

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
Board of Trustees – Regular Meeting –  
February 20, 2007 - 6:00 p.m. – Board Room AD 122, Riverside City College

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.

Anyone who requires a disability-related modification or accommodation in order to participate in this meeting should contact Kristen Van Hala at (951) 222-8052 as far in advance of the meeting as possible.

Closed Session

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

**Recommended Action: To be Determined**

- I. Approval of Minutes - Regular Meeting of January 30, 2007  
Adjourned Meeting of February 2, 2007  
Special Meeting of February 2, 2007  
Adjourned Meeting of February 3, 2007

- II. Chancellor’s Reports

- A. Communications

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

- Information Only**

- 1. Update on Chancellor Search – Ms. Mary Figueroa, President, Board of Trustees, Riverside Community College District

2. Presentation on “The Innovative Learning Center,” the Alvord Unified School District / Riverside Community College District Building Center Project – Dr. Wendell W. Tucker, Assistant Superintendent, Operational Support Services, and Dr. Kathy Wright, Deputy Superintendent, Alvord Unified School District

III. Student Report

IV. Comments from the Public

V. Consent Items

A. Action

1. Personnel

- Appointments and assignments of academic and classified employees.

a. Academic Personnel

1. Appointments

- (a) Management
- (b) Contract Faculty
- (c) Long-Term, Temporary Faculty
- (d) Special Assignments
- (e) Overload Assignments
- (f) Part-Time Faculty, Hourly Assignments
- (g) Child Development Center Hourly Employees
- (h) Atypical Teaching Assignments, Spring Semester 2007
- (i) Extra-Curricular Activities, Academic Year 2006-07

2. Request for Participation in Reduced Employment Program

3. Salary Reclassification
  4. Title Changes
  5. Recommendation Not to Reemploy – Non-Tenure Track Employees in Categorically Funded Positions
  6. Recommendation Not to Reemploy – Temporary Employees
  7. Recommendation Not to Reemploy – Contract Employee, First Contract
- b. Classified Personnel
1. Appointments
    - (a) Management/Supervisory
    - (b) Management/Supervisory – Categorically Funded (None)
    - (c) Classified/Confidential
    - (d) Classified/Confidential – Categorically Funded (None)
    - (e) Professional Experts (None)
    - (f) Short Term
    - (g) Temporary as Needed Student Workers
    - (h) Community Education Program (None)
    - (i) Special Assignments
  2. Professional Growth Achievement Steps
  3. Requests for Leave Under the California Family Rights Act and the Federal Family and Medical Leave Act
  4. Requests for Leave Without Pay
  5. Military Leave

## 6. Separation

2. Purchase Order and Warrant Report -- All District Funds  
- Purchase orders and warrant reports issued by the Business Office.
3. Annuities  
- Tax shelter annuities for employees, amendments and terminations.
4. Approval - Budget Adjustments
  - a. Approval - Budget Adjustments  
- Request approval of various budget transfers between major object codes as requested by administrative personnel.
  - b. Resolution(s) to Amend Budget
    1. Resolution to Amend Budget – Resolution No. 26-06/07 – 2006-2007 Faculty and Staff Professional Development Program  
- Recommend adopting a resolution to add income and expenditures to the adopted budget.
    2. Resolution to Amend Budget – Resolution No. 27-06/07 – 2006-2007 California High School Exit Exam (CAHSEE) Prep Program  
- Recommend adopting a resolution to add income and expenditures to the adopted budget.
    3. Resolution to Amend Budget – Resolution No. 28-06/07 – 2006-2007 Industry Driven Regional Consortium (IDRC)/Mt. San Antonio Community College (MT. SAC)  
- Recommend adopting a resolution to add income and expenditures to the adopted budget, contingent upon approval of Board Report No. V-A-8-d presented later in this agenda.
  - c. Contingency Budget Adjustments (None)
5. Bid Awards (None)
6. Donations

