLINICAL FACILITY.”

WITNESSETH:

WHEREAS, the COLLEGE maintains a student Registered Nurse Program, and a student Vocational Nurse Program both of which are herein combined and referred to as the “Nursing Program,” and

WHEREAS, the Nursing Program has certain requirements for students to gain clinical experience while enrolled in the program, and

WHEREAS, the CLINICAL FACILITY maintains facilities which lend themselves to said clinical experience for students, and

WHEREAS, the COLLEGE and CLINICAL FACILITY desire to cooperate in the Nursing Program and to use the facilities of both institutions in connection therewith, and

WHEREAS, the CLINICAL FACILITY will retain ultimate responsibility for the care of the client, including adequate staffing requirements.

NOW, THEREFORE, IT IS AGREED:

1. The COLLEGE shall assume full responsibility for the Nursing Program for preparation of practitioners at beginning (staff) position in nursing service.

1 2. The COLLEGE shall be responsible for the development,
2 organization, and implementation of the Nursing Program curriculum under the
3 direction of a qualified professional nurse educator.

4 3. The COLLEGE shall select, test, and supervise students
5 enrolled in the Nursing Program, and retained in it throughout the period of time
6 prescribed for its completion.

7 4. The COLLEGE shall provide certificated instructors to teach all
8 prescribed courses in the Nursing Program, including any instruction or training which
9 may be carried on at the CLINICAL FACILITY. Such instructors, and the Director of
10 the Nursing Program, shall be named, appointed, and assigned by the COLLEGE in
11 accordance with its established procedures for employment of instructional personnel.
12 The instructor/student ratio will not exceed the ratio listed for the Nursing Program in
13 accordance with the various nursing and health accrediting agencies' policies.

14 5. The COLLEGE will provide each new instructor an opportunity
15 to participate in an orientation to the CLINICAL FACILITY. This orientation will be
16 arranged through mutual agreement between the COLLEGE and the CLINICAL
17 FACILITY.

18 6. The COLLEGE shall provide instructional supplies and
19 equipment needed for the Nursing Program, except those which the CLINICAL
20 FACILITY hereinafter specifically agrees to provide.

21 7. The COLLEGE shall provide administrative functions,
22 including enrollment, academic counseling, scheduling, attendance, accounting, and
23 achievement records in connection with the Nursing Program, similar to those
24 maintained for all other students in the Riverside Community College District.

1 8. The COLLEGE shall furnish copies of class schedules and
2 student rotations in clinical assignments, reviewed by the Director of the Nursing
3 Program after consultation with the Director of Nursing in the CLINICAL FACILITY.

4 9. The CLINICAL FACILITY shall provide the following:

5 (a) Full cooperation on its part to help insure success of the
6 Nursing Program;

7 (b) The cooperation and counsel of the CLINICAL
8 FACILITY administrative and professional staffs in the
9 conduct of the Nursing Program;

10 (c) Adequate space for individual and group conferences and
11 reference space for the part of the Nursing Program to be
12 carried on in the CLINICAL FACILITY;

13 (d) Equipment and supplies needed for clinical instruction
14 within the individual or several clinical divisions of the
15 CLINICAL FACILITY where students are assigned.

16 (e) Access to CLINICAL FACILITY policy and nursing
17 procedure guides.

18 (f) One nurse to function as preceptor during specific student
19 practice session(s) as required for such specific areas of
20 training. Nurses employed by the CLINICAL FACILITY
21 and serving as “preceptors” will be selected in accordance
22 with program/course requirements and CLINICAL
23 FACILITY recommendations.

24 (g) As broad an experience as possible with opportunities for
25 observation, participation, and independent activity

1 involving client contact through the program(s) offered by
2 the CLINICAL FACILITY.

3 (h) Use of the CLINICAL FACILITY library resources and
4 other educational materials.

5 (i) Ultimate control and responsibility for supervision and
6 oversight of client care at all times.

7 10. The COLLEGE shall have the right to requisition medical and
8 surgical equipment from CLINICAL FACILITY Central Supply for use in connection
9 with the Nursing Program. The cost of such use shall be borne by the COLLEGE and
10 shall be subject to rules and regulations affecting all other users.

11 11. The COLLEGE shall have the right to requisition expendable
12 drugs from the CLINICAL FACILITY pharmacy for normal demonstration purposes.
13 The cost of such drugs shall be borne by the COLLEGE.

14 12. The facilities for clinical experience in the care of clients shall
15 be provided and included in the Nursing Program only upon mutual agreement of the
16 CLINICAL FACILITY and COLLEGE.

17 13. Should emergency treatment be necessary for students in event
18 of accident or sudden illness, the cost of such treatment shall be covered under the
19 COLLEGE'S worker's compensation coverage by filing a completed claim form with
20 the COLLEGE'S Risk Management Department.

21 14. Both parties agree that the standards of the Nursing Program
22 shall be maintained at a level equal to or exceeding those required by the California
23 Board of Registered Nursing, California Board of Vocational Nursing and Psychiatric
24 Technicians and National League for Nursing Accrediting Commission.

1 15. It is understood that students participating in the Nursing
2 Program are not employees of the CLINICAL FACILITY, but shall be subject to and
3 shall abide by all CLINICAL FACILITY rules and regulations including but not
4 limited to the CLINICAL FACILITY'S rules and regulations, the Blood Borne
5 Pathogen Control Plan, regulations governing national (Joint Commission on
6 Accreditation of Healthcare organizations JCAHO), and state accreditation and
7 licensing, and those governing professional conduct, confidentiality, affirmative
8 action, and substance abuse. In the event that a student fails or refuses to do so, the
9 CLINICAL FACILITY reserves the right to refuse the use of its facilities to such
10 students.

11 16. The number of students participating in the Nursing Program
12 who are assigned to the CLINICAL FACILITY shall be determined by mutual
13 agreement of the parties.

14 17. Each student shall provide to COLLEGE documentation of
15 health status including, but not limited to: a current health examination by a healthcare
16 provider; annual documentation of a negative TB test, proof of current CPR
17 certification, current immunizations for Rubella, Rubeola, Mumps, Varicella, Tetanus,
18 Trivalent Polio and Hepatitis B.

19 18. Confirm that students understand that during participation in
20 this Program they shall not drive personal vehicles in furtherance of that practice.
21 Students are not authorized to drive any CLINICAL FACILITY vehicle, but may ride
22 in such vehicles during their participation in this Program when driven by a Riverside
23 Community College District approved driver. Students are allowed to drive personal
24 vehicles only in the furtherance of practice for homecare visits.

1 19. A strict code of confidentiality is to be maintained. All
2 information obtained from client records is to be held in confidence. No copies of
3 client records shall be made, and no records or copies thereof are to be removed from
4 the CLINICAL FACILITY. COLLEGE shall require its students and faculty placed at
5 CLINICAL FACILITY to maintain confidentiality of each patient's records pursuant
6 to State and Federal laws regarding confidentiality of patient information and records.
7 Clients shall not be identified in any manner in reports or case studies undertaken by
8 students. In the event of an accident or incident, the client may be identified in the
9 District's confidential internal records only. Students and instructors of the COLLEGE
10 may inform the Dean/Director of Nursing Education and the Risk Management of
11 COLLEGE regarding incidents or issues related to students and Instructor
12 performance under this Agreement, but COLLEGE shall maintain all such information
13 in confidence. The COLLEGE and its employees, agents or students having any
14 access to records of CLINICAL FACILITY'S clients shall observe all Federal, State
15 and County regulations concerning the security and confidentiality of records
16 including but not limited to, the Health Insurance Portability and Accountability Act
17 (HIPAA) of 1996. CLINICAL FACILITY may require that a confidentiality
18 agreement be executed by any individual accessing CLINICAL FACILITY resources
19 under the terms and intent of this Agreement. In the event of lack of compliance with
20 such request by CLINICAL FACILITY, access under this Agreement will be denied.

21 20. The COLLEGE and its employees, agents or students accessing
22 CLINICAL FACILITY resources hereunder shall not discriminate in the provision of
23 services, allocation of benefits, accommodation in facilities, or employment of
24 personnel on the basis of ethnic group identification, race, color, creed, ancestry,
25 religion, national origin, sexual preference, sex, age (over 40), marital status, medical

1 condition, or physical or mental handicap, and shall comply with all other
2 requirements of law regarding nondiscrimination and affirmative action including
3 those laws pertaining to the prohibition of discrimination against qualified
4 handicapped persons in all programs or activities.

5 For the purpose of this Agreement, distinctions on the grounds of race,
6 religion, color, sex, national origin, age, or physical or mental handicap include, but
7 are not limited to, the following:

- 8 (a) Denying an eligible person or providing to an eligible
9 person any services or benefit which is different, or is
10 provided in different manner or at a different time from
11 that provided to other eligible persons under this
12 Agreement.
- 13 (b) Subjecting an eligible person to segregation or separate
14 treatment in any manner related to his receipt of any
15 service, except when necessary for infection control.
- 16 (c) Restricting an eligible person in any way in the
17 enjoyment of any advantage or privilege enjoyed by
18 others receiving a similar service or benefit.
- 19 (d) Treatment of an eligible person differently from others
20 in determining whether he satisfied any eligibility,
21 membership, or other requirement or condition which
22 individuals must meet in order to be provided a similar
23 service or benefit.
- 24 (e) The assignment of times or places for the provision of
25 services on the basis of race, religion, color, sex,

1 national origin, age, or physical or mental handicap of
2 the eligible person to be served.

3 21. Students enrolled in the Nursing Program are provided coverage
4 under the COLLEGE'S personal malpractice and liability insurance in accordance
5 with EXHIBIT A attached hereto and thereby incorporated herein. CLINICAL
6 FACILITY shall be given notice, in writing, at least thirty (30) days in advance of
7 cancellation, modification or reduction in coverage. COLLEGE shall meet insurance
8 requirements through self-insurance or the purchase of coverage from a California
9 Joint Powers Insurance Authority.

10 22. The COLLEGE shall indemnify and hold the CLINICAL
11 FACILITY, its officers, agents and employees, free and harmless from any liability
12 whatsoever, including but not limited to wrongful death, based or asserted, upon any
13 acts or omissions of any student, COLLEGE instructor, or personnel assigned to the
14 CLINICAL FACILITY by the COLLEGE, relating to or in any way connected with or
15 arising from the training of any student, during the period of time that the students
16 assigned by the COLLEGE participate in the approved program of the CLINICAL
17 FACILITY. The COLLEGE shall have the right to conduct any investigation
18 necessary to implement this provision.

19 23. The COLLEGE shall further indemnify and hold the
20 CLINICAL FACILITY, its officers, agents, and employees free and harmless from
21 any liability whatsoever, including but not limited to worker's compensation for any
22 injury, illness, or wrongful death of any student, COLLEGE instructor or personnel
23 based or asserted in any claim or action by any student, COLLEGE instructor or
24 personnel, their personal representative or heir, for any injury, illness, or wrongful
25 death of any student, COLLEGE instructor or personnel during the period of time that

1 they are assigned by the COLLEGE to participate in the approved program of the
2 CLINICAL FACILITY. The COLLEGE shall have the right to conduct any
3 investigation necessary to implement this provision.

4 24. The CLINICAL FACILITY shall indemnify and hold the
5 COLLEGE, its officers, agents, and employees free and harmless from any liability
6 whatsoever, including but not limited to wrongful death, based or asserted, upon any
7 acts or omissions of any employee of the CLINICAL FACILITY, relating to or in any
8 way connected with or arising from the training of any student, during the period of
9 time that the students assigned by the COLLEGE participate in the approved program
10 of the CLINICAL FACILITY.

11 25. The CLINICAL FACILITY shall further indemnify and hold
12 the COLLEGE, its officers, agents, and employees free and harmless from any
13 liability whatsoever, including worker's compensation for any injury, illness, or
14 wrongful death of any CLINICAL FACILITY employee based or asserted in any
15 claim or action by any CLINICAL FACILITY employee, personal representative, or
16 heir of any CLINICAL FACILITY employee during the period of time that the
17 students assigned by the COLLEGE participate in the approved program of the
18 CLINICAL FACILITY.

19 26. This Agreement shall be effective upon execution and shall
20 continue in force on an every two year basis, renewable biannually upon mutual
21 agreement of the Parties hereto. The agreement may be terminated by either party at
22 any time upon three months written notice to the other party provided that in the event
23 of termination, those students enrolled at the time in the COLLEGE Nursing Program
24 will be permitted to complete their training under this agreement.

1 27. The CLINICAL FACILITY may provide training experience to
2 students in other healthcare fields offered by the COLLEGE upon receipt by the
3 CLINICAL FACILITY or requests for such training and administrative evaluations of
4 the availability of CLINICAL FACILITY resources for the provision of such training.
5 Any agreements to provide such additional areas of training may be incorporated into
6 this Agreement through the attachment hereto of administrative letters setting forth
7 terms and conditions specifically related to those areas of training and in accordance
8 with the original terms and intent hereof.

9 28. This Agreement is intended by the Parties hereto as a final
10 expression of their understanding with respect to the subject matter hereof and as a
11 complete and exclusive statement of the terms and conditions thereof, and supersedes
12 any and all prior and contemporaneous agreements and understandings, oral or
13 written, in connection herewith other than as set forth in Paragraph 26 of this
14 Agreement. This Agreement may be changed or modified only upon the written
15 consent of the Parties hereto other than for procedural modifications not affecting the
16 original intent of this Agreement which may be administratively implemented by
17 mutual approval of the respective program directors of the CLINICAL FACILITY and
18 COLLEGE.

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

1 30. Notices. Any notices required to be given under this Agreement
2 shall be given by regular mail, postage prepaid, addressed as follows:

COLLEGE

Riverside Community College
4800 Magnolia Avenue
Riverside, California 92506-1299

CLINICAL FACILITY

Central City Lutheran Mission
Dba, H Street Clinic
1329 North H Street
San Bernardino, CA 92404

3 or to such other address(es) as the Parties may hereafter designate.

4 31. Jurisdiction, Venue, Attorney's Fees: This Agreement is to be
5 construed under the laws of the State of California. The Parties agree to the
6 jurisdiction and venue of the appropriate courts in the County of Riverside, State of
7 California. Should action be brought to enforce to interpret the provisions of the
8 Agreement, the prevailing party shall be entitled to attorney's fees in addition to
9 whatever other relief is granted.

IN WITNESS WHEREOF, the parties have executed this agreement.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

By: _____

Name: Dr. James Buysse

Title: Vice President, Administration & Finance

Date: _____

CENTRAL CITY LUTHERAN MISSION DBA, H STREET CLINIC

By: _____
Signature

Name: _____
Please Print

Title: _____
Please Print

Date _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS AND STUDENT SERVICES

Report No.: V-A-10

Date: August 10, 2004

Subject: Agreement – County of Riverside Sheriff’s Department for Ben Clark
Public Safety Training Center

Background: Attached for the Board’s review and consideration is an agreement between the County of Riverside, on behalf of the Sheriff’s Department and Riverside Community College District, whereby the County agrees to supply office space, adequate classroom and laboratory facilities to Riverside Community College for the purpose of teaching public safety classes at its facilities known as the Ben Clark Public Safety Training Center (CTC) for the term July 1, 2004 through June 30, 2005. The fee shall be \$1.53 charged per student contact hour for the fiscal year up to a maximum of 350,000 hours. This is a renewal of an existing agreement. This agreement has been reviewed by Sylvia Thomas, Associate Vice President, Instruction, Ed Godwin, Risk Management and County of Riverside Contracts Department.

Recommended Action: It is recommended that the Board of Trustees approve the agreement with the County of Riverside, on behalf of the Sheriff’s Department, for renewal of an existing agreement for use of office space, classroom and laboratory facilities at Ben Clark Training Center for teaching public safety classes. The term of the contract is July 1, 2004 through June 30, 2005. The fee shall be \$1.53 per student contact hour, up to a maximum of 350,000 hours. It is further requested that the Board authorize the Vice President, Administration and Finance to sign the agreement.

Salvatore G. Rotella
President

Prepared by: William Vincent
Associate Dean, Public Safety Education and Training

**AGREEMENT BETWEEN RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND THE COUNTY OF RIVERSIDE**

**Ben Clark Public Safety Training Center
3423 Davis Avenue, Riverside CA 92518-1544**

The COUNTY OF RIVERSIDE, herein called "County," and the RIVERSIDE COMMUNITY COLLEGE DISTRICT, herein called "RCCD," agree as follows:

IT IS THEREFORE AGREED AS FOLLOWS:

1. AGREEMENT

Recognizing RCCD Board Resolution 10-96/97, the County agrees to supply office space, adequate classroom and laboratory facilities to RCCD for the purpose of teaching criminal justice and fire technology classes at its facilities known as the Ben Clark Public Safety Training Center (CTC) or other locations as deemed appropriate by County and RCCD. The County further agrees to supply props, material, and equipment utilized while conducting criminal justice and fire technology courses at the Ben Clark Public Safety Training Center, excluding normal office and administrative supplies and materials.

2. TERM

The term of this agreement shall be from July 1, 2004 through June 30, 2005.

3. PAYMENT BASIS

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

4. COMPENSATION FOR CLASSROOMS AND LABORATORY FACILITIES

The administrative fee provided herein is the cost of the shared use of the facilities in the administration of RCCD's academic programs. The administrative fee shall be \$1.53 charged per student contact hour for the fiscal year up to a maximum of 350,000 hours. Billing and payment for the fee shall be quarterly.

If during any fiscal year covered under this agreement, use by RCCD of the CTC facility as described herein, exceeds 350,000 hours, each hour in excess of 350,000 hours shall be billed at \$1.53 per student contact hour.

5. IMPROVEMENTS

5.1 No improvements, alterations or installations of fixtures by RCCD are contemplated during this agreement or any extension thereof; provided, however, in the event RCCD desires to make any improvements, alterations or installations of fixtures, it shall first

obtain County's written consent to do so after it has submitted proposed plans therefore to County in writing.

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

6. SIGNS

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

7. FURNITURE AND EQUIPMENT

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

8. INGRESS AND EGRESS

RCCD shall be permitted ingress and egress to and from the premises through such doors and routes as are designated by the County through its Sheriff's Department.

9. CUSTODIAL MAINTENANCE

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

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

10. UTILITIES

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

11. INSPECTION OF PREMISES

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

agreement.

12. QUIET ENJOYMENT

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

13. COMPLIANCE WITH GOVERNMENT REGULATIONS

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

14. TERMINATION BY COUNTY

County shall have the right to terminate this agreement forthwith:

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

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

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

14.4 In the event RCCD fails or refuses to meet any of its obligations, hereunder or as otherwise provided by law.

14.5 Subject to ninety (90) days written notice thereof to RCCD.

15. TERMINATION BY RCCD

Notwithstanding the provisions of Paragraph 14 herein, either party may terminate this Agreement upon notice in writing to the other party of not less than twelve (12) months prior to the effective termination date.

16. INSURANCE

RCCD shall, during the term of this agreement:

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

16.2 Procure and maintain comprehensive general liability insurance coverage that shall protect RCCD from claims for damages for personal injury, including, but not limited to, accidental and wrongful death, as well as from claims for property damage, which

may arise from RCCD's use of the premises or the performance of its obligations hereunder, whether such use or performance be by RCCD, by any RCCD subcontractor, or by anyone employed directly or indirectly by either of them. Such insurance shall name County as an additional insured with respect to the obligations of RCCD under this agreement. Such insurance shall provide for limits of not less than \$1,000,000 per occurrence.

- 16.3 Cause its insurance carriers to furnish County by direct mail with Certificate(s) of Insurance showing that such insurance is in full force and effect and that County is named as additional insured with respect to this agreement and the obligations of RCCD hereunder. Further, said Certificate(s) shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to County prior to modification, cancellation or reduction in coverage of such insurance. In the event of any such modification, cancellation or reduction in coverage and on the effective date thereof, this agreement shall terminate forthwith, unless County receives prior to such effective date another certificate from an insurance carrier of RCCD's choice that the insurance required herein is in full force and effect.
- 16.4 The above Insurance requirements may be met with a program of self-insurance
- 16.5 The specified insurance limits required in Paragraph 16 herein shall in no way limit or circumscribe RCCD's obligations to indemnify and hold County free and harmless herein.

17. HOLD HARMLESS

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

18. ASSIGNMENT

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

19. **FREE FROM LIENS**

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

20. **EMPLOYEES AND AGENTS OF RCCD**

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

21. **BINDING ON SUCCESSORS**

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

22. **WAIVER OF DEFAULT**

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

23. **SEVERABILITY**

The invalidity of any provision in this agreement as determined by a court of competent jurisdiction shall in no way affect the validity of any other provision hereof.

24. **VENUE**

Any action at law or in equity brought by either of the parties hereto for the purpose of enforcing a right or rights provided for by this agreement shall be tried in a court of competent jurisdiction in the County of Riverside, State of California, and the parties hereto waive all provisions of law providing for a change of venue is such proceeding to any other county.

25. ATTORNEY'S FEES

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

26. NOTICES

Any notices required or desired to be served by either party upon the other shall be addressed to the respective parties as set forth below:

County:
Bob Doyle, Sheriff
P. O. Box 512
Riverside, CA 92502

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

or to such other addresses as from time to time shall be designated by the respective parties. An information copy of any notice to County shall also be set to:

Clerk of the Board of Supervisors
County of Riverside
4808 Lemon Street, 1st Floor
Riverside, CA 92501

27. COUNTY'S REPRESENTATIVE

County hereby appoints the Sheriff as its authorized representative to administer this agreement.

28. ENTIRE AGREEMENT

This agreement is intended by the parties hereto as a final expression of their understanding with respect to the subject matter hereof and as a complete and exclusive statement of the terms and conditions thereof and supersedes any and all prior and contemporaneous agreements and understanding, oral or written, in connection herewith. This agreement may be changed or modified only upon the written consent of the parties hereto.

IN WITNESS WHEREOF, the undersigned warrant that they are duly authorized representative of the parties hereto with all powers required to execute this Agreement of the dates indicated below.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Dated: _____

By: _____
Dr. James Buysse
Vice President, Administration and Finance

ATTEST:

Name:
Title:

By: _____

COUNTY OF RIVERSIDE

Dated: _____

By: _____
Chairman, Board of Supervisors

ATTEST:

NANCY ROMERO
Clerk of the Board

By:
(Deputy)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS AND STUDENT SERVICES

Report No.: V-A-11

Date: August 10, 2004

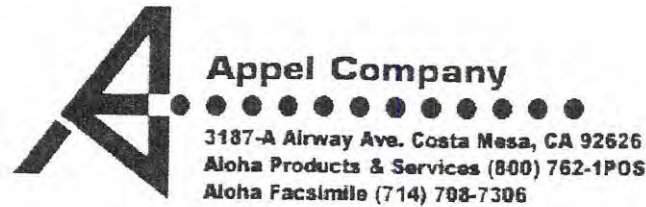
Subject: Appel Company Aloha Field-Service Maintenance Agreement (AFSMA)

Background: An annual fee of \$965.00 is being charged for maintenance of the Aloha P.O.S. (point of sale) Hardware System which is located at the Riverside Community College Culinary Academy. This is an on-going agreement with the Appel Company that is renewed at the beginning of each fiscal year. The proposed contract includes Appel Service Representatives, who will furnish tools, test equipment and parts necessary for the maintenance of the Covered Products listed on page 4 of the contract. This contract has been reviewed by Ron Vito, Dean, Occupational Education, Sylvia Thomas, Associate Vice President, Instruction, and Ed Godwin, Risk Manager.

Recommended Action: It is recommended that the Board of Trustees approve the renewal of the Appel Company Aloha Field-Service Maintenance Agreement and authorize the Vice President, Administration and Finance to sign the agreement for the use and maintenance of the Aloha P.O.S. (point of sale) Hardware System at the Riverside Community College Culinary Academy. The term of the contract is July 1, 2004 through June 30, 2005. The fee shall be \$965.00.

Salvatore G. Rotella
President

Prepared by: Ron Vito
Dean, Occupational Education



ALOHA FIELD-SERVICE MAINTENANCE AGREEMENT (AFSMA)

Buyer: Riverside Community College District site: 1155 Spruce Street
4800 Magnolia Ave
& Riverside CA 92506

Appel: Appel Company
7039 Valjean Avenue
Van Nuys, CA 91406\

Annual Rate: \$965.00
Contract Term: Annual
Beginning: 07/01/04
Ending: 06/30/05
Hours: Monday – Friday 9:00 am- 5:00 pm
Excluding Appel Company Holidays

Customer#: 14889
Agreement 4: FDO51102-00 (inv# 18287)
**Equipment &
Serial Number** see page four

TERMS AND CONDITIONS: In consideration of the payment, yearly advance of the rates prescribed. Appel agrees to maintain each of the Buyer's equipment listed below in Section A of this agreement in good operating condition subject to the terms and conditions herein provided.

- 1)If service calls or shop work are required during the contract period, it will be furnished to the Buyer at no cost during the hours of coverage specified in contract.
- 2)Appel Service Representatives will furnish tools, test equipment, and parts necessary for the maintenance of the Covered Products. Parts moved as part of a "repair by replacement" process become property of Appel. The following consumable items (keytops, keys, tills, light bulbs, batteries. etc.) are not included and will be sold at the prevailing rates of Appel.
- 3)Appel's regular business hours are from 8:30 am.-5:00 pm Monday thru Friday Pacific Time (holidays excluded). Services required by the Buyer not during Appel's regular business hours are available at an additional charge.
- 4)A current Appel Aloha Help Desk Agreement (AHDA) is required with this AFSMA.
- 5)It is understood that the equipment is in good operating condition on the date this agreement becomes effective. If it has been over one (1) year since the equipment has under warranty or under contract with Appel, an on-site. inspection will be required and chargeable at the prevailing rates of Appel prior to this agreement being activated. Buyer will not make any alterations or attachments to the Covered Products. Buyer will maintain at least three inches of unrestricted space around Covered Products to provide for proper air circulation, and keep all Covered

Products free from harmful materials.

Buyer Initial _____

1 of 4

V3.0

6)Buyer will provide environmental, installation, and operational conditions in accordance with manufacturer's requirements. In particular, the AC power lines for the covered products must be dedicated, isolated, and insulated.
7)The maintenance services to be provided hereunder do not include labor or parts for repairs made necessary by damage from any cause beyond the control of Appel, including, but not limited to, damage due to fire, wind, water, storm, riot, vandalism, war, natural disaster, virus(s), burglary, power line fluctuations outside specified norms, accident, negligence, or abuse not attributable to Appel. Appel specifically excludes repair or damage as a result of servicing by personnel other than Appel, repair or damage resulting from the failure of Buyer to render routine attention to Covered Products, and damage to printheads or motors resulting from A) the presence of foreign objects or B) any other cause other than normal wear and tear. Appel shall not be responsible for Buyer's failure to adhere to recommended back-up procedures. Buyer's failure to keep Aloha software up to date with current version(s), Buyer's caused damage and/or destruction of software programs and/or data files software not purchased from Appel, or software programs and/or data files not specifically named in this Agreement. Appel shall not be responsible for work performed by others, single user software used by Buyer in a local area network (LAN) or multi-user system, Buyer's LAN, WAN, internet connection, and/or VPN. The list of exclusions from coverage in this section is not exclusive; there may be other exclusions from coverage contained elsewhere in this agreement.

Appel's sole obligation under this Agreement is to provide hardware maintenance support as herein provided and the Buyer hereby agrees that there are no warranties, expressed or implied, which would impose upon Appel. Appel neither assumes, nor authorizes any person to assume for it, and any other obligation or liability. In no event shall Appel be liable to end users for any damages, including, but not limited to lost savings or profits or other incidental or consequential damages arising out of the use or inability to use the hardware.

PAYMENT: Buyer shall pay the specified annual amount prior to the beginning of the Aloha Field Service Maintenance Agreement (AFSMA) period or extended period. If any payment thereunder is not received from Buyer by Appel on or before due date, Appel may unilaterally cancel the AFSMA.

LIMITS OF LIABILITY: Liabilities and warranties are limited to those described in this Agreement. Appel shall not be responsible for any consequential, incidental, indirect, or special damages, including lost profits, business interruption, or other incidental, punitive, or economic damages (including those associated with improper under-calculated, or under-accrued taxes or governmental levies), whether arising from the customer's use (or inability to use) of the products, services provided in connection herewith, or otherwise, even if advised of the possibility of such damage. Appel shall not, by reason of the discontinuation or modification of any support services or the termination or non-renewal of a maintenance services agreement or this agreement, be liable to the customer for compensation, reimbursement or damages on account of the loss of prospective profits, or on account or expenditures, investments, or commitments made in connection with the establishment, development or maintenance of the Buyer's business.

CONFIDENTIALITY: Buyer expressly undertakes to retain in confidence all information and know-how received hereunder or that Appel has identified as being proprietary and/or confidential or that, by the nature of the circumstances surrounding the disclosure, should in good faith be treated as proprietary and/or confidential, and will make no use of such information and know-how except under the terms and during the existence of the Agreement. This provision shall survive termination of the Agreement.

Buyer Initial _____

2 of 4

V3.0

ASSIGNMENT: These Terms and Conditions shall be binding upon and inure to the benefit of Appel and Buyer. Except as provided above, the Agreement is not otherwise assignable without the written consent by an Officer of the other party, which shall not be unreasonably withheld, but which, in the case of assignment by the Buyer, may be conditioned upon payment by Buyer of all past due amounts and the standard Appel transfer fee.

MISC.: These Terms and Conditions constitute the entire Agreement between Buyer and Appel with respect to the subject matter hereof, and may not be added to or modified except by written agreement between Buyer and Appel. Buyer and Appel acknowledge that the Agreement represents the final understanding between them regarding the Aloha Field Service Maintenance Agreement and shall merge all prior and contemporaneous communications. The Agreement is the final statement of the rights and responsibilities of each with respect to the subject matter hereof, and Buyer has not relied on any statements of Appel, either written or oral, that are not expressly included above. If an arbitrator or court of competent jurisdiction holds any provision of the Agreement to be illegal, invalid, or unenforceable, the remaining provisions shall remain in full force and effect. No waiver of any breach of any provision of the Agreement shall constitute a waiver of any prior, concurrent or subsequent breach of the same or any other provisions of the Agreement, and no waiver shall be effective unless made in writing and signed by an Officer of the waiving party.

ACCEPTANCE: The hardware support and services to be provided by Appel Company are set forth on this Agreement together with the limitations thereon, and by his/her signature Buyer acknowledges that he/she has read this Agreement, understands it, and agrees to all the terms and conditions contained herein.

Buyer Signature: _____ Appel Signature: _____

Name & Title: _____ Name & Title: _____

Date: _____ Date: _____

CHECK VISA MasterCard Approval Number: _____

Credit Card #: _____ EXP: _____ Security Code# _____
(Last 3 numbers on back)

Print Name _____ Card billing address _____
(As it appears on card) (Number and Street)

City _____ State _____ Zip Code _____

Charge Amount: _____ Signature: _____

I, _____ (Print Name) on _____ (Print Date) hereby give Appel Company written authorization to charge my credit card number for the above charges.

Buyer Initial _____

**ALOHA FIELD SERVICE MAINTENANCE AGREEMENT (AFSMA)
SECTION A**

Equipment Type: _____

(2) POS Terminals (14" Liberty) s/n M003638, M003653

(2) Mag Cards

(2) TMT-T88 Printers s/n ATDR096083, ATDK096074

(2) U200B Printer s/n ARCK044930, ARCK047068

(1) Cash Drawers

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS AND STUDENT SERVICES

Report No.: V-A-12

Date: August 10, 2004

Subject: Appel Company Aloha Help Desk Agreement (AHDA)

Background: An annual fee of \$788.71 is being charged for software support service that applies to the Aloha Table Service and Aloha Credit Card software package(s) located at the Riverside Community College Culinary Academy. This is an on-going agreement with the Appel Company that is renewed at the beginning of each fiscal year. The proposed contract includes unlimited telephone support providing the caller has completed the initial training for the software package(s) which he/she is calling in regards to, as well as phone assistance with operational questions, management reports, and general troubleshooting for Aloha software purchased from the Appel Company. Ron Vito, Dean, Occupational Education, Sylvia Thomas, Associate Vice President, Instruction, and Ed Godwin, Risk Manager have reviewed this contract.

Recommended Action: It is recommended that the Board of Trustees approve the renewal of the existing Appel Company Aloha Field-Service Maintenance Agreement (AFSMA) for the use of software support service for the Aloha Table Service and Aloha Credit Card software package(s). The term of the contract is August 17, 2004 through June 30, 2005. The fee shall be \$788.71. It is further recommended that the Board authorize the Vice President for Administration and Finance to sign the agreement.

Salvatore G. Rotella
President

Prepared by: Ron Vito
Dean, Occupational Education



ALOHA HELP DESK AGREEMENT (AHDA)

Buyer: Riverside Community College District site: 1155 Spruce Street
4800 Magnolia Ave
Riverside CA 92506

Appel: Appel Company
7039 Valjean Avenue
Van Nuys, CA 91406

Annual Rate: \$788.71
Contract Term: Annual
Beginning: 8/17/04
Ending: 6/30/05
Hours: Monday thru Sunday 7:00am - 12:00am
Customer #: 14889
Software Key #: 17703
Contract # HD081603 (inv# 20364)

The following software packages to which the AHDA applies:

- *Aloha Table Service
- *Aloha Credit Card

HELP DESK SUPPORT: The software support service that shall be provided to the above software package(s) are as follows:

- 1)Appel shall provide Buyer unlimited telephone support *providing* caller has completed the initial training for the software package(s) which he/she is calling in regards to.
- 2)Appel shall provide Buyer with phone assistance with operational questions, management reports, and general troubleshooting for Aloha software purchased from Appel Company.

HELP DESK AGREEMENT LIMITATIONS: Appel shall not be responsible for any excluded services. The services that shall be excluded include, but are not limited to the following:

- 1)Appel shall not be responsible for software failures due to the Buyer's acts of negligence, Buyer's failure to adhere to recommended back-up procedures, Buyer's failure to maintain hardware in proper repair, Buyer's failure to keep Aloha software up to date with current version(s), Buyer caused damage and/or destruction of software programs and/or data files, software not purchased from Appel, or software programs and/or data files not specifically named in this Agreement.
- 2)Appel shall not provide database changes (e.g., restaurant menu changes and price changes).
- 3)Appel shall not be responsible for any modifications to software or operating system.
- 4)Appel shall not be responsible for work or programs created by Buyer using data management systems, model or graph software systems, word processing software systems, or any other similar software system.

5) Appel shall not be responsible for service required by causes other than normal use or for service necessitated by installation or malfunction of hardware and/or software, attachment or devices other than those provided by and under maintenance with Appel.

6) Appel shall not be responsible for work performed by others, single user software used by Buyer in a local area network (LAN) or multi-user system, Buyer's LAN, WAN, internet connection and/or VPN.

7) Appel shall not be responsible for damage caused by accident, misuse, neglect, sabotage, virus(s), or failure to follow Appel's or Manufacturer's instructions as to use and maintenance of hardware and/or software.

8) This Agreement does not include hardware (equipment) maintenance, installation, and/or repairs.

Appel's sole obligation under this Agreement is to provide telephone support as herein provided and the Buyer hereby agrees that there are no warranties, expressed or implied, which would impose upon Appel. Appel neither assumes, nor authorizes any person to assume for it, and any other obligation or liability. Appel makes no warranty or representation, either expressed or implied, with respect to the software (programming), its quality or performance and disclaims any warranty or fitness for a particular purpose. Appel does not warranty that the functions contained in the software programs meet the end user's requirements or that the operation of the software programs will be uninterrupted or error free. In no event shall Appel be liable to end users for any damages, including, but not limited to lost savings or profits or other incidental or consequential damages arising out of the use or inability to use the software.

PAYMENT: Buyer shall pay the specified annual amount prior to the beginning of the Aloha Help Desk Agreement (AHDA) period or extended period. If any payment thereunder is not received from Buyer by Appel on or before due date, Appel may unilaterally cancel the AHDA. This agreement shall be automatically extended at prices then in effect for each subsequent AHDA period unless Buyer or Appel gives notice in writing at least (30) days prior to the date of the expiration of the original or extended agreement.