- Recommend approving the listed donated items.
- 7. Out-of-State Travel
  - Recommend approving out-of-state travel requests.
- 8. Grants, Contracts and Agreements
  - a. Agreements for the 2007 Summer Conservatory
    - Recommend approving the agreements to provide services as musical director and costume designer/dry cleaner for the 2007 Summer Conservatory.
  - b. Sublease Agreement with Orange County Business Council
    - Recommend ratifying the agreement to sublease a facility for the TriTech Small Business Development Center.
  - c. Agreement with County of Riverside Economic Development Agency
    - Recommend ratifying the agreement to provide funding for the TriTech Small Business Development Center.
  - d. Agreement with Mt. San Antonio College District
    - Recommend ratifying the agreement to act as the subcontractor and fulfill the goals, objectives, and activities outlined in the Industry Driven Regional Collaborative Grant.
  - e. Agreement with Timberland
    - Recommend ratifying the agreement to provide leadership development training services.
  - f. Agreement with Luxfer Gas Cylinders
    - Recommend approving the agreement to provide factory maintenance and troubleshooting classes.
  - g. Amendment to the Agreements with Tams-Witmark Music Library, Inc.
    - Recommend ratifying the amendment to the agreements to provide royalties and rental materials for Performance Riverside productions.

- h. Agreement with Douglas Shrope
  - Recommend approving the agreement to provide services for musical arranging and talk spot writing for the Performance Riverside production of “Sensational Showtunes.”
- i. Agreement with Small Potatoes Productions, LLC
  - Recommend approving the agreement to provide services for the production and direction of a documentary film for Riverside School for the Arts.
- j. Agreement with Matthew Mortimer
  - Recommend approving the agreement to develop math curriculum.
- k. Agreement with University of California Riverside Student Recreation Center
  - Recommend approving the agreement to provide team building activities for the Norco Campus Upward Bound program participants.
- l. Agreement with Richard Santana
  - Recommend approving the agreement to provide a workshop and keynote speech for Norco Campus Upward Bound students.
- m. Agreements with Gilbert Marquez
  - Recommend approving the agreement to provide training to Norco CIS faculty for 3D Studio Max software.
- n. Agreement with Myron Dembo
  - Recommend approving the agreement to provide a one day seminar called “Barriers and Solutions for Improving Students’ Academic Performance” to Norco Campus faculty and staff.
- o. Agreement with Jose Marquez, La Vista Solutions, L.L.C.
  - Recommend approving the agreement to provide proposal development services related to the Title V Hispanic-Serving Institutions Cooperative Program for Riverside City College.
- p. Agreement with Cynthia Chavez
  - Recommend approving the agreement to provide parenting workshops.

- q. Agreement with Foundation for Worldwide International Student Exchange
  - Recommend ratifying the agreement to facilitate homestay placements for international students.
- r. Amendment to the Agreement with the Regents of the University of California
  - Recommend ratifying the amendment to provide additional funding for the professional development of science teachers.
- s. Amendment to Agreement with Rose & Tuck, LLC
  - Recommend approving the agreement to provide additional funding for Datatel consulting services.

**Recommended Action: Request for Approval and Ratification**

9. Other Items

- a. Surplus Property
  - Recommend declaring listed property as surplus, finding the property does not exceed \$5,000 and authorizing the property be consigned to be sold on behalf of the District.
- b. Surplus Property - Donation
  - Recommend declaring the listed property as surplus, finding that the property does not exceed \$5,000 and authorizing the property to be donated to the RCC Art Club.
- c. Notice of Completion – Cosmetology Electrical Upgrade Project
  - Recommend accepting the Cosmetology Electrical Upgrade Project as complete, approving execution of the Notice of Completion and authorizing signing of the notice.

**Recommended Action: Request for Approval**

B. Information

- 1. Monthly Financial Report
  - Informational report relative to financial activity for the period from July 1, 2006 through January 31, 2006.
- 2. CCFS-311Q – Quarterly Financial Status Report for the Quarter Ended December 31, 2006

- Informational Report relative to the District's financial status for the period ending December 31, 2006.

### **Information Only**

#### VI. Board Committee Reports

##### A. Teaching and Learning

1. Agreement with Lee Wade
  - Recommend approving the agreement to provide corporate marketing consultation for Performance Riverside.
2. CalWORKS Work Study Agreement with Employer
  - Recommend approving the blanket agreement to provide employers for the Work Study Program.
3. Scholarship for Student Trustee
  - Recommend approving the proposal to award a scholarship to the Student Trustee.
4. Agreement with Adventureland Safari Travel LLC
  - Recommend approving the agreement to provide travel services for the summer session of the study abroad program in Greece.

#### **Recommended Action: Request for Approval**

##### B. Resources Committee

1. Proposed Child Center Fee Increase
  - Recommend approving an annual fee increase for the District's three child centers beginning July 1, 2007 and annually on July 1 through June 30, 2012.
2. Riverside City College Quadrangle Modernization Project Budget – Proposed \$1,019,622 Measure C Budget Augmentation
  - Recommend approving a budget augmentation using Measure C funds for the Quadrangle Modernization Project.
3. Riverside City College Parking Structure Project Budget – Change Order No. 3 Phase II, Change Order No. 1 Phase III, and Proposed \$711,082 Measure C Budget Augmentation
  - Recommend approving change orders and a Measure C budget augmentation relative to the Riverside City College Parking Structure Project.



4. Lovekin Modularity Redistribution Project
  - Recommend approving an agreement for architectural design and engineering services for the distribution of fifteen modular classrooms from the Riverside City Campus to the Moreno Valley and Norco campuses using Measure C funds.

**Recommended Action: Request for Approval**

5. FY 2007-08 Budget Development
  - Informational report concerning the State's budget proposal for FY 2007-08.

**Information Only**

C. Planning Committee

1. Approval of Professional Design Services and Educational Planning Consultants to Develop Long Range Educational Program, Growth, and Capital Plans for Norco, Moreno Valley and Riverside campuses.
  - Recommend approving agreements relative to the preparation of long range educational plans for the Norco, Moreno Valley, and Riverside campuses.
2. Proposed agreement for Harley Ellis Devereaux to Provide Design Services for the Norco Student Support Center Project
  - Recommend approving an agreement to prepare plans and specifications for the Norco Student Support Center.

**Recommended Action: Request for Approval**

- D. Board of Trustees Committee Meeting Minutes
  - Recommend receipt of minutes from the January 29, 2007 Board of Trustees Resources Committee meeting.

**Information Only**

VII. Administrative Reports

- A. Vice Chancellors
- B. Presidents

VIII. Academic Senate Report

- A. Riverside City College
- B. Moreno Valley Campus

C. Norco Campus/Riverside Community College District

IX. Business from Board Members

X. Adjournment

MINUTES OF THE REGULAR BOARD OF TRUSTEES  
MEETING OF JANUARY 30, 2007

President Figueroa called the regular meeting of the Board of Trustees to order at 6:15 p.m., in the Student Services Building, Room 101, Moreno Valley Campus.

CALL TO ORDER

Trustees Present

Ms. Virginia Blumenthal  
Ms. Janet Green  
Ms. Mary Figueroa  
Mr. Mark Takano (arrived at 6:30 p.m.)  
Ms. Yajaira Tiscareño, Student Trustee

Trustees Absent

Mr. José Medina

Staff Present

Dr. Salvatore G. Rotella, Chancellor  
Dr. James Buysse, Vice Chancellor, Administration and Finance  
Ms. Melissa Kane, Interim Vice Chancellor, Diversity and Human Resources  
Dr. Ray Maghroori, Vice Chancellor, Academic Affairs  
Dr. Brenda Davis, President, Norco Campus  
Dr. Irv Hendrick, Interim President, Moreno Valley Campus  
Dr. Linda Lacy, Interim President, Riverside City College  
Dr. Debbie DiThomas, Associate Vice Chancellor, Student Services and Operations  
Dr. Lyn Greene, Associate Dean, Governmental Relations, Grants and Contracts  
Dr. Richard Mahon, President, Academic Senate, Riverside City College  
Mr. Tom Wagner, President, Academic Senate, District and Norco Campus

Guests Present

Dr. Michael Viera, Superintendent/President, Citrus College  
Mr. Paul Holmes, Partner, Murdock, Walrath and Holmes  
Ms. Linda S. Devlin, C.P.A., Ahern-Adcock-Devlin LLP

RCC Police Officer, Mr. Sam Weston, led in the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Mrs. Green, seconded by Ms. Blumenthal, moved that the Board of Trustees approve the minutes of the regular meeting of December 12, 2006. Motion carried. (3 ayes, 2 absent [Medina, Takano])

MINUTES OF REGULAR  
MEETING OF DECEMBER 12,  
2006

Mrs. Green, seconded by Ms. Blumenthal, moved that the Board of Trustees approve the minutes of the Special Meeting of January 8, 2007. Motion carried. (3 ayes, 2 absent [Medina, Takano])

MINUTES OF THE SPECIAL  
MEETING OF JANUARY 8, 2007

Mrs. Green, seconded by Ms. Blumenthal, moved that the Board of Trustees approve the minutes of the Special Meeting of January 11, 2007. Motion carried. (3 ayes, 2 absent [Medina, Takano])

Mrs. Green, seconded by Ms. Blumenthal, moved that the Board of Trustees approve the minutes of the Special Meeting of January 23, 2007. Motion carried. (3 ayes, 2 absent [Medina, Takano])

Ms. Blumenthal, seconded by Mrs. Green, moved that the Board of Trustees amend the agenda to hear a presentation on agenda items V-A-9-c, 2005-2006 Foundation Independent Audit Report, and V-A-9-d, 2005-2006 District Independent Audit Report by Ms. Devlin.