LIMITS OF LIABILITY: Liabilities and warranties are limited to those described in this Agreement. Appel shall not be responsible for any consequential, incidental, indirect, or special damages, including lost profits, business interruption, or other incidental, punitive, or economic damages (including those associated with improper, under-calculated, or under-accrued taxes or governmental levies), whether arising from the customer's use (or inability to use) of the products, services provided in connection herewith, or otherwise, even if advised of the possibility of such damage. Appel shall not, by reason of the discontinuation or modification of any support services or the termination of non-renewal of a maintenance services agreement or this agreement, be liable to the customer for compensation, reimbursement or damages on account of the loss of prospective profits, or on account or expenditures, investments, or commitments made in connection with the establishment, development or maintenance of the Buyer's business.

CONFIDENTIALITY: Buyer expressly undertakes to retain in confidence all information and know-how received hereunder or that Appel has identified as being proprietary and/or confidential or that, by the nature of the circumstances surrounding the disclosure, should in good faith be treated as proprietary and/or confidential, and will make no use of such information and know-how except under the terms and during the existence of the Agreement. This provision shall survive termination of the Agreement.

ASSIGNMENT: These Terms and Conditions shall be binding upon and inure to the benefit of Appel and Buyer. Except as provided above, the Agreement is not otherwise assignable without the written consent by an Officer of the other party, which shall not be unreasonably withheld, but which, in the case of assignment by the Buyer, may be conditioned upon payment by Buyer of all past due amounts and the standard Appel transfer fee.

MISC.: These Terms and Conditions constitute the entire Agreement between Buyer and Appel with respect to the subject matter hereof, and may not be added to or modified except by written agreement between Officers of Buyer and Appel. Buyer and Appel acknowledge that the Agreement represents the final understanding between them regarding the Aloha Help Desk Agreement and shall merge all prior and contemporaneous communications. The Agreement is the final statement of the rights and responsibilities of each with respect to the subject matter hereof, and Buyer has not relied on any statements of Appel, either written or oral, that are not expressly included above. If an arbitrator or court of competent jurisdiction holds any provision of the Agreement to be illegal, invalid, or unenforceable, the remaining provisions shall remain in full force and effect. No waiver of any breach of any provision of the Agreement shall constitute a waiver of any prior, concurrent or subsequent breach of the same or any other provisions of the Agreement, and no waiver shall be effective unless made in writing and signed by an Officer of the waiving party.

ACCEPTANCE: The software, support, and services to be provided by Appel Company are set forth on this Agreement together with the limitations thereon, and by his/her signature Buyer acknowledges that he/she has read this Agreement, understands it, and agrees to all the terms and conditions contained herein.

Buyer Signature: _____ Appel Signature: _____
Name & Title: _____ Name & Title: _____
Date: _____ Date: _____

CHECK VISA MasterCard Approval Number: _____

Credit Card #: _____ EXP: _____ Security Code# _____
(Last 3 numbers on back)

Print name: _____ Card billing address _____
(As it appears on card) (Number and Street)

City State Zip Code

Charge Amount: _____ Signature: _____ Date _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS AND STUDENT SERVICES

Report No.: V-A-13

Date: August 10, 2004

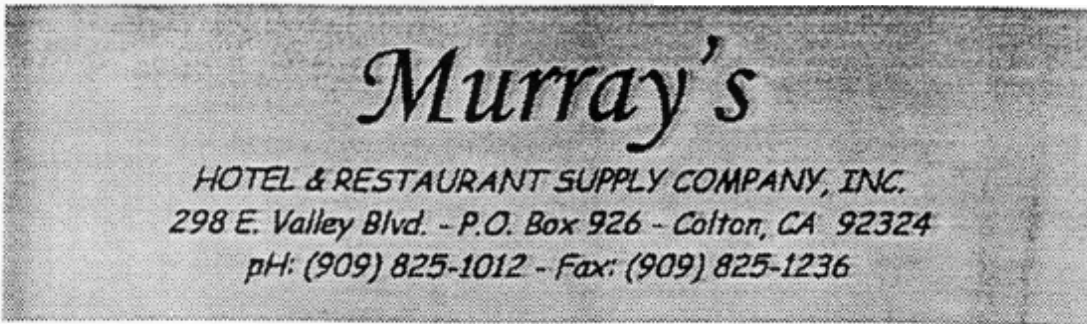
Subject: Murray's Hotel and Restaurant Supply Company, Inc. Design Agreement

Background: A non-refundable deposit of \$1,500.00 is being charged for the preparation of floor plan designs, showing plumbing and electrical locations, along with equipment locations, and any necessary fixture base requirements for possible remodel of the Riverside Community College Culinary Academy. The floor plan design does not include any work that requires a licensed architect or engineer's signature, such as schematic for electrical treeing of plumbing, plot plans, etc. Funding is provided by the Riverside County Economic Development Agency. Ron Vito, Dean, Occupational Education; Sylvia Thomas, Associate Vice President, Instruction; and Ed Godwin, Risk Manager, have reviewed this contract.

Recommended Action: It is recommended that the Board of Trustees approve the Murray's Hotel and Restaurant Supply Company, Inc. Design Agreement to include the preparation of floor plan designs for possible remodel of the Culinary Academy. The term of the agreement is July 8, 2004 through June 30, 2005 and requires a non-refundable deposit of \$1,500.00. It is recommended that the Board of Trustees authorize the Vice President, Administration and Finance to sign the agreement.

Salvatore G. Rotella
President

Prepared by: Ron Vito
Dean, Occupational Education



DESIGN AGREEMENT

We appreciate the opportunity of furnishing a design proposal for your food service facility.

Our services to you include preparation of floor plan designs, showing plumbing and electrical locations, along with equipment locations, and any necessary fixture base requirements. If *Murray's* is awarded the fixture contract, we will check the work as it progresses to insure its accuracy.

In order to facilitate these services, we request a non-refundable deposit of \$ 1500.00. A firm price proposal for equipment will be prepared for your approval, which will become the final contract price for the project. This firm figure will include delivery and costs of assembling in-place. Unless there is overtime or changes in design dictated by you, no further charges will be added.

Floor plan design does not include any work that requires a licensed architect or engineer's signature, such as schematic for electrical treeing of plumbing, plot plans, etc.

Final hook-up of plumbing & electrical is the responsibility of the contractor and is not reflected in *Murray's* proposal.

Respectfully Submitted,

Accepted by:

John Webster
Contract & Design Department

date: _____

date: 7-8-04
Ph: (909) 955-3311
955-2271

Job Name: RIVERSIDE CULINARY ACADEMY

Owner: EDA + RCC

Address: 1155 SPRUCE ST.

City/Zip: RIVERSIDE, CA 92507

Thomas
for RM
7/14/04

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS COMMITTEE

Report No.: V-A-14

Date: August 10, 2004

Subject: Renewal of Lease Agreement with Mobile Modular Management Corporation

Background: This agreement provides for a mobile office (trailer) located adjacent to the Riverside campus Early Childhood Studies building. Mobile Modular and Riverside Community College District entered into this lease agreement in October 2000. Early Childhood Studies faculty, teachers, and staff use this modular unit for curriculum planning and other appropriate purposes. We are requesting approval to renew the agreement for the 2004/2005 fiscal year. The lease fee of \$4,021.32 is paid by grant funding from the U.S. Department of Education. The lease agreement renewal has been reviewed by Sylvia Thomas, Associate Vice President of Instruction, and Ed Godwin, Risk Manager.

Recommended Action: It is recommended that the Board of Trustees approve the renewal of the agreement with Mobile Modular to lease the Early Childhood Studies modular unit for Riverside campus faculty, teachers and staff at a cost of \$4,021.32, paid by grant funding, for the period from July 1, 2004 through June 30, 2005, and authorize the Vice-President, Administration and Finance, to sign the Agreement.

Salvatore G. Rotella
President

Prepared by: Irving G. Hendrick
Dean of Education



P.S. "Our People Are Great!"

Rental and Sale of Modular Buildings, Classrooms and Field Offices

email: info@MobileModularRents.com
www.MobileModularRents.com
800-944-3442

May 26, 2004

RIVERSIDE COMMUNITY COLLEGE SO
School of Education
3845 Market Street
Riverside, CA 92501

Attn: Theresa Morton

RE: Lease Addendum

Dear Theresa:

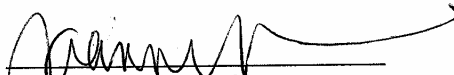
This letter will serve as an addendum to leases made and entered on May 26, 2004 between MOBILE MODULAR MANAGEMENT and RIVERSIDE COMMUNITY COLLEGE. The addendum is for twelve (12) months and is effective from July 1, 2004 through June 30, 2005. The following list contains the lease numbers and serial numbers of the units covered under this addendum. Please sign and return an acknowledgment copy to our office as soon as possible. Thank you.

<u>LEASE NUMBER</u>	<u>SERIAL NUMBER</u>	<u>MONTHLY RATE</u>
230867	4737	\$ 311.00 + tax

***** ALL LABOR RATES SUBJECT TO PREVAILING WAGE AT TIME OF WORK - NOT DATE OF ADDENDUM*****

MOBILE MODULAR MANAGEMENT
CORPORATION

RIVERSIDE COMMUNITY COLLEGE


Jeanne Morford, Sales Manager

Dr. James Buysse
Vice President, Administration & Finance

JM/jab



SPEED LEASE AGREEMENT
MOBILE MODULAR MANAGEMENT CORPORATION
 11450 Mission Blvd, Mira Loma, CA 91752
 Ph (909) 360-6600 Fax (909) 360-6622
 www.MobileModularRents.com

Lease #: 230867	Lease Term (Mos*): 12 Start Date: 7/01/03	Sales Rep: Stephanie Jacobus Email: sjacobus@mobilemodularrents.com	Date Printed: 9/8/03
Lessee: Riverside Community College 4800 Magnolia Avenue, Dept 1294 Riverside CA 92506 Theresa Morton Ph: Fax:		Site information: RIVERSIDE Theresa Morton (909) 222-8729 County: RIVERSIDE PO #:	

Charges:

1. First/Mo-rent*	\$311.00	9. Furniture	\$0.00	11. Return Delivery	\$200.00
2. Delivery	\$0.00	10. Security Deposit**		12. Dismantle	\$70.00
3. Block/level	\$0.00	Subtotal of #'s 1 - 10: \$311.00 Amount subject to tax: \$311.00 Tax rate***: 7.750% Tax: \$24.01		13. Cleaning Fee	\$75.00
4. Modifications	\$0.00			* This lease agreement defines a month as 30 calendar days.	
5. Skirting	\$0.00			** Security Deposit to be applied against account balances at end of lease.	
6. Ramps / Steps	\$0.00			*** Actual tax rate at time of delivery will be charged.	
7. Seismic Restraint	\$0.00				
8. Other / misc	\$0.00				
		PLEASE REMIT THIS AMOUNT >>		\$335.10	

Special Notes:

Prices may be adjusted for unknown circumstances, e.g. driver waiting time, pilot car requirements, special permits, difficult site, increases in fuel prices, labor increases, etc.

This transaction is subject to credit approval, all Attachments noted below, and to the Terms and Conditions which are made a part hereof, which customer acknowledges that he/she has received and read. Customer acknowledges that a Fax copy of this agreement with signature is legally binding.

Have your insurance company comply with Terms and Conditions #11 unless waived. Skirting and Seismic/Wind restraint(s) pricing does not include removal/disposal unless noted otherwise. Please treat our equipment with respect. All damages other than normal usage will be billed for at the end of lease.

Insurance value: \$13,907
 Nominal Building Box Size
 12 x 32
 sn-4737 c/l-514956 DOH Mfg S

Please sign below and fax back to us at: (909) 360-6622

Attachments made a part of this agreement:
 Attachments A, B and Terms and Conditions of the MMMC Lease Agreement

Lessee: Riverside Community College
 The Undersigned affirms that he/she is duly authorized to sign and commit to this Agreement for the above named customer.

Please Print Name: James Buysse, Vice President
 Administration & Finance

Mobile Modular Management Corporation (MMMC)

Sales Rep: [Signature]
 Date: 9.7.03

Accepted By (X): [Signature]
 Date: 9/7/03

rev 2/02

Please remit payment to: McGrath RentCorp-Mobile Modular, P.O. Box 45043, San Francisco, CA 94145-0043

IMPORTANT: MMMC REQUIRES A MINIMUM OF 30 DAYS NOTICE ON ALL RETURN DELIVERIES

ATTACHMENT "A" to MMMC LEASE OR SALES CONTRACT

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In an effort to offer "no surprises" to our customers, Mobile Modular Management Corporation (MMMC) has compiled the following list of occurrences that will result in **ADDITIONAL CHARGES** to fees already quoted for delivery, setup, teardown, return and relocation of modulars, etc. Additionally, listed below is information regarding common practices and procedures that may arise during the term of your rental.

1. **DELIVERY, RELOCATION, OR RETURN DELIVERY TIMES:** Due to unforeseen delays related to weather, traffic or a prior haul, MMMC cannot guarantee specific times on deliveries, return deliveries, or relocations. However, MMMC will do its utmost to accommodate your scheduling needs. Saturday and Sunday deliveries are available at a premium rate.
2. **DRY RUN:** Charges will be assessed if the lessee/buyer is unprepared for the scheduled pickup or delivery.
3. **MODULAR PLACEMENT:** (1) It is the lessee/buyer's responsibility to select a suitable/code compliant site and direct MMMC on exact placement/orientation of the modular(s). (2) For an additional fee, MMMC will assess the site and make recommendations on placement and code compliance. (3) Do not place the modular(s) closer than two feet to another structure without advance written approval from MMMC. (4) To ensure proper placement/orientation, we recommend that the site be clearly marked. Be aware that on multi-level modulars, the setup crew that follows the driver does not have the ability to move the modulars more than a few feet. Extra charges may result if movement is required.
4. **ADDITIONAL ON-SITE LABOR:** Additional charges will result due to site access or preparation problems that hinder either the driver or the setup/dismantle crew.
5. **ADDITIONAL SET-UP TIME** due to unlevel site conditions may result in extra charges. MMMC defines a level site for DOH modulars as follows: Length – no greater than a 6" drop in 60'; Width – no greater than a 3" drop in 24'. **TO HELP AVOID THIS CHARGE, PLEASE MAKE MMMC AWARE OF YOUR SITE CONDITIONS AHEAD OF TIME SO THAT THE CORRECT MATERIALS MAY BE SUPPLIED.** Should there be an additional charge for the installation of the building due to the unlevel site, a similar charge will be assessed for the dismantle of the building.
6. **RE-LEVELING OF THE MODULAR:**
 - Due to adverse site conditions (wetness, settling, unstable ground, etc.)
 - If it comes off its jack stands due to wind, unstable ground or any other outside force
 - If it comes out of adjustment due to furniture, files, etc., inside the modular.
7. **RELOCATING OF EQUIPMENT:** Under no circumstances shall any modular be relocated from its original point of delivery without MMMC's consent. Under most circumstances, MMMC will relocate the modular and charge the lessee/buyer accordingly. Who and how the modular is relocated will be determined solely by MMMC.
8. **RAMPS AND SEISMIC SUPPORT SYSTEMS:** These items are not provided by MMMC unless specifically noted on the contract.
9. **CABINETRY:** Lessee/Buyer may be receiving from MMMC cabinetry that is fabricated with particleboard. Particleboard is known to emit certain levels of formaldehyde. Lessee/Buyer has been made aware that lower emission and formaldehyde free options are available.
10. **CARPET:** Lessee/Buyer may be receiving new carpeting. Most of the carpeting products provided by MMMC meets the Carpet and Rug Institute's Green Label testing standards for indoor air quality. Nonetheless, it is recommended that carpeting receive a minimum of 72 hours airing-out time, under well-ventilated conditions, prior to occupancy.

11. **DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DOH) ANNUAL REGISTRATION FEES*** All pricing to DOH annual registration-fee exempt organizations assumes that lessee/buyer will complete all required forms, as supplied by MMMC, in order to effect an exempt status for the building(s) during the rental term, prior to delivery of the building(s). MMMC will submit such completed forms to the State.
12. **REPAIR CALLS/DAMAGES:** MMMC will do its utmost to expedite warranted repair work. If the repair requested is not due to normal wear and tear (i.e., abuse, neglect, warranty period has expired, etc.), the lessee/buyer will be charged for the service call. Common areas of Charge Backs are: Improper or inadequate electrical hookup, overload on receptacles, tripped or blown circuit breakers, thermostat improperly set or set below 70 degrees, supply air registers (vents) improperly set, dirty HVAC filters, damaged flooring due to a lack of chair mats, and misinformation provided by the lessee/buyer. **MMMC wants to respond as quickly and efficiently to your service request as possible.** In order to do so, please provide the following information whenever requesting service:

1. Company name
2. Lease number and/or size and serial number
3. Exact location of the modular(s)
4. Contact person who knows the nature and location of the problem and who will be available to meet with our service person.

**FOR THE SERVICE DEPARTMENT, CALL 1-800-944-3442
OR REQUEST SERVICE ONLINE AT [WWW.MOBILE
MODULARRENTS.COM](http://WWW.MOBILEMODULARRENTS.COM)**

The lessee/buyer must contact MMMC and receive its approval prior to performing any warranted repair work. In the event that prior approval is not received, any resulting charges from the lessee/buyer to MMMC will not be reimbursed. Please be aware that we will attempt to troubleshoot certain repairs by phone. Eighty to ninety percent of all repair calls on electrical and/or HVAC problems relate to lessee/buyer error in electrical hook-up or operation. Please make sure the building is connected properly and you are operating the equipment correctly to avoid unnecessary charges.

- **WALL CARE:** We recommend that pushpins be utilized for hanging pictures, etc., on leased building(s). As long as excessive amounts are not used, no repair charges will be incurred. Please do not use tape as it can remove the wall finish which will result in damage charges.
- **HVAC:** Occasionally heating/air conditioning service calls can take up to two weeks to correct depending upon the nature of the problem. MMMC is limited by the heating/air conditioning manufacturer's service network, but we will do everything possible to expedite your service call. You should also know that it is the lessee/buyer's responsibility to change the heating/air conditioning filter(s) every three (3) months or sooner. If a service call is made and the problem is a dirty filter, the lessee/buyer will be charged for the service call.
- **LEAKS:** In order to seal leaks properly, a dry surface is required. MMMC will do its utmost to seal any leaks in a timely manner once the weather permits.
- **ROOF RUMBLES:** There is no warranty or guarantee against roof rumbles (noise).

13. **RETURN DELIVERY PROCEDURE:** MMMC requires a minimum of **30 DAYS NOTICE** for return delivery of modulares. Please provide your lease number when notifying MMMC that you wish to schedule return delivery. MMMC will do its utmost to expedite your return delivery request. The stated rental term on your rental agreement does not relieve the lessee/buyer of the requirement to give **30 DAYS NOTICE**.

- **WHEELS, TIRES, AXLES AND TOW BAR:** Upon scheduling of the return delivery, it is the lessee's responsibility to advise MMMC if the wheels, tires, axles, or tow bar are missing from the modular. The wheels, tires, axles, and tow bar are the responsibility of the lessee. If you wish to have them removed, please make arrangements prior to the delivery. There will be an extra charge to remove these items from the site and return them at a later date.

- **SKIRTING OR TIE DOWNS:** The lessee must advise MMMC if skirting* or tie downs* are attached to the modular. Unless otherwise noted on the contract agreement, skirting removal is the responsibility of the lessee. At the lessee's request, MMMC will perform this work at an additional cost. Our charges will include skirting removal, tow bar installation, and stacking the skirting neatly at your site. The lessee may remove and dispose of the skirting and install the tow bars to avoid this charge.
- **SITE CONDITIONS AND UTILITY CONNECTIONS:** The lessee must inform MMMC of any adverse site conditions or access problems that might exist prior to return delivery. Also, the lessee must have all utilities disconnected from the modular prior to MMMC arriving at the site to begin the dismantle.
- **ITEMS IN BUILDING/INSPECTION:** Please be aware that the lessee is responsible for the condition of the modular until MMMC removes it from your site. MMMC strongly suggests that the lessee have personnel at the site upon pickup to sign for the modular. MMMC is NOT responsible for any furniture, supplies, phone equipment, or any other items that the lessee has failed to remove prior to return of the modular. Upon return of the modular to MMMC's inventory center, an inspection of the building(s) will be performed. (For an additional charge, an inspection can be performed at your site prior to the scheduled return.) All damages or other needed work to return the modular to its original condition except normal wear and tear will be billed for upon completion of this inspection report.
- **CLEANING/KEYS:** MMMC charges a \$75 per floor cleaning fee if the modular is not returned in a condition consistent with the cleanliness at the time of delivery. Charges for damages to the modular will be billed for separately as outlined above. If keys are not returned with the building, the lessee will be assessed a re-keying charge. If locksets are altered and not returned to their original condition, charges may be assessed.
- **PRORATION:** MMMC prorates rent in one-half (1/2) month increments only. Any modular on rent beyond the 14th day of a billing cycle will be responsible for the full month's rental payment. Under no circumstances will any rental be for less than two (2) months.
- **RETURN/DISMANTLE CHARGES:** Should your lease term expire, the return and/or dismantle charges may be adjusted to the current rate at the time of return.

14. LIABILITY: MMMC shall not be liable for any Consequential, Incidental, or Special damage of any kind (including, but not limited to damages for loss of use, or profit, by Lessee; or for any collateral or consequential damages, whether or not continued by MMMC's negligence or delay, which may result from or in connection with the manufacture, delivery, installation, removal, checkout or use of the building(s) leased hereunder or in connection with the services rendered by MMMC hereunder.

MMMC sincerely hopes that by making you aware of the above procedures, you can minimize or eliminate additional charges. At the same time, we do not want you to be surprised if you are assessed these charges. We value your business and hope you find this information helpful.

*Applies to lease contracts only.

Rev. 6/18/01

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ATTACHMENT "B"

STAIRS

Typically, prefabricated metal stairs with landings are available at a small additional charge on all rental / sale units. If stairs are provided, the extent of Mobile Modular's responsibility is to deliver the stairs to the modular building location designated by Lessee/Buyer and place them next to the exit ways specified by Lessee/Buyer with handrails in place. Securing stairs to the modular, adjusting the stairs to the threshold of the doorway, adjusting the treads, landing, or handrails to meet local, state or federal requirements, and maintaining the stairs or any other item not specifically indicated above is solely the responsibility of the Lessee/Buyer. Mobile Modular hereby advises the Lessee/Buyer of the need to meet applicable code requirements when selecting stairs and when adjusting and securing the stairs to the exit way upon completion of the installation of the modular building, such that the safety of all users is ensured.

Lessee/Buyer hereby indemnifies Mobile Modular against any cost, expenses and damages, including attorney fees, which arise out of failure to maintain, adjust, properly select and/or install the steps as stated above.

Please be aware that on lease contracts, Mobile Modular expects to receive the stairs upon lease termination, in the same condition as supplied, normal wear and tear excepted.

ATTACHMENT "C"

Terms and Conditions

Of the Mobile Modular Management Corporation Speed Lease Agreement

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1. LEASE: Mobile Modular Management Corporation ("MMMC") leases to Lessee, and Lessee leases from MMMC, the Equipment listed above and any Equipment listed on "Exhibit A" if attached hereto ("Equipment"), on the terms and conditions set forth herein.

2. LEASE TERM: This Lease shall commence on the Lease Start Date specified above, and shall continue thereafter for the number of months specified under Term above. Lessee is responsible for making all of the Term payments shown above, regardless of whether Lessee surrenders the Equipment to MMMC prior to the completion of the Term stated above. MMMC shall not be liable to Lessee for any failure or delay in obtaining, delivering, or setting up the Equipment. In the event MMMC is responsible for delay in obtaining, delivering, or setting up the Equipment, the Lease Start Date shall be deemed to be revised to the date that MMMC completes setting up the Equipment. If any delay in delivery or setting up the Equipment, the Lease Start Date shall be deemed to be revised to the date that MMMC completes setting up the Equipment. If any delay in delivery or setting up the Equipment is caused by failure of the site to be ready or for any other reason not solely the responsibility of MMMC, this Lease shall commence as of the Lease Start Date, notwithstanding such delay.

3. WARRANTIES, DISCLAIMER: MMMC warrants to Lessee that the Equipment, when delivered and set up, will (a) be in good condition and repair, (b) be properly set up (subject to any site limitations), and (c) comply with all applicable regulations of the State of California, Department of Housing and Community Development or Division of the State Architect. Lessee acknowledges and agrees that, with the exception of the foregoing warranties, **MMMC HAS MADE NO WARRANTIES OR REPRESENTATION, EITHER EXPRESSED OR IMPLIED, RELATING TO ANY OF THE MATTERS CONTAINED IN THIS AGREEMENT, INCLUDING WITHOUT LIMITATION, THE CONDITION OF THE EQUIPMENT, ITS MERCHANTABILITY, OR ITS FITNESS FOR ANY PARTICULAR PURPOSE.**

4. DELIVERY, LOCATION, AND RETURN OF EQUIPMENT; HOLDING OVER; LEASE EXTENSION; INSPECTION OF EQUIPMENT UPON RETURN: MMMC shall deliver and set up the Equipment at the location specified above. The Lessee is responsible for providing clear access to the set-up site or other location designated by the Lessee, for delivery of the Equipment by standard delivery methods. The Lessee is also responsible for providing clear access surrounding the site for set-up of the Equipment by standard set-up methods.

The Equipment shall remain so set up at that location, and shall not be moved to a new location without the prior written consent of MMMC.

At the conclusion of the lease term, Lessee shall, at his expense, prepare the Equipment for dismantle. Preparing the Equipment for dismantle includes but is not limited to removing all customer owned furniture, office equipment, etc., disconnecting all utilities, and removing any items that may hinder the dismantle of the Equipment, by standard dismantle methods. The Lessee is also responsible for providing clear access for the pickup and return delivery of the Equipment from the setup site, by standard return delivery methods.

MMMC shall pick up the Equipment upon advance payment of the dismantle and return delivery charges specified above. In the event Lessee fails to prepare the Equipment for pickup, or make the required payment of dismantle and return delivery charges at the conclusion of the lease term, unless Lessee and Lessor have entered into a lease extension, Lessee shall be deemed to be holding over on a day-to-day basis and on the same terms and conditions as this Lease, but at a daily rate equal to 5% of the monthly rate specified above.

In the event Lessee extends the lease term beyond the lease term stated above, MMMC may establish a revised rental rate for such extended term and will commence invoicing at such revised rate on the next invoice following completion of the initial or preceding term. Dismantle and return delivery charges may also be revised by MMMC for such extended term.

Upon return of the equipment to MMMC's inventory center, an inspection of the equipment will be performed by MMMC. All damages or other needed work to return the equipment to the condition in which it was provided to the Lessee will be billed for after the completion of the inspection report.

5. SECURITY DEPOSIT: The security deposit is to be held by MMMC without liability to MMMC for interest, as security for Lessee's faithful performance of the terms and conditions of this Lease, as well as to indemnify MMMC, to the extent thereof, for any damages, costs, expenses, or attorney fees which MMMC may incur by reason of Lessee's default hereunder. In the event of Lessee's default, MMMC may apply the Security Deposit in payment of its costs, expenses, and attorney fees in enforcing the terms of this Lease and to indemnify Lessor against any damages sustained by MMMC, provided, however, nothing herein contained shall be construed to mean that the recovery of damages by MMMC shall be limited to the amount of the Security Deposit. In the event all or any portion of the Security Deposit is applied as aforesaid, Lessee shall deposit additional amounts with Lessor so that the Security Deposit shall always be maintained at its original amount. Provided Lessee is not in default hereunder, upon the termination of the Lease and the return of the Equipment to MMMC in the same condition provided to the Lessee, any unexpended balance of the Security Deposit will be applied against any monies owed for services rendered under this Lease, and any balance shall be returned to Lessee.

6. EQUIPMENT: Lessee hereby acknowledges and agrees: (a) the Equipment will be used only for office space, light storage, or classroom facilities, and for no other purpose without the prior written consent of MMMC, (b) that MMMC shall be authorized to insert in this Lease the serial number and other identification data relating to the Equipment when ascertained by MMMC; (c) that Lessee shall maintain the Equipment in good condition and repair; (d) that Lessee shall not make any alterations, modifications, additions, or improvements to the Equipment without MMMC's prior written consent; (e) that MMMC may at any reasonable time, enter upon the premises of Lessee for the purposes of (1) inspecting the Equipment or posting "Notices of Non-Responsibility" or similar notices thereon, or (2) photographing the Equipment, including any items or occupants within or surrounding the Equipment, for promotional or other purposes; and (f) Lessee shall have the sole responsibility for any utility or other connections to the Equipment.

7. ASSIGNMENT: Lessee will not assign, convey, transfer, or hypothecate his interest, or any part thereof, in and to this Lease, whether voluntarily or involuntarily, without the prior written consent of MMMC; and upon any such attempted assignment, conveyance, transfer, or hypothecation, whether voluntary or involuntary, MMMC may, at its option, terminate this Lease. MMMC may, at its option and without the prior approval of Lessee, transfer, convey, assign, or hypothecate its interest or any part thereof, in and to this Lease. It is understood and agreed by Lessee that MMMC may be acting as an agent for the true owner of the Equipment, and that such true owner, if any, shall have all the rights and protection of MMMC hereunder.

8. PAYMENTS: Lessee agrees to pay to MMMC (at the office of MMMC or to such other person or at such other place as MMMC may from time to time designate to Lessee in writing) each payment specified herein on a net invoice basis without demand by MMMC. All payments due from Lessee pursuant to the terms of this Lease shall be made by Lessee without any abatement or setoff of any kind whatsoever arising from any cause whatsoever. If Lessee fails to maintain the insurance required by Section 11 below or fails to pay taxes and charges pursuant to Section 9 below, MMMC shall have the right, but not the obligation, to obtain such insurance and/or make such payments. In the event that MMMC makes such payment(s), Lessee shall reimburse MMMC for such costs as invoiced by MMMC. If any payment is not received by MMMC within five (5) days from the date due, Lessee shall pay MMMC interest at the rate of EIGHTEEN PERCENT (18%) per annum (or at the maximum rate permitted by applicable law, if less) on such payment until received. In order to reimburse MMMC for resulting administrative expenses, Lessee shall also pay a late charge of TEN DOLLARS (\$10.00) for each delinquent payment each and every month that such payment(s) remain(s) delinquent.

9. TAXES AND LIENS: Lessee agrees to keep the Equipment free of all levies, liens, or encumbrances. Lessee shall, in the manner directed by MMMC, (a) make and file all declarations and returns in connection with all charges, fees, and taxes (local, state, and federal) levied or assessed either upon Lessee or MMMC, or upon the ownership, leasing, rental, sale,

possession, use, or operation of the Equipment, and (b) pay all such charges, fees, and taxes. However, MMMC shall pay all local, state, or federal net income taxes relating to this Lease.

10. LOSS OR DAMAGE: Until the Equipment is returned to MMMC, Lessee assumes all risk of loss or damage to the Equipment and agrees to indemnify and hold MMMC harmless from any loss resulting from theft, destruction, or damage to the Equipment. Should any of the Equipment damaged be capable of repair, this Lease shall not terminate, but at Lessee's cost and expense the Equipment shall be repaired and restored to its condition existing prior to such damage. In the event any of the Equipment is damaged beyond repair or is lost, stolen, or wholly destroyed, this Lease shall cease and terminate as to such Equipment as of the date of the event, accident, or occurrence causing such loss or destruction, and Lessee shall pay Lessor within ten (10) days thereafter, an amount equal to the replacement value of the Equipment as stated in this Lease. Lessee shall be entitled to the benefit of the proceeds from any insurance recovery received by MMMC, up to an amount equal to that paid to MMMC pursuant to this paragraph.

11. INSURANCE: Lessee shall provide, maintain, and pay all premiums for insurance covering the loss, theft, destruction, or damage of the Equipment in an amount not less than the full replacement value as stated in this Lease, naming MMMC as loss payee of the proceeds (unless MMMC has waived this requirement by initialing here ()), and Lessee has agreed to a charge for such waiver as noted on the face of this Lease. Lessee shall also provide, maintain, and pay all premiums for public liability insurance (minimum of \$1,000,000 per occurrence), naming MMMC as an additional insured. All insurance shall be in a form and with a company satisfactory to MMMC, and shall not be subject to cancellation without thirty (30) days prior written notice to MMMC. Lessee shall deliver to MMMC insurance policies, or certificates of insurance proving the existence of all policies, meeting the above requirements.

12. WAIVER AND INDEMNIFICATION: Lessee hereby waives and releases all claims against Lessor for loss of or damage to all property, goods, wares, and merchandise, in upon, or about the Equipment, and for injuries to Lessee, Lessee's agents, and third persons, irrespective of the cause of such loss, damage, or injury. Under no circumstances shall MMMC be liable to Lessee for any special, incidental, or consequential damages resulting from lease or use of the Equipment, including but not limited to, loss of business or profits. Lessee agrees to indemnify and hold harmless Lessor from and against any and all losses, liabilities, costs, expenses (including attorney fees), claims, actions, and demands arising out of the maintenance, possession, or use of the Equipment by Lessee, its employees, agents, or any person invited, suffered, or permitted by Lessee to use or be in, on, or about the Equipment.

13. DEFAULT: (a) Events of Default: Lessee shall be in default under this Lease upon the happening of any of the following events or conditions: (1) default by Lessee in making any required payment to MMMC and the continuance of such default for ten (10) consecutive days; (2) default by Lessee in the performance of any obligation, covenant or liability contained in the Lease or any other agreement or document with MMMC and the continuance of such default for ten (10) days after written notice thereof by MMMC to Lessee; (3) any warranty, representation, or statement made or furnished to MMMC by or on behalf of Lessee proves to have been false in any material respect when made or furnished; (4) loss, theft, damage, destruction or the attempted sale or encumbrance by Lessee of any of the Equipment, or any levy, seizure or attachment thereof or thereon; or (5) Lessee's dissolution, termination of existence, discontinuance of business, insolvency, or business failure; or the appointment of a receiver of any part of, the assignment for the benefit of creditors by, or the commencement of any proceedings under any bankruptcy, reorganization, or arrangement laws by or against, Lessee.

b. Remedies of MMMC: Upon the occurrence of any of the above events of default and any time thereafter, MMMC may, without notice, exercise one or more of the following remedies, as MMMC, in its sole discretion shall elect: (1) declare all unpaid lease payments under this Lease to be immediately due and payable; (2) terminate the Lease as to any or all items of the Equipment; (3) take possession of the Equipment wherever found, and for this purpose enter upon any premises of Lessee and remove the Equipment, without any liability for suit, action, or other proceedings by Lessee; (4) direct Lessee at his expense to promptly prepare the Equipment for pickup by MMMC; (5) use, hold, sell, lease, or otherwise dispose of the Equipment or any item thereof on the premises of Lessee or any other location without affecting the obligations of Lessee as provided in this Lease; (6) sell or lease the Equipment or any part thereof by public or private sale or lease at such time or times, and upon such terms as MMMC may determine, free and clear of any rights of Lessee (if notice of sale is required by law, notice in writing not less than ten (10) days prior to the date thereof shall constitute reasonable notice to Lessee); (7) proceed by appropriate action either in law or in equity to enforce performance by Lessee of the terms of this Lease or to

recover damages for the breach hereof; (8) exercise any and all rights accruing to MMMC under any applicable law upon default by Lessee. In addition, MMMC shall be entitled to recover immediately as damages, and not as a penalty, a sum equal to the aggregate of the following: (1) all unpaid payments as are due and payable for any items of Equipment up to the date of repossession by MMMC; (2) any expenses paid or incurred by MMMC in connection with the repossession, holding, repair, and subsequent sale, lease, or other disposition of the Equipment, including attorney's fees and other reasonable costs and expenses, (3) an amount equal to the excess of (a) all unpaid payments for any item of Equipment repossessed by MMMC from the date thereof to the end of the term of this Lease over (b) the fair market value of such item or items of Equipment for such unexpired lease period (provided however, that the fair market lease value shall be deemed to not exceed the proceeds of any sale of the Equipment or lease thereof by MMMC for a period substantially similar to the unexpired lease period); and (4) the replacement cost of any item of Equipment which Lessee fails to prepare for return to MMMC as provided above or converts or is destroyed, or which MMMC is unable to repossess.