Dr. Rotella introduced Interim Vice Chancellor Kane, who announced the progress made in the search for the new Chancellor.

Mr. Kennett presented an information report regarding the 2007 Community College National Legislative Summit in Washington, D.C. sponsored by the Association of Community College Trustees, that will be attended by the Board members and the Chancellor, February 11-14, 2007.

Mr. Tan introduced Dr. Viera and Mr. Holmes, who led the recognition of Salvatore G. Rotella, Chancellor, for his founding membership and continuing support for the Community College Facility Coalition (CCFC), as well as for his extraordinary support for Statewide Bond Campaigns.

Ms. Blumenthal, seconded by Mrs. Green, moved that the Board of Trustees approve the schedule of meetings for February through June, 2007. Motion carried. (4 ayes, 1 absent [Medina])

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

Ms. Karin Skiba made a comment about the CTA

MINUTES OF THE SPECIAL MEETING OF JANUARY 11, 2007

MINUTES OF THE SPECIAL MEETING OF JANUARY 23, 2007.

AMEND AGENDA

CHANCELLOR'S REPORTS

“Update on Chancellor Search” – Salvatore G. Rotella, Chancellor, Riverside Community College District

“Report from RCC’s Washington Representative” – Mr. Dave Kennett, Principal, The Ferguson Group

“Recognition Honoring Dr. Rotella’s Service on the Community College Facility Coalition (CCFC)” – Mr. Aan Tan, Associate Vice Chancellor, Facilities, Planning, Design, and Construction

Proposed Board of Trustees Meeting Calendar for February – June, 2007

STUDENT REPORT

COMMENTS FROM THE

Negotiation Training Update. Ms. Theresa Birkett made a comment about the cost of textbooks for students.

PUBLIC

CONSENT ITEMS

Mrs. Green, seconded by Ms. Blumenthal, moved that the Board of Trustees:

Action

Approve the amended listed academic and classified appointments, and assignment and salary adjustments; (Appendix No. 40)

Academic and Classified Personnel

Approve/ratify the Purchase Orders and Purchase Order Additions totaling \$8,306,092.00 and District Warrant Claims totaling \$5,312,780.00; (Appendix No. 41)

Purchase Order and Warrant Report — All District Funds

Approve amendment to employment contracts and terminations as listed; (Appendix No. 42)

Annuities

Approve the budget adjustments as presented; (Appendix No. 43)

Budget Adjustments

Approve adding the revenue and expenditures of \$29,662.00 to the budget, and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 18-06/07 2006-2007 Middle College High School Program, Moreno Valley Campus

Approve adding the revenue and expenditures of \$25,000.00 to the budget, and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 19-06/07 2006-2007 Oral Health Sunrise/Sunset Program

Approve adding the revenue and expenditures of \$10,000.00 to the budget, and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 20-06/07 2006-2007 Centers for International Trade Development Statewide Leadership

Approve adding the revenue and expenditures of \$317,287.00 to the budget, and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 21-06/07 2006-2007 Tri-Tech Small Business Development Center (SBDC)

Approve adding the revenue and expenditures of \$16,200.00 to the budget, and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 22-06/07 2006-2007 CalWORKS Program

Approve adding the revenue and expenditures of \$5,348.00 to the budget, and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 23-06/07 2006-2007 Temporary Assistance for Needy Families (TANF) Child Development Careers Program

Approve adding the revenue and expenditures of \$25,000.00 to the budget, and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 24-06/07 2006-2007 Gateway to College Dropout Recovery Program

Approve adding the revenue and expenditures of \$4,950.00 to the budget, contingent upon Board approval of Board Report No. V-A-8-e, presented later in the agenda, and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 25-06/07 2006-2007 VTEA State Leadership Program

Award a bid for the Moreno Valley Science Tech Building Roofing Project to Cabral Roofing in the amount of \$91,328.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Award of Bid – Moreno Valley Science Tech Building Roofing Project

Award a bid for the Bradshaw Center and Dispatch Building Roofing Project to Western Single Ply in the amount of \$220,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Award of Bid – Bradshaw Center and Dispatch Building Roofing Projects

Award a bid for the Administration and Assessment Center Building Roofing Project to Scholten Roofing Service in the amount of \$202,702.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Award of Bid – Administration and Assessment Center Building Roofing Project

Accept the list of donated items; (Appendix No. 44)

Donations

Grant the out-of-state travel as listed; (Appendix No. 45)

Out-of-State Travel

Approve the proposed agreement, for the term of February 1, 2007 through November 30, 2011, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with Wells Fargo Bank

Approve the agreement, for January 1, 2007 through January 1, 2008, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement for Special Services with Liebert Cassidy Whitmore

Approve the curricular changes for inclusion in the college catalog and in the schedule of class offerings; (Appendix No. 46)

Proposed curricular changes

Approve the Memorandum of Understanding, for January 31, 2007 through June 30, 2007, for an amount not to exceed \$20,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Memorandum of Understanding with San Bernardino Community College District

Ratify the agreement, from November 20, 2006 through May 1, 2007, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with California Community Colleges Chancellor's Office

Ratify the addendum to the lease agreement, from December 21, 2006 through October 10, 2008, at a cost of \$4202.28 annually, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Addendum to Lease Agreement with Mobile Modular Management Corporation

Approve the agreement, for February 12, 2007 through June 7, 2007, at a cost of \$783.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with Moreno Valley Unified School District

Approve the agreement, for February 12, 2007 through June 8, 2007, at a cost of \$1,250.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with Megan Caughlin

Approve the agreement, from January 31, 2007 until terminated, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with Southwest Healthcare System

Approve the agreement, for February 16, 2007

Agreement with Vangie Pearson

through June 1, 2007, for an amount not to exceed \$500.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Approve the agreement, for May 5, 2007 through May 6, 2007, for an amount not to exceed \$400.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with Don Gunderson

Approve the agreements, for April 19, 2007 through April 21, 2007, for amounts not to exceed \$1,500.00 each, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreements for the 2007 Conducting Symposium

Approve the agreements, for March 6, 2007 through March 7, 2007, for amounts of \$300.00 or \$600.00, respectively, and authorize the Vice Chancellor, Administration and Finance, to sign the agreements;

Agreement for the 2007 Band Festival

Approve the agreement, for February 1, 2007 through June 30, 2007, for an amount that varies based on the fee schedule in the agreement, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with First Congregational Church of Riverside

Approve the agreements, from February 1, 2007 through February 18, 2007, for \$2,000.00 and \$875.00, respectively, and authorize the Vice Chancellor, Administration and Finance, to sign the agreements;

Agreements with Anthony Muniz and Jocelyn Vilter

Ratify the agreement, from January 1, 2007 through February 28, 2007, for \$100.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with City of Riverside/Arts and Culture Development Department

Approve the amendment to the agreement, from February 5, 2007 through April 8, 2007, for \$3,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Amendment to Agreement with Gary Krinke

Approve the agreement, from February 1, 2007 through June 19, 2007, for \$4,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with Candlelight Pavilion

Approve the agreements, from February 1, 2007 through April 8, 2007, for \$3,500.00 and \$1,500.00,

Agreements with Scott Smith and Emily June Miller



respectively, and authorize the Vice Chancellor, Administration and Finance, to sign the agreements;

Approve the agreement, from February 1, 2007 through June 30, 2007, for an amount not to exceed \$3,500.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with Sarah Stevenson

Approve the agreement, from February 1, 2007 through January 31, 2008, with automatic annual renewals, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Affiliation Agreement with Kaiser Foundation Hospitals and Southern California Permanente Medical Group

Approve the agreement, from January 31, 2007 through January 30, 2008, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with San Antonio Community Hospital

Ratify the agreement, for January 8, 2007 through February 28, 2007, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with Portrait Homes, Inc.