14. MEDIATION; ARBITRATION: Lessee agrees to abide by Lessor's option to have any claims, disputes, or controversies arising out of or in relation to the performance, interpretation, application, or enforcement of this agreement, including but not limited to breach thereof, referred to mediation before, and as a condition precedent to, the initiation of any adjudicative action or proceeding, including arbitration. If mediation fails to resolve the claims, disputes, or controversies between Lessor and Lessee, Lessee agrees to abide by Lessor's option to have the claims, disputes, or controversies referred to binding arbitration.

15. LEGAL ACTION: It is agreed that the proper venue for any legal action relating to this Lease shall be Alameda County, State of California. The prevailing party shall be entitled to recover attorney's fees and court costs, whether or not the action proceeds to judgment.

16. FINANCING STATEMENT: At the request of MMMC, Lessee will join MMMC in executing financing statements pursuant to the applicable Commercial Code and such other instruments or assurances, as MMMC deems necessary to protect MMMC's interest in the Equipment. Lessee authorizes MMMC and MMMC's assignee or transferee and each subsequent assignee or transferee to file financing statements signed only by MMMC or such assignee or transferee in all jurisdictions where such authorization is permitted by law.

17. OWNERSHIP AND MARKING OF EQUIPMENT: Title to the Equipment shall remain in MMMC (or its principal), and Lessee will not remove the same without the prior written approval of MMMC. Excepting only as may be granted in a separate writing signed by MMMC, *no option or other right to purchase the Equipment is granted or implied by this Lease to Lessee or any other person.* The Equipment shall remain and be deemed to be personal property, whether attached to realty or not, and upon termination of this Lease, Lessee shall have the duty, and MMMC shall have the right to remove the Equipment whether or not affixed to any realty or building without any liability to MMMC for damage to the realty or building caused by the removal of the Equipment. Any replacement, substitutes, accessories or parts, whether placed upon the Equipment or not, whether made a component part thereof or not, shall be the property of MMMC and shall be included under the terms of this Lease.

18. COMPLIANCE WITH LAW: Lessee assumes all responsibility for any and all licenses, clearances, permits, and other certificates as may be required for Lessee's lawful operation, use, possession, and occupancy of the Equipment. Lessee agrees to fully comply with all laws, rules, regulations, and orders of all local, state, and federal governmental authorities which in any way relate to the Equipment, and to indemnify and hold MMMC harmless from any and all fines, forfeitures, seizures, penalties, or other liabilities that may arise from any infringement or violation of any such law, rule, regulation, or order. Lessee shall pay the cost of all license and registration fees and renewals thereof.

19. STANDARD PROVISIONS: Time is of the essence of each and every provision of this Lease. Failure of MMMC to enforce any term or condition of this Lease shall not constitute a waiver of subsequent defaults by Lessee, nor shall it, in any manner, affect the rights of MMMC to enforce any of the provisions hereunder. The invalidity or unenforceability of any provision of this Lease shall not affect the validity or enforceability of any other provision. This Lease shall be governed by and construed in accordance with the laws of the State of California. This Lease, including any initialed amendments and attachments and schedules hereto, constitute the entire agreement between MMMC and Lessee and may not be amended, altered, or modified except by a writing signed by both MMMC and the Lessee.

PERSONAL GUARANTY

The undersigned, jointly and severally, guarantee performance of the above Lease by Lessee and payment of all sums due there under in event of default, hereby waiving any modification, amendment, or extension and notice thereof.

(Guarantor's Signature)

(Guarantor's Signature)

Print Name

Print Name

Print Address

Print Address

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS AND STUDENT SERVICES

Report No.: V-A-15

Date: August 10, 2004

Subject: Memorandum of Understanding (MOU) Between Riverside Gateway to College Early College High School (ECHS) and Riverside Community College District

Background: This Memorandum of Understanding states that Riverside Community College District will provide staff personnel and supplies to operate Riverside Gateway to College ECHS to meet the replication objectives as prescribed by the agreement between Riverside Community College District and Portland Community College. Riverside Gateway to College ECHS will reimburse Riverside Community College District the full cost of salary and benefits for assigned staff, and the full cost of any operating supplies and materials that are required to replicate the Early College High School model. Total payment under this Memorandum of Understanding shall not exceed \$687,570.00 for the period August 11, 2004 through June 30, 2005, and will be invoiced on a monthly basis. This MOU has been reviewed by Ed Godwin, Risk Manager.

Recommended Action: It is recommended that the Board of Trustees approve the Memorandum of Understanding in the amount of \$687,570.00 between Riverside Gateway to College Early College High School (ECHS) and Riverside Community College District for the time frame of August 11, 2004 through June 30, 2005, and authorize the Vice President, Administration and Finance, to sign the Memorandum of Understanding.

Salvatore G. Rotella
President

Prepared by: Shelagh Camak, Dean, Workforce Preparation
Jill Marks, Project Coordinator, Riverside Gateway to College

MEMORANDUM OF UNDERSTANDING (MOU)

This Agreement, made and entered into this August 11, 2004, by and between Riverside GATEWAY TO COLLEGE ECHS, (herein referred to as Gateway to College), and RIVERSIDE COMMUNITY COLLEGE DISTRICT (herein referred to as THE COLLEGE). WHEREAS, the GATEWAY TO COLLEGE is authorized to collaborate with an entity who is competent to perform the special services required, and WHEREAS, THE COLLEGE has the expertise, and experience to perform the duties set out herein.

Now therefore, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. **DESCRIPTION OF SERVICES:** THE COLLEGE shall provide all services as outlined and specified in Exhibit A, consisting of 1 page, attached hereto and by this reference incorporated herein.
2. **PERIOD OF PERFORMANCE:** It is mutually agreed and understood that the obligation of the GATEWAY TO COLLEGE is limited by and contingent upon the availability of funds for the GATEWAY TO COLLEGE'S expenditures. In the event that the GATEWAY TO COLLEGE is unable to fulfill its obligation, GATEWAY TO COLLEGE shall immediately notify THE COLLEGE in writing, and reimburse THE COLLEGE for all services rendered. This Agreement shall be deemed terminated per the terms of Paragraph 6 and have no further force.
 - 2.1 This Agreement shall be effective as of August 11, 2004 and continue in effect through June 30, 2005, with an option to extend the agreement for an additional period not to exceed 12 months, unless terminated as specified in Paragraph 6.
3. **HOLD HARMLESS – GATEWAY TO COLLEGE:** It is understood and agreed that no relationship of employer employee exists between the parties hereto. GATEWAY TO COLLEGE shall not be entitled to any benefits payable to employees of THE COLLEGE, including THE COLLEGE's Workers Compensation Benefits. GATEWAY TO COLLEGE hereby holds THE COLLEGE harmless from any and all claims that may be made against THE COLLEGE upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.
4. **HOLD HARMLESS – THE COLLEGE:** It is understood and agreed that no relationship of employer employee exists between the parties hereto. THE COLLEGE shall not be entitled to any benefits payable to employees of THE COLLEGE, including THE COLLEGE Workers' Compensation Benefits. THE COLLEGE hereby holds GATEWAY TO COLLEGE harmless from any and all claims that may be made against THE COLLEGE based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.
5. **INDEMNIFICATION:**
 - (1) GATEWAY TO COLLEGE shall defend, indemnify and hold THE COLLEGE, its officers, agents, and employees harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of 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 GATEWAY TO COLLEGE, its officers, agents, or employees.

- (2) THE COLLEGE shall defend, indemnify and hold GATEWAY TO COLLEGE, its officers, agents, and employees harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of 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 COLLEGE, its officers, agents, or employees.
6. TERMINATION: This Agreement may be terminated by either party by giving thirty (30) days written notice of intention to terminate, and may be terminated for cause by either party by giving five (5) days written notice of intention to terminate.
7. CONFLICT OF INTEREST: THE COLLEGE shall have no interest and shall not acquire any interest, direct or indirect, which will conflict in any manner or degree with the performance of services required under this Agreement.
8. ADMINISTRATION: GATEWAY TO COLLEGE shall administer this Agreement on behalf of the GATEWAY TO COLLEGE.
9. ASSIGNMENT: This Agreement shall not be assigned by THE COLLEGE either in whole or in part, without prior written consent of GATEWAY TO COLLEGE any assignment or purported assignment of this Agreement by THE COLLEGE without the prior written consent of GATEWAY TO COLLEGE will be deemed void and of no force or effect.
10. THE COLLEGE'S SUBCONTRACTS AND SUBAGREEMENTS: THE COLLEGE shall not assign this Agreement nor enter into any Agreement with any other party or transfer any interest or obligation in the Agreement without written consent of GATEWAY TO COLLEGE.
11. NONDISCRIMINATION: THE COLLEGE shall not discriminate in recruiting, hiring, promotion, demotion or termination practices on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex in the performance of this Agreement, and, to the extent they shall be found to be applicable hereto, shall comply with the provisions of the California Fair Employment Practices Act (commencing with Section 1410 of the Labor Code), and Federal Civil Rights Act of 1962 (P.L. 88-352).
12. ALTERATION: No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.
13. LICENSE AND CERTIFICATION: THE COLLEGE verifies upon execution of this Agreement, possession of a current and valid license in compliance with any local, State,

and Federal laws and regulations relative to the scope of services to be performed under Exhibit A.

14. CONFIDENTIALITY: GATEWAY TO COLLEGE and THE COLLEGE shall observe all Federal and State regulations concerning confidentiality of records.
15. WORK PRODUCT: All reports, preliminary findings, or data assembled or compiled by THE COLLEGE under this Agreement become the property of the GATEWAY TO COLLEGE. The GATEWAY TO COLLEGE reserves the right to authorize others to use or reproduce such materials. Therefore, such materials may not be circulated in whole or in part, nor released to the public by THE COLLEGE.
16. JURISDICTION, VENUE, ATTORNEY'S FEES: This Agreement is to be construed under the laws of the State of California. The parties agree to the jurisdiction and venue of the appropriate courts in the County of Riverside, State of California. Should action be brought to enforce or interpret the provisions of the Agreement, the prevailing party shall be entitled to attorney's fees in addition to whatever other relief is granted.
17. WAIVER: Any waiver by GATEWAY TO COLLEGE of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term thereof. Failure on the part of the GATEWAY TO COLLEGE to require exact, full and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms hereof, or stopping GATEWAY TO COLLEGE from enforcement hereof.
18. DEBARMENT: Executive Order 12549, Debarment and Suspension, 34CFR Part 85, Section 85.510. (Lower Tier)
 1. THE COLLEGE certifies, that in its operations of an activity program, neither it nor its Principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
 2. Where the recipient agency is unable to certify to any of the statements in this certification, such agency shall attach an explanation to this proposal.
19. DRUG-FREE WORKPLACE: As required by the State Drug-Free Workplace Act of 1990 (Government Code Section 8350 et seq.) and the Federal Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610, THE COLLEGE certifies that it will continue to provide a drug-free workplace. The Authorized THE COLLEGE in signing this document certifies that they have read and are in compliance with all terms and conditions required for certification.
20. SEVERABILITY: If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.
21. ENTIRE AGREEMENT: This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof and all prior or contemporaneous agreements of any kind or nature relating to the same shall be deemed to be merged

herein. This agreement does not interfere with THE COLLEGE from hiring its own personnel to perform any function identified in the scope of work outlined in Exhibit A. Any modifications to the terms of this Agreement must be in writing and signed by the parties herein.

22. NOTICES: All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective parties at the addresses set forth below and are deemed submitted one (1) day after their deposit in the United States Mail, postage prepaid:

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Agreement.

RIVERSIDE COMMUNITY COLLEGE

GATEWAY TO COLLEGE

By: James Buysse, Vice President
Administration and Finance

By: _____

DATED: _____

DATED: _____

EXHIBIT A

Scope of Work

It is agreed that THE COLLEGE will provide staff personnel and operating supplies to operate RIVERSIDE GATEWAY TO COLLEGE ECHS. The following staff assignments will be provided by THE COLLEGE to meet the replication objectives as prescribed by the agreement between THE COLLEGE and Portland Community College:

Dean, Workforce Preparation (25%)
Project Director (Principal) (100%)
Counselor/Coordinator (100%)
Adjunct Faculty (100%)
Student Resource Specialist (up to two positions for the full year and one position for half a year) (100%)
Secretary (100%)
Accounting Clerk (100%)

Gateway to College will reimburse THE COLLEGE the full cost of salary and benefits for staff assigned to RIVERSIDE GATEWAY TO COLLEGE ECHS. Additionally, Gateway to College will reimburse THE COLLEGE the full cost of any operating supplies and materials that are required to replicate the Early College High School model. Total payment under this Agreement shall not exceed \$687,570.00 for the period August 11, 2004 through June 30, 2005. THE COLLEGE will ensure that all assigned personnel will track and record their pad time on an ongoing basis using standardized Paid Performance Reports supplied by RIVERSIDE GATEWAY TO COLLEGE ECHS.

THE COLLEGE will invoice RIVERSIDE GATEWAY TO COLLEGE ECHS on a monthly basis for the time worked by assigned personnel.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS AND STUDENT SERVICES

Report No.: V-A-16

Date: August 10, 2004

Subject: Continuing Affiliation Agreement for Nursing Students, Hernandez Small Family Home

Background: This is a continuing Affiliation Agreement with Hernandez Small Family Home to provide needed clinical facilities for Registered Nursing and Vocational Nursing students. The agreement was first entered into on September 12, 2000. The renewal is for the period between September 12, 2004 and September 11, 2006. Hernandez Small Family Home is located at 1566 Heather Lane Riverside, California 92504. This contract has no financial impact to the District. This agreement has been reviewed by Ed Godwin, Risk Manager; Sylvia Thomas, Associate Vice President, Instruction; and Ronald Vito, Dean, Occupational Education.

Recommended Action: It is recommended that the Board of Trustees approve the continuing affiliation agreement with Hernandez Small Family Home to provide clinical facilities for nursing students, and authorize the Vice President, Administration and Finance to sign the agreement. The term of this contract is September 12, 2004 through September 11, 2006. There is no financial impact to the District.

Salvatore G. Rotella
President

Prepared by: Sandra Baker, MSN, RN
Interim Dean/Director, Nursing Education

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COLLEGE/CLINICAL FACILITY AGREEMENT

THIS AGREEMENT is made and entered into on this 12 day of September, 2004 by and between the RIVERSIDE COMMUNITY COLLEGE DISTRICT, Riverside, California, hereinafter referred to as the “COLLEGE,” and the HERNANDEZ SMALL FAMILY HOME, herein referred to as the “CLINICAL FACILITY.”

WITNESSETH:

WHEREAS, the COLLEGE maintains a student Registered Nurse Program, and a student Vocational Nurse Program both of which are herein combined and referred to as the “Nursing Program,” and

WHEREAS, the Nursing Program has certain requirements for students to gain clinical experience while enrolled in the program, and

WHEREAS, the CLINICAL FACILITY maintains facilities which lend themselves to said clinical experience for students, and

WHEREAS, the COLLEGE and CLINICAL FACILITY desire to cooperate in the Nursing Program and to use the facilities of both institutions in connection therewith, and

WHEREAS, the CLINICAL FACILITY will retain ultimate responsibility for the care of the client, including adequate staffing requirements.

NOW, THEREFORE, IT IS AGREED:

1. The COLLEGE shall assume full responsibility for the Nursing Program for preparation of practitioners at beginning (staff) position in nursing service.

1 2. The COLLEGE shall be responsible for the development,
2 organization, and implementation of the Nursing Program curriculum under the
3 direction of a qualified professional nurse educator.

4 3. The COLLEGE shall select, test, and supervise students
5 enrolled in the Nursing Program, and retained in it throughout the period of time
6 prescribed for its completion.

7 4. The COLLEGE shall provide certificated instructors to teach all
8 prescribed courses in the Nursing Program, including any instruction or training which
9 may be carried on at the CLINICAL FACILITY. Such instructors, and the Director of
10 the Nursing Program, shall be named, appointed, and assigned by the COLLEGE in
11 accordance with its established procedures for employment of instructional personnel.
12 The instructor/student ratio will not exceed the ratio listed for the Nursing Program in
13 accordance with the various nursing and health accrediting agencies' policies.

14 5. The COLLEGE will provide each new instructor an opportunity
15 to participate in an orientation to the CLINICAL FACILITY. This orientation will be
16 arranged through mutual agreement between the COLLEGE and the CLINICAL
17 FACILITY.

18 6. The COLLEGE shall provide instructional supplies and
19 equipment needed for the Nursing Program, except those which the CLINICAL
20 FACILITY hereinafter specifically agrees to provide.

21 7. The COLLEGE shall provide administrative functions,
22 including enrollment, academic counseling, scheduling, attendance, accounting, and
23 achievement records in connection with the Nursing Program, similar to those
24 maintained for all other students in the Riverside Community College District.

1 8. The COLLEGE shall furnish copies of class schedules and
2 student rotations in clinical assignments, reviewed by the Director of the Nursing
3 Program after consultation with the Director of Nursing in the CLINICAL FACILITY.

4 9. The CLINICAL FACILITY shall provide the following:

5 (a) Full cooperation on its part to help insure success of the
6 Nursing Program;

7 (b) The cooperation and counsel of the CLINICAL
8 FACILITY administrative and professional staffs in the
9 conduct of the Nursing Program;

10 (c) Adequate space for individual and group conferences and
11 reference space for the part of the Nursing Program to be
12 carried on in the CLINICAL FACILITY;

13 (d) Equipment and supplies needed for clinical instruction
14 within the individual or several clinical divisions of the
15 CLINICAL FACILITY where students are assigned.

16 (e) Access to CLINICAL FACILITY policy and nursing
17 procedure guides.

18 (f) One nurse to function as preceptor during specific student
19 practice session(s) as required for such specific areas of
20 training. Nurses employed by the CLINICAL FACILITY
21 and serving as “preceptors” will be selected in accordance
22 with program/course requirements and CLINICAL
23 FACILITY recommendations.

24 (g) As broad an experience as possible with opportunities for
25 observation, participation, and independent activity
26 involving client contact through the program(s) offered by

1 the CLINICAL FACILITY.

2 (h) Use of the CLINICAL FACILITY library resources and
3 other educational materials.

4 (i) Ultimate control and responsibility for supervision and
5 oversight of client care at all times.

6 10. The COLLEGE shall have the right to requisition medical and
7 surgical equipment from CLINICAL FACILITY Central Supply for use in connection
8 with the Nursing Program. The cost of such use shall be borne by the COLLEGE and
9 shall be subject to rules and regulations affecting all other users.

10 11. The COLLEGE shall have the right to requisition expendable
11 drugs from the CLINICAL FACILITY pharmacy for normal demonstration purposes.
12 The cost of such drugs shall be borne by the COLLEGE.

13 12. The facilities for clinical experience in the care of clients shall
14 be provided and included in the Nursing Program only upon mutual agreement of the
15 CLINICAL FACILITY and COLLEGE.

16 13. Should emergency treatment be necessary for students in event
17 of accident or sudden illness, the cost of such treatment shall be covered under the
18 COLLEGE'S worker's compensation coverage by filing a completed claim form with
19 the COLLEGE'S Risk Management Department.

20 14. Both parties agree that the standards of the Nursing Program
21 shall be maintained at a level equal to or exceeding those required by the California
22 Board of Registered Nursing, California Board of Vocational Nursing and Psychiatric
23 Technicians and National League for Nursing Accrediting Commission.

1 15. It is understood that students participating in the Nursing
2 Program are not employees of the CLINICAL FACILITY, but shall be subject to and
3 shall abide by all CLINICAL FACILITY rules and regulations including but not
4 limited to the CLINICAL FACILITY'S rules and regulations, the Blood Borne
5 Pathogen Control Plan, regulations governing national (Joint Commission on
6 Accreditation of Healthcare organizations JCAHO), and state accreditation and
7 licensing, and those governing professional conduct, confidentiality, affirmative
8 action, and substance abuse. In the event that a student fails or refuses to do so, the
9 CLINICAL FACILITY reserves the right to refuse the use of its facilities to such
10 students.

11 16. The number of students participating in the Nursing Program
12 who are assigned to the CLINICAL FACILITY shall be determined by mutual
13 agreement of the parties.

14 17. Each student shall provide to COLLEGE documentation of
15 health status including, but not limited to: a current health examination by a healthcare
16 provider; annual documentation of a negative TB test, proof of current CPR
17 certification, current immunizations for Rubella, Rubeola, Mumps, Varicella, Tetanus,
18 Trivalent Polio and Hepatitis B.

19 18. Confirm that students understand that during participation in
20 this Program they shall not drive personal vehicles in furtherance of that practice.
21 Students are not authorized to drive any CLINICAL FACILITY vehicle, but may ride
22 in such vehicles during their participation in this Program when driven by a Riverside
23 Community College District approved driver. Students are allowed to drive personal
24 vehicles only in the furtherance of practice for homecare visits.

1 19. A strict code of confidentiality is to be maintained. All
2 information obtained from client records is to be held in confidence. No copies of
3 client records shall be made, and no records or copies thereof are to be removed from
4 the CLINICAL FACILITY. COLLEGE shall require its students and faculty placed at
5 CLINICAL FACILITY to maintain confidentiality of each patient's records pursuant
6 to State and Federal laws regarding confidentiality of patient information and records.
7 Clients shall not be identified in any manner in reports or case studies undertaken by
8 students. In the event of an accident or incident, the client may be identified in the
9 District's confidential internal records only. Students and instructors of the COLLEGE
10 may inform the Dean/Director of Nursing Education and the Risk Management of
11 COLLEGE regarding incidents or issues related to students and Instructor
12 performance under this Agreement, but COLLEGE shall maintain all such information
13 in confidence. The COLLEGE and its employees, agents or students having any
14 access to records of CLINICAL FACILITY'S clients shall observe all Federal, State
15 and County regulations concerning the security and confidentiality of records
16 including but not limited to, the Health Insurance Portability and Accountability Act
17 (HIPAA) of 1996. CLINICAL FACILITY may require that a confidentiality
18 agreement be executed by any individual accessing CLINICAL FACILITY resources
19 under the terms and intent of this Agreement. In the event of lack of compliance with
20 such request by CLINICAL FACILITY, access under this Agreement will be denied.

21 20. The COLLEGE and its employees, agents or students accessing
22 CLINICAL FACILITY resources hereunder shall not discriminate in the provision of
23 services, allocation of benefits, accommodation in facilities, or employment of
24 personnel on the basis of ethnic group identification, race, color, creed, ancestry,
25 religion, national origin, sexual preference, sex, age (over 40), marital status, medical
26 condition, or physical or mental handicap, and shall comply with all other

1 requirements of law regarding nondiscrimination and affirmative action including
2 those laws pertaining to the prohibition of discrimination against qualified
3 handicapped persons in all programs or activities.

4 For the purpose of this Agreement, distinctions on the grounds of race,
5 religion, color, sex, national origin, age, or physical or mental handicap include, but
6 are not limited to, the following:

- 7 (a) Denying an eligible person or providing to an eligible
8 person any services or benefit which is different, or is
9 provided in different manner or at a different time from
10 that provided to other eligible persons under this
11 Agreement.
- 12 (b) Subjecting an eligible person to segregation or separate
13 treatment in any manner related to his receipt of any
14 service, except when necessary for infection control.
- 15 (c) Restricting an eligible person in any way in the
16 enjoyment of any advantage or privilege enjoyed by
17 others receiving a similar service or benefit.
- 18 (d) Treatment of an eligible person differently from others
19 in determining whether he satisfied any eligibility,
20 membership, or other requirement or condition which
21 individuals must meet in order to be provided a similar
22 service or benefit.
- 23 (e) The assignment of times or places for the provision of
24 services on the basis of race, religion, color, sex,
25 national origin, age, or physical or mental handicap of
26 the eligible person to be served.

1 21. Students enrolled in the Nursing Program are provided coverage
2 under the COLLEGE'S personal malpractice and liability insurance in accordance
3 with EXHIBIT A attached hereto and thereby incorporated herein. CLINICAL
4 FACILITY shall be given notice, in writing, at least thirty (30) days in advance of
5 cancellation, modification or reduction in coverage. COLLEGE shall meet insurance
6 requirements through self-insurance or the purchase of coverage from a California
7 Joint Powers Insurance Authority.

8 22. The COLLEGE shall indemnify and hold the CLINICAL
9 FACILITY, its officers, agents and employees, free and harmless from any liability
10 whatsoever, including but not limited to wrongful death, based or asserted, upon any
11 acts or omissions of any student, COLLEGE instructor, or personnel assigned to the
12 CLINICAL FACILITY by the COLLEGE, relating to or in any way connected with or
13 arising from the training of any student, during the period of time that the students
14 assigned by the COLLEGE participate in the approved program of the CLINICAL
15 FACILITY. The COLLEGE shall have the right to conduct any investigation
16 necessary to implement this provision.

17 23. The COLLEGE shall further indemnify and hold the
18 CLINICAL FACILITY, its officers, agents, and employees free and harmless from
19 any liability whatsoever, including but not limited to worker's compensation for any
20 injury, illness, or wrongful death of any student, COLLEGE instructor or personnel
21 based or asserted in any claim or action by any student, COLLEGE instructor or
22 personnel, their personal representative or heir, for any injury, illness, or wrongful
23 death of any student, COLLEGE instructor or personnel during the period of time that
24 they are assigned by the COLLEGE to participate in the approved program of the
25 CLINICAL FACILITY. The COLLEGE shall have the right to conduct any
26 investigation necessary to implement this provision.

1 24. The CLINICAL FACILITY shall indemnify and hold the
2 COLLEGE, its officers, agents, and employees free and harmless from any liability
3 whatsoever, including but not limited to wrongful death, based or asserted, upon any
4 acts or omissions of any employee of the CLINICAL FACILITY, relating to or in any
5 way connected with or arising from the training of any student, during the period of
6 time that the students assigned by the COLLEGE participate in the approved program
7 of the CLINICAL FACILITY.

8 25. The CLINICAL FACILITY shall further indemnify and hold
9 the COLLEGE, its officers, agents, and employees free and harmless from any
10 liability whatsoever, including worker's compensation for any injury, illness, or
11 wrongful death of any CLINICAL FACILITY employee based or asserted in any
12 claim or action by any CLINICAL FACILITY employee, personal representative, or
13 heir of any CLINICAL FACILITY employee during the period of time that the
14 students assigned by the COLLEGE participate in the approved program of the
15 CLINICAL FACILITY.

16 26. This Agreement shall be effective upon execution and shall
17 continue in force on an every two year basis, renewable biannually upon mutual
18 agreement of the Parties hereto. The agreement may be terminated by either party at
19 any time upon three months written notice to the other party provided that in the event
20 of termination, those students enrolled at the time in the COLLEGE Nursing Program
21 will be permitted to complete their training under this agreement.

1 27. The CLINICAL FACILITY may provide training experience to
2 students in other healthcare fields offered by the COLLEGE upon receipt by the
3 CLINICAL FACILITY or requests for such training and administrative evaluations of
4 the availability of CLINICAL FACILITY resources for the provision of such training.
5 Any agreements to provide such additional areas of training may be incorporated into
6 this Agreement through the attachment hereto of administrative letters setting forth
7 terms and conditions specifically related to those areas of training and in accordance
8 with the original terms and intent hereof.

9 28. This Agreement is intended by the Parties hereto as a final
10 expression of their understanding with respect to the subject matter hereof and as a
11 complete and exclusive statement of the terms and conditions thereof, and supersedes
12 any and all prior and contemporaneous agreements and understandings, oral or
13 written, in connection herewith other than as set forth in Paragraph 26 of this
14 Agreement. This Agreement may be changed or modified only upon the written
15 consent of the Parties hereto other than for procedural modifications not affecting the
16 original intent of this Agreement which may be administratively implemented by
17 mutual approval of the respective program directors of the CLINICAL FACILITY and
18 COLLEGE.

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

1 30. Notices. Any notices required to be given under this Agreement
2 shall be given by regular mail, postage prepaid, addressed as follows:

COLLEGE

CLINICAL FACILITY

Riverside Community College
4800 Magnolia Avenue
Riverside, California 92506-1299

Hernandez Small Family Home
1566 Heather Lane
Riverside, CA 92404

3 or to such other address(es) as the Parties may hereafter designate.

4 31. Jurisdiction, Venue, Attorney's Fees: This Agreement is to be
5 construed under the laws of the State of California. The Parties agree to the
6 jurisdiction and venue of the appropriate courts in the County of Riverside, State of
7 California. Should action be brought to enforce to interpret the provisions of the
8 Agreement, the prevailing party shall be entitled to attorney's fees in addition to
9 whatever other relief is granted.

IN WITNESS WHEREOF, the parties have executed this agreement.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

By: _____

Name: Dr. James Buysse

Title: Vice President, Administration & Finance

Date: _____

HERNANDEZ SMALL FAMILY HOME

By: _____
Signature

Name: _____
Please Print

Title: _____
Please Print

Date _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS AND STUDENT SERVICES

Report No.: V-A-17

Date: August 10, 2004

Subject: Agreement—Loma Linda University Medical Center

Background: Since February, 1994, the District has had an agreement with Loma Linda University Medical Center (LLUMC) whereby LLUMC provides services by graduate residents to the District's Health Services Department. Staff is again requesting that the Board of Trustees approve the attached agreement for the period of July 1, 2004, through July 31, 2005, for services by graduate residents for approximately twelve hours per week. Ed Godwin and Linda Lacy have reviewed and approved the attached contract.

Recommended Action: It is recommended that the Board of Trustees approve the attached agreement with Loma Linda University Medical Center for services by graduate residents to the District's Health Services for approximately 12 hours per week at \$60.00 per hour for a maximum of \$720.00 per week, or approximately \$25,200.00 for the term of the contract, July 1, 2004, through July 31, 2005, and authorize the Vice President, Administration and Finance to sign the contract.

Salvatore G. Rotella
President

Prepared by: Patricia Smith
Director, College Health Services

AFFILIATION AGREEMENT
BETWEEN
LOMA LINDA UNIVERSITY MEDICAL CENTER
AND
RIVERSIDE COMMUNITY COLLEGE DISTRICT

THIS AGREEMENT is made and entered into by and between Loma Linda University Medical Center, hereinafter referred to as “**LLUMC**” and Riverside Community College District hereinafter designated as “**DISTRICT (RCC)**”, which is comprised of three campuses: Riverside, Moreno Valley, and Norco. **LLUMC** and **DISTRICT (RCC)** mutually agree as follow:

WHEREAS, pursuant to State Law and Education Code Section 76401, **DISTRICT (RCC)** is authorized to contract for special services with persons specially trained, experienced, expert, and competent to perform the special services; and

WHEREAS, **LLUMC** has the expertise, special skills, knowledge, and experience to perform those services required herein,

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

I

DESCRIPTION OF SERVICES: **LLULMC** shall provide all services as outlined and specified in Exhibit A consisting of one (1) page, attached hereto and by this reference incorporated herein.

II

PERIOD OF PERFORMANCE. It is mutually agreed and understood that the obligation of **DISTRICT (RCC)** is limited by and contingent upon the availability of **DISTRICT (RCC)** funds for the reimbursement of the **LLUMC’S** expenditures. In the event that such funds are not forthcoming for any reason, **DISTRICT (RCC)** shall immediately notify **LLUMC** in writing. This Agreement shall be deemed terminated and of no further force and effect immediately on receipt of **DISTRICT (RCC’s)** notification by **LLUMC**. In the event of such termination, **LLUMC** shall be entitled to reimbursement of its costs in accordance with Paragraph III **COMPENSATION**.

This agreement shall be effective July 1, 2004, and continue in effect through June 30, 2005, unless terminated as above or as specified in Paragraph VIII, TERMINATION

III

COMPENSATION. In consideration of services provided by **LLUMC** pursuant to this Agreement, **LLUMC** shall be entitled to receive payment as specified in Exhibit A. Payment Provision, attached hereto and incorporated herein.

IV

EQUIPMENT AND SUPPLIES: **DISTRICT (RCC)** shall furnish and maintain, at its expense and for the use of **LLUMC** staff, such limited clinical equipment as an otoscope, ophthalmoscope, sphygmomanometer, and the like. **DISTRICT (RCC)** shall provide at its expense, for the use of **LLUMC** staff in the discharge of their contractual duties, such expendable supplies as dressing materials and tongue depressors that are reasonably necessary under the terms of the Agreement. **LLUMC** agrees that its staff shall safeguard the equipment and supplies provided by **DISTRICT (RCC)** and in no event shall **LLUMC** staff loan such equipment or supplies.

V

INDEPENDENT LLUMC It is understood and agreed that **LLUMC** is an independent contractor and that no relationship of employer-employee exists between the parties hereto. **LLUMC** shall not be entitled to any benefits payable to employees of **DISTRICT (RCC)** including **DISTRICT (RCC)** Workers Compensation Benefits, and hereby hold **DISTRICT (RCC)** harmless from any and all claims that may be made against **DISTRICT (RCC)** based upon any contention by any third party that an employer-employee relationship exists by reason of the Agreement.

It is further understood and agreed by the parties hereto that **LLUMC** in the performance of its obligation hereunder is subject to the control or direction of **DISTRICT (RCC)** merely as to the result to be accomplished by the services hereunder agreed to be rendered and performed and not as to the means and methods for accomplishing the result.

LLUMC agrees to indemnify **DISTRICT (RCC)** for any and all Federal/State withholding or State retirement payments which **DISTRICT (RCC)** may be required to make by the Federal or State government. If for any reason **LLUMC** is determined not to be an

independent **LLUMC** to **DISTRICT (RCC)** carrying out the terms of this Agreement, such indemnification shall be paid in full to **DISTRICT (RCC)** upon sixty (60) days written notice to **LLUMC** of a Federal and/or State determination that such payment is required.

VI

HOLD HARMLESS. **LLUMC** hereby agrees to defend, indemnify, and hold harmless **DISTRICT (RCC)** from any liability to damages **DISTRICT (RCC)** may suffer as a result of claims, demands, costs, or judgments against it arising out of the operation of the programs covered by this Agreement resulting from the negligence of **LLUMC**, its employees or authorized agents. **DISTRICT (RCC)** agrees to give **LLUMC** notice in writing within thirty (30) days of any claim made against it on the obligations covered hereby.

DISTRICT (RCC) agrees to defend, indemnify, and hold harmless the **LLUMC** from any liability or damages **LLUMC** may suffer as a result of claims, demands, costs, or judgments against it arising out of the operation of the programs covered by this Agreement resulting from the negligence of **DISTRICT (RCC)**, its employees or authorized agents. The **LLUMC** agrees to give **DISTRICT (RCC)** notice in writing within thirty (30) days of any claim made against it on the obligations covered hereby.

VII

INSURANCE: Without limiting **LLUMC'S** indemnification it is agreed that the **LLUMC** shall maintain in force at all times during the performance of this Agreement Worker's Compensation insurance and a policy or policies of insurance covering all of its operations including but not limited to medical malpractice, and any liability incurred under this Agreement, with no less than \$1,000,000 per occurrence and \$3,000,000 aggregate. A certificate satisfactory to **DISTRICT (RCC)** Risk Manager evidencing the maintenance of such insurance and/or self-insurance coverage shall be filed with **DISTRICT (RCC)** prior to providing any services pursuant to this Agreement. **DISTRICT (RCC)** shall be given notice in writing at least thirty (30) days in advance of cancellation, modification or reduction in coverage.

Without limiting **DISTRICT (RCC's)** indemnification, it is agreed that the **DISTRICT (RCC)** shall maintain in force at all times during the performance of this Agreement Workers' Compensation insurance and a policy or policies of insurance covering all of its operations including but not limited to medical malpractice, and any liability incurred under this Agreement, with no less than \$1,000,000 per occurrence and \$3,000,000 aggregate. A certificate

satisfactory to **LLUMC**'S Risk Manager evidencing the maintenance of such insurance and/or self-insurance coverage shall be filed with **LLUMC**.

VIII

TERMINATION. This Agreement may be terminated by either party by giving thirty (30) days written notice of intention to terminate.

IX

ASSIGNMENT. This Agreement shall not be assigned by **LLUMC**, either in whole or in part, without prior written consent of **DISTRICT (RCC)**.

X

ALTERATION. No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto. Only **DISTRICT (RCC)** may authorize any alteration or revision of this Agreement. The parties expressly recognize that **DISTRICT (RCC)** personnel are without authorization to either change or waive any requirements of this Agreement.

XI

ELIGIBILITY. Services and benefits shall be provided by **LLUMC** to individuals without reference to their religion, color, sex, national origin, age, physical, or mental handicaps or condition.

XII

CONFIDENTIALITY. **LLUMC** agrees to maintain confidentiality of patient records and information in accordance with all State and Federal laws, regulations, guidelines, and directives relating to confidentiality of patient records.

XIII

LICENSES. **LLUMC** shall, through the term of this Agreement, maintain all licenses necessary for the provision of the services hereunder and required by the laws and regulations of the United States, the State of California, County of Riverside, and all other governmental agencies. **LLUMC** shall notify **DISTRICT (RCC)** immediately, in writing, of inability to obtain or maintain such license. Said inability shall be cause for termination of this Agreement.

XIV

NOTICES. All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective parties at the addresses set forth below and are deemed submitted one day after their deposit in the United States mail, postage prepaid:

DISTRICT (RCC)

Mr. James Buysse
Riverside Community College District
4800 Magnolia Avenue
Riverside, California 92506-1299

LLUMC

Dr. Wayne Dysinger
Loma Linda University Medical Center
11231 Anderson
Loma Linda, California 92354

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Agreement.

DISTRICT (RCC)

Riverside Community College District

By: _____ Date: _____

James L Buysse
Type or Print Name

Vice President, Administration and Finance
Title

LLUMC

Loma Linda University Medical Center

By: _____ Date: _____

Dr. Wayne S. Dysinger
Type or Print Name

Chair, Dept. of Preventative Medicine
Title

ATTEST:

EXHIBIT A
RIVERSIDE COMMUNITY COLLEGE DISTRICT AND
LOMA LINDA UNIVERSITY MEDICAL CENTER
July 1, 2004 through June 30, 2005

1. Loma Linda University Medical Center shall provide Riverside Community College District with resident physician coverage for twelve (12) hours per school week during the period July 1, 2004, to June 30, 2005. Their responsibilities and duties will be mutually determined by **LLUMC** and the **DISTRICT (RCC)**.

2. Reimbursement to **LLUMC** for services rendered between July 1, 2004, and June 30, 2005, shall be calculated on the basis of \$60.00 per hour for the resident physician's time. This will usually average 12 hours or \$720 per week, or approximately \$25,200.00 for the time period upon when vacation periods and absences are excluded.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS AND STUDENT SERVICES

Report No.: V-A-18

Date: August 10, 2004

Subject: Revised Regulations for Faculty Professional Growth –
Policy and Regulations 3080 – First Reading

Background: Board Policy 3080, addressing the criteria for Faculty Professional Growth credit, was first approved by the Board on December 13, 1994. Since that time several developments including the expansion of continuing education unit (CEU) programs, workshops and institutes; the need to require completion of professional growth programs which include lower division courses; and the need for professional growth options for faculty in the arts have prompted the Professional Growth and Sabbatical Leave Committee to encourage the Academic Senate to support the changes to Regulations 3080 attached. They are submitted for your review with a favorable recommendation from the Academic Senate.

Recommended Action: It is recommended that the Board of Trustees accept these revisions to Regulations 3080 for first reading.

Salvatore G. Rotella
President

Prepared by: Kristina Kauffman
Dean of Faculty Affairs

RIVERSIDE COMMUNITY COLLEGE DISTRICT

FACULTY PROFESSIONAL GROWTH

It shall be the policy of the Riverside Community College District to encourage certificated faculty to continue their professional preparation through academic, scholarly and professional endeavors beyond those skills, proficiencies, and attainments presented at the time of the initial appointment in the District.

Submitted to Board for First Reading _____ 12-6-83

Approved by Board _____ 1-17-84

Adopted: December 19, 1978

Amended: January 17, 1984

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Regulations for Policy 3080, Faculty Professional Growth

I. General Information

- A. Professional growth is defined as those academic, scholarly, and professional endeavors planned, developed, and carried out by a **contract or regular** faculty member, including, but not limited to: course work and instructional programs completed at regionally accredited colleges and universities; professional publications; **creative work**; independent study; intensive preparation workshops **and institutes**; and return to industry, which have been approved by the College Professional Growth and Sabbatical Leave Committee in advance of initiating the endeavor.
- B. Upon verification of the completion of an approved program of professional development, and following appropriate Board of Trustees' action, faculty members may be reclassified on the salary schedule based on the number of units completed since their initial salary placement or their most recent salary reclassification
- C. The ~~certificated~~ faculty member is required to submit appropriate documentation to the College Professional Growth and Sabbatical Leave Committee, which after review, may recommend to the President of the College and through that office to the Board of Trustees, that salary reclassification be granted.

II. ~~The~~Options for Professional Growth

- A. Professional growth through course work and instructional programs.
 - 1. Course work is defined as those courses for which **graduate or upper-division** credit can be certified by a regionally accredited college or university, ~~or institute~~, and which has applicability toward a degree, certificate, or credential program at that institution. **Those faculty employed with less than a B.A. or B.S. degree will be exempt from the upper-division course requirement.**
 - 2. Courses will be evaluated for salary reclassification using the following criteria: (a) unit credit will be granted on the basis of semester units; (b) quarter units will be converted to semester units by multiplying quarter units earned by 2/3.

3. **CEU units will be granted on the basis of the number of hours required to complete either a single session (non-cumulative hours), or for multiple sessions which result in a certificate (hours will be cumulative.) CEU units leading to a certificate will be used for salary schedule advancement upon the awarding of the certificate. at least 36 hours of verifiable participation will equate to one semester unit. CEU units leading to a certificate are limited to one per certificate for each salary advancement. The limit for single session CEU units will be five per each salary advancement. CEU units can only be applied for salary advancement up to Column E.**
4. In the case of institutes and/or workshops in which unit **or certificate** credit is not given by the sponsor, a maximum of five units of semester equivalency units for institutes/ ~~a maximum of one unit~~ workshops credit, ~~granted by Board of Trustees' action,~~ is applicable to each salary reclassification. **One semester unit of workshop credit will be granted on the basis of at least 36 hours of participation in the workshop when intensive outside preparation is required or a minimum of 54 hours for those workshops which do not require intensive outside preparation. If the applicant achieved a terminal degree in his/her field, the maximum may be extended on a case-by-case basis.** ~~the number of noncumulative hours of participation in the workshop, and upon the nature of the workshop, i.e., whether or not it requires intensive outside preparation by the participants. Intensive outside preparation workshops will equate 30-36 hours of verifiable preparation and conference participation to one semester unit, and typical workshops will equate 54-60 hours of participation to one semester unit.~~
5. ~~A minimum of~~ **Fifteen** units will be necessary for each salary reclassification.
6. Placement on Salary Schedule Column G (M.A. + 60), will require the recommendation by the College Professional Growth and Sabbatical Leave Committee to be based on the verification that there exists direction and cohesion in the fifteen semester units submitted ~~as being~~ **above and** beyond ~~and above~~ those required for previous reclassification.
7. Faculty will be expected to undertake focused study at upper division and graduate level for all reclassification beyond the baccalaureate. However, lower division units may be allowed, if approved in advance

by the College Professional Growth and Sabbatical Leave Committee, as part of a ~~planned program~~. **the faculty member's planned professional development program.** The courses must be directly related to the **applicant's faculty service area (s)**, ~~faculty member's area of competency~~ or the courses must be a series which would enhance and further the faculty member's ability to perform in his/her planned area of expertise. **The planned lower division program must be completed before the units will be recommended for salary reclassification.**

B. Professional Growth Based on Professional Publications

1. Professional publications are defined as textbooks, compilations, and articles published as individual works in juried scholarly publications.
2. Through Board of Trustees' action, up to seven units applicable as semester equivalent units may be granted for a specific publication, and may be applicable for purpose of salary reclassification.
3. A maximum of seven units of reclassification credit earned by professional publication may be granted for each salary reclassification. **If the applicant achieved a terminal degree in his/her field, the maximum may be extended on a case-by-case basis.**

C. Professional Growth Based on Independent Study

1. Independent study is defined as a creative project, through which a faculty member may improve professional competency and effectiveness, such as an art exhibit; a musical composition or performance; literary publications such as novels, poems, or plays; creation of sculpture; or independent research at a high level of competency.
2. Through Board of Trustees' action up to five units applicable as semester equivalent units may be granted for a specific independent study, and may be applicable for purposes of salary reclassification.
3. A maximum of five units of reclassification credit earned by independent study may be granted for each salary reclassification. **If the applicant achieved a terminal degree in his/her field, the maximum may be extended on a case-by-case basis.**

D. Professional Growth Based on Return to Industry

1. Faculty teaching in areas in which students are actively preparing for entry employment in industry, and who received their own training through occupational experience rather than academic preparation, are encouraged to consider professional growth based on return to industry as a means of updating skills and knowledge.
2. Return to industry is defined as reemployment in business or industry while on leave from the District, through which a faculty member may update knowledge of current practices and problems in areas directly related to teaching and classroom responsibilities.
3. Through Board of Trustees' action, up to five units applicable as semester equivalent units may be granted for a specific period of reemployment in industry, and may be applicable for purposes of salary reclassification.
4. A maximum of five units of reclassification credit earned by reemployment in industry may be granted for each salary reclassification.

III. Salary Placement

- A. Professional growth salary reclassification will be contingent upon verification of work completed, favorable recommendation by the College Professional Growth and Sabbatical Leave Committee, and approved by the Board of Trustees.
- B. Faculty should submit appropriate verifications to the Professional Growth and Sabbatical Leave Committee as soon as possible after completion of course work or other approved activities. Upon review of the verifications, the committee will forward its recommendation to the Board of Trustees for its approval.
- C. Reclassification for pay purposes will occur on the next effective pay period following Board action.
- D. Reclassification for pay purposes is not retroactive with respect to the date of completion of the course work or approved activity, or the submission of verification of completed course work or approved activity.

IV. Professional Growth Procedures

- A. The College Professional Growth and Sabbatical Leave Committee will develop effective procedures for the operation of the Committee, and will cause those procedures to be published in the annual Faculty Handbook.
- B. Faculty members must submit a plan for professional growth to the College Professional Growth and Sabbatical Leave Committee in advance of initiating professional growth activities, and must have preliminary approval of that plan to ensure it meets the necessary college requirements and criteria for professional growth and unit allocation.
- C. The Chairperson of the College Professional Growth and Sabbatical Leave Committee will inform the faculty member in writing that the plan is approved or that changes are necessary.
- D. Upon completion of the plan the faculty member will submit a formal written request for salary reclassification accompanied by all appropriate documentation required by the College Professional Growth and Sabbatical Leave Committee. The Chairperson of the Committee will be responsible for verifying these documents.
- E. The College Professional Growth and Sabbatical Leave Committee will submit its recommendations through its Chairperson to the President of the College for presentation to the Board of Trustees for final approval. **A copy of the recommendations would be submitted to the Academic Senate as part of its committee's report.**

First Approved
December 13, 1994

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIF AFFAIRS AND STUDENT SERVICES

Report No.: V-A-19

Date: August 10, 2004

Subject: Continuing Affiliation Agreement for Nursing Students, Riverside Medical Clinic

Background: This is a continuing Affiliation Agreement with Riverside Medical Clinic to provide needed clinical facilities for Registered Nursing and Vocational Nursing students. The agreement was first entered into in 1997 under the name of Francisco Wong, M.D., Chemotherapy Clinic. In February 2002 the name of the clinic was changed to Riverside Medical Clinic. The agreement will cover the time period between September 1, 2004 and August 31, 2006. Riverside Medical Clinic has two locations: 3660 Arlington Avenue, Riverside, California 92506 and 6405 Day Street, Riverside, California 92507. This contract has no financial impact to the District and has been reviewed by Ed Godwin, Risk Manager; Sylvia Thomas, Associate Vice President, Instruction; and Ronald Vito, Dean, Occupational Education.

Recommended Action: It is recommended that the Board of Trustees approve the continuing affiliation agreement with Riverside Medical Clinic to provide clinical facilities for nursing students, and authorize the Vice President, Administration and Finance to sign the agreement. The term of this contract is September 1, 2004 through August 31, 2006 and has no financial impact to the District.

Salvatore G. Rotella
President

Prepared by: Sandra Baker, MSN, RN
Interim Dean/Director, Nursing Education

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COLLEGE/CLINICAL FACILITY AGREEMENT

THIS AGREEMENT is made and entered into on this 1 day of September, 2004 by and between the RIVERSIDE COMMUNITY COLLEGE DISTRICT, Riverside, California, hereinafter referred to as the “COLLEGE,” and the RIVERSIDE MEDICAL CLINIC INC., herein referred to as the “CLINICAL FACILITY.”

WITNESSETH:

WHEREAS, the COLLEGE maintains a student Registered Nurse Program, and a student Vocational Nurse Program both of which are herein combined and referred to as the “Nursing Program,” and

WHEREAS, the Nursing Program has certain requirements for students to gain clinical experience while enrolled in the program, and

WHEREAS, the CLINICAL FACILITY maintains facilities which lend themselves to said clinical experience for students, and

WHEREAS, the COLLEGE and CLINICAL FACILITY desire to cooperate in the Nursing Program and to use the facilities of both institutions in connection therewith, and

WHEREAS, the CLINICAL FACILITY will retain ultimate responsibility for the care of the client, including adequate staffing requirements.

NOW, THEREFORE, IT IS AGREED:

1. The COLLEGE shall assume full responsibility for the Nursing Program for preparation of practitioners at beginning (staff) position in nursing service.

1 2. The COLLEGE shall be responsible for the development,
2 organization, and implementation of the Nursing Program curriculum under the
3 direction of a qualified professional nurse educator.

4 3. The COLLEGE shall select, test, and supervise students
5 enrolled in the Nursing Program, and retained in it throughout the period of time
6 prescribed for its completion.

7 4. The COLLEGE shall provide certificated instructors to teach all
8 prescribed courses in the Nursing Program, including any instruction or training which
9 may be carried on at the CLINICAL FACILITY. Such instructors, and the Director of
10 the Nursing Program, shall be named, appointed, and assigned by the COLLEGE in
11 accordance with its established procedures for employment of instructional personnel.
12 The instructor/student ratio will not exceed the ratio listed for the Nursing Program in
13 accordance with the various nursing and health accrediting agencies' policies.

14 5. The COLLEGE will provide each new instructor an opportunity
15 to participate in an orientation to the CLINICAL FACILITY. This orientation will be
16 arranged through mutual agreement between the COLLEGE and the CLINICAL
17 FACILITY.

18 6. The COLLEGE shall provide instructional supplies and
19 equipment needed for the Nursing Program, except those which the CLINICAL
20 FACILITY hereinafter specifically agrees to provide.

21 7. The COLLEGE shall provide administrative functions,
22 including enrollment, academic counseling, scheduling, attendance, accounting, and
23 achievement records in connection with the Nursing Program, similar to those
24 maintained for all other students in the Riverside Community College District.

1 8. The COLLEGE shall furnish copies of class schedules and
2 student rotations in clinical assignments, reviewed by the Director of the Nursing
3 Program after consultation with the Director of Nursing in the CLINICAL FACILITY.

4 9. The CLINICAL FACILITY shall provide the following:

5 (a) Full cooperation on its part to help insure success of the
6 Nursing Program;

7 (b) The cooperation and counsel of the CLINICAL
8 FACILITY administrative and professional staffs in the
9 conduct of the Nursing Program;

10 (c) Adequate space for individual and group conferences and
11 reference space for the part of the Nursing Program to be
12 carried on in the CLINICAL FACILITY;

13 (d) Equipment and supplies needed for clinical instruction
14 within the individual or several clinical divisions of the
15 CLINICAL FACILITY where students are assigned.

16 (e) Access to CLINICAL FACILITY policy and nursing
17 procedure guides.

18 (f) One nurse to function as preceptor during specific student
19 practice session(s) as required for such specific areas of
20 training. Nurses employed by the CLINICAL FACILITY
21 and serving as “preceptors” will be selected in accordance
22 with program/course requirements and CLINICAL
23 FACILITY recommendations.

24 (g) As broad an experience as possible with opportunities for
25 observation, participation, and independent activity
26 involving client contact through the program(s) offered by

1 the CLINICAL FACILITY.

2 (h) Use of the CLINICAL FACILITY library resources and
3 other educational materials.

4 (i) Ultimate control and responsibility for supervision and
5 oversight of client care at all times.

6 10. The COLLEGE shall have the right to requisition medical and
7 surgical equipment from CLINICAL FACILITY Central Supply for use in connection
8 with the Nursing Program. The cost of such use shall be borne by the COLLEGE and
9 shall be subject to rules and regulations affecting all other users.

10 11. The COLLEGE shall have the right to requisition expendable
11 drugs from the CLINICAL FACILITY pharmacy for normal demonstration purposes.
12 The cost of such drugs shall be borne by the COLLEGE.

13 12. The facilities for clinical experience in the care of clients shall
14 be provided and included in the Nursing Program only upon mutual agreement of the
15 CLINICAL FACILITY and COLLEGE.

16 13. Should emergency treatment be necessary for students in event
17 of accident or sudden illness, the cost of such treatment shall be covered under the
18 COLLEGE'S worker's compensation coverage by filing a completed claim form with
19 the COLLEGE'S Risk Management Department.

20 14. Both parties agree that the standards of the Nursing Program
21 shall be maintained at a level equal to or exceeding those required by the California
22 Board of Registered Nursing, California Board of Vocational Nursing and Psychiatric
23 Technicians and National League for Nursing Accrediting Commission.

1 15. It is understood that students participating in the Nursing
2 Program are not employees of the CLINICAL FACILITY, but shall be subject to and
3 shall abide by all CLINICAL FACILITY rules and regulations including but not
4 limited to the CLINICAL FACILITY'S rules and regulations, the Blood Borne
5 Pathogen Control Plan, regulations governing national (Joint Commission on
6 Accreditation of Healthcare organizations JCAHO), and state accreditation and
7 licensing, and those governing professional conduct, confidentiality, affirmative
8 action, and substance abuse. In the event that a student fails or refuses to do so, the
9 CLINICAL FACILITY reserves the right to refuse the use of its facilities to such
10 students.

11 16. The number of students participating in the Nursing Program
12 who are assigned to the CLINICAL FACILITY shall be determined by mutual
13 agreement of the parties.

14 17. Each student shall provide to COLLEGE documentation of
15 health status including, but not limited to: a current health examination by a healthcare
16 provider; annual documentation of a negative TB test, proof of current CPR
17 certification, current immunizations for Rubella, Rubeola, Mumps, Varicella, Tetanus,
18 Trivalent Polio and Hepatitis B.

19 18. Confirm that students understand that during participation in
20 this Program they shall not drive personal vehicles in furtherance of that practice.
21 Students are not authorized to drive any CLINICAL FACILITY vehicle, but may ride
22 in such vehicles during their participation in this Program when driven by a Riverside
23 Community College District approved driver. Students are allowed to drive personal
24 vehicles only in the furtherance of practice for homecare visits.

1 19. A strict code of confidentiality is to be maintained. All
2 information obtained from client records is to be held in confidence. No copies of
3 client records shall be made, and no records or copies thereof are to be removed from
4 the CLINICAL FACILITY. COLLEGE shall require its students and faculty placed at
5 CLINICAL FACILITY to maintain confidentiality of each patient's records pursuant
6 to State and Federal laws regarding confidentiality of patient information and records.
7 Clients shall not be identified in any manner in reports or case studies undertaken by
8 students. In the event of an accident or incident, the client may be identified in the
9 District's confidential internal records only. Students and instructors of the COLLEGE
10 may inform the Dean/Director of Nursing Education and the Risk Management of
11 COLLEGE regarding incidents or issues related to students and Instructor
12 performance under this Agreement, but COLLEGE shall maintain all such information
13 in confidence. The COLLEGE and its employees, agents or students having any
14 access to records of CLINICAL FACILITY'S clients shall observe all Federal, State
15 and County regulations concerning the security and confidentiality of records
16 including but not limited to, the Health Insurance Portability and Accountability Act
17 (HIPAA) of 1996. CLINICAL FACILITY may require that a confidentiality
18 agreement be executed by any individual accessing CLINICAL FACILITY resources
19 under the terms and intent of this Agreement. In the event of lack of compliance with
20 such request by CLINICAL FACILITY, access under this Agreement will be denied.

21 20. The COLLEGE and its employees, agents or students accessing
22 CLINICAL FACILITY resources hereunder shall not discriminate in the provision of
23 services, allocation of benefits, accommodation in facilities, or employment of
24 personnel on the basis of ethnic group identification, race, color, creed, ancestry,
25 religion, national origin, sexual preference, sex, age (over 40), marital status, medical
26 condition, or physical or mental handicap, and shall comply with all other

1 requirements of law regarding nondiscrimination and affirmative action including
2 those laws pertaining to the prohibition of discrimination against qualified
3 handicapped persons in all programs or activities.

4 For the purpose of this Agreement, distinctions on the grounds of race,
5 religion, color, sex, national origin, age, or physical or mental handicap include, but
6 are not limited to, the following:

7 (a) Denying an eligible person or providing to an eligible
8 person any services or benefit which is different, or is
9 provided in different manner or at a different time from
10 that provided to other eligible persons under this
11 Agreement.

12 (b) Subjecting an eligible person to segregation or separate
13 treatment in any manner related to his receipt of any
14 service, except when necessary for infection control.

15 (c) Restricting an eligible person in any way in the
16 enjoyment of any advantage or privilege enjoyed by
17 others receiving a similar service or benefit.

18 (d) Treatment of an eligible person differently from others
19 in determining whether he satisfied any eligibility,
20 membership, or other requirement or condition which
21 individuals must meet in order to be provided a similar
22 service or benefit.

23 (e) The assignment of times or places for the provision of
24 services on the basis of race, religion, color, sex,
25 national origin, age, or physical or mental handicap of
26 the eligible person to be served.

1 21. Students enrolled in the Nursing Program are provided coverage
2 under the COLLEGE'S personal malpractice and liability insurance in accordance
3 with EXHIBIT A attached hereto and thereby incorporated herein. CLINICAL
4 FACILITY shall be given notice, in writing, at least thirty (30) days in advance of
5 cancellation, modification or reduction in coverage. COLLEGE shall meet insurance
6 requirements through self-insurance or the purchase of coverage from a California
7 Joint Powers Insurance Authority.

8 22. The COLLEGE shall indemnify and hold the CLINICAL
9 FACILITY, its officers, agents and employees, free and harmless from any liability
10 whatsoever, including but not limited to wrongful death, based or asserted, upon any
11 acts or omissions of any student, COLLEGE instructor, or personnel assigned to the
12 CLINICAL FACILITY by the COLLEGE, relating to or in any way connected with or
13 arising from the training of any student, during the period of time that the students
14 assigned by the COLLEGE participate in the approved program of the CLINICAL
15 FACILITY. The COLLEGE shall have the right to conduct any investigation
16 necessary to implement this provision.

17 23. The COLLEGE shall further indemnify and hold the
18 CLINICAL FACILITY, its officers, agents, and employees free and harmless from
19 any liability whatsoever, including but not limited to worker's compensation for any
20 injury, illness, or wrongful death of any student, COLLEGE instructor or personnel
21 based or asserted in any claim or action by any student, COLLEGE instructor or
22 personnel, their personal representative or heir, for any injury, illness, or wrongful
23 death of any student, COLLEGE instructor or personnel during the period of time that
24 they are assigned by the COLLEGE to participate in the approved program of the
25 CLINICAL FACILITY. The COLLEGE shall have the right to conduct any
26 investigation necessary to implement this provision.

1 24. The CLINICAL FACILITY shall indemnify and hold the
2 COLLEGE, its officers, agents, and employees free and harmless from any liability
3 whatsoever, including but not limited to wrongful death, based or asserted, upon any
4 acts or omissions of any employee of the CLINICAL FACILITY, relating to or in any
5 way connected with or arising from the training of any student, during the period of
6 time that the students assigned by the COLLEGE participate in the approved program
7 of the CLINICAL FACILITY.

8 25. The CLINICAL FACILITY shall further indemnify and hold
9 the COLLEGE, its officers, agents, and employees free and harmless from any
10 liability whatsoever, including worker's compensation for any injury, illness, or
11 wrongful death of any CLINICAL FACILITY employee based or asserted in any
12 claim or action by any CLINICAL FACILITY employee, personal representative, or
13 heir of any CLINICAL FACILITY employee during the period of time that the
14 students assigned by the COLLEGE participate in the approved program of the
15 CLINICAL FACILITY.

16 26. This Agreement shall be effective upon execution and shall
17 continue in force on an every two year basis, renewable biannually upon mutual
18 agreement of the Parties hereto. The agreement may be terminated by either party at
19 any time upon three months written notice to the other party provided that in the event
20 of termination, those students enrolled at the time in the COLLEGE Nursing Program
21 will be permitted to complete their training under this agreement.

1 27. The CLINICAL FACILITY may provide training experience to
2 students in other healthcare fields offered by the COLLEGE upon receipt by the
3 CLINICAL FACILITY or requests for such training and administrative evaluations of
4 the availability of CLINICAL FACILITY resources for the provision of such training.
5 Any agreements to provide such additional areas of training may be incorporated into
6 this Agreement through the attachment hereto of administrative letters setting forth
7 terms and conditions specifically related to those areas of training and in accordance
8 with the original terms and intent hereof.

9 28. This Agreement is intended by the Parties hereto as a final
10 expression of their understanding with respect to the subject matter hereof and as a
11 complete and exclusive statement of the terms and conditions thereof, and supersedes
12 any and all prior and contemporaneous agreements and understandings, oral or
13 written, in connection herewith other than as set forth in Paragraph 26 of this
14 Agreement. This Agreement may be changed or modified only upon the written
15 consent of the Parties hereto other than for procedural modifications not affecting the
16 original intent of this Agreement which may be administratively implemented by
17 mutual approval of the respective program directors of the CLINICAL FACILITY and
18 COLLEGE.

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

1 30. Notices. Any notices required to be given under this Agreement
2 shall be given by regular mail, postage prepaid, addressed as follows:

COLLEGE

Riverside Community College
4800 Magnolia Avenue
Riverside, California 92506-1299

CLINICAL FACILITY

Riverside Medical Clinic Inc
3660 Arlington Avenue
Riverside, CA 92406

Riverside Medical Clinic Inc
6405 Day Street
Riverside, CA 92507

3 or to such other address(es) as the Parties may hereafter designate.

4 31. Jurisdiction, Venue, Attorney's Fees: This Agreement is to be
5 construed under the laws of the State of California. The Parties agree to the
6 jurisdiction and venue of the appropriate courts in the County of Riverside, State of
7 California. Should action be brought to enforce to interpret the provisions of the
8 Agreement, the prevailing party shall be entitled to attorney's fees in addition to
9 whatever other relief is granted.

IN WITNESS WHEREOF, the parties have executed this agreement.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

By: _____

Name: Dr. James Buysse

Title: Vice President, Administration & Finance

Date: _____

RIVERSIDE MEDICAL CLINIC INC.

By: _____
Signature

Name: _____
Please Print

Title: _____
Please Print

Date _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS AND STUDENT SERVICES

Report No.: V-A-20

Date: August 10, 2004

Subject: Agreement – Physical Education Exams/Trainer

Background: Each year it is necessary for physical examinations to be given to students participating in the District's athletic program. The staff is again proposing to utilize the services of CLOVER Enterprises, Inc. for help on an as needed basis to assist in conducting physical examinations of college athletes and provide trainer services for the period July 1, 2004, to June 30, 2005, for \$25.00 per hour for an amount not to exceed \$4,100 for exams and \$7,250 for trainer services. Ed Godwin, Risk Manager, approved this contract with recommended changes. The amended contract has been reviewed and approved by Ed Godwin, Risk Manager, and Linda Lacy, Vice President of Student Services.

Recommended Action: It is recommended that the Board of Trustees approve the attached agreement between CLOVER Enterprises, Inc. and RCCD and authorize the Vice President, Administration and Finance to sign the contract for help on an as needed basis to assist in conducting physical examinations of college athletes and providing trainer services. The fee for this agreement is \$25.00 per hour for an amount not to exceed \$4,100 for exams and \$7,250 for trainer services for the period of July 1, 2004, to June 30, 2005.

Salvatore G. Rotella
President

Prepared by: Robert Schermerhorn
Associate Dean, Athletics

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT made and entered into on this first day of July, 2004, by and between RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "R.C.C.D.", and CLOVER Enterprises, Inc (33-0797117), hereinafter referred to as "Clover".

WHEREAS, pursuant to State Law and Education Code Section 76401, DISTRICT (RCC) is authorized to contract for special services with persons specially trained, experienced, expert, and competent to perform the special services; and

WHEREAS, Clover has the expertise, special skills, knowledge, and experience to perform those services required.

RECITALS

R.C.C.D. desires Clover to provide qualified athletic trainers to assist in performing athletic training duties and assist in conducting physical screening of district athletes during the 2004 – 2005 school year as scheduled.

The athletic trainer(s) will oversee the injury care, education, and prevention of accidents for athletes at Riverside Community College, as needed.

These services would be performed commencing on July 1, 2004, and ending on June 30, 2005. The cost to the District will be Twenty-five (\$25) Dollars per hour not to exceed \$7,250, under the direction of R.C.C.D.'s Certified Athletic Trainer, and to compensate Clover at Ten (\$10) Dollars per person for an amount not exceed \$4,100 for physical screenings.

NOW THEREFORE, the parties to this agreement mutually agree as follows:

Duties of Clover's athletic trainer(s) and physical examiner(s) will consist of the following:

1. Recognize and advise on the proper care of those injuries incurred from the athletic participation.
2. Perform all athletic training duties as assigned by R.C.C.D.'s Certified Athletic Trainer.

Clover will maintain malpractice and liability insurance covering services provide for R.C.C.D. with limits of not less than \$1,000,000 per occurrence. R.C.C.D. will be named as an additional insured under Clover's policy. Clover will maintain workers compensation insurance for all Clover employees providing services for R.C.C.D. under this Agreement. Clover will waive all subrogation rights against R.C.C.D. for injuries to Clover or Clover employees arising out of the performance of this Agreement. Clover will provide a certificate of insurance showing the above listed insurance with the required limits and verifying R.C.C.D. as an additional

insured on the malpractice and liability insurance. R.C.C.D. reserves the right to approve the insurance companies Clover uses to meet the above listed insurance requirements.

Clover agrees to hold R.C.C.D. harmless for any claims, lawsuits or judgments arising out of the services provided by Clover under this Agreement and to indemnify R.C.C.D. for any claim, lawsuits, judgments or legal expenses arising out of the services provided by Clover under this Agreement. Jim Clover, A.T.C. Agreement.

Travel to away games or contests are not anticipated, but in the event it becomes necessary, transportation and travel arrangements would be at the discretion of the District.

All facilities, equipment, and supplies are to be provided by R.C.C.D. and are not covered by this contract.

If Clover is unable to recruit a qualified athletic trainer acceptable to R.C.C.D., then this contract will be void.

Any disagreement or conflict regarding the duties of Clover's athletic trainer(s) and physical examiner(s) or the performance of those duties that may arise will be directed to R.C.C.D.'s Director of Athletics. Unresolved disagreements or conflicts regarding these duties and the performance of those duties will be referred to the panel of Jim Clover, A.T.C., the Director of Athletics, and R.C.C.D.'s Certified Athletic Trainer who will make appropriate recommendations to the Vice President of Student Services for resolution.

Either Clover or R.C.C.D. may terminate this Agreement, at any time, without cause, upon sixty (60) days advance written notice to the other party. In the event of termination, payment for the aforementioned professional service will be made for the actual hours of service performed to the actual date of termination of this Agreement.

IN WITNESS WHEREOF, the parties have caused this agreement to be excited on the day and year first above written.

JIM CLOVER, A.T.C.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____
Jim Clover, A.T.C.
Clover Enterprise Inc.

By: _____
Vice President,
Administration & Finance

Date: _____

Date: _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS AND STUDENT SERVICES

Report No: V-A-21

Date: August 10, 2004

Subject: Agreement with Centers for Academic Programs Abroad, Inc. –
Florence, Italy – Fall 2004

Background: Attached for the Board's review and consideration is an agreement with the Centers for Academic Programs Abroad, Inc. (CAPA, Inc.) and Riverside Community College District to provide classroom facilities, faculty and student housing, transfer transportation, group airfare and insurance for our study abroad program for the fall semester 2004 in Florence, Italy. The Centers for Academic Programs Abroad, Inc. have served as our Educational Services Contractor for study abroad programs for the past fourteen years for the majority of our academic programs including Italy, England, Spain, France, Mexico, Costa Rica, and Japan. They provide support services for faculty and students both here in the United States and in all the cities in which our programs are presently located at no cost to the District.

Recommended Action: It is recommended that the Board of Trustees approve the Agreement between the Centers for Academic Programs Abroad, Inc. and the Riverside Community College District for fall 2004 semester in Florence, Italy and authorize the Vice President, Administration and Finance to sign the agreement. There is no cost to the District.

Salvatore G. Rotella
President

Prepared by: Jan Schall,
Coordinator, International Education

CAPA, INC.
CENTERS FOR ACADEMIC PROGRAMS ABROAD

Program Agreement with
Riverside Community College

Fall Semester in Florence 2004

1. PROGRAM DATES

Departure from the United States:	Wednesday, September 08, 2004
Arrival in Italy:	Thursday, September 09, 2004
Departure from Italy:	Monday, December 06, 2004
Mid Term Break dates:	Start: TBD
	Finish: TBD

2. PARTICIPANT ACCOMMODATIONS AND PROGRAM ACTIVITIES

Accommodations

1. Students will be housed for the program dates in furnished, student apartments. Each apartment will have two to four bedrooms, two students per room and no more than 8 students per flat. Apartments include kitchens with cooking equipment, plates, glasses and utensils. Apartments will be located within a 40-minute bus ride of the Center. Addresses will be provided a minimum of 14 days prior to departure.
2. Student apartments include a budget 35 Euros per student for utility usage. Students will be provided with information on how to track their usage in order to stay within this amount. Any usage exceeding this amount will be the responsibility of the students and must be paid in Florence before departure. Utilities costs are: 1 unit of gas: .50 Euros; 1 unit of electricity: .20 Euros; 1 unit of water: 1 Euro. NOTE: Italian law prohibits the use of gas heating prior to the 1st of November. Students should prepare for the cold.
3. Students will have the option of renting a wireless card telephone for their apartments. The students in each apartment would need to pay a deposit of approximately 100 Euros (refundable upon return of the telephone) plus a monthly rental cost of approximately 20 Euros per month and the cost of the phone card.
4. Students will also need to pay a refundable damage deposit of \$150 to CAPA, INC. in addition to the program fees.

Meals

Self-catering.

Assistance on Arrival

- a) The group will be met at the airport by a CAPA, INC. representative.
- b) The group will be transported by private coach to a central meeting point in Florence.

- c) CAPA, INC. will organize transfers by taxi for the students to their apartments. The cost is included on arrival. Students will make their own arrangements on departure.
- d) A welcome basket will be provided in each apartment on arrival and will include enough pasta, sauce and bread for dinner for the first night, bottled water, a vape, a map of Florence and a phone card valued at 2.50 Euros.
- e) Students will receive first night information on telephoning home, changing money, safety and emergency numbers and a map of central Florence on the bus from the airport.
- f) Bus tickets will be provided to the students to have on arrival to get to and from the orientation the next day.
- g) A host-culture orientation will be provided, usually on the day after arrival. This will be followed by a walking tour to introduce students to important local facilities such as banks and shops. A historic lecture of Florence will also be provided.

British Institute of Florence Membership

Membership to the BIF is NOT included in this program.

Italian Permit of Stay

Each student and faculty will receive a Permesso di Soggiorno (they must provide 4 photographs and a copy of their passport). CAPA, INC. will assist faculty family members with obtaining their permits though the cost of the pass will be borne by the faculty.

Group Events

- a) Arrival party.
- b) Farewell party.

Excursions and Activities

Three days, two nights to Rome to include transportation by private motorcoach, accommodations in a 3 star hotel with students in multi-bedded rooms and faculty in singles, a tour escort, a half-day local guide in Rome. No entrances are included.

Optional Excursion to Venice

The following excursion is not included in the main program fees. Students will need to sign up and pay in full for this excursion a minimum of 70 days prior to the start of the program to ensure it will run.