Approve the agreement, for February 1, 2007 through April 30, 2007, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with City of Norco

Ratify the amendment, for November 28, 2006 through February 28, 2007, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Amendment to Agreement with Press Enterprise

Approve the agreement, for January 31, 2007 through June 30, 2007, for an amount not to exceed \$750.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with Marlene Victoriano

Approve the agreement, for February 20, 2007 through June 30, 2007, for an amount not to exceed \$1,125.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with Robert Manriquez

Ratify the amendment, for June 1, 2006 through June 30, 2008, to increase the funding by the additional sum of \$5437.50, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Amendment to Agreement with Foundation for California Community Colleges

Ratify the revised agreement, from July 25, 2006 to August 30, 2007, for an amount not to exceed \$4,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Revised Agreement with City of Norco

Approve the agreement, for February 13, 2007 through May 1, 2007, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with Riverside County Office of Education

Approve the agreement, for February 1, 2007 through June 30, 2007, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with Riverside County Office on Aging

Approve the agreement, for February 1, 2007 through January 31, 2008, for an amount not to exceed \$1,110.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement;

Agreement with Dun and Bradstreet, Inc.

Approve the amendment to the agreement in an amount not to exceed \$150,000.00 and authorize the Vice Chancellor, Administration and Finance, to sign the agreement with the provision that the Vice Chancellor of Administration and Finance, or his designee, may extend the date without a formal amendment to this agreement with the consent of the Consultant;

Amendment to Agreement with John R. Byerly, Inc. to Provide Testing and Inspection Services for the Quad Modernization Project

Approve the amendments to the agreements with Keith Francis & Co., Inc., Information Technology Solutions, LLC (ITS), Borg Pacific, Inc., WCS/Ca, Inc. and Patricia A. Guerra, and authorize the Vice Chancellor, Administration and Finance, to sign the amendments with the provision that the Vice Chancellor of Administration and Finance or his designee may extend the dates of the agreements without formal amendments to the agreements;

Amendments to Extend Dates and Requests for Additional Funds on Agreements for Professional Services for Riverside Campus Parking Structure Project and the A.G. Paul Quadrangle Modernization Project

Adopt for 2007-2008 a nonresident tuition fee rate of \$173 per unit; a capital outlay surcharge of \$19 per unit, and direct staff to promulgate these charges via the 2007-2008 catalog, schedule of classes, Board Regulation 6042 and other appropriate materials;

2007-2008 Nonresident Fees

Receive the independent financial and performance audit reports of the Measure C general obligation bonds for the year ended June 30, 2006, for the permanent file of the District;

2005-2006 Measure C Financial and Performance Audits

Receive the Riverside Community College District Foundation's independent audit report for the year ended June 30, 2006, for the permanent file of the District;

2005-2006 Foundation Independent Audit Report

Receive the independent audit report for the year ended June 30, 2006 for the permanent file of the District;

2005-2006 District Independent Audit Report

Declare the listed property to be surplus, find that the property does not exceed the total value of \$5,000, and authorize the property to be consigned to the Liquidation Company to be sold on behalf of the District, by unanimous vote; (Appendix No. 47)

Surplus Property

Accept the March Education Parking Lot as complete; approve the execution of the Notice of Completion (under Civil Code Section 3093-Public Works); and authorize the Board President to sign the notice;

Notice of Completion – March Education Parking Lot Project

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

## Information

In accordance with Board Policy 1042, the Chancellor has accepted the resignations of Dr. Dawn Lindsay, Dean of Instruction, Norco, effective January 3, 2007, for career advancement; Ms. Brenda Dietz, Payroll Technician, effective December 19, 2006, for personal reasons; Mr. Yxstian Gutierrez, Clerk Typist, effective January 12, 2007, for career advancement; Ms. Violette Kjeldgaard, Theatre Box Office Assistant, effective January 12, 2007, for personal reasons; Ms. Jagruti Patel, Chemistry Lab Coordinator, effective January 19, 2007, for career advancement; Mr. Richard Ririe, Purchasing Specialist, effective January 31, 2007, for personal reasons; Mr. Raymond Robbins, Senior Tool Room Attendant, effective January 12, 2007, for personal reasons; and Ms. Stacey Williams, Student Financial Services Outreach Specialist, effective January 5, 2007, for personal reasons.

## Separations

The Board received an informational summary of financial activity for the period ended December 31, 2006.