Three days, two nights to Venice to include transportation by train with ferry transfers (one piece of luggage allowed), accommodations in a 3 star hotel with students in multi-bedded rooms and faculty in singles, a tour escort, and one two-hour walking of Venice.

Cost Per Student for Optional Venice Excursion:

- 20-24 students and two instructors: \$504.00
- 25-29 students and two instructors: \$479.00
- 20-24 students and two instructors: \$463.00
- 20-24 students and two instructors: \$451.00

Mid-Term Break

No classes will be held the week of TBD. Housing will still be available for those students not traveling.

Cultural Fund

50 Euros per student to be distributed in Florence.

3. ACADEMIC PROGRAM

The Institution will supply faculty members as appropriate to carry out the core academic program for its students. Full control of the academic program, including, but not limited to enrollment requirements, procedures, administration and granting of credit will be vested in The Institution and its designated representatives.

4. ON SITE FACILITIES

Classroom Facilities

Classroom space at the Centro Linguistico Italiano Dante Alighieri will be available for RCC taught courses for six hours per day, Monday through Thursday. Classrooms will be large enough for 30 students.

Note: CAPA, INC. will provide RCC with a classroom schedule one month before the start of the program based on the course requirements of the program and enrollment numbers which must be provided to CAPA, INC. by 60 days prior to the start of the program. Classes may alternate between morning and afternoon sessions.

Classroom Equipment

1. Overhead projector
2. Television and universal VCR
3. Slide projector

Faculty Office

Faculty can make use of the CAPA, INC. Florence Center faculty office which contains two computers. This office will be shared with visiting faculty from other CAPA, INC. programs. Faculty will have access to computers in this office for word processing as well as internet access. Faculty will also have access to photocopying and fax services at no charge for program use only.

Computers and E-mail

Students may use the computers in the CAPA, INC. Florence Center for work on papers. Students also have free use of the ten computers set up for e-mail access. These computers are shared amongst all CAPA, INC. students and use is scheduled in 15-minute increments by signing up in advance. These computers are available during CAPA, INC. office hours. Students will also have access to the internet at Dante Alighieri.

5. TRAVEL

Flights

Round-trip air transportation: Los Angeles / Italy / Los Angeles

Depart: Wednesday, September 08, 2004

Return: Monday, December 06, 2004

Transfers

Airport transfers on arrival and departure including luggage vans if required. Participants traveling separately from the group must make their own transfer arrangements and inform CAPA, INC. of their arrival plans.

6. SERVICES FOR TWO ACCOMPANYING FACULTY

Accommodations

Accommodations for the program dates for each instructor in a furnished one-bedroom apartment in Florence. Faculty will be provided with a mobile phone; a land line in the apartment is not guaranteed.

Flights

Round-trip air transportation (Note: instructors may change their return date at no additional cost provided the request for the change is received in writing no later than 90 days prior to departure from the U.S. Faculty will need to cover any additional costs involved should they depart the US on a date different from the group. CAPA, INC. cannot book alternate gateways.)

Other Services

The following services as listed for the students will be provided for the faculty: orientation, group events, excursions and activities, insurance and the transfers.

7. INSTITUTION SERVICES

Site Visit

CAPA, INC. will arrange a site visit for one administrator consisting of round-trip airfare from Los Angeles to Italy. Hotel accommodations, transfers and meals are not included. Note: Date requests must be submitted a minimum of 70 days prior to the date of departure from the USA. Airport transfers will be the responsibility of the visiting administrator.

8. CAPA, INC. STANDARD SERVICES

Student/Institution support services

1. Application processing
2. Fee collection/disbursement
3. Toll free number for students

Program Brochures

Customized program brochures to include program fees, list of inclusions, excursions, course information, destination information, student application (If included; please see Responsibilities of the Institution page for requirements).

International Program Services Support Team

In-country staff to provide program supervision and support for the duration of the program.

Student Enrollment Packet

Special flight request form (air inclusive programs), instructions for applying for and using Financial Aid, housing application, World Student Insurance.

Pre-departure Orientation

Comprehensive pre-departure handbook covering travel details, accommodations, finances, local area and housing descriptions, culture shock and adjustment to host culture.

Monday Memos

Informative newsletters highlighting current events in the program country, cultural topics, updates on program activities.

Crisis and Emergency Management

24-hour emergency assistance team in-country.

World Student Insurance (Faculty and Students)

Basic accident, sickness, trip cancellation, trip delay, trip interruption and baggage loss.

Professional Liability Insurance

Providing coverage for bodily injury, personal injury, property damage, and professional errors and omissions with a \$5,000,000 aggregate limit.

9. PROGRAM FEES

Based on:

20 or more students: \$6,249.00 + \$150 housing deposit

Note: A \$150 per student refundable damage deposit will be added to the program fees above. CAPA, INC. will refund the students directly following the completion of the program (any damages will be itemized and deducted from the refund).

CAPA, INC. Enrollment Incentive

CAPA, INC. will contribute a cultural fund for program enrichment to the college if 30 or more students enroll in the program. Use of this fund will be at sole discretion of the college. The

amount will be based on the final number of students who enroll. This fund will be distributed to the institution in US dollars seven days prior to departure from the US on the basis of those participants who were paid in full 30 days prior to departure.

For 30 students, the college will receive \$100 per student.

For 35 students, the college will receive \$150 per student.

Land Only

Participants who do not wish CAPA, INC. to provide flights may deduct \$491 from the program fee. Note: There must be at least ten participants traveling together on the outbound flight in order to keep the group rate.

Note

Prices and inclusions are subject to change until this program agreement is executed by both parties. Additionally, CAPA, INC. reserves the right to alter the program dates if the airlines cannot confirm seats in an appropriate class of service on the dates requested.

10. AGREEMENT

Please indicate acceptance of this Program Agreement by signing and returning both copies of this document and the Master Agreement of Terms and Conditions to CAPA, INC.. All reservations and services are subject to availability. CAPA, INC. will return one fully executed copy for your records.

Riverside Community College

CAPA, INC., Inc.

By _____

By _____

Title _____

Title: Contracts Administrator

Date _____

Date _____

This program agreement should be signed and forwarded to:

Rob Skiba

CAPA, INC. USA

2021 Business Center Dr. #209

Irvine, CA, 92612

CAPA, INC.
CENTERS FOR ACADEMIC PROGRAMS ABROAD

Program Agreement with
Riverside Community College

Fall Semester in Florence 2004

Responsibilities of the Institution

As a partner with CAPA, INC., you are responsible for the promotion of the program and are required to execute a marketing plan, which will highly publicize the Study Abroad Program and maximize enrollment. This responsibility includes the following:

1. Marketing Materials: Create and distribute brochures/flyers of the program. (Note: CAPA, INC. will provide program specific brochures for all contracts and brochure information received a minimum of 9 months prior to departure)
2. Class Schedule Listing: Advertise the program in your class schedule one to two terms before the program (if applicable).
3. College Website: Advertise your program on your College Website.
4. Financial Aid: Contact your Financial Aid office to advise/educate about the program and to confirm who will work with financial aid students for the program. Know what forms students will need and how they can attain them.
5. Classroom Announcements: Conduct regular classroom visits to announce Information Meetings and disburse flyers and/or brochures.
6. Information Meetings: Schedule, advertise, and conduct monthly Information Meetings for students.
7. Study Abroad Websites: Place the program on Studyabroad.com and Goabroad.com (these are free listings).

Agreement

I have read and understand the responsibilities of the Institution as stated above. The Institution agrees to use their best efforts to execute a successful enrollment project and will follow the guidelines set for by CAPA, INC..

Signature: _____

Title: _____

Date: _____

CENTERS FOR ACADEMIC PROGRAMS ABROAD, INC (CAPA, INC.)
MASTER AGREEMENT OF TERMS AND CONDITIONS
FOR THE CALENDAR YEAR 2004

THIS MASTER AGREEMENT IS BETWEEN THE CENTERS FOR ACADEMIC PROGRAMS ABROAD, INC., "CAPA, INC." A CALIFORNIA NON-PROFIT ORGANIZATION, AND RIVERSIDE COMMUNITY COLLEGE, HEREINAFTER REFERRED TO AS "THE INSTITUTION." THIS MASTER AGREEMENT APPLIES TO ALL PROGRAMS UNDERTAKEN BETWEEN THE TWO ORGANIZATIONS, THE SPECIFIC DETAILS OF WHICH WILL BE CONTAINED IN THE PROGRAM AGREEMENT AND ANY ADDENDA SUBSEQUENT TO THE PROGRAM AGREEMENT SIGNED BY BOTH PARTIES. THIS MASTER AGREEMENT AND THE PROGRAM AGREEMENT TOGETHER FORM THE "CONTRACT" BETWEEN CAPA, INC., AND THE INSTITUTION.

CAPA, INC. agrees to provide the services described in the Program Agreement subject to the following terms and conditions.

Program Fees

- A. Program costs and services described in the Program Agreement are subject to confirmation upon receipt of a signed copy of the Program Agreement indicating acceptance. Program fees are based on air fares, land costs, foreign exchange rates, U.S. and foreign taxes, and other costs effective on the date of the Program Agreement and are subject to change at any time until it has been signed and accepted by both parties.
- B. CAPA, INC. reserves the right to levy a surcharge if the US dollar falls by 5% or more from the date the Program Agreement is finalized, or in the event of any force majeure.
- C. Program fees do not include costs for faculty companions or family. Companion requests must be made no later than 90 days prior to departure. Companions must purchase CAPA, INC. insurance of \$50 per person. Once special services are confirmed there are no refunds or changes allowed. Faculty companions who wish to depart separately from the group departure date will be charged an additional fee of \$150.00. CAPA, INC. cannot book alternate departure/return gateways. All requests for air deviations must be provided in writing to CAPA, INC. no later than 90 days prior to departure from the USA. Companions will not be able to make any changes to the excursion inclusions as listed in the Program Agreement, and CAPA, INC. does not make personal travel arrangements for faculty or their companions.
- D. US and foreign airport security fees, custom hall fees, ticket handling fees and departure taxes of \$139.00 (subject to change) are not included in the program fees unless indicated in the Program Agreement.

Departure Dates, Facilities and Services

Upon receipt of a signed Program Agreement, CAPA, INC. will submit official requests for venues and with the airlines for the flights. CAPA, INC. reserves the right to change the departure and return date (to within one week of the originally scheduled date) and to substitute comparable facilities in the event that those originally proposed are not available.

CAPA, INC. requires final program enrollment information no later than 60 days prior to departure from the USA. At that time, CAPA, INC. will reconfirm venues and will begin to book contracted services such as excursions and theater tickets.

Faculty Apartments (where included)

The size of the faculty apartments and/or length of stay as listed in the Program Agreement may be increased for an additional charge. All requests should be discussed with the Program Coordinator no later than 100 days prior to departure from the USA. The Program Coordinator will provide a price range for the size upgrade at that time. The faculty/institution will need to confirm in writing that they agree to a cost within this range no later than 90 days prior to departure from the USA. The final cost will be provided when the flat is confirmed approximately 7 days prior to the start of the program, and the faculty/institution will be invoiced accordingly.

All finder's fees are included. Utilities including gas, water, electricity, phone line rental and phone calls are not included at the apartments. Faculty will pay a deposit of \$400 which will be applied towards any final utility bills or other expenses incurred during their stay (some bills may be paid on site). In the event that these costs exceed \$400, CAPA, INC. will invoice the instructor for the additional amount following their return to the U.S. Faculty should bring towels with them. Addresses will be provided approximately 7 days prior to the start of the program.

Cultural Funds and Stipends

Where applicable, stipends and cultural funds which are calculated on a 'per participant' basis and will be disbursed in the currency noted in your Program Agreement, no currency changes are possible once the Program Agreement is signed. All funds listed as being in US dollars will be provided by check 7 days prior to departure from the US on the basis of those participants who were paid in full 30 days prior to departure. Any adjustment to these funds will be made by check within seven to 21 days following the commencement of the program. All funds listed in local currency will be held in the overseas office and distributed as requested by the administration or group leader.

Changes in the Program

- A. Any changes, other than those mentioned in I and II above, agreed to between the parties, will be described in the Program Agreement which will be executed by both parties and which will become a part of the Contract. No changes may be made to the Program Agreement within 90 days of the start of the program, other than those resulting from low enrolment as described below.
- B. CAPA, INC. can book non-contracted services for the group once they are overseas. All non-contracted bookings are subject to an administrative fee and all excursions booked by CAPA, INC. require a tour escort or a signed liability waiver. CAPA, INC. requires notice of one month from the requested date for excursions and two weeks from the requested date for theater tickets or local activities to process the request. All requests must be made by the faculty or administrator and must be for the group; no individual travel bookings for faculty or students can be made. CAPA, INC. must be informed at the time of the request whether the non-contracted services are to be billed to the home institution or if participants will pay cash to CAPA, INC. prior to the excursion or activity taking place.

Institution Responsibilities

The institution will supply faculty members as appropriate to carry out the core academic program for its students. Full control of the academic program, including, but not limited to enrollment requirements, procedures, administration and granting of credit will be vested in The Institution and its designated representatives.

Governing Law

This Agreement and the rights and obligations of the parties hereunder shall be construed in accordance with and governed by the law of the State of California. Any legal action or proceeding with respect to this Agreement shall be brought in the courts of the State of California.

A. VIII. Modification

This Agreement and subsequent Program Agreement, constitutes the full and complete understanding of the parties on the subject hereof and supersedes all prior understanding or agreements on that subject. No modification or amendment of any provision of this Agreement will be effective unless it is made in writing and signed by an officer of CAPA, INC.

B. IX. Subcontractors

The Institution agrees not to contract with directly or indirectly, or in any way use any contacts, personnel, facilities, or suppliers utilised during a CAPA, INC. program, for a period of three years from the return date of any given program.

X. Insurance and Liability

- A. CAPA, INC. carries a professional liability insurance policy providing coverage for bodily injury, personal injury, property damage, and professional errors and omissions with an aggregate limit of not less than \$5,000,000.
- B. CAPA, INC. agrees to hold harmless and indemnify the Institution from any suits, claims, or damages caused by the gross negligence of CAPA, INC. The Institution agrees to hold harmless and indemnify CAPA, INC. from any suits, claims, or damages caused by the gross negligence of the College, its employees and/or students. CAPA, INC. and the Institution agree to notify each other in writing within five (5) days of receipt of any suit or claim which could affect the liability of either party.

C. XI. Financial Responsibilities

All applications received by CAPA, INC. are subject to availability. In the event that CAPA, INC. cannot accept an application, the applicant will receive a full refund. CAPA, INC. does not accept applications for participants who will be under the age of 17 on the date of departure.

- A. **Programs Where Fees Are Paid Directly to CAPA, INC. by the Students**
A \$300 deposit of which \$250 is non-refundable is due with the initial application. The remaining balance is due 70 days prior to departure from the USA. A late fee of \$100 will be applied to all accounts with outstanding balances, or to any student who has not submitted a completed housing information form 70 days prior to departure. New applications received after the 70-day deadline will be accepted based on availability provided they are accompanied by payment in full plus the \$100 late fee, a completed housing form, and any additional increased costs for services resulting from late enrollment. CAPA, INC. reserves the right to cancel without refund any student who has not paid in full 70 days prior to departure.
- B. **Deferred Payments for Financial Aid Recipients**
Students requesting Financial Aid may be eligible for a deferred payment schedule. Any student who submits a completed CAPA, INC. Financial Aid Disbursement Form (approved by the college financial aid office), accompanied by payment for no less than 30% of the program fee (including any costs listed separately such as airfare, air taxes or housing costs) at least 70 days prior to departure, will receive a deferral of the balance of the program fees until 30 days prior to departure. Students should refer to Section 3 of the Agreement and Release form. Note that all students, including those requesting financial aid, who have not met the 30% payment deadline or whose housing form has not been received 70 days prior to departure, will be assessed a \$100 late fee.

- C. Programs Where Fees Are Paid to CAPA, INC. by the College
Payment Schedule for Program Fees:
CAPA, INC. will invoice The College directly for all program fees and other services described in the Addenda. Payment must be received in full, in US dollars, 45 days prior to the start of the program. Completed student applications and housing forms must be received by 70 days prior to departure from the USA. A late fee of \$100 will be applied for each student for whom a completed application form has not been received 70 days prior to departure.

XII. Cancellation and Refund Policy

Cancellation of the program, or of individual participants, must be submitted to CAPA, INC. in writing.

Refunds are processed according to the following schedule:

Withdrawal date:

60 or more days prior to departure:	Full refund less \$250 non-refundable deposit
46 to 60 days prior to departure:	Full refund less 25% of the program fee and the \$250 non-refundable deposit
22 to 45 days prior to departure:	Full refund less 50% of the program fee and the \$250 non-refundable deposit
21 or fewer days prior to departure:	No refund

Once the program has started, no refunds will be made by CAPA, INC. for any portion of the program which a participant has declined. Additionally, no refunds will be made by CAPA, INC. for any unused services following a withdrawal from the program. Participants cancelling for a reason covered by Insurance should submit a claim directly to the insurance company.

Services provided for faculty and paid directly by the institution are also cancelled according to the preceding schedule.

*Non-refundable land and air services may include, but are not limited to, theatre tickets, entrance fees, hotel or other accommodation, train tickets, meals, airline penalties.

D. XIII. Air-Inclusive Programs

- A. US and foreign airport security fees, customs hall fees, ticket-handling fees, US, municipal and foreign departure taxes of \$139.00 (subject to change) are not included in the program fees unless indicated in the Program Agreement. Fuel surcharges, if any, levied after a program fee has been agreed, are also not included unless indicated in the Program Agreement. All such fees will be invoiced separately to the program fees.

- B. Participants may extend their stay overseas provided that their Special Flight Request form is received by CAPA, INC. no fewer than 70 days prior to departure from the USA and is accompanied by a change fee of \$150. All such requests are based on availability in an appropriate class of service and subject to individual airline agreements. If the requested dates are not available or the student does not accept the itinerary, then a refund of \$125 will apply.

E. **XIV. Minimum Number of Passengers**

Program fees are based on minimum enrollment as stated in the Program Agreement. CAPA, INC. and the Institution agree to review the number of enrollments no later than 80 days prior to departure from the USA. If enrollments are lower than projected the following options are available:

- a) Make changes or cuts to the program to reduce the program fee
- b) Increase the program fee
- c) Cancel the program

Such changes must be agreed upon no fewer than 70 days prior to departure from the USA. If a program is canceled more than 70 days prior to departure due to low enrollment, all participants are entitled to a full refund. If a program is cancelled within 70 days of departure, refunds will be distributed according to the cancellation policy described in section X. above.

F. **XV. Agreement**

BOTH PARTIES hereto warrant and represent that they have full right, power, and authority to execute this Agreement on the date signed.

Riverside Community College

Centers for Academic Programs Abroad

Signed _____
Title _____

Signed _____

Date

Date

**This master agreement should be signed and forwarded to:
CAPA, INC. USA
2021 Business Center Drive. #209
Irvine, CA, 92612**

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Semester in Florence
September 8, 2004 – December 6, 2004

RELEASE AND HOLD HARMLESS AGREEMENT

Addendum to the Contract between Centers for Academic Programs Abroad, Inc. (CAPA) and Riverside Community College District (RCCD)

Riverside Community College District (RCCD) will provide academic instruction for the Semester Abroad program, Fall 2004. Centers for Academic Programs Abroad (CAPA) will provide housing accommodations, travel arrangements, and classroom facilities in Florence.

1. This Addendum is attached to and modifies the contract between CAPA and RCCD for the Fall 2004 semester program to Florence for the period September 8 to December 6, 2004.

2. CAPA shall indemnify and hold RCCD, its Trustees, officers, agents, employees and independent contractors, free and harmless from any liability whatsoever, based or asserted upon any acts or omission of CAPA, its agents, employees, subcontractors and independent contractors, for property damage, bodily injury, or death or any other element of damage of any kind or nature, including violations of the Americans with Disability Act, the California Fair Housing and Employment Act, Section 504 of the Rehabilitation Act of 1973, and Title VII of the Civil Rights Act of 1964, relating to or in anywise connected with or arising from the performance of the services contemplated hereunder, and CAPA shall defend, at its expense, including without limitation, attorney fees, RCCD, its officers, agents, employees and independent contractors, in any legal actions based upon such alleged acts or omissions. The obligations to indemnify and hold RCCD free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged acts or omissions are fully and finally barred by the applicable statute of limitations.

3. CAPA shall procure and maintain comprehensive general liability insurance coverage covering such international operations contemplated by this contract that shall protect RCCD from any claims for damages for personal injury, including, but not limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from CAPA's activities as well as RCCD's activities under this contract. Such insurance shall name RCCD as additionally insured with respect to this agreement and the obligations of RCCD hereunder. Such insurance shall provide for limits of not less than \$3,000,000. CAPA will provide evidence of such insurance to RCCD.

Signature: _____

Date: _____

Title: _____

INDEMNITY & HOLD HARMLESS

FLORENCE: Riverside Community College District

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Semester in Florence
September 8, 2004 – December 6, 2004

RELEASE AND HOLD HARMLESS AGREEMENT

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Signature: _____

Date: _____

Title: _____

INDEMNITY & HOLD HARMLESS

FLORENCE: Riverside Community College District

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS AND STUDENT SERVICES

Report No: V-A-22

Date: August 10, 2004

Subject: Agreement with Centers for Academic Programs Abroad, Inc. –
Oxford, England - Spring 2005

Background: Attached for the Board's review and consideration is an agreement with the Centers for Academic Programs Abroad, Inc. (CAPA, Inc.) and Riverside Community College District to provide classroom facilities, faculty and student housing, transfer transportation, group airfare and insurance for our study abroad program for the spring 2005 semester in Oxford, England. The Centers for Academic Programs Abroad, Inc. have served as our Educational Services Contractor for study abroad programs for the past fourteen years for the majority of our academic programs including Italy, England, Spain, France, Mexico, Costa Rica, and Japan. They provide support services for faculty and students both here in the United States and in all the cities in which our programs are presently located at no cost to the District.

Recommended Action: It is recommended that the Board of Trustees approve the Agreement between the Centers for Academic Programs Abroad, Inc. and the Riverside Community College District for spring 2005 semester in Oxford, England and authorize the Vice President, Administration and Finance to sign the agreement. There is no cost to the District.

Salvatore G. Rotella
President

Prepared by: Jan Schall,
Coordinator, International Education

CAPA, INC., INC.
CENTERS FOR ACADEMIC PROGRAMS ABROAD

Program Agreement with
Riverside Community College

Spring in Oxford 2005

1. PROGRAM DATES

Departure from the United States: Thursday, March 03, 2005
Arrival in the United Kingdom: Friday, March 04, 2005
Departure from the United Kingdom: Thursday, May 19, 2005

2. PARTICIPANT ACCOMMODATIONS AND PROGRAM ACTIVITIES

Student Accommodations

1. Accommodations for 76 nights with a host family within Oxford in a private bedroom.
2. Bedrooms will include: bed with weekly change of linen, a wardrobe, a chest of drawers, a desk and chair and a lamp.
3. Bathrooms will be shared with the family.
4. Students should bring their own towels, a telephone card and be prepared to do their own laundry.
5. Please note that in order to best meet student requirements (non-smoking, special dietary needs etc), CAPA, INC. may place more than one student with one host family. Each student would still have their own bedroom and everything listed above.
6. The Local Housing Coordinator will place all students with a suitable family based on information provided in housing forms which students must fill out and return to CAPA, INC. no later than 70 days prior to departure from the USA. Housing information will be sent to the institution 14 days prior to the start of the program.
7. A host family orientation will be conducted before the arrival of the students to prepare families for life with their student. The Housing Coordinator will be available during the term to assist with all faculty and student housing issues.

Meals

Daily continental breakfast and dinner at the homestay.

Arrival Assistance

1. The group will be met at the airport by a CAPA, INC. representative and transferred by private motorcoach to a central meeting point in Oxford.
2. Students will receive a first night pack on the bus from the airport including information on telephoning home, changing money, safety and emergency numbers and a map of central London.
3. A host-culture orientation will be provided, usually on the day after arrival.

Group Events

1. Arrival meeting introducing the students to the host families; tea, coffee and cookies will be provided.
2. Arrival party.
3. Medieval banquet departure party
4. Entrances to The Houses of Parliament, Tower of London and one other to be determined
5. Half day guide in London. Transportation is not included

Excursions and Activities

1. Two days, one night to Bath, Stonehenge and Warwick to include: transportation by private motorcoach, accommodations for students in multi-bedded rooms in a YMCA in Bath or similar and faculty in single hotel rooms, a two day tour escort, a half-day local guide in Bath, and entrances to Stonehenge, Warwick Castle and the Roman Baths.

Cultural Fund

25 pounds per student to be distributed in the UK.

3. ACADEMIC PROGRAM

The Institution will supply faculty members as appropriate to carry out the core academic program for its students. Full control of the academic program, including, but not limited to enrollment requirements, procedures, administration and granting of credit will be vested in The Institution and its designated representatives.

4. ON SITE FACILITIES

Classroom Facilities

One classroom at Oriel college or similar for 5 hours per day, Monday through Thursday for the duration of the program. This classroom will be large enough for 30 students.

Note: CAPA, INC. will provide Riverside Community College with a classroom schedule one month before the start of the program based on the course requirements of the program and enrollment numbers which must be provided to CAPA, INC. by 60 days prior to the start of the program. Classes may alternate between morning and afternoon sessions.

Classroom Equipment

1. Overhead projector
2. Television and universal VCR
3. Slide projector

5. TRAVEL

Flights

Round-trip air transportation: Los Angeles / London / Los Angeles

Depart: Thursday, March 03, 2005

Return: Thursday, May 19, 2005

Transfers

Airport transfers on arrival and departure including luggage vans if required. Participants traveling separately from the group must make their own transfer arrangements and inform CAPA, INC. of their arrival plans.

6. SERVICES FOR TWO ACCOMPANYING FACULTY

Accommodations

Accommodations for the program dates for each instructor in a furnished one-bedroom apartment in Oxford. Faculty will be provided with a pay as you go mobile phone; a land line in the apartment is not guaranteed. Faculty arrival packs will also be provided.

Flights

Round-trip air transportation (Note: instructors may change their return date at no additional cost provided the request for the change is received in writing no later than 90 days prior to departure from the U.S. Faculty will need to cover any additional costs involved should they depart the US on a date different from the group. CAPA, INC. cannot book alternate gateways.)

Other Services

The following services as listed for the students will be provided for the faculty: orientation, group events, excursions and activities, insurance and the transfers.

7. CAPA, INC. STANDARD SERVICES

Student/Institution support services

1. Application processing
2. Fee collection/disbursement
3. Flights (group and deviations), if flights are included in the program fees
4. Toll free number for students

Program Brochures

Customized program brochures to include program fees, list of inclusions, excursions, course information, destination information, student application (If included; please see Responsibilities of the Institution page for requirements).

International Program Services Support Team

In-country staff to provide program supervision and support for the duration of the program.

Student Enrollment Packet

Special flight request form (air inclusive programs), instructions for applying for and using Financial Aid, housing application, World Student Insurance.

Pre-departure Orientation

Comprehensive pre-departure handbook covering travel details, accommodations, finances, local area and housing descriptions, culture shock and adjustment to host culture.

Monday Memos

Informative newsletters highlighting current events in the program country, cultural topics, updates on program activities.

Crisis and Emergency Management

24-hour emergency assistance team in-country.

World Student Insurance (Faculty and Students)

Basic accident, sickness, trip cancellation, trip delay, trip interruption and baggage loss.

Professional Liability Insurance

Providing coverage for bodily injury, personal injury, property damage, and professional errors and omissions with a \$5,000,000 aggregate limit.

8. PROGRAM FEES

Program fees are per person and include all services listed above.

Based on:

20 or more students and 2 instructors: \$6,199.00

Land Only

Participants who do not wish CAPA, INC. to provide flights may deduct \$517 from the program fee. Note: There must be at least ten participants traveling together on the outbound flight in order to keep the group rate.

Note on Content

Prices and inclusions are subject to change until this program agreement is executed by both parties. Additionally, CAPA, INC. reserves the right to alter the program dates if the airlines cannot confirm seats in an appropriate class of service on the dates requested.

9. AGREEMENT

Please indicate acceptance of this Program Agreement by signing and returning both copies of this document and the Master Agreement of Terms and Conditions to CAPA, INC.. All reservations and services are subject to availability. CAPA, INC. will return one fully executed copy for your records.

Riverside Community College

CAPA, INC., Inc.

By _____

By _____

Title _____

Title: Contracts Administrator

Date _____

Date _____

This Program Agreement should be signed and forwarded to:

**Rob Skiba
CAPA, INC. USA
2021 Business Center Drive. #209
Irvine, CA, 92612**

CAPA, INC., INC.
CENTERS FOR ACADEMIC PROGRAMS ABROAD

Program Agreement with
Riverside Community College

Spring in Oxford 2005

Responsibilities of the Institution

As a partner with CAPA, INC., you are responsible for the promotion of the program and are required to execute a marketing plan which will highly publicize the Study Abroad Program and maximize enrollment. This responsibility includes the following:

1. Marketing Materials: Create and distribute brochures/flyers of the program. (Note: CAPA, INC. will provide program specific brochures for all contracts signed a minimum of 9 months prior to departure)
2. Class Schedule Listing: Advertise the program in your class schedule one to two terms before the program (if applicable).
3. College Website: Advertise your program on your College Website.
4. Financial Aid: Contact your Financial Aid office to advise/educate about the program and to confirm who will work with financial aid students for the program. Know what forms students will need and how they can attain them.
5. Classroom Announcements: Conduct regular classroom visits to announce Information Meetings and disburse flyers and/or brochures.
6. Information Meetings: Schedule, advertise, and conduct monthly Information Meetings for students.
7. Study Abroad Websites: Place the program on Studyabroad.com and Goabroad.com (these are free listings).

Agreement

I have read and understand the responsibilities of the Institution as stated above. The Institution agrees to use their best efforts to execute a successful enrollment project and will follow the guidelines set for by CAPA, INC..

Signature: _____

Title: _____

Date: _____

CENTERS FOR ACADEMIC PROGRAMS ABROAD, INC (CAPA, INC.)
MASTER AGREEMENT OF TERMS AND CONDITIONS
FOR THE CALENDAR YEAR 2005

THIS MASTER AGREEMENT IS BETWEEN THE CENTERS FOR ACADEMIC PROGRAMS ABROAD, INC., "CAPA, INC." A CALIFORNIA NON-PROFIT ORGANIZATION, AND RIVERSIDE COMMUNITY COLLEGE, HEREINAFTER REFERRED TO AS "THE INSTITUTION." THIS MASTER AGREEMENT APPLIES TO ALL PROGRAMS UNDERTAKEN BETWEEN THE TWO ORGANIZATIONS, THE SPECIFIC DETAILS OF WHICH WILL BE CONTAINED IN THE PROGRAM AGREEMENT AND ANY ADDENDA SUBSEQUENT TO THE PROGRAM AGREEMENT SIGNED BY BOTH PARTIES. THIS MASTER AGREEMENT AND THE PROGRAM AGREEMENT TOGETHER FORM THE "CONTRACT" BETWEEN CAPA, INC., AND THE INSTITUTION.

CAPA, INC. agrees to provide the services described in the Program Agreement subject to the following terms and conditions.

Program Fees

- A. Program costs and services described in the Program Agreement are subject to confirmation upon receipt of a signed copy of the Program Agreement indicating acceptance. Program fees are based on air fares, land costs, foreign exchange rates, U.S. and foreign taxes, and other costs effective on the date of the Program Agreement and are subject to change at any time until it has been signed and accepted by both parties.
- B. CAPA, INC. reserves the right to levy a surcharge if the US dollar falls by 5% or more from the date the Program Agreement is finalized, or in the event of any force majeure.
- C. Program fees do not include costs for faculty companions or family. Companion requests must be made no later than 90 days prior to departure. Companions must purchase CAPA, INC. insurance of \$50 per person. Once special services are confirmed there are no refunds or changes allowed. Faculty companions who wish to depart separately from the group departure date will be charged an additional fee of \$150.00. CAPA, INC. cannot book alternate departure/return gateways. All requests for air deviations must be provided in writing to CAPA, INC. no later than 90 days prior to departure from the USA. Companions will not be able to make any changes to the excursion inclusions as listed in the Program Agreement, and CAPA, INC. does not make personal travel arrangements for faculty or their companions.

US and foreign airport security fees, custom hall fees, ticket handling fees and departure taxes of \$139.00 (subject to change) are not included in the program fees unless indicated in the Program Agreement.

Departure Dates, Facilities and Services

Upon receipt of a signed Program Agreement, CAPA, INC. will submit official requests for venues and with the airlines for the flights. CAPA, INC. reserves the right to change the departure and return date (to within one week of the originally scheduled date) and to substitute comparable facilities in the event that those originally proposed are not available.

CAPA, INC. requires final program enrollment information no later than 60 days prior to departure from the USA. At that time, CAPA, INC. will reconfirm venues and will begin to book contracted services such as excursions and theater tickets.

Faculty Apartments (where included)

The size of the faculty apartments and/or length of stay as listed in the Program Agreement may be increased for an additional charge. All requests should be discussed with the Program Coordinator no later than 100 days prior to departure from the USA. The Program Coordinator will provide a price range for the size upgrade at that time. The faculty/institution will need to confirm in writing that they agree to a cost within this range no later than 90 days prior to departure from the USA. The final cost will be provided when the flat is confirmed approximately 7 days prior to the start of the program, and the faculty/institution will be invoiced accordingly.

All finder's fees are included. Utilities including gas, water, electricity, phone line rental and phone calls are not included at the apartments. Faculty will pay a deposit of \$400 which will be applied towards any final utility bills or other expenses incurred during their stay (some bills may be paid on site). In the event that these costs exceed \$400, CAPA, INC. will invoice the instructor for the additional amount following their return to the U.S. Faculty should bring towels with them. Addresses will be provided approximately 7 days prior to the start of the program.

Cultural Funds and Stipends

Where applicable, stipends and cultural funds which are calculated on a 'per participant' basis and will be disbursed in the currency noted in your Program Agreement, no currency changes are possible once the Program Agreement is signed. All funds listed as being in US dollars will be provided by check 7 days prior to departure from the US on the basis of those participants who were paid in full 30 days prior to departure. Any adjustment to these funds will be made by check within seven to 21 days following the commencement of the program. All funds listed in local currency will be held in the overseas office and distributed as requested by the administration or group leader.

Changes in the Program

- A. Any changes, other than those mentioned in I and II above, agreed to between the parties, will be described in the Program Agreement which will be executed by both parties and which will become a part of the Contract. No changes may

be made to the Program Agreement within 90 days of the start of the program, other than those resulting from low enrolment as described below.

- B. CAPA, INC. can book non-contracted services for the group once they are overseas. All non-contracted bookings are subject to an administrative fee and all excursions booked by CAPA, INC. require a tour escort or a signed liability waiver. CAPA, INC. requires notice of one month from the requested date for excursions and two weeks from the requested date for theater tickets or local activities to process the request. All requests must be made by the faculty or administrator and must be for the group; no individual travel bookings for faculty or students can be made. CAPA, INC. must be informed at the time of the request whether the non-contracted services are to be billed to the home institution or if participants will pay cash to CAPA, INC. prior to the excursion or activity taking place.

Institution Responsibilities

The institution will supply faculty members as appropriate to carry out the core academic program for its students. Full control of the academic program, including, but not limited to enrollment requirements, procedures, administration and granting of credit will be vested in The Institution and its designated representatives.

Governing Law

This Agreement and the rights and obligations of the parties hereunder shall be construed in accordance with and governed by the law of the State of California. Any legal action or proceeding with respect to this Agreement shall be brought in the courts of the State of California.

A. VIII. Modification

This Agreement and subsequent Program Agreement, constitutes the full and complete understanding of the parties on the subject hereof and supersedes all prior understanding or agreements on that subject. No modification or amendment of any provision of this Agreement will be effective unless it is made in writing and signed by an officer of CAPA, INC.

B. IX. Subcontractors

The Institution agrees not to contract with directly or indirectly, or in any way use any contacts, personnel, facilities, or suppliers utilised during a CAPA, INC. program, for a period of three years from the return date of any given program.

X. Insurance and Liability

- A. CAPA, INC. carries a professional liability insurance policy providing coverage for bodily injury, personal injury, property damage, and professional errors and omissions with an aggregate limit of not less than \$5,000,000.
- B. CAPA, INC. agrees to hold harmless and indemnify the Institution from any suits, claims, or damages caused by the gross negligence of CAPA, INC. The Institution agrees to hold harmless and indemnify CAPA, INC. from any suits, claims, or damages caused by the gross negligence of the College, its employees and/or students. CAPA, INC. and the Institution agree to notify each other in writing within five (5) days of receipt of any suit or claim which could affect the liability of either party.

C. XI. Financial Responsibilities

All applications received by CAPA, INC. are subject to availability. In the event that CAPA, INC. cannot accept an application, the applicant will receive a full refund. CAPA, INC. does not accept applications for participants who will be under the age of 17 on the date of departure.

- A. **Programs Where Fees Are Paid Directly to CAPA, INC. by the Students**
A \$300 deposit of which \$250 is non-refundable is due with the initial application. The remaining balance is due 70 days prior to departure from the USA. A late fee of \$100 will be applied to all accounts with outstanding balances, or to any student who has not submitted a completed housing information form 70 days prior to departure. New applications received after the 70-day deadline will be accepted based on availability provided they are accompanied by payment in full plus the \$100 late fee, a completed housing form, and any additional increased costs for services resulting from late enrollment. CAPA, INC. reserves the right to cancel without refund any student who has not paid in full 70 days prior to departure.
- B. **Deferred Payments for Financial Aid Recipients**
Students requesting Financial Aid may be eligible for a deferred payment schedule. Any student who submits a completed CAPA, INC. Financial Aid Disbursement Form (approved by the college financial aid office), accompanied by payment for no less than 30% of the program fee (including any costs listed separately such as airfare, air taxes or housing costs) at least 70 days prior to departure, will receive a deferral of the balance of the program fees until 30 days prior to departure. Students should refer to Section 3 of the Agreement and Release form. Note that all students, including those requesting financial aid, who have not met the 30% payment deadline or whose housing form has not been received 70 days prior to departure, will be assessed a \$100 late fee.
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CAPA, INC. will invoice The College directly for all program fees and other services described in the Addenda. Payment must be received in full, in US dollars, 45 days prior to the start of the program. Completed student applications and housing forms must be received by 70 days prior to departure from the USA. A late fee of \$100 will be applied for each student for whom a completed application form has not been received 70 days prior to departure.

XII. Cancellation and Refund Policy

Cancellation of the program, or of individual participants, must be submitted to CAPA, INC. in writing.

Refunds are processed according to the following schedule:

Withdrawal date:

60 or more days prior to departure:	Full refund less \$250 non-refundable deposit
46 to 60 days prior to departure:	Full refund less 25% of the program fee and the \$250 non-refundable deposit
22 to 45 days prior to departure:	Full refund less 50% of the program fee and the \$250 non-refundable deposit
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Once the program has started, no refunds will be made by CAPA, INC. for any portion of the program which a participant has declined. Additionally, no refunds will be made by CAPA, INC. for any unused services following a withdrawal from the program. Participants cancelling for a reason covered by Insurance should submit a claim directly to the insurance company.

Services provided for faculty and paid directly by the institution are also cancelled according to the preceding schedule.

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D. XIII. Air-Inclusive Programs

- A. US and foreign airport security fees, customs hall fees, ticket-handling fees, US, municipal and foreign departure taxes of \$139.00 (subject to change) are not included in the program fees unless indicated in the Program Agreement. Fuel surcharges, if any, levied after a program fee has been agreed, are also not included unless indicated in the Program Agreement. All such fees will be invoiced separately to the program fees.
- B. Participants may extend their stay overseas provided that their Special Flight Request form is received by CAPA, INC. no fewer than 70 days prior to departure from the USA and is accompanied by a change fee of \$150. All such

requests are based on availability in an appropriate class of service and subject to individual airline agreements. If the requested dates are not available or the student does not accept the itinerary, then a refund of \$125 will apply.

E. XIV. Minimum Number of Passengers

Program fees are based on minimum enrollment as stated in the Program Agreement. CAPA, INC. and the Institution agree to review the number of enrollments no later than 80 days prior to departure from the USA. If enrollments are lower than projected the following options are available:

- a) Make changes or cuts to the program to reduce the program fee
- b) Increase the program fee
- c) Cancel the program

Such changes must be agreed upon no fewer than 70 days prior to departure from the USA. If a program is canceled more than 70 days prior to departure due to low enrollment, all participants are entitled to a full refund. If a program is cancelled within 70 days of departure, refunds will be distributed according to the cancellation policy described in section XII. above.

F. XV. Agreement

BOTH PARTIES hereto warrant and represent that they have full right, power, and authority to execute this Agreement on the date signed.

Riverside Community College

Centers for Academic Programs Abroad

Signed _____
Title _____

Signed _____

Date

Date

**This master agreement should be signed and forwarded to:
CAPA, INC. USA
2021 Business Center Drive. #209
Irvine, CA, 92612**

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**Semester in Oxford
March 3, 2005 – May 19, 2005**

RELEASE AND HOLD HARMLESS AGREEMENT

Addendum to the Contract between Centers for Academic Programs Abroad, Inc. (CAPA) and Riverside Community College District (RCCD)

Riverside Community College District (RCCD) will provide academic instruction for the Semester Abroad program, Spring 2005. Centers for Academic Programs Abroad (CAPA) will provide housing accommodations, travel arrangements, and classroom facilities in Oxford.

1. This Addendum is attached to and modifies the contract between CAPA and RCCD for the Spring 2005 semester program to Oxford for the period March 3 to May 19, 2005.
2. CAPA shall indemnify and hold RCCD, its Trustees, officers, agents, employees and independent contractors, free and harmless from any liability whatsoever, based or asserted upon any acts or omission of CAPA, its agents, employees, subcontractors and independent contractors, for property damage, bodily injury, or death or any other element of damage of any kind or nature, including violations of the Americans with Disability Act, the California Fair Housing and Employment Act, Section 504 of the Rehabilitation Act of 1973, and Title VII of the Civil Rights Act of 1964, relating to or in anywise connected with or arising from the performance of the services contemplated hereunder, and CAPA shall defend, at its expense, including without limitation, attorney fees, RCCD, its officers, agents, employees and independent contractors, in any legal actions based upon such alleged acts or omissions. The obligations to indemnify and hold RCCD free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged acts or omissions are fully and finally barred by the applicable statute of limitations.
3. CAPA shall procure and maintain comprehensive general liability insurance coverage covering such international operations contemplated by this contract that shall protect RCCD from any claims for damages for personal injury, including, but not limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from CAPA's activities as well as RCCD's activities under this contract. Such insurance shall name RCCD as additionally insured with respect to this agreement and the obligations of RCCD hereunder. Such insurance shall provide for limits of not less than \$3,000,000. CAPA will provide evidence of such insurance to RCCD.

Signature: _____

Date: _____

Title: _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING AND DEVELOPMENT

Report No.: V-B-1

Date: August 10, 2004

Subject: Agreement for Use of Facilities, *24 Hour Fitness Center* – Norco Campus

Background: In order to provide academic and physical education classes for the Norco Campus, arrangements are made every year to use the facilities at *24 Hour Fitness Center* for fall and spring semesters. Riverside Community College District contributes the sum of \$20 per hour, per class, for the use of their facility. Attached is the agreement for 2004-2005 for the Board's review and consideration.

Recommended Action: It is recommended that the Board of Trustees approve the Agreement for Use of Facilities with *24 Hour Fitness Center* for the purpose of providing college level physical education classes, at a cost of \$20 per hour, per class, for the period of September 7, 2004 to June 8, 2005, and authorize the Vice President, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
President

Prepared by: Brenda Davis, Provost
Norco Campus



AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
24 HOUR FITNESS CENTER

WHEREAS, Riverside Community College District (RCCD) desires to use the facilities and premises of the *24 Hour Fitness Center*, 275 Teller Avenue, Suite 100, Corona, California for the purpose of holding college level physical fitness classes; and

WHEREAS, *24 Hour Fitness Center* desires to cooperate with RCCD in the use of its facilities;

NOW THEREFORE, the parties agree as follows:

1. For the use of *24 Hour Fitness Center*, RCCD will contribute the sum of \$20.00 per hour per class, during the period September 7, 2004 to December 17, 2004 (Fall Session) and February 16, 2005 to June 8, 2005 (Spring Session). Fees will be paid on a monthly basis with *24 Hour Fitness Center* invoicing RCCD by the 15th of each month to be paid for that month's service.
2. RCCD will be responsible for any damages sustained to the building or equipment up to \$10,000 occurring as a direct result of occupancy of the building by RCCD.
3. *24 Hour Fitness Center* will hold harmless and indemnify RCCD for any claims, lawsuits or liabilities of any type suffered by RCCD arising from *24 Hour Fitness Center's* acts or omissions in the performance of this contract. RCCD will hold harmless and indemnify *24 Hour Fitness Center* for any claims, lawsuits, or liabilities of any type suffered by the Contractor arising from RCCD's acts or omissions in the performance of this contract.
4. RCCD shall not make or permit other persons to make any alterations to premises without first obtaining the written consent of *24 Hour Fitness Center*.
5. *24 Hour Fitness Center* shall bear all costs of utilities for heat, light, and power. *24 Hour Fitness Center* shall provide all comforts conducive to a physical fitness class, such as lighting, air conditioning, heat, water and janitorial services.
6. *24 Hour Fitness Center* and RCCD will share the use of said facility on days when classes are in session, September 7, 2004 to June 8, 2005. No classes will be offered December 17, 2004 to February 16, 2005. RCCD holidays are as follows:

Holidays: November 12, 2004
 November 25-26, 2004
 April 11-15, 2005
 May 30, 2005

This agreement has been read and agreed upon by the following officers or representatives of both organizations.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

24 HOUR FITNESS CENTER

By: _____

By: _____

James L. Buysse
Title: Vice President, Administration and Finance

Title: _____

Date: _____

Date: _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING AND DEVELOPMENT

Report No.: V-B-2

Date: August 10, 2004

Subject: 2006-2010 Five-Year Capital Construction Plan

Background: The Five Year Capital Construction Plan is submitted yearly to the California Community College Chancellor's Office as a mechanism of keeping the Chancellor's Office informed of the anticipated projects planned for the District. This subject was discussed at the May 17, 2004 Committee Meeting. The electronic version was due by July 1, 2004. Due to failure of the State Computer Program FUSION, we received approval to delay delivery of the signed documents to the Chancellor's Office after the July 1 deadline. The Facilities and Planning Department recommends approval of the 2006-2010 Five-Year Capital Construction Plan.

Recommended Action: It is recommended that the Board of Trustees approve the Five-Year Capital Construction Plan for 2006-2010 and authorize their submission to the California Community Colleges Chancellor's Office.

Salvatore G. Rotella
President

Prepared by: Aan Tan
Associate Vice President
Facilities and Planning

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FIVE-YEAR CAPITAL CONSTRUCTION PLAN
 2006-10
 Due July 1, 2004**

Priority	Project Title	Campus	Construction Date	Occupation Date
1	MARTIN LUTHER KING HIGH-TECH CENTER	Riverside City College	2003/04	2005/06
2	EARLY CHILDHOOD EDUCATION CENTER	Norco Center	2003/04	2004/05
3	EARLY CHILDHOOD EDUCATION CENTER	Moreno Valley Center	2003/04	2004/05
5	PHASE III-NORCO/INDUSTRIAL TECHNOLOGY	Norco Center	2006/07	2007/08
6	QUAD BUILDING RECONSTRUCTION	Riverside City College	2005/06	2007/08
8	CENTER FOR PRIMARY EDUCATION	Riverside City College	2006/07	2008/09
9	SCHOOL FOR PERFORMING AND MEDIA ARTS	Riverside City College	2006/07	2008/09
10	STUDENT SERVICES/ADMINISTRATION CENTER	Riverside City College	2006/07	2008/09
11	PHYSICAL EDUCATION COMPLEX PART II (Wheelock Gym)	Riverside City College	2007/08	2010/11
14	PHYSICAL EDUCATION COMPLEX PART III	Riverside City College	2008/09	2010/11
15	NORCO STUDENT CENTER	Norco Center	2010/11	2012/13
16	MORENO VALLEY CENTER-SITE DEVELOPMENT	Moreno Valley Center	2008/09	N/A
17	AUTO TECH	Riverside City College	2006/07	2008/09
18	NORCO CENTER-SITE DEVELOPMENT	Norco Center	2008/09	N/A

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
2006-10 FIVE-YEAR CAPITAL CONSTRUCTION PLAN PROJECTS
Per State Five-Year Plan**

NO	PROJECT/CAMPUS	CATEGORY	4-YEAR BOND			NEW 4-YEAR BOND			NEW 4-YEAR BOND		
			2004/05	2005/06	2006/07	2007/08	2008/09	2009/2010	2010/2011	2011/2012	2012/2013
1	Martin Luther King High-Tech Center (IPP/FPP) RCC, Total: \$9,157,000 - State Norco, Total: \$2,396,000 - State BOG Approved	C	E=\$4,254,000 Occupied	Occupied							
3	Early Childhood Education Ctr (IPP/FPP) Norval, Total: \$2,239,000 - State BOG Approved	D-1	E=\$158,000 P/W=\$3,251,000 Occupied	Occupied							
4	Physical Education Complex, Ph I Phase III Norco/Industrial Tech Norco, Total: \$14,522,000 - State	B									
5	Quad Building Reconstruction (IPP/FPP) RCC, Total: \$13,147,000 - State Multi-Tier Parking Structure RCC, Total: \$14,805,000 - Non-State	B			E=\$972,000 Occupied						
6	Center for Primary Education (IPP/FPP) RCC Share, Total: \$4,528,000 - State	B			C=\$4,025,000 E=\$354,000 Occupied						
9	School for Performing Arts - Phase I (IPP/FPP) RCC, Total: \$35,309,000 - State & Non-State Student Services/Admin. Center (IPP/FPP) RCC, Total: \$18,081,000 - State	B	P/W=\$3,008,000 to be funded		CE=\$32,301,000						
10	Physical Education Complex, Ph II (IPP/FPP) RCC, Total: \$9,627,000 - State	E		P/W=\$1,233,000 to be funded	C=\$14,105,000			E=\$2,743,000			
11	Ph III-Student Academic Services Facility (IPP) Norval, Total: \$16,662,000 - State	D-1			P/W=\$810,000			C=\$8,687,000		E=\$130,000	
12	Natural/Biological/Phy./Health Science Ctr. (IPP) RCC, Total: \$22,309,000 - State	B			P/W=\$1,183,000			C=\$12,979,000		E=\$2,491,000	
14	Physical Education Complex, Ph III (IPP/FPP) RCC, Total: \$18,640,000 (\$5,395,000 N/State)	D-1			P/W=\$1,656,000			C=\$18,162,000			
15	Norco Student Center Norco, Total: \$14,537,000 - State	E						P/W=\$1,591,000		C=\$15,985,000	
16	Moreno Valley Center Site Development Norval, Total: \$5,880,000 - State							P/W=\$1,222,000		C=\$4,658,000	
17	Auto Tech Building RCC, Total: \$12,616,000 - Non-State Norco Center Site Development Norco - \$4,880,000 - State							A=\$1,022,000 to be funded		P/W=\$1,138,000 to be funded	
18								P/W=\$910,000		C=\$970,000	
COLOR-CODED: TOTAL PROJECT COSTS PER YEAR: \$186,408,000			\$24,544,000	\$12,113,000	\$57,768,000	\$43,905,000	\$27,356,000	\$6,421,000	\$11,304,000	\$2,997,000	
TOTAL GREY NON-STATE FUNDING PER YEAR: \$26,035,000			\$13,419,000	\$0	\$0	\$1,022,000	\$1,138,000	\$9,440,000	\$1,016,000	\$0	\$0
TOTAL FUNDING PER YEAR: \$212,443,000			\$37,963,000	\$12,113,000	\$57,768,000	\$44,927,000	\$28,494,000	\$15,861,000	\$12,320,000	\$2,997,000	

LEGEND:
 A = Acquisition P = Preliminary Plans W = Working Drawings C = Construction E = Equipment/Occupancy
 - Riverside City Campus - Moreno Valley Campus - Norco Campus - Alternate Funding

California Community Colleges

Eligibility Point System For Prioritizing Capital Outlay Projects

Category A – To provide for safe facilities and activate existing space
(Up to 50% of available funds)

- A-1 Imminent danger to life or safety
- A-2 Equipment to complete previously state-funded projects
- A-3 Seismic Retrofit
- A-4 Infrastructure failure

Category B – To increase instructional capacity (Instructional Growth)
(Up to 50% of funds after funding Category A)

- Provides increased instructional *capacity*.
- Provides construction of *new* space or *reconstruction* of existing space and purchase of equipment.
- Based on: Enrollment Growth/Inventory/ASF Change/Local Contribution (50 pts. each, total of 200 pts.)
- Beginning and ending load ratios below 100%.

Category C – To modernize instructional space (Instructional Modernization)
(Up to 25% of funds after funding Category A)

- Provides *increased instructional efficiency* or enhances delivery systems through improved technology or infrastructure changes, but no increase in gross sq.ft.
- Provides *reconstruction* of existing space, activation of unused space (renovation giving preference over replacement), increased instructional efficiency and purchase of equipment for *new or increased program space only*.
- Will not increase overbuilt status of site/do not utilize load ratios for eligibility.
- Points based on building status/unused space activation/local contribution.

Category D – To promote complete campus concept (Campus Completion)

(Up to 15% of funds after Category A, funds may be shared with Categories E and F to fully fund a project)

- Provides for construction of *new* space, *reconstruction* of existing and purchase of equipment.
- Projects introducing never before available basic services given preference to replacing or adding to existing facility of similar use.
- D-1 Includes PE, performing arts, child development facilities.
- D-2 Includes cafeterias, maintenance shops, warehouses and capital energy.

Category E - To increase institutional support services capacity (Support Growth)
(Up to 5% of funds after Category A, funds may be shared with Categories D and F)

- Provides for *increased capacity* for administrative/student and other *support services*.
- Construction of *new* space or *reconstruction* of existing and equipment.
- Based on: Enrollment Growth/Inventory/ASF Change/Local Contribution (50 pts. each, total of 200 pts.).
- Beginning and ending load ratios below 100%.

Category F – To modernize institutional *support services space* (Support Modernization)

(Up to 5% after funding Category A, may be shared with Categories D and E)

- Provide for increased efficiency and improve program/service delivery in administrative/instructional/student/other *support services*.
- Provides for *reconstruction* of existing space (renovation giving preference over replacement), increased instructional efficiency and purchase of equipment for *new or increased program space only*.
- and purchase of equipment, no increase of gross sq.ft.
- Project will not increase overbuilt status of site/does not utilize load ratios for eligibility.
- Points based on building status/unused space activation/local contribution.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING AND DEVELOPMENT

Report No.: V-B-3

Date: August 10, 2004

Subject: Amendment to Sublease Agreement with March Joint Powers Authority

Background: Riverside Community College District (RCCD) entered into a sublease agreement on May 15, 2002, with March Joint Powers Authority (MJPA) for the March Air Force Base property, commonly referred to as Building 2595. Facilities and Planning is requesting authority to amend the sublease agreement to delete parking spaces from the premises leased and increase parking availability for the District's evening classes.

MJPA will give RCCD \$24,246.16 to build additional parking spaces, lighting included, that will be relocated from the east side of Building 2594 to the west side of Building 2595. The spaces will then be available for our evening classes at no additional cost (See attached documentation).

Recommended Action: It is recommended that the Board of Trustees ratify the Amendment to the Sublease Agreement with March Joint Powers Authority (MJPA), effective June 16, 2004, for the purpose of building additional parking spaces for the District's evening classes, at no additional cost, MJPA will give RCCD \$24,246.16 for this purpose, all other provisions of the Agreement shall remain unchanged, and authorize the Vice President, Administration and Finance, to sign the Amendment.

Salvatore G. Rotella
President

Prepared by: Aan Tan
Associate Vice President
Facilities and Planning

MARCH JOINT POWERS AUTHORITY
FIRST AMENDMENT
TO SUBLEASE AGREEMENT OF
RIVERSIDE COMMUNITY COLLEGE BUILDING 2595

1. PARTIES AND DATE.

This First Amendment to the Sublease Agreement for Riverside Community College Building 2595 ("First Amendment") is made and entered into this 16th day of June, 2004 by and between the March Joint Powers Authority ("Authority"), a California joint powers public agency, and Riverside Community College, ("Lessee"), a California public agency. Authority and Lessee are sometimes individually referred herein as "Party" or collectively as "Parties."

2. RECITALS

2.1 Agreement. Authority and Lessee entered into a Sublease Agreement ("Agreement") to sublease to Lessee a portion of the March AFB Property commonly referred to as Building 2595, dated May 15, 2002 for reference purposes only, for purposes of providing adult education and training.

2.2 Amendment Purpose. Authority and Lessee now desire to amend the Agreement to delete 33 parking spaces from the premises leased, as depicted in Exhibit "1".

2.3 Amendment Authority. This First Amendment is authorized pursuant to Section 32 of the Agreement.

3. TERMS

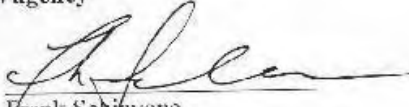
3.1 Exhibit "A". Exhibit "A" (Premises) to the Agreement is hereby amended to read as set forth in Exhibit "1," attached hereto and incorporated by reference herein.

3.2 Continuing Effect of Agreement. Except as amended by this First Amendment, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this First Amendment, whenever the term "Agreement" appears in the Agreement, it shall mean the Agreement as amended by this First Amendment.

3.3 Adequate Consideration. The Parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this First Amendment.

3.4 Counterparts. This First Amendment may be executed in duplicate originals, each of which is deemed to be an original, but when taken together shall constitute but one and the same instrument.

**MARCH JOINT POWERS
AUTHORITY, a California joint
powers agency**

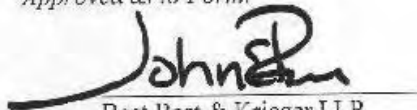
By: 
Frank Schiavone
Chairman

Dated: 6/14/04

Attest:


Secretary

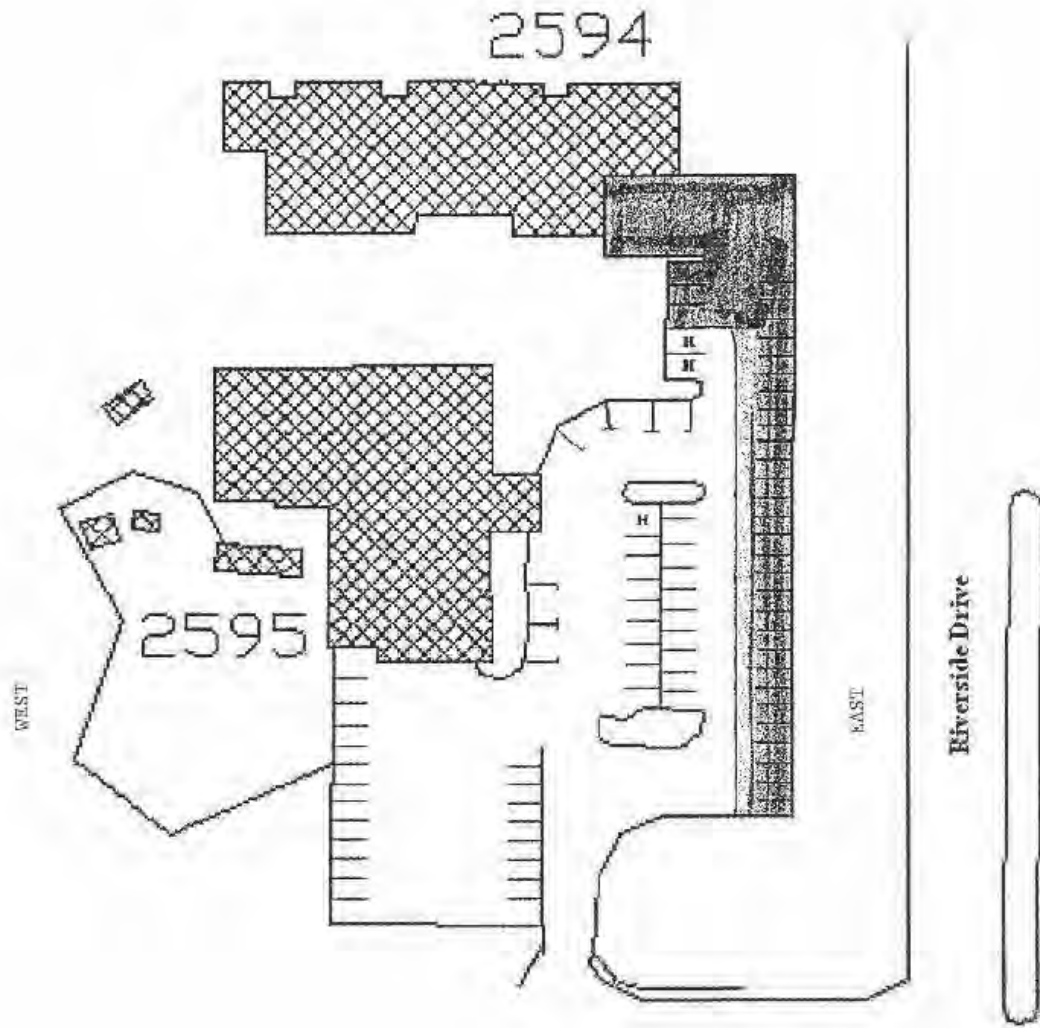
Approved as to Form:


Best Best & Krieger LLP
Attorney

**RIVERSIDE COMMUNITY
COLLEGE, a California
public agency**

By: _____

Dated: _____



**MARCH JOINT POWERS
AUTHORITY, a California joint
powers agency**

By: 
Frank Schiavone
Chairman

Dated: 6/14/04

Attest:


Secretary

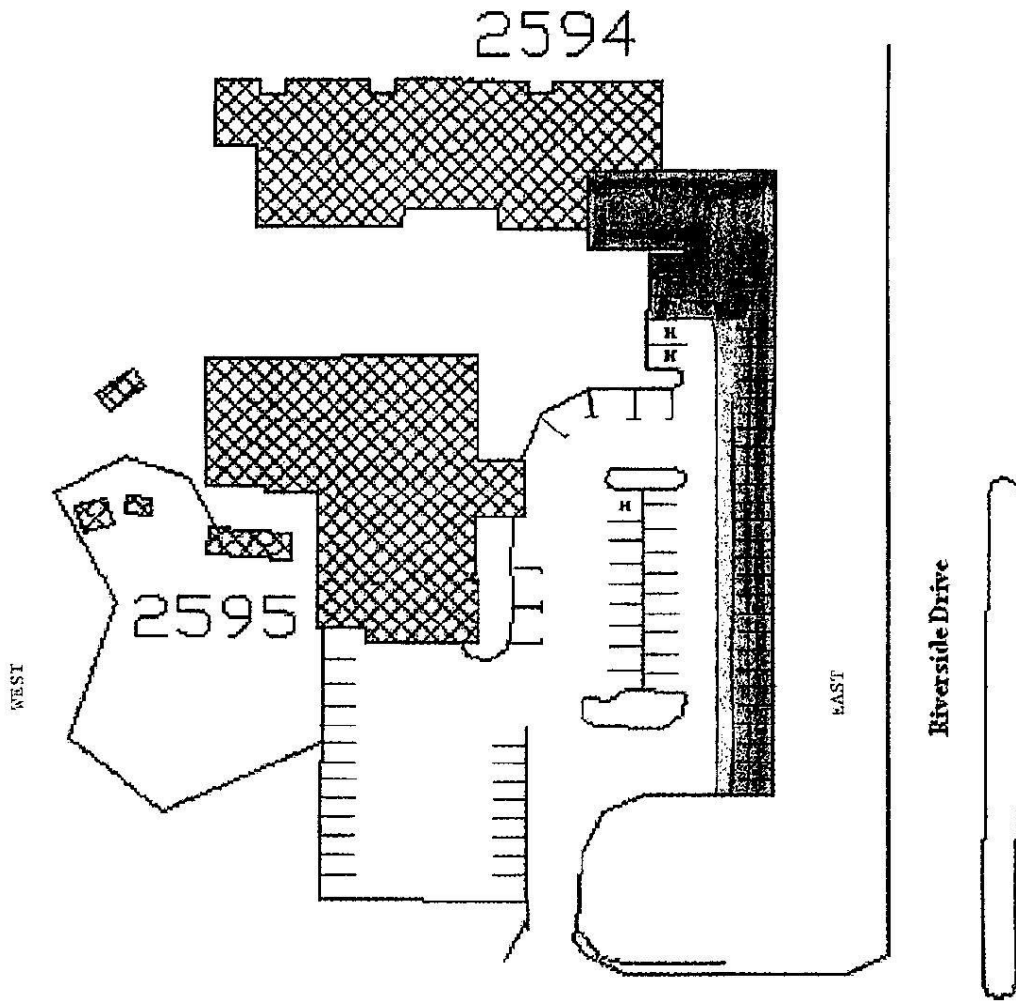
Approved as to Form:


Best Best & Krieger LLP
Attorney

**RIVERSIDE COMMUNITY
COLLEGE, a California
public agency**

By: _____

Dated: _____



RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING AND DEVELOPMENT

Report No.: V-B-4

Date: August 10, 2004

Subject: Amendment to Agreement – Information Technology Solutions, LLC

Background: Attached for the Board's review is an Amendment to the Agreement with Information Technology Solutions, LLC (Consultant) to extend the term of the contract. The Consultant is providing the plans and specifications for the Norco Campus Industrial Technology Building. The project term was extended to July 31, 2004, to allow the Consultant to maximize the implementation of future technology innovation in the specifications.

Recommended Action: It is recommended that the Board of Trustees ratify, effective July 12, 2004, the Amendment to the Agreement with Information Technology Solutions, LLC, to extend the term of the agreement to approximately July 31, 2004, with the provision that this date may be extended at the discretion of the Associate Vice President, Facilities Planning, or his designee, without further written amendment to this agreement, and authorize the Vice President, Administration and Finance, to sign the Amendment.

Salvatore G. Rotella
President

Prepared by: Aan Tan
Associate Vice President
Facilities and Planning

AMENDMENT TO THE AGREEMENT
DATED JANUARY 5, 2004
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
INFORMATION TECHNOLOGY SOLUTIONS, LLC

The Agreement shall be amended this date, July 12, 2004, as follows:

Section 4: The term of this agreement shall be from January 5, 2004, to approximately July 31, 2004, with the provision that this date may be extended at the discretion of the Associate Vice President, Facilities Planning, or his designee, without further written amendment to this agreement.

Information Technology Solutions, LLC

Riverside Community College District

Gary L. Hiller
President/CEO

James L. Buisse
Vice President, Administration and Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FINANCE AND AUDIT

Report No.: V-D-1

Date: August 10, 2004

Subject: Budget Development - Fund Balance Target -- Proposed Board Policy 7080

Background: Beginning with the FY 1992-93 budget, the District has employed the concept of a "Fund Balance target" in its budget development process. This target has been defined as 5.0% of total available funds in the Unrestricted General Fund, where "total available funds" equals the sum of the projected beginning fund balance for a particular fiscal year and the estimated revenues for that year. The "target" then becomes the first allocation of resources in the budget for a given fiscal year.

This budgeting approach was viewed quite favorably by rating agencies when we met with them in May. In these discussions, they also asked if this concept was codified in Board policy. Although we could not respond affirmatively, the agencies seemed satisfied that the District's Board of Trustees has demonstrated long standing support for this practice. Nonetheless, we were left with the distinct impression that our financial practices would be viewed even more favorably if the fund balance target concept was made a matter of formal Board policy.

Thus, the staff now proposes that the Board adopt a new policy ... Board Policy 7080, Budget Development – Fund Balance Target ... as follows:

The Riverside Community College District shall employ the concept of a fund balance target in the annual budget development process. The fund balance target concept shall apply to the Unrestricted General Fund budget and shall be equal to a minimum of 5.0 percent of the sum of the projected beginning fund balance for a particular fiscal year and the estimated revenues for that year. The fund balance target amount shall be the first item funded in the budget for any fiscal year. This fund balance target concept may also be extended to other funds of the District when and where applicable.

Recommended Action: It is recommended that the Board of Trustees accept Policy and Regulations 7080, Budget Development - Fund Balance Target, for first reading.

Salvatore G. Rotella
President

Prepared by: James L. Buysse
Vice President, Administration and Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT

BUDGET DEVELOPMENT - FUND BALANCE TARGET

The Riverside Community College District shall employ the concept of a fund balance target in the annual budget development process. The fund balance target concept shall apply to the Unrestricted General Fund budget and shall be equal to a minimum of 5.0 percent of the sum of the projected beginning fund balance for a particular fiscal year and the estimated revenues for that year. The fund balance target amount shall be the first item funded in the budget for any fiscal year. This fund balance target concept may also be extended to other funds of the District when and where applicable.

Submitted to Board for First Reading _____

Approved by Board _____

Adopted: _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FINANCE AND AUDIT

Report No.: V-D-2

Date: August 10, 2004

Subject: Data Exchange Interface Service/Local SQL/Server Database Agreement

Background: The District web site contains information in several databases that allow information to be dynamically retrieved and presented, including the course schedule, the open class list and the employee directory. However, manually updating this information on a regular basis is very time-consuming. Automating this process reduces the number of errors that occur in the manual data transfer process and reduces the time spent by District staff in preparing and loading data by 75-90 percent.

The vendor in the attached contract is a consultant experienced in database administration and, hence, is qualified to develop this automated process. The contract was reviewed by the Director of Communications and Web Development, the Associate Vice President of Public Affairs and Institutional Advancement, the Vice President of Administration and Finance, and the Risk Manager.

Recommendation: It is recommended that the Board of Trustees approve this agreement between Thuy Nguyen and Riverside Community College District for an amount not to exceed \$5,000, and authorize the Vice President, Administration and Finance to sign it.

Salvatore G. Rotella
President

Prepared by: Jim Parsons
Associate Vice President, Public Affairs & Institutional Advancement

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Data Exchange Interface Service of the local SQL/Server database Project Agreement

This agreement is entered into this 03rd day of May 2004, between Riverside Community College District, hereinafter referred to as "District" and Thuy Nguyen, hereinafter referred to as "Consultant".
The goal of the project is to streamline the multiple Data exchange interfaces to the Public Affairs and College Advancement SQL/Server Database.

1. The District shall provide the Development and Testing SQL/SERVER Database, the access and security services as needed for the Project, if any and at the times, dates and locations indicated therein.
2. The District shall provide, to the Consultant, a temporary account of VPN software license for a remote access to SQL/Server database for the duration of the project.
3. The District agrees to accept the services and agrees to pay the Consultant for services rendered in accordance with the provisions of the attached document (Scope of work 04162004)
4. This Agreement includes the project timeline (Riverside Community College-Project-Timeline) and project scope (Scope of work 04162004), which are made a part of this Agreement herein by this reference. All attached documents must be individually initialed and dated by both parties to this Agreement.
5. The terms of this Agreement shall be from May 03, 2004 through June 30, 2004.
6. The Consultant will provide development service on a part time basis at her site, accessing remotely to the District Development SQL/SERVER Database for extracting information, deployment and testing.
7. The Consultant is not accountable for any production problem or maintenance activity after the deployment of the solution on the Production SQL/SERVER Database.
8. The Consultant will issue an invoice on 1st and 15th of the month.
9. The District will issue a final acceptance of the deliverables rendered by the Consultant.
10. This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject and purpose of this Agreement. Each party to this Agreement acknowledges and agrees that no representations, inducements, promises or agreements have been made by any party, or by anyone acting on behalf of any party which are not embodied herein, and agrees that no other agreement, statement, or promise not contained herein shall be valid or binding. The parties hereto agree that this Agreement constitutes the sole and entire understanding and agreement among the signatories and all parties represent and warrant that they are not relying on any promises, representations, or agreements other than those expressly set forth in this Agreement.
11. The District shall hold harmless, indemnify and defend the Consultant against any liability, including reasonable attorney fees, arising out of negligent acts, errors or omissions of the District, its employees, or agents. The Consultant shall hold harmless, indemnify and defend the District against any liability, including reasonable attorney fees, arising out of negligent acts, errors or omissions of the Consultant, its employees, or agents.
12. This Agreement is subject to amendment only with the unanimous consent of all the signatories and any amendment must be in writing and signed by all parties hereto.

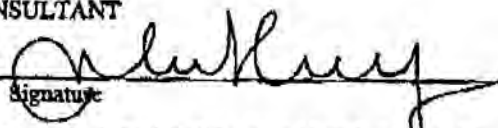
IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year written above.

DISTRICT

By: _____
Signature

Vice President Administration & Finance

CONSULTANT

By: 
Signature

THUY NGUYEN, CONSULTANT, 5/19/2004
Title

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Data Exchange Interface Service of the local SQL/Server database Project Agreement

This agreement is entered into this 03rd day of May 2004, between Riverside Community College District, hereinafter referred to as "District" and Thuy Nguyen, hereinafter referred to as "Consultant".
The goal of the project is to streamline the multiple Data exchange interfaces to the Public Affairs and College Advancement SQL/Server Database.

1. The District shall provide the Development and Testing SQL/SERVER Database, the access and security services as needed for the Project, if any and at the times, dates and locations indicated therein.
2. The District shall provide, to the Consultant, a temporary account of VPN software license for a remote access to SQL/Server database for the duration of the project.
3. The District agrees to accept the services and agrees to pay the Consultant for services rendered in accordance with the provisions of the attached document (Scope of work 04162004)
4. This Agreement includes the project timeline (Riverside Community College-Project-Timeline) and project scope (Scope of work 04162004), which are made a part of this Agreement herein by this reference. All attached documents must be individually initialed and dated by both parties to this Agreement.
5. The terms of this Agreement shall be from May 03, 2004 through June 30, 2004.
6. The Consultant will provide development service on a part time basis at her site, accessing remotely to the District Development SQL/SERVER Database for extracting information, deployment and testing.
7. The Consultant is not accountable for any production problem or maintenance activity after the deployment of the solution on the Production SQL/SERVER Database.
8. The Consultant will issue an invoice on 1st and 15th of the month.
9. The District will issue a final acceptance of the deliverables rendered by the Consultant.
10. This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject and purpose of this Agreement. Each party to this Agreement acknowledges and agrees that no representations, inducements, promises or agreements have been made by any party, or by anyone acting on behalf of any party which are not embodied herein, and agrees that no other agreement, statement, or promise not contained herein shall be valid or binding. The parties hereto agree that this Agreement constitutes the sole and entire understanding and agreement among the signatories and all parties represent and warrant that they are not relying on any promises, representations, or agreements other than those expressly set forth in this Agreement.
11. The District shall hold harmless, indemnify and defend the Consultant against any liability, including reasonable attorney fees, arising out of negligent acts, errors or omissions of the District, its employees, or agents. The Consultant shall hold harmless, indemnify and defend the District against any liability, including reasonable attorney fees, arising out of negligent acts, errors or omissions of the Consultant, its employees, or agents.
12. This Agreement is subject to amendment only with the unanimous consent of all the signatories and any amendment must be in writing and signed by all parties hereto.

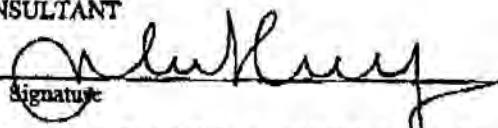
IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year written above.

DISTRICT

By: _____
Signature

Vice President Administration & Finance

CONSULTANT

By: 
Signature

THUY NGUYEN, CONSULTANT, 5/19/2004
Title

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Data Exchange Interface Service of the local SQL/Server database Project agreement

SCHEDULE & SERVICES & COMPENSATION

This schedule sets forth the compensation payable for services rendered in accordance with the terms and provisions of the Data Exchange Interface Service of the local SQL/Server database Project agreement, dated the 3rd day of May 2004 between the Riverside Community College District and Thuy Nguyen, here referred to as "Consultant". This schedule is incorporated into and by this reference, made part of the Agreement referenced above and all terms, referenced and defined in Agreement, apply hereto.

The District agrees to compensate Consultant as follows:

Total Cost: \$5,000.00, payable twice monthly following receipt of Consultant contract as stipulated in paragraph 8 of the Agreement.

The Project goal is to streamline the multiple Data exchange interfaces to the Public Affairs and College Advancement SQL/Server Database.

Estimated development hours: 135 hours
Duration: From May 03, 2004 to June 30, 2004

District Initials

Date

T.N.
Consultant Initials

5/19/2009
Date

Bill To:

Business Services
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506

Send Payment to:

Thuy Nguyen
29571 Michelis St.
Laguna Niguel
CA, 92677

Scope of Work

Public Affairs and College Advancement Riverside Community College

**Prepared For: Darren Dong
Director, Communications and Web Development**

Scope of Work Executive Summary

The purpose of this project is to develop for the Riverside Community College, Public Affairs and College Advancement, an automated process of receiving data files from various external departments and to refresh the local SQL/Server database, and to provide enhancement and tuning service of the local SQL/Server database.

Goal - To streamline the multiple Data exchange interfaces to the Public Affairs and College Advancement SQL/Server Database.

Consultant Contact:

Name: Thuy Nguyen

Address: 29571 Michelis st., Laguna Niguel, CA 92677

(949) 495-5631 (home)

(310) 783-2624 (office)

Project Plan – A tentative timeline is provided in the document "Riverside Community College-Project- Timeline" attached with the communication email. The deadline of the project will be at June 30,2004.

Project Cost: The Project price is estimated to be an overall lump sum cost of \$5,000 (not hourly base).

Project Documentation

Public Affairs and College Advancement Riverside Community College

**Prepared For: Darren Dong
Director, Communications and Web Development**

Mapping Summary: as 06/04/2004

Input files are in 'TEXT' format fixed columns , resulting from 'Save AS' of the original Excel files provided from 'Datatel' server.

It's crucial to use consistently same naming convention and same file structure layout for any new version of input files because they are integrally embedded within the 'Data Exchange process' between 'Datatel' server and 'SQL/SERVER RCC Courses and Schedule Database' server.

To launch communication between 'Datatel' and 'SQL/SERVER RCC Courses and Schedule Database' server and start 'Data Exchange' process, new input files need to be stored at folder C:\inetpub\ftproot\RCCInput of 'Datatel' server.

'Data Exchange' process will FTP input files to folder C:\DATA\RiversideCC\InputFile of 'SQL/SERVER RCC Courses and Schedule Database' server, and recycle already processed files.

<u>Input File Name</u>	<u>Database/Table & DTS name</u>	<u>Frequencv</u>	<u>Est. # rows</u>
C:\DATA\RiversideCC\InputFile			
Suggested name StaffDirectory.TXT Previous name StaffDirectory_031804.TXT	EmployeeDirectory/employeeDirectory Extract and Load Employee Directory from Text file StaffDirectory.dts	Weekly & Ad-hoc	888
Suggested name SPRSCHED.TXT Previous name 04SPRSCHED.TXT	2004Schedule/Spring Extract and Load Spring Course Catalog from Text file.dts	Daily	2626
Suggested name SPRDescriptionSpring.TXT We need an input file specific for Spring course description , same file layout as SPRSCHED.TXT	2004Schedule/ DescriptionSpring Extract-Load-description-Spring-TXTFILE.DTS	Daily	2626
Suggested name SUMDescriptionSummer.TXT Previous name 04SUMDescriptionSummer.TXT	2004Schedule/DescriptionSummer Extract & Load Summer Course Description from Text file.dts	Daily	755

Suggested name SUMSCHED.TXT Same file layout as SUMDescriptionSummer.TXT		2004Schedule/Summer	Daily	
Suggested name WINDescriptionWinter.TXT	name	2004Schedule /DescriptionWinter		
Suggested name WINSCHED.TXT		2004Schedule /winter		
Suggested name FALDescriptionFallL.TXT	name	2004Schedule /DescriptionFall		
Suggested name FALLSCHED.TXT		2004Schedule /fall		
Suggested name OpenCourseListSpring.TXT Previous name Open_Campus_Web_All_04SPR		2004Schedule/ OpenCourseListSpring		
Suggested name OpenCourseListSummer.TXT Previous name Open_Campus_Web_All_04SUM		2004Schedule/openCourseListSummer		
Suggested name OpenCourseListFall.TXT	name	2004Schedule/openCourseListFall		
Suggested name OpenCourseListWinter.TXT	name	2004Schedule/openCourseListWinter		

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FINANCE AND AUDIT

Report No.: V-D-3

Date: August 10, 2004

Subject: Agreement for Services – Murdoch, Walrath & Holmes

Background: Attached for the Board's review and consideration is a proposed Agreement for Services with the firm of Murdoch, Walrath & Holmes. Through this agreement, the College District would continue to receive assistance in securing operating and construction funding and addressing other legislative matters. The fee remains unchanged from 2003-04.

Recommended Action: It is recommended that the Board of Trustees approve entering into an Agreement for Services with Murdoch, Walrath & Holmes for the period July 1, 2004, through June 30, 2005, and authorize the Vice President, Administration and Finance to sign the agreement.

Salvatore G. Rotella
President

Prepared by: James L. Buysse
Vice President, Administration and Finance

AGREEMENT FOR SERVICES

This agreement is made between Murdoch, Walrath & Holmes, hereinafter referred to as the Contractor, and the Riverside Community College District, hereinafter referred to as the Client, for the period July 1, 2004 through June 30, 2005. Contractor agrees to:

- Provide consulting and lobbying services to enhance growth FTES funding.
- Provide lobbying services at each step of development of the State community college budget for the 2005-06 fiscal year to protect district funding.
- Consult with Client and assist in securing appropriate legislative and administrative action on support and capital outlay issues and projects.

Paul Holmes of Murdoch, Walrath & Holmes shall be the individual assigned to work with the Client under the provisions of this contract.

No lobbying, as defined under the Political Reform Act of 1974 (as amended), shall commence until such time as the appropriate authorization/registration forms have been filed with the California Secretary of State.

A fee of \$2,600 per month shall be paid to the Contractor for the above services. The fee shall include all expenses incurred by the Contractor in Sacramento on behalf of the Client. The Contractor shall be reimbursed for all preapproved travel expenses on behalf of the Client outside of Sacramento.

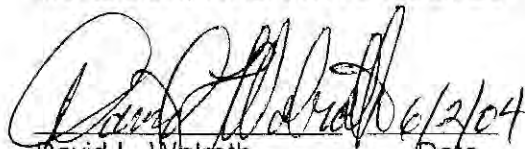
It is expressly understood and agreed to by both parties hereto that the Contractor, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid Client, and is without authority to obligate the Client for indebtedness or other commitments without approval of the Client.

It is understood that the Client is one of several clients represented by the Contractor, but that the Contractor will accurately and fairly represent the Client's position.

It is mutually agreed that this contract shall be effective on a month-to-month basis until terminated by either party upon a thirty-day written notice or upon the termination date of the contract, whichever is sooner.

MURDOCH, WALRATH & HOLMES

RIVERSIDE COMMUNITY COLLEGE
DISTRICT



David L. Walrath Date
President

Salvatore Rotella Date
Superintendent/President

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FINANCE AND AUDIT

Report No.: V-D-4

Date: August 10, 2004

Subject: Interfund Loan – Proposed Reauthorization

Background: The Child Care Fund (Resource 3300) continues to experience cash flow difficulties and thus will be unable to repay its interfund loan of \$100,000 from the Unrestricted General Fund (Resource 1000) in fiscal '04. The interfund loan will be repaid in 2004-2005.

Recommended Action: It is recommended that the Board of Trustees reauthorize the \$100,000 interfund loan from the Unrestricted General Fund (Resource 1000) to the Child Care Fund (Resource 3300), again at an interest rate equal to that received by the District on its short-term investments with the Riverside County Treasurer, with said loan to be written off to Resource 1000 on or before June 30, 2005.


Salvatore G. Rotella
President

Prepared by: James L. Buysse
Vice President, Administration and Finance

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 ASSOCIATED STUDENTS OF RCC**

**TENTATIVE OPERATING BUDGET
 2004-2005**

INCOME

Estimated Beginning Balance, July 1		\$	926,447
Local Income			
Student Fees	\$	512,245	
Interest		8,630	
Athletic Events		10,472	
Telephone Commission		<u>27,059</u>	
Total Local Income			<u>558,406</u>
Total Available Funds			<u>\$ 1,484,853</u>

EXPENDITURES

Special Program Code

900	ASRCC Operations/Special Events	\$	42,300
905	Organizations Funding		126,933
906	Athletics		210,482
911	Riverside Special Events		43,825
912	Riverside Interclub Council		6,000
913	Riverside MCAC		7,900
914	Riverside Club Special Events		43,072
916	Riverside Board of Commissioners		5,300
921	Norco Operations/Special Events		14,390
922	Norco Interclub Council		4,800
923	Norco MCAC		1,500
924	Norco Club Special Events		11,315
926	Norco Government Branches		2,585
927	Norco Commissioners		4,500
931	Moreno Valley Special Events		21,275
932	Moreno Valley Interclub Council		3,350
933	Moreno Valley MCAC		2,730
934	Moreno Valley Club Special Events		<u>6,149</u>
	Total Expenditures	\$	558,406
	Contingency / Reserve		<u>926,447</u>
	Total Associated Students of RCC Expenditures, including Contingency / Reserve		<u>\$ 1,484,853</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FINANCE AND AUDIT

Report No.: V-D-5

Date: August 10, 2004

Subject: Proposed Child Center Fee Increase

Background: Fees currently being charged parents for the education and care of their children at RCC Child Centers were last raised on July 1, 2001. Since that time, personnel and other costs at the Center have risen by approximately 15 % and fees at other child centers in the Riverside area have increased proportionately. A survey of 17 separate regional child center agencies, including centers run by community colleges (5), churches (5), non-profit organizations (4), universities (2), and a for-profit business (1) reveals that RCC's fees are now on average significantly lower than market rates. A fee increase of 10% would enable RCC to offer students and the community fees that are comparable to, but on average lower than, fees obtainable elsewhere. The proposed 2004-05 fee schedule (Attachment A) includes summary data on rates at other centers by category of children served. Related data pertaining to the partial support of RCC's Early Childhood Studies program from the General Fund are found in Attachment B.

Recommended Action: It is recommended that the Board of Trustees approve a 10% fee increase for the College's three child centers and authorize the new fee to be implemented according to the accompanying fee schedule (Attachment A), effective October 1, 2004.

Salvatore G. Rotella
President

Prepared by: Debbie Whitaker-Meneses
Associate Dean, Early Childhood Programs
and
Irving G. Hendrick
Dean of Education

REVISED

ATTACHMENT A

**PROPOSED FEE RESTRUCTURING with DISCOUNT for 5 FULL DAYS
 (Individual percentage rate increases vary; net 10% increase overall)
 (Effective October 1, 2004)**

**Registration Fee: \$60 for the first child and \$30 for concurrently enrolling siblings
 Start dates during mid-month are calculated at the daily rate.**

Preschool Program – Community

Full Day: 6:30 a.m. to 5:30 p.m. (includes Breakfast and Afternoon Snack)
 Parent provides lunch.

\$ 22 per day	RCC September 2001 - Present	RCC Monthly	Comparison to 03-04 Tuition Ranges	
			Private Centers	College Lab Schools
Five Days / Week	440	460 (\$24 savings)	\$ 380 to 814	\$ 457 to 748
Four Days / Wk	340	396		
Three Days / Wk	240	308		
Two Days / Wk	180	220		

Half-Day: 6:30 a.m. to 12:30 p.m. (includes Breakfast) Parent provides lunch.

\$ 18 per day	RCC September 2001 - Present	RCC Monthly	Comparison to 03-04 Tuition Ranges	
			Private Centers	College Lab Schools
Five Days / Week	360	396	\$ 205 – 330	\$ 392 - 551
Four Days / Wk	280	324		
Three Days / Wk	200	252		
Two Days / Wk	150	180		

***Preschool Program – Concurrently Enrolled RCC Student Parent**

Full Day: 6:30 a.m. to 5:30 p.m. (includes Breakfast and Afternoon Snack)
 Parent provides lunch.

\$ 19 per day	RCC September 2001 - Present	RCC Monthly	Comparison to 03-04 Tuition Ranges	
			Private Centers	College Lab Schools
Five Days / Wk	380	400 (\$18 savings)	no college student discount	\$ 452
Four Days / Wk	290	342		
Three Days / Wk	210	266		
Two Days / Wk	160	190		

***Preschool Program – Concurrently Enrolled RCC Student Parent (continued)**

Half-Day: 6:30 a.m. to 12:30 p.m. (includes Breakfast) Parent provides lunch.

\$ 15.50 per day	RCC September 2001 – Present	RCC Monthly	Comparison to 03-04 Tuition Ranges	
			Private Centers	College Lab Schools
Five Days / Week	310	341	no college student discount	\$ 332 –378
Four Days / Wk	240	279		
Three Days / Wk	170	217		
Two Days / Wk	130	155		

*The College, working with the RCC Foundation, will seek to provide scholarships for RCC student parents in need of assistance in meeting these fee increases.

***Toddler Program**

Full Day: 6:30 a.m. to 5:30 p.m. (includes Breakfast and Afternoon Snack) Parent provides lunch.

\$ 30.50 per day	RCC September 2001 - Present	RCC Monthly	Comparison to 03-04 Tuition Ranges	
			Private Centers	College Lab Schools
Five Days / Week	610	650 (\$21 savings)	\$ 440 to 750	\$744 to 1,128
Four Days / Wk	470	549		
Three Days / Wk	330	427		
Two Days / Wk	250	305		

Half-Day: 6:30 to 12:30 (includes Breakfast) Parent provides lunch.

\$ 18.50 per day	RCC September 2001 - Present	RCC Monthly	Comparison to 03-04 Tuition Ranges	
			Private Centers	College Lab Schools
Five Days / Week	370	407	\$ 455	\$ 374 - 573
Four Days / Wk	280	333		
Three Days / Wk	200	259		
Two Days / Wk	150	185		

***Infant Program**

Full Day: 6:30 a.m. to 5:30 p.m. Parent provides food and diapers.

\$ 31.50 per day	RCC September 2001 - Present	RCC Monthly	Comparison to 03-04 Tuition Ranges	
			Private Centers	College Lab Schools
Five Days / Week	630	680 (\$13 savings)	\$ 608 – 750	\$ 731 – 882
Four Days / Week	490	567		
Three Days / Week	350	441		
Two Days / Week	260	315		

***Infant Program (continued)**

Half-Day: 6:30 a.m. to 12:00 p.m. or 12:00 p.m. – 5:30 p.m. Parent provides food and diapers.

\$ 20 per day	RCC September 2001 - Present	RCC Monthly	Comparison to 03-04 Tuition Ranges	
			Private Centers	College Lab Schools
Five Days / Week	400	440	none found	\$ 420 – 552
Four Days / Week	310	360		
Three Days / Week	220	280		
Two Days / Week	170	200		

*The College, working with the RCC Foundation, will seek to provide scholarships for RCC student parents in need of assistance in meeting these fee increases.

Monthly rates were calculated by the following method:

- 1.) Taking the current (September 2001 approved) monthly rate.
- 2.) Add 10% increase.
- 3.) Divide the new amount by 22 days to get a daily rate.
- 4.) Take the daily rate and multiply it by the average number of days a child would attend.
 - a.) Five days a week is 22 days X daily rate.
 - b.) Four days a week is 18 days X daily rate.
 - c.) Three days a week is 14 days X daily rate.
 - d.) Two days a week is 10 days X daily rate.
- 5.) Give a discount for those families who enroll for five full days per week as an incentive to increase consistency for the child and the Fund 33 budget.

REVISED

ATTACHMENT B

Assigning Costs for Early Childhood Studies

Early Childhood Studies (ECS), like many other RCC instructional programs, includes a laboratory component, along with a lecture/classroom instruction component. In the case of ECS, the Child Centers at Moreno Valley, Norco, and Riverside serve as this program's laboratories, with their certificated personnel providing training for RCC's students. The Centers were justified and built at state expense for this instructional laboratory purpose, but *they also* provide a childcare and early childhood education service for the College community and the larger public. Without this important service component and the corresponding ability of RCC and other community colleges to recover a significant part of their operational costs from clients, the expense of operating ECS programs would be prohibitive. During 2004-05, we anticipate that approximately 1,500 RCC students will be using the three center laboratories for their child observation and/or internship experiences, and that approximately 180 young children will be served at those Centers.

Our challenge is to identify a fair and equitable basis for assigning costs between the program's instructional laboratory component, which is conducted to provide college education and training, and the service component, which benefits young children and their families. An analysis of work performed by child center personnel, as well as an analysis of facility use and supplies used in ECS and Child Center programs, suggests that approximately 30 percent of center space and operations are dedicated directly to serving RCC's enrolled college students. However, the issue is made more complex because much of the staff time and facility use involves providing *both* college student instruction and child education/care *simultaneously*. A national survey conducted in 1995 revealed that budgeting practice in support of college based child centers varied widely. However, that survey did show that on average approximately 21% of support came from direct institutional funding, and 10% came from "in-kind support from the host institution," e.g., facility space, equipment, maintenance, utilities, etc. At RCC, it is anticipated that the proposed 2004-05 child center budget will reflect a General Fund contribution in that range. The opening of new child centers at Norco and Moreno Valley during the 2004-05 fiscal year will introduce a measure of financial uncertainty into our budgeting, and almost assuredly require us to adapt greater flexibility than has been necessary historically.

In an effort to gain a more current sense of child center budgeting practice at other institutions, a committee composed of one representative from Administration and Finance (Marilyn Mathieu), one from ECS (Debbie Whitaker-Meneses), and one from the public (Jane Block) will direct and interpret a survey of child center operations at other colleges with ECS programs. Data from that committee's report will be considered prior to developing RCC's 2005-06 child center budgets.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PRESIDENT'S OFFICE

Report No.: II-B

DATE: August 10, 2004

Subject: Resolution Regarding California Highway Patrol Training Courses at Ben Clark Training Center – Resolution No. 1-04/05

Background: On June 17, 2003, the Board adopted Resolution 47-02/03 granting permission to the Palo Verde Community College District to offer courses at the Ben Clark Training Center, in support of the California Highway Patrol Training Program. On June 15, 2004, Dr. James Hottois, President of the Palo Verde Community College District, requested, in writing, an extension of this permission for the 2004-2005 school year, beginning August 1, 2004 and ending on June 30, 2005. Any extension of this arrangement will require a sixty-day advance notice by Palo Verde Community College District. Attached, for your consideration, is Resolution 1-04/05.

Recommended Action: It is recommended that the Board of Trustees adopt Resolution 1-04/05 granting permission to the Palo Verde Community College District to offer courses at the Ben Clark Training Center, in support of the California Highway Patrol Training Program for the period August 1, 2004 to June 30, 2005.

Salvatore G. Rotella
President

Prepared by: Ruth Adams
Administrative Assistant to the President

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Resolution No. 1-04/05

Resolution Regarding California Highway Patrol Training Courses at Ben Clark Training Center

WHEREAS, Palo Verde Community College District seeks permission to offer courses in support of the California Highway Patrol Training Program at the Ben Clark Training Center in Riverside, California, effective July 1, 2004, and;

WHEREAS, it is the desire of the Board of Trustees of the Riverside Community College District to grant the Palo Verde Community College District permission to offer said courses, and;

WHEREAS, the Palo Verde Community College District and the Riverside County Sheriff's Department will work out the necessary administrative arrangements for the operation of the CHP Program.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Riverside Community College District grants permission to the Palo Verde Community College District to offer courses in support of the California Highway Patrol Training Program at the Ben Clark Training Center in Riverside, California, effective August 1, 2004, and ending on June 30, 2005. Any extension of this arrangement will require a sixty-day advance notice by Palo Verde Community College District.

Passed and adopted this 10th day of August, 2004.

**BOARD OF TRUSTEES OF THE
RIVERSIDE COMMUNITY COLLEGE DISTRICT**

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PRESIDENT'S OFFICE

Report No.: II-C

DATE: August 10, 2004

Subject: 2004-2005 College Catalog

Background: The Riverside Community College District Catalog has been revised and updated to incorporate changes in curriculum, as well as adoptions, deletions and revisions in courses and programs to reflect Board actions in the 2003-2004 academic year.

Recommended Action: It is recommended that the Board of Trustees approve the 2004-2005 College Catalog as submitted.

Salvatore G. Rotella
President

Prepared by: Ruth Adams
Administrative Assistant to the President

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PRESIDENT'S OFFICE

Date: August 10, 2004

Report No.: II-D

Subject: Recommendation of Moreno Valley Campus Strategic Planning
Committee

Background: At their May 24, 2004 meeting, the Moreno Valley Campus Strategic Planning Committee voted to approve the following structures as the #1 priority for building on the Moreno Valley Campus:

- Phase III Building
- Digital Cable Television Studio, contingent on receipt of matching funds from the City of Moreno Valley
- Network Operation Center (NOC) Building

Recommended Action: It is recommended that the Board of Trustees approve the listed structures as priority to be built on the Moreno Valley Campus.

Salvatore G. Rotella
President

Prepared by: Virginia MacDonald
Chief of Staff

**RCC MORENO VALLEY
STRATEGIC PLANNING COMMITTEE**

MEETING SUMMARY

**Library 136
May 24, 2004**

PRESENT: Dale Barajas, LeAnn Baxter, Doug Beckstrom, Cordell Briggs, Fred Brose, Daria Burnett, Edward Bush, Gail Byrne, Maureen Chavez, Robert Clinton, Lisa Conyers, Jose Duran, Gregory Elder, George Gage, Grace Goodrich, Jonell Guzman, Jennifer Keyes, Christina Leon, Donna Lesser, Lori Ogata-Keeler, Maria Pacheco, Joe Reynolds, Ron Ricard, Richard Tworek, Edd Williams

GUESTS: Beverly Buckley, Carlos Carrio, Dan Clark, Elijah Davenport, Robert Gurrola, Rick Hernandez, Diane Marsh, Arlene McVoy, Garryd Queen, Patti Smith, Aan Tan, Cynthia Urrutia, Lee Wagner

1. WELCOME

Mr. Jose Duran called the meeting to order at 1:03 p.m. and welcomed the committee members and guests. Mr. Duran changed the order of the agenda. Dr. Diane Marsh, guest presenter, has a class to teach within the half hour.

2. GUEST: DR. DIANE MARSH

Mr. Duran turned this portion of the meeting over to Dr. Diane Marsh, Chair, Moreno Valley Strategic Planning Discussion Group. The Group (a) represents the future format for planning and developing the college's future; (b) is open to all Campus' members to attend and participate; (c) has monthly meetings year round, including summer; (d) has a goal to develop a community vision of where Moreno Valley **College** should go and balance the needs of all the departments, students, and the community served by the campus. Dr. Marsh invited everyone to join and contribute their vision for the college's future.

Dr. Marsh reported that the Group has had two meetings. At these meetings, the Group discussed the campus' opportunity to accelerate the construction of new and needed specialized facilities with the passage of Bond Measure C in March 2004. For the college's future, the Group members reviewed the following: (a) identify needed specialized facilities for new and existing programs and units; (b) decide what size and shape lecture rooms are needed; (c) decide what furniture, furnishings, computer technologies should be in the new classrooms; and (d) plan to retrofit the older classrooms. Dr. Marsh stated that the Group also felt that some type of theater/outdoor venue for holding ceremonies, such as graduation and award ceremonies, is needed for the campus. The members went under the assumption that the campus would have a Moreno Valley site-based facilities planning group and a budget to help develop these plans.

Dr. Marsh noted that the Group also took into consideration (a) the needs of specialized programs in Health and Human Services, which include the Physician Assistant Program, Paramedic/EMT Program, Dental Technology, etc.; (b) the needs of occupational programs to have specific facilities to meet accreditation requirements; (c) the need of academic courses to support the various programs; (d) the need for future strategic planning to include better science facilities (both chemistry and microbiology facilities) to support the applied science programs; (e) the need of the chemistry and microbiology lab facilities to have adequate stockrooms, instrument rooms, and increased square footage; (f) the need to have these rooms in a new building; (g) the need to recognize that current facilities' square footage is not adequate for the present or future needs; (h) the need for future strategic plans to consider the possible purchase of the March Air Reserve Base (MARB) hospital; (i) the need to consider with the purchase of the MARB hospital whether to relocate some or all of the occupational health programs or locate in the new campus facilities. The PA Program, however, is no longer interested in relocating to MARB; (i) consider relocating the HHPS offices to space vacated in the Humanities Building.

Dr. Marsh reported the Groups' discussions for the future needs of the various programs. Health & Human Services Programs: The Group identified future HHPS programs and their needs: Pharmacy Technician, Radiology Technician, Physical Therapy Technician, Sports Medicine Technician. These accredited programs will require some office/stockroom modifications and maintaining readily accessible student records and files.

Communication, Humanities, & Social Sciences Program: The Group agreed that the faculty and students would find it important, as well as beneficial, in having (a) a language lab/reading, writing center/ESL cluster close together; (b) have designated areas to support the needs of the language/reading/writing/ESL centers: (1) quiet study room; (2) talking room; and (3) testing room with glass windows so that the proctor can oversee an exam without disrupting and distracting the student; (c) have the elementary reading and language courses adjacent to these areas.

Math, Science, and Communications Program: The Group (a) found that the CIS facilities are currently meeting the program's needs and CIS studies plans to include programs in hardware training and computer security, tying in with the initiative for homeland security; (b) found that the current physical education facilities are not very large; (c) recommends the expansion of the math lab; (d) agrees with the math faculty to have a math lab near their elementary math courses to encourage students to use this lab; (e) agrees that to support the math lab there needs to be (1) computer work areas; (2) quiet exam areas; (3) tutoring areas; (f) agrees that with the growth of the sciences there is a need to (1) plan for a science lecture room that can hold more than one student lab section at a time; (2) have a lecture room with the ability to store materials; (3) have a lecture room suitable to hold demonstrations. The current lecture room, HUM 129, is heavily used and is the only large campus lecture hall. Both anatomy and microbiology courses have increased their need for a large lecture hall.

Besides considering the location of a new lecture hall, it was noted that tables and chairs were preferred to sled desks, which limit the configuration of the room and walking area. The request was to have chalk and/or whiteboards along the long (not short) dimension of the classroom/lecture room. Other needs include (a) projection equipment for power point presentations; (b) permanent maps covered by some type of Plexiglas protection; (c) locked storage under the board area to access maps, posters, etc., as needed.

Dr. Marsh reported that other proposed facilities include: (a) An astronomical observatory, which could be located on the roof of a new structure; (b) a Health & Wellness Center, which could be tied in with the Physical Therapy Assistant Program. Dr. Marsh stated that this is where the involvement of the campus is needed. Future discussion needs to consider the Center's vision. The facility could (a) include a weight room; (b) serve as a physical education facility; (c) and/or a Physical Therapy Assistant lecture room. In addition, another concept proposed was to include a cardiovascular fitness center, which could tie in with physical therapy, occupational therapy, stress testing, and physical education classes. Dr. Marsh stated that the cardiovascular center could also be used as a clinic where people could come in for a cardiovascular health analysis and students could learn how to carry out that process.

Dr. Marsh stated that the Group at future meetings will include the following topics: Faculty Needs: (a) the need for a faculty work room (possibly Science 157) and/or faculty innovation room; (b) some type of adjunct faculty office so adjunct members could (1) meet with students after class; (2) have a place for their books and belongings between classes (e.g., lockers or cubby holes with locks); (3) have a desk to do work; (c) possibly relocating the faculty mailboxes to the work room; (d) have a faculty meeting area with a table for small faculty groups to gather and discuss issues. Campus Buildings: (a) work to have the overall campus design and new building locations come together as a whole; (b) add additional administrative and counseling offices as the campus grows; (c) have a conference room with teleconferencing capabilities since more groups need to meet across the District via this technology; (d) add storage facilities, which could include a basement being built in one of the new buildings, divided into sections; (e) more space and/or wall dividers for the Dean of Instruction office to allow for confidential matters to be discussed; (f) locate unsightly dumpsters and trash bags out of view; (g) plan rational paths between buildings and prevent pedestrians from creating paths in the lawn to access a building; (h) identify the central focus area of the campus before planning future construction; (i) plan for general gathering areas; (j) cover walkways between new building areas; (k) have accessible wiring closets; (l) determine the optimum room square footage; (m) design a room for the core classes based on student enrollments; (n) determine the equipment that is needed for the classrooms, which will include wireless technology, etc.; (o) install quiet closing doors; (p) install panic buttons; (q) provide an adequate ventilation system in all buildings, especially in the science labs; (r) plan for sufficient restroom facilities throughout the campus; (s) consider replacing worn and unsightly carpet with painted cement;

(t) consider removing wallpaper and, for easier upkeep, paint walls; (u) consider having in the Computer Room data ports in the walls rather than the floors; (v) *meet with the architect before the initial campus design plans are drawn to present campus members' ideas on what the campus needs and what should be included in the new buildings.*

3. APPROVAL OF THE MINUTES

It was moved by Dr. Gregory Elder, seconded by Ms. Donna Lesser, and approved to accept the minutes of February 24, 2004 as submitted with one abstention.

4. GUESTS: MR. AAN TAN, MR. ROBERT GURROLA, MR. RICK HERNANDEZ

Mr. Duran turned this portion of the meeting over to Mr. Aan Tan, Mr. Robert Gurrola, and Mr. Rick Hernandez. Mr. Tan, Mr. Gurrola, and Mr. Hernandez reviewed Moreno Valley Campus' 5 Year Plan for building projects. They reviewed the District's load ratios/efficiency table based on Fall 2003 data. They indicated that the campus needs to stay under the State's guidelines for load ratio in order to qualify for new construction. However, the campus has an opportunity to accelerate the Phase III building due to the passage of Bond Measure C.

Mr. Gurrola explained that part of the process when planning to utilize both the State's and RCC's bond funds is to calculate load ratio and growth. He also indicated that there is a possibility of obtaining funds from the State's Proposition 55. It includes the construction of the Early Childhood Studies Child Care Center and the future Phase III building on the Moreno Valley Campus. On July 1, the Initial Project Proposal (IPP) will be submitted and hopefully approved by January. Upon approval of that IPP, the Final Project Proposal (FPP) will be submitted. It is anticipated to receive approval so that construction can begin the following Fall. Mr. Tan stated that the process usually takes seven years.

Mr. Hernandez stated that based on the parameters illustrated, the first proposed construction project is the campus' Network Operations Center infrastructure (NOC). Currently, there is no centralized place to properly manage and serve the campus' computer storage needs. The proposed building would be a 2,400 square foot structure paid for by Bond Measure C funds. It would not affect the load ratio.

Mr. Hernandez stated that the next project, following the overall master plan, is for the Phase III building. It would have 35, 000 assignable square feet. He indicated that there are five space categories, which include rooms for lecture halls, labs, office space, etc. Therefore, the load ratio determines what structures the campus is eligible to build. Another project on the master plan is for a Performing Arts Center, which could affect the campus' load ratio. Mr. Tan recommended that the campus consider combining different projects, like the Center, in order to accelerate the construction of a building. For example, the campus could design a building that would be utilized as a Student Services and Academic building. By combining different needs the campus might also be eligible for a larger building. Mr. Tan stated that it is important to work on reducing both operating and construction funds. He recommended the campus consider delaying one of the building projects in order to obtain more State funds.

Mr. Tan informed Dr. Tworek that approval for a Phase III building had already received Board approval. A member asked if current buildings could be retrofitted. Mr. Tan replied that this could be done utilizing secondary effects funds. Another member pointed out that many of the classrooms are lecture/lab combinations. Mr. Gurrola stated that the load ratio is based on the classroom's dominant discipline's use. Another question asked was if the on-line classes impacted the load ratio. This count comes out of the District enrollment but calculated in the load ratio.

5. PROVOST UPDATE

Mr. Duran turned this portion of the meeting over to Dr. Tworek. He announced that the Facilities Site Committee has been renamed. In compliance with the WASC accreditation process, it will now be known as the Moreno Valley Strategic Planning Committee. Two co-chairs will oversee the committee. He appointed Dr. Lisa Conyers (representing the administration) and Dr. Diane Marsh (representing the faculty) as co-chairs. Dr. Tworek noted that the Strategic Planning Committee would be utilized as the vehicle for the dialogue process. The development of this process was discussed at a WASC training session, which was attended by Dr. Conyers and himself. It would involve faculty, staff, administration, and students.

Dr. Tworek recommended that the Strategic Planning Committee submit an approved motion to the RCC Board of Trustees to allow the Board to approve the planning and development of a Network Operations Center (NOC) and a Phase III building on the Moreno Valley Campus. Mr. Ron Ricard, Information Services staff member, indicated that the NOC building would consolidate all the mechanical equipment, servers, and other related computer equipment. Mr. Duran recommended that if the construction of the NOC building is approved, members of the Committee be given an opportunity prior to the next Strategic Planning Committee to see the server room located on the third floor of the Science & Tech building. Members could then be better prepared to recommend how to best utilize this space. Mr. Duran noted that some equipment is also located in classrooms. Currently, Information Services technicians, needing to access the equipment located inside the classrooms, have to wait until the room is vacated. Ms. Donna Lesser made the motion to approve the planning and development of a Network Operations Center (NOC) and a Phase III building for the Moreno Valley Campus. It was seconded by Mr. Ron Ricard. The vote for approval was unanimous.

Dr. Tworek also reported that the City of Moreno Valley recently contacted him after the passage of the Bond Measure C. The City holds a cable TV franchise, which is a part of the campus' cable TV station. In the past the City had discussed the possibility of the development of a digital cable TV production studio on campus. The building would be similar to the Music building at the Riverside Campus. With the passage of the bond measure, the City has proposed to move forward with this production studio project. It would provide the local matching funds, which would be for supplies and equipment. The bond matching funds would be used for the construction of the studio. The City's offer eliminates the need to apply for State for funds. Dr. Tworek consulted with Dr. Rotella. Dr. Rotella stated that this production studio project would be an appropriate use of bond funds due to the City providing local matching funds. Dr. Tworek proposed that the committee entertain a motion to accept the City's offer of providing the local matching funds for the production studio project. This project could eventually tie into the campus' proposed performing arts center and some of the CIS program offerings. The building would be erected at the north end of the Library. It would have a television studio, live production studio, teleconferencing rooms, IMC, etc. The construction of the studio would be contingent on the City providing the projected local matching funds of \$1 million. Dr. Conyers added that there would be a community advisory committee to oversee the utilization of bond measure funds.

Mr. Edd Williams made the motion to approve the planning and development of a digital cable TV production studio on the Moreno Valley Campus contingent upon receiving matching funds from the City of Moreno Valley. It was seconded by Gail Byrne. The vote for approval was unanimous.

Dr. Tworek informed committee members that their packets contacted the Board approved criteria on the Oversight Committee. He requested that this be given to those who are interested in participating and applying to this Oversight Committee.

6. GUESTS: DR. PATTI SMITH, MR. CARLOS CARRIO, CHIEF LEE WAGNER

Mr. Duran turned this portion of the meeting over to Dr. Patti Smith, Director, College Health Services. Dr. Smith announced that this was National Nurses Appreciation Week. She recognized the College's Health Services nurses, in particular Deborah Almquist, RN, and Arlene McVoy, RN.

Dr. Smith indicated that she, along with Carlos Carrio (RCC Health Educator and Tobacco Control Program Coordinator for the City of Riverside), and Mr. Lee Wagner (Chief/Director, College Safety & Police) were invited to attend the meeting to discuss the campus' smoke-free policy adopted by the Board of Trustees one and one half years ago. Recently, several Moreno Valley Campus and committee members have discussed the possibility of having designated smoking areas. Dr. Smith stated that the Norco and Riverside Campuses approved to have temporary designated smoking areas. The Riverside Campus at a recent Student Services meeting approved moving the current smoking areas to the parking lots, which is the next step in the campus' transition in becoming a smoke-free campus. As a part of the transition, Dr. Lacy is in favor of the implementation of fines for not complying with the smoking policy. Chief Wagner indicated that if a violation of the policy occurs after written warnings, the first fine would be \$500. Dr. Burnett noted that she would shortly be meeting with the first student to violate the Moreno Valley Campus' no smoking policy.

Dr. Smith stated that the Moreno Valley Campus is the first college public institution in the nation that is a smoke free campus. In addition, Dr. Smith cautioned modifying policy to have designated smoking areas. There is a

Middle College High School Program on the campus. Mr. Carrio pointed out that 85% of adult smokers started smoking between the ages of 18-24.

Mr. Carlos Carrio reported that a campus survey was conducted which asked if the current policy should remain or should there be designated smoking areas. There were 125 participants, of which 86% were non-smokers. Of this non-smoking Group, 92% agreed that second-hand smoke is hazardous to one's health. The survey results were: Question about being a smoke-free campus, 71% were in favor; Question to have designated smoking areas, 77% said no. Survey comments indicated that there is an overall knowledge-base that this is a smoke-free campus. However, people are seen smoking on campus but no one enforces the policy. When asked if people knew who enforced the policy, 10% said yes; 68% said no; 22% said not sure. Mr. Carrio noted that it would be ironic to have smoking on campus. The Moreno Valley Campus is a health science campus.

Chief Wagner stated that there is a Board policy regarding not smoking. Police officers act on complaints generated by staff and students or direct observations. Officers use a medical model. They inform the smokers about the no smoking policy. Chief Wagner noted that the policy allows officers three levels of enforcement action for violators: (1) Verbal warning and review of policy; (2) Administrative action, which includes but not limited to a verbal warning, review of policy, health education referral, and removal from campus, referring to Penal Code 626.4 (which deals with students, staff, and instructors) and/or Penal Code 626.6 (which refers to non-students and visitors); and (3) revocable access to facilities for groups that are not compliant. Chief Wagner gave a typical scenario. When an officer finds someone smoking on campus, he approaches the individual, explains the smoking policy, requests the individual to either go to the designated smoking area if there is one, or to put the cigarette out. Most people comply. The officer will give the individual a quit tobacco card. If the individual refuses to comply, the officer asks for identification. Information on smoking is provided and the individuals are referred to the Dean, Student Services. If individuals refuse to provide information, the officer asks them to leave campus per 626.6 for non-students and visitors; 626.4 for students; 148 P.C. for obstructing or delaying officers. Prior to filing criminal charges, the elements of the case will be reviewed by administration for conformation. For a violation of 626.4, students can be denied access to the College District grounds for 14 days. Non-compliance can result in arrest and a \$1,000 fine. For a violation of 626.6, non-students and visitors can be denied access to the College District grounds for 7 days. Non-compliance can result in arrest and a \$1,000 fine.

Committee members discussed the problems of non-compliance with the campus' smoke-free policy. Discussion included (a) putting signs up listing the fines for non-compliance; (b) establishing designated smoking areas. This would help with individuals smoking behind buildings, leaving cigarette butts throughout the campus, and decrease infractions of the smoking policy. Mr. Bush reported on behalf of ASRCC. Students attending today's meeting had to leave for class. They wanted to report that the Student Senate had discussed this issue and voted to make a formal recommendation to have designated smoking areas. The Senate members proposed to survey the campus student, as well as visit the Norco and Riverside Campuses to discuss this issue with those campus' students. Mr. Bush noted that many students who smoke would not be able to afford to pay the fine for non-compliance. Thus by having a smoking area they would be able to comply with the smoking policy. The difficulty with ASRCC is that student officers change yearly. This year's officers wish to see designated smoking areas. The survey recently conducted did not canvas the majority of students, faculty, and staff on the smoking policy in order to reflect the consensus of the campus majority rather than that of a few. A committee member pointed out that Assembly Bill 846 was recently passed which states that smoking is not allowed within 20 feet of any public or State building.

Other committee members agreed with having designated smoking areas. Individuals should have a choice whether to smoke or not smoke as long as it does not hurt other people. Therefore, areas that comply with AB 846 will need to be identified. Another member stated that this topic would not have to be revisited every year if there were smoking areas. Another suggestion was to put on applications the notation that the Moreno Valley Campus is a smoke-free campus. Dr. Tworek noted that last year it was agreed to have smoking cessation clinics on the campus. However, these clinics have not been well advertised. Another committee member recommended that further discussion of the smoking policy be tabled until such time that students will be available to express their opinion. The students need to be a part of the shared governance that affects them. A mechanism needs to be developed to have the voice of the student. Only one student was in attendance. This does not afford the students as a majority to express their voice. One member stated that they would be more comfortable if the majority of students had a voice and made to feel that they are a part of the process by being included in the discussions.

A motion was made to retain the Moreno Valley Campus as a smoke-free facility and pursue enforcing the policy. It was seconded. Discussion continued. Members recommended (a) advertising smoking policy; (b) advertising smoking cessation classes; (c) gathering data from students, faculty, and staff on just how successful the campus has been with the current policy that is in place. It was recommended to revisit the matter in a timely manner, and to consider if all options have been exhausted to make staff, students, and faculty aware of the campus being a smoke free facility. This would include signage, education, letting people know this is a smoke-free campus. Dr. Briggs suggested that having the students participate in the data gathering would be a good way to involve them. This would provide continuity.

Questions and comments continued: How can the campus formalize student involvement? One member indicated that the campus needs to use opportunities to be able to implement a formal way to get student input. Using the students for data gathering is an opportunity to involve them. Some members noted that the number of people used for the Moreno Valley Campus survey taken only represented a small population of the campus and thus not a true representation of the majority. It was recommended to contact Institutional Research to obtain a more comprehensive study. Concern was expressed that with the yearly turn over of students, policies will have to be revisited with each new student population.

Dr. Tworek stated that when a comprehensive survey comes out, an answer will be requested at that time of the student body. Currently, no reaffirmation is required. Nothing different has occurred to change it. Therefore, last year's decision still stands. The committee received some ideas on enforcement.

Mr. Duran indicated that the motion before the committee did not have sufficient votes. It was therefore canceled. Further discussion of the smoking policy was tabled.

7. DEAN OF INSTRUCTION UPDATE

Mr. Duran turned this portion of the meeting over to Dr. Conyers. She reported that the Paramedic Program had its national accreditation site visit February 25, 26, 27, 2004. The program did very well. Currently, they are awaiting for the official report. The PA Program had a national visit on May 10 and 11, 2004. All the months of hard work, reports, and preparation for the accreditation visit were rewarded. Dr. Conyers indicated that Dr. Diane Marsh will be facilitating Strategic Planning meetings on the Phase III building. The Paramedic Recognition ceremony is scheduled to take place on Wednesday, June 2, at 9:00 a.m. A helicopter is scheduled to land near the College Park ceremony site.

8. DEAN, STUDENT SERVICES UPDATE

Mr. Duran turned this portion of the meeting over to Dr. Burnett. She announced that graduation is on June 10 at 6:00 p.m. She reminded faculty to order their cap and gown if they have not done so already. Book orders for Summer and Fall are due. They are being accepted by LeAnn Baxter, Bookstore Manager. Dr. Burnett noted that is the time of year for celebrations. The Student of Distinction Banquet is scheduled for Friday, May 28. To date 300 RSVPs have been received. Academic Achievement Celebration will be held Thursday, May 27. The keynote speaker will be Ms. Mary Figueroa, President, RCCD Board of Trustees. On June 2, the Puente Banquet will be held.

Dr. Burnett announced that options are being reviewed for Food Services when the Tigers' Den is closed during the summer. She met with Mary Black, Food Services' Director, and Dr. Linda Lacy, along with other Deans on how to provide food services to faculty, staff, and students after hours when the Tigers' Den is closed. Dr. Burnett noted that the Moreno Valley Campus' food services has decreased as a result of the opening of Stater Bros. Food Services could be greatly impacted when other food establishments open their doors.

9. ADJOURNMENT

It was moved, seconded, and approved to adjourn the meeting at 2:15 p.m.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PRESIDENT'S OFFICE

Date: August 10, 2004

Report No.: II-E

Subject: Agreement between the Riverside Community College District and The Center For Community Opinion

Background: The Center For Community Opinion was hired by the District to provide the data base for the Measure C campaign.

This agreement is to provide additional analyses of the results of the election, looking at the results regionally and in demographic subsets. Following this analysis, a report with recommendations will be provided to the District on how this information can be used to assist the District in other areas.

Recommended Action: It is recommended that the Board of Trustees approve the agreement with The Center For Community Opinion and authorize the Vice President for Administration and Finance to sign it. The total cost of the agreement is \$2,500.00.

Salvatore G. Rotella
President

Prepared by: Virginia MacDonald
Chief of Staff



The Center For
Community Opinion

Backup II-E
August 10, 2004
Page 1 of 1

TO: Virginia MacDonald
Riverside Community College District
4800 Magnolia Ave.
Riverside CA 92506

FROM: Brad Senden
Center for Community Opinion
231 Market Pl. #235
San Ramon, CA 94583

DATE: June 14, 2004

This is an agreement between the Riverside Community College District and the Center for Community Opinion to produce a demographic analysis of the March 2004 election. It includes the cost for data, data processing, analysis and reporting to the District. The total cost is \$2,500 due on completion of the report.

RCCD

CCO

DATE _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PRESIDENT'S OFFICE

Report No.: II-F

Date: August 10, 2004

Subject: June 1, 2004 Puente Settlement

Background: On July 6, 2004, Trustee Slocum requested written clarification on the June 1, 2004 Puente Settlement.

Information Only: Attached for your information is a copy of the Settlement Agreement.

Salvatore G. Rotella
President

Prepared by: Virginia MacDonald
Chief of Staff

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SETTLEMENT AGREEMENT AND GENERAL RELEASE OF ALL CLAIMS

This Settlement Agreement and General Release of All Claims (hereinafter "Agreement") is made and entered into between RIVERSIDE COMMUNITY COLLEGE DISTRICT (hereinafter "Employer") and RIVERSIDE COMMUNITY COLLEGE CHAPTER CCA/CTA/NEA (hereinafter "Association"), and is made in light of the following:

1. On or about September 23, 2003, the Association filed an Unfair Practice Charge (hereinafter "Charge") with the Public Employment Relations Board (hereinafter "PERB") alleging that the Employer had violated the Educational Employment Relations Act by unilaterally removing "reassigned time" from Bargaining Unit members known as "Puente Instructors", unilaterally implementing a stipend in lieu of the "reassigned time", and adding a teaching class to the Puente instructors' loads. Subsequently, PERB issued Complaint No. LA-CE-4660-E (hereinafter "Complaint"). The Employer denied the allegations in the Complaint and asserted that it had a management right to remove such reassigned time without negotiating with the Association pursuant to its Collective Bargaining Agreement with the Association. Following settlement discussions, the parties hereto have agreed to settle any and all disputes, now in existence, or arising in the future between Employer and Association, regarding the Complaint.

2. Association hereto acknowledges that Employer has denied, and continues to deny, any claims asserted by Association, but that Employer and Association desire to bring this matter and any related matters to a conclusion and to avoid further incurring of costs and expenses incident to their prosecution and defense. Therefore, the parties make this Agreement, expressly recognizing that the making of this Agreement does not in any way constitute an admission of wrongdoing or liability on the part of Employer.

3. In consideration of this Settlement Agreement and General Release of All Claims, Employer agrees to pay to English faculty assigned to teach Puente courses for the spring 2004 semester their applicable "lecture rate" for 54 hours (less any stipend amounts already provided to the employee for the spring 2004 semester), and grant them .2 reassigned time or the

1 applicable "lecture rate" for 54 hours for the 2004 fall semester and each semester thereafter.
2 The option of .2 reassigned time or the 54-hour "lecture rate" for the fall 2004 semester and
3 thereafter shall be the decision of the affected unit member(s). In addition, the Employer and the
4 Association agree to place the issue of Puente faculty compensation in the current round of
5 negotiations for the purpose of negotiating any changes to the terms of this settlement agreement.

6 4. In consideration of the foregoing, Association, on behalf of itself and its members,
7 does fully release and discharge Employer, its officers, directors, agents, Associations, attorneys,
8 subsidiaries, affiliated entities, successors and assigns (hereinafter "Employer and/or its Agents")
9 from all actions, causes of action, claims, judgments, obligations, damages, and liabilities of
10 whatsoever kind and character related to the allegations set forth in the Complaint. Association
11 represents and warrants that they have not assigned any such action, cause of action, claim,
12 judgment, obligation, damage, or liability or authorized any other person or entity to assert such
13 on their behalf. Further, Association agrees that under this Agreement, they waive any claim for
14 damages incurred at any time after the date of this Agreement because of alleged continuing
15 effects of any alleged unlawful acts or omissions involving Employer and/or its Agents which
16 occurred on or before the date of this Agreement.

17 5. Association understands and expressly agrees that this Agreement extends to all
18 claims of every nature and kind whatsoever, known or unknown, suspected or unsuspected, past
19 or present related to the Complaint, and all rights under Section 1542 of the California Civil
20 Code are hereby expressly waived. Such Section reads as follows:

21 A general release does not extend to claims which the creditor does
22 not know or suspect to exist in his favor at the time of executing
23 the release, which if known by him must have materially affected
his settlement with the debtor.

24 6. Association agrees to withdraw the Charge, with prejudice. Further, Association
25 agrees not to initiate, or proceed with, any actions, causes of action, claims, etc. that could be or
26 that have been asserted against Employer and/or its Agents arising out of the allegations set forth
27 in the Complaint, in any forum, whatsoever. To the extent that any such actions, causes of
28 action, claims, etc. are, or become, pending in any forum, whatsoever, Association agrees to

1 disclose such and to execute all documents necessary for the withdrawal of such actions, causes
2 of action, claims, etc., with prejudice, forthwith.

3 7. If any provision of this Agreement, or its application to any person, place or
4 circumstance, is held by an arbitrator or a court of competent jurisdiction to be invalid,
5 unenforceable, or void, such provision shall be enforced to the greatest extent permitted by law,
6 and the remainder of this Agreement, and such provision as applied to other persons, places and
7 circumstances, shall remain in full force and effect.

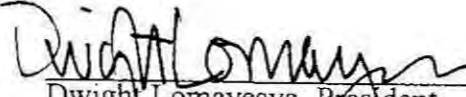
8 8. This Agreement may be executed in one or more counterparts, each of which
9 shall be deemed an original, all of which together shall constitute one and the same instrument.

10 9. ASSOCIATION FURTHER STATES THAT THEY HAVE CAREFULLY
11 READ THIS SETTLEMENT AGREEMENT; THAT THEY UNDERSTAND THAT THE
12 CONSIDERATION TO BE GIVEN TO THEM UNDER THIS AGREEMENT IS IN
13 ADDITION TO WHAT THEY ARE ENTITLED TO IN THE ABSENCE OF THIS
14 AGREEMENT; THAT THEY HAVE HAD THE OPPORTUNITY TO HAVE IT FULLY
15 EXPLAINED TO THEM BY AN ATTORNEY OF THEIR CHOICE; THAT ONCE SIGNED,
16 THIS AGREEMENT IS FINAL AND BINDING; THAT THE ONLY PROMISES MADE TO
17 THEM TO SIGN THIS SETTLEMENT AGREEMENT AND GENERAL RELEASE OF ALL
18 CLAIMS ARE THOSE STATED ABOVE; AND THAT THEY ARE SIGNING IT
19 VOLUNTARILY.

20 Dated: _____, 2004

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23 Salvatore G. Rotella, President
RIVERSIDE COMMUNITY COLLEGE
DISTRICT

24 Dated: 6/1/04, 2004

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27 Dwight Lomayeva, President
RIVERSIDE COMMUNITY COLLEGE
28 CHAPTER, CCA/CTA/NEA

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PRESIDENT'S OFFICE

Report No.: II-G

Date: August 10, 2004

Subject: Current 2004 Pass Rate of the Nursing License Test of RCC Students

Background: On July 6, 2004, Trustee Slocum requested information on the current 2004 pass rate of the nursing license test of RCC students.

Information Only: Attached is the California Board of Registered Nursing NCLEX Pass Rates for their Accredited Registered Nursing Programs. RCC's performance starting in 1998/1999 to 2002/2003 is shown on the third page. The 2004 rate is not available yet. As soon as the College receives that information it will be reported.


Salvatore G. Rotella
President

Prepared by: Virginia MacDonald
Chief of Staff

Cuesta College	19	89.47%	24	91.67%	34	79.41%	40	85.00%	42	92.86%
Cyrpress College	72	88.89%	76	92.11%	60	95.00%	54	87.04%	60	85.00%
De Anza Community College	47	87.23%	63	85.71%	50	80.00%	52	84.62%	53	79.25%
Dominican University of California	53	62.26%	64	67.19%	44	63.64%	38	57.89%	41	73.17%
East Los Angeles College	66	63.64%	102	58.82%	58	77.59%	37	86.49%	48	79.17%
El Camino College	74	89.19%	68	92.65%	65	84.62%	72	86.11%	61	88.52%
Evergreen Valley College	41	85.37%	38	84.21%	31	77.42%	40	90.00%	31	93.55%
Fresno City College	73	86.30%	102	81.37%	125	80.00%	120	83.33%	114	82.46%
Gavilan College	15	80.00%	13	76.92%	10	80.00%	15	100.00%	11	90.91%
Glendale Community College	34	85.29%	31	80.65%	40	90.00%	54	79.63%	54	83.33%
Golden West College	67	97.01%	54	92.59%	75	89.33%	72	81.94%	92	89.13%
Grossmont College	67	86.57%	71	91.55%	74	82.43%	81	83.95%	92	80.43%
Hartnell College	29	68.97%	23	82.61%	34	70.59%	40	65.00%	32	59.38%
Humboldt State University	42	92.86%	29	93.10%	24	95.83%	45	84.44%	32	93.75%
Imperial Valley College	40	70.00%	28	92.86%	34	82.35%	34	67.65%	34	70.59%
LA City College	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
LA Co. College of Nursing & Allied Health	37	70.27%	85	81.18%	72	66.67%	68	79.41%	98	88.78%
LA Harbor College	46	91.30%	38	92.11%	48	91.67%	45	95.56%	52	86.54%
LA Pierce College	47	91.49%	56	71.43%	60	61.67%	60	80.00%	57	84.21%
LA Southwest College	25	68.00%	36	61.11%	49	46.94%	58	36.21%	39	51.28%
LA Trade-Technical College	46	78.26%	40	75.00%	33	66.67%	25	76.00%	24	83.33%
LA Valley College	90	73.33%	87	77.01%	89	68.54%	89	75.28%	82	85.37%
Loma Linda University AD	74	83.78%	67	74.63%	73	86.30%	51	90.20%	82	86.59%
Loma Linda University DE	7	57.14%	13	84.62%	5	80.00%	13	53.85%	54	87.04%
Long Beach City College	84	94.05%	78	91.03%	86	87.21%	83	84.34%	69	72.46%
Los Medanos College	33	78.79%	35	94.29%	48	85.42%	46	78.26%	53	94.34%
Maric College	122	80.33%	159	65.41%	121	71.07%	94	74.47%	25	80.00%
Mendocino College	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Merced College	20	75.00%	12	66.67%	19	73.68%	14	71.43%	29	82.76%
Merritt College	28	60.71%	17	88.24%	29	62.07%	9	77.78%	35	48.57%
Modesto Junior College	55	81.82%	65	81.54%	79	89.87%	86	91.86%	113	93.81%
Monterey Peninsula College	39	97.44%	46	89.13%	36	80.56%	39	84.62%	47	91.49%
Moorpark College	46	89.13%	42	97.62%	49	95.92%	62	93.55%	42	78.57%
Mount Saint Mary's College ADN	77	62.34%	67	47.76%	71	83.10%	71	76.06%	23	69.57%
Mount Saint Mary's College BSN	73	80.82%	75	88.00%	81	75.31%	90	81.11%	59	86.44%
Mount San Antonio College	30	76.67%	39	94.87%	50	82.00%	39	97.44%	58	93.10%
Mount San Jacinto College	14	85.71%	12	100.00%	17	64.71%	29	93.10%	37	97.30%
Napa Valley College	40	75.00%	39	79.49%	41	60.98%	45	75.56%	66	77.27%
Ohlone College	50	92.00%	25	88.00%	36	86.11%	35	82.86%	33	87.88%
Pacific Union College	76	84.21%	54	83.33%	82	82.93%	46	76.09%	76	65.79%
Palomar College	47	95.74%	60	91.67%	41	92.68%	57	94.74%	64	98.44%
Pasadena City College	68	86.76%	67	77.61%	80	82.50%	82	86.59%	103	76.70%
Point Loma Nazarene College	36	88.89%	55	92.73%	28	85.71%	30	86.67%	55	92.73%
Rio Hondo College	51	82.35%	53	84.91%	45	82.22%	38	81.58%	51	86.27%

Riverside Community College	101	88.12%	97	85.57%	99	83.84%	101	92.08%	97	94.85%
Sacramento City College	56	89.29%	51	88.24%	38	92.11%	36	97.22%	61	96.72%
Saddleback College	89	93.26%	82	92.68%	74	89.19%	89	89.89%	77	88.31%
Samuel Merritt College School of Nursing	113	81.42%	112	84.82%	95	72.63%	97	89.69%	114	83.33%
San Bernardino Valley College	65	92.31%	58	86.21%	76	85.53%	75	96.00%	74	93.24%
San Diego City College	51	76.47%	47	87.23%	48	70.83%	46	76.09%	85	82.35%
San Diego State University	74	91.89%	84	95.24%	73	91.78%	65	100.00%	80	93.75%
San Francisco State University	105	80.00%	80	87.50%	97	84.54%	90	77.78%	35	74.29%
San Joaquin Delta College	45	82.22%	88	87.50%	70	75.71%	88	79.55%	92	78.26%
San Jose State University	126	76.98%	93	77.42%	79	77.22%	66	87.88%	83	78.31%
Santa Ana College	59	84.75%	52	73.08%	72	79.17%	62	82.26%	42	92.86%
Santa Barbara City College	30	100.00%	26	80.77%	35	91.43%	36	91.67%	35	94.29%
Santa Monica College	56	92.86%	50	84.00%	48	89.58%	51	74.51%	43	95.35%
Santa Rosa Junior College	47	93.62%	48	93.75%	50	92.00%	47	95.74%	65	96.92%
Shasta College	47	85.11%	41	90.24%	47	82.98%	57	87.72%	63	92.06%
Sierra College	27	88.89%	29	89.66%	33	93.94%	47	95.74%	42	100.00%
Solano Community College	38	86.84%	26	88.46%	34	88.24%	31	67.74%	35	85.71%
Sonoma State University	23	91.30%	30	70.00%	30	76.67%	34	85.29%	12	75.00%
Southwestern College	40	62.50%	36	75.00%	34	58.82%	30	80.00%	35	82.86%
UC San Francisco MSN	35	100.00%	56	100.00%	29	93.10%	53	96.23%	64	98.44%
University of San Diego/Hahn MSN	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	8	100.00%
University of San Francisco	165	74.55%	146	68.49%	93	79.57%	88	95.45%	74	93.24%
University of Southern California	110	75.45%	135	71.11%	96	76.04%	79	78.48%	82	74.39%
Ventura College	68	85.29%	59	88.14%	66	87.88%	59	89.83%	71	84.51%
Victor Valley College	66	90.91%	61	83.61%	24	58.33%	59	96.61%	56	82.14%
Yuba College	24	91.67%	25	80.00%	22	86.36%	45	88.89%	32	87.50%

A M E N D E D

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
BUSINESS FROM BOARD MEMBERS**

Report No.: VIII-A

Date: August 10, 2004

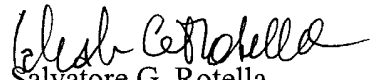
Subject: Proposed Recommendations for Appointments to Serve on the Bond Oversight Committee

Background: At the May 19, 2004 Board of Trustees meeting, President Mary Figueroa appointed Mr. Jose Medina and Ms. Grace Slocum to serve on an ad hoc committee to review all applications for the Bond Oversight Committee and to come back to you, the full Board, with the recommendations.

Recommended Action: It is recommended that the Board of Trustees approve the individuals selected by the ad hoc committee to serve on the Bond Oversight Committee:

Business Representative:	Virginia M. Blumenthal, Blumenthal Law Offices
Active Member of Senior Citizen Group:	George Beloz, Ph.D., President, Greater Corona Hispanic Chamber of Commerce
Member of Taxpayer Organization:	
RCC Student Organization/Student Club:	Cynthia Urnetia, Moreno Valley Puente Program
Member of College Support Organization:	Jamil Dada, Senior Financial Manager, Provident Financial Corporation
Member of San Bernardino and Riverside Counties Central Labor Council:	Brian Unitt, Attorney, Holstein, Taylor, Unitt and Law
At-Large Community Member:	Dr. Horace Jackson, Retired School Administrator

Their term of appointment will begin August 10, 2004.


Salvatore G. Rotella
President

Prepared by: Virginia MacDonald
Chief of Staff

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE**

APPLICANTS AND DESIGNATIONS

<u>APPLICANT</u>	<u>DESIGNATION(S)</u>
George Beloz	Business Representative Active Member of Senior Citizen Group Member of College Support Organization
Virginia Blumenthal	Business Representative At-Large Community Member
Sanan Boonchouy	At-Large Community Member
Victor J. Caponetto	At-Large Community Member
Jamil Dada	Business Representative Member of College Support Organization At-large Community Member
Thelma Louise Fawley	At-Large Community Member
Michael (Mike) James Gasca	RCC Student Organization At-Large Community Member
Ruthee Goldkorn	Business Representative At-Large Community Member
Richard O. Haley	Business Representative RCC Student Organization/Student Club At-Large Community Member
Dr. Horace David Jackson	Active Member of Senior Citizen Group Member of College Support Organization At-Large Community Member
Babs Makinde	At-Large Community Member
Joshua P. Nebgen	RCC Student Organization/Student Club
William J. Perez	Member of the San Bernardino and Riverside Counties Central Labor Council

David A. Simpson	At-Large Community Member
Michell Skipworth	At-Large Community Member
Pete Serbantes	Business Representative Member of College Support Organization At-large Community Member
Ron Sikorski	Member of the San Bernardino and Riverside Counties Central Labor Council
Brian Unitt	Member of the San Bernardino and Riverside Counties Central Labor Council
Cynthia Urnetia	RCC Student Organization/Student Club
Kathie Westley	Business Representative

Proposition 39



Best Practices Handbook



California's Coalition *for* Adequate School Housing

CITIZENS' OVERSIGHT COMMITTEE

The governing board is required to establish and appoint an independent citizen's oversight committee (the "Committee") within 60 days of the date that the governing board enters on its minutes the election results, pursuant to §15274. [Education Code §15278(a)]

ROLE OF COMMITTEE

Composition of the Committee

The Committee shall consist of at least seven (7) members to serve for a term of two (2) years without compensation and for no more than two (2) consecutive terms. The legislation is silent on how and under what conditions a committee member may be removed prior to expiration of his or her term.

The Committee must include:

- ◆ One member who is active in a business organization representing the business community located within the school district;
- ◆ One member active in a senior citizens' organization;
- ◆ One member who is the parent or guardian of a child enrolled in the school district;
- ◆ One member who is both a parent or guardian of a child enrolled in the school district and active in a parent-teacher organization; and
- ◆ One member who is active in a bona fide taxpayers' organization.
[Education Code §15282(a)]

The Committee may not include any employee or official of the school district or any vendor, contractor or consultant of the school district.
[Education Code §15282(b)]

Purpose and Activities of the Committee

The purpose of the Committee shall be to inform the public concerning the expenditure of the bond proceeds. The Committee shall engage in the following activities to carry out this purpose:

- ◆ Actively review and report on the proper expenditure of taxpayers' money for school construction;
- ◆ Advise the public as to whether the school district is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and
- ◆ Convene to provide oversight for, but not limited to:

- Ensuring that bond revenues are expended only for the construction, reconstruction, rehabilitation or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities;
- Ensuring that no funds are used for any teacher or administrative salaries or other school operating expenses. [Education Code §15278(b)]

It is the express intent of the Legislature that the members of the Committee “promptly alert the public to any waste or improper expenditure of school construction bond money.” [Education Code §15264]

The Committee is authorized to engage in any of the following activities in furtherance of its purpose:

- ◆ Receive and review copies of the annual independent performance audit required by Article XIII A, Section 1(b)(3)(C) of the California Constitution;
- ◆ Receive and review copies of the annual independent financial audit required by Article XIII A, Section 1(b)(3)(C) of the California Constitution;
- ◆ Inspect school facilities and grounds to ensure bond revenues are expended in compliance with Article XIII A, Section 1(b)(3) of the California Constitution;
- ◆ Receive and review copies of any deferred maintenance proposals or plans developed by the school district; and
- ◆ Review efforts by the school district to maximize bond revenues by implementing cost saving measures, including, but not limited to:
 - Mechanisms designed to reduced the cost of professional fees;
 - Mechanisms designed to reduce the costs of site preparation;
 - Recommendations regarding the joint use of core facilities;
 - Mechanisms designed to reduce costs by incorporating efficiencies in school site design; and
 - Recommendations regarding the use of cost-effective and efficient reusable plans. [Education Code §15278(c)]

The Committee shall at least annually issue regular annual reports of the results of its activities. [Education Code §15280(b)]

Governing Board Support of the Committee

The governing board shall provide the Committee with (a) any necessary technical assistance and administrative assistance in furtherance of the Committee’s purpose and (b) sufficient resources to publicize the conclusions of the Committee. No bond funds may be used to pay any of these expenses. [Education Code §15280(a)]

Meetings of and Documents Provided to the Committee

All Committee proceedings shall be open to the public and shall be subject to the provisions of the Ralph M. Brown Act. All documents received by the Committee and reports issued by the Committee shall be a matter of public record and be made available on an Internet website maintained by the governing body of the school district. [Education Code §15280(b)]

LIMITS ON COMMITTEE MEMBERS

Members Subject to Prohibitions Regarding Conflict of Financial Interests in Contracts

Under the provisions of Education Code §35233, members of the Committee must abide by the prohibitions contained in Article 4, commencing with §1090, and Article 4.7, commencing with §1125, of Division 4 of Title 1 of the Government Code, which prohibit public officials from having a financial interest in any contracts made in their official capacity. [Education Code §15282(b)]

Committee Members May Be Subject to The Political Reform Act of 1974 and Its Conflict of Interest Provisions

The legislation is silent as to whether members of the Committee are subject to the provisions of The Political Reform Act of 1974 (The "PRA") and the conflict of financial interest rules and regulations promulgated by the Fair Political Practices Commission ("FPPC"). The FPPC has not issued an opinion on this question as yet.

If the Committee is solely advisory, its members are not likely to be subject to The PRA. On the other hand, if the Committee makes or participates in the making of final decisions, it may be deemed by the FPPC to have decision making authority, and its members would be subject to the provisions of The PRA. At this time, we can only speculate. For information purposes, the FPPC has determined that a board or commission possesses decision-making authority whenever the following occur:

- (1) It may make a final governmental decision. (C.C.R., Title 2, §18700(a)(1)(A); see also *In Re Maloney*, No. 76-082, 3 FPPC Ops. 69);
- (2) It exerts such influence that its advice is routinely and regularly followed by its recipient board. (C.C.R., title 2, §18700(a)(1)(C); see also *In re Rotman*, No. 86-001, 10 FPPC Ops. 3); see also *Commission on Cal. State Gov. Org. & Econ. v. Fair Political Practices Com.* (1977) 75 Cal.App.3d 716)).
- (3) It may compel or prevent the making of a board decision by its action or inaction. (C.C.R., title 2, §18700(a)(1)(B)).

Public officials who make *or participate in the making of final decisions* are covered by the conflict of interest codes adopted pursuant to Government Code sections 87300-87313 of The PRA. Local governmental agencies like school districts are required to include in their

conflict of interest codes the positions within the agency which involve the making or participation in the making of final decisions which may foreseeably have a material effect on any private financial interest.

NEW LEGAL ACTIONS TO PREVENT OR RESTRAIN THE EXPENDITURE OF BOND FUNDS

The legislation creates a form of legal action called a "School Bond Waste Prevention Action" which may be brought by a citizen who is assessed and required to pay an *ad valorem* tax to repay bonds issued pursuant to the 55% bond approval option. In order to prevail, the citizen must show that the challenged expenditure of bond funds is not in compliance with the law, that the expenditure will produce waste or great or irreparable injury, or that the governing board has willfully failed to appoint an Oversight Committee. This legal remedy supplements existing remedies to challenge school bond elections and expenditures.