## Monthly Financial Report

## BUSINESS FROM BOARD MEMBERS

Mr. Takano, seconded by Mrs. Green, moved that the Board of Trustees nominate Board President Mary Figueroa to run for the CCCT Board of Directors for a two-year term. Motion carried.  
(4 ayes, 1 absent [Medina])

CCCT Board of Directors  
Election - 2007

Ms. Blumenthal, seconded by Mr. Takano, moved that the Board of Trustees appoint Ms. Kathleen Daley to an initial two-year term on the Citizen's Bond Oversight Committee in the Business Representative category. Motion carried.  
(4 ayes, 1 absent [Medina])

Request for Appointment of  
New Member to the  
Citizen's Bond Oversight  
Committee

President Figueroa announced the Board would be adjourning the closed session item pursuant to Government Code Section 54957, Public Employment to Friday, February 2, 2007 at 7:30 a.m. at the Riverside Marriott Hotel, located at 3400 Market Street, Riverside, California. The Board adjourned to closed session at 7:35 p.m., pursuant to Government Code Section 54957, Public employee, discipline/dismissal/release and pursuant to Government Code Section 54956.8, conference with real property negotiators; property located near the intersection of Blue Springs Drive and Temescal Canyon Road, Lot 20 of Tract 32538 in the City of Corona, County of Riverside; Agency Negotiator: Chancellor Salvatore G. Rotella; under negotiation: price and terms of agreement.

CLOSED SESSION

The Board reconvened to open session at 8:45 p.m., announcing that no action was taken in closed session, and adjourned the meeting to Friday, February 2, 2007 at 7:00 a.m. at the Riverside Marriott Hotel, Riverside, CA.

RECONVENEMENT AND  
ADJOURNMENT

MINUTES OF THE ADJOURNED BOARD OF TRUSTEES  
MEETING OF FEBRUARY 2, 2007

President Figueroa called the adjourned closed session meeting of the Board of Trustee to order at 8:00 a.m., in the Marriott Hotel, 3400 Market Street, Riverside, California.

CALL TO ORDER

Trustees Present

Ms. Virginia Blumenthal  
Ms. Mary Figueroa  
Mrs. Janet Green  
Mr. José Medina  
Mr. Mark Takano

Trustees Absent

Ms. Yajaira Tiscareño, Student Trustee

Staff Present

Mr. Art Alcaraz, Director, Diversity and Human Resources

Guests Present

Ms. Sharon Tanabe, Client Partner, Edward W. Kelley Partners

The Board adjourned to closed session at 8:05 a.m., pursuant to Government Code Section 54957, to consider the appointment of Chancellor for the District.

CLOSED SESSION

The Board reconvened to open session at 5:00 p.m., announcing that no action would be reported from closed session and adjourned the meeting to Saturday, February 3, 2007, at 7:30 a.m., at the same location.

RECONVENEMENT TO OPEN  
SESSION AND ADJOURNMENT

MINUTES OF THE SPECIAL BOARD OF TRUSTEES  
MEETING OF FEBRUARY 2, 2007

President Figueroa called the special meeting of the Board of Trustees to order at 5:00 p.m., in the Marriott Riverside Hotel, 3400 Market Street, Riverside, California.

CALL TO ORDER

Trustees Present:

Ms. Virginia Blumenthal  
Ms. Mary Figueroa  
Mrs. Janet Green  
Mr. Jose Medina  
Mr. Mark Takano

Trustees Absent

Ms. Yajaira Tiscareño, Student Trustee

Staff Present:

Mr. Art Alcaraz, Director, Diversity and Human Resources Office

Guests Present:

Mr. Brad Neufeld, Attorney, Best, Best, & Krieger  
Ms. Sharon Tanabe, Client Partner, Edward W. Kelley Partners

The Board adjourned to closed session at 5:00 p.m., pursuant to Government Code Section 54957.6, to confer with District labor negotiator, Mr. Neufeld, Attorney, Best, Best, & Krieger, regarding unrepresented employee: Chancellor.

CLOSED SESSION

The Board reconvened to open session announcing no action was taken, and adjourned the meeting at 5:30 p.m.

RECONVENED/ADJOURNED

MINUTES OF THE ADJOURNED BOARD OF TRUSTEES  
MEETING OF FEBRUARY 3, 2007

President Figueroa called the adjourned closed session meeting of the Board of Trustee to order at 8:00 a.m., in the Marriott Hotel, 3400 Market Street, Riverside, California.

CALL TO ORDER

Trustees Present

Ms. Virginia Blumenthal  
Ms. Mary Figueroa  
Mrs. Janet Green  
Mr. José Medina  
Mr. Mark Takano

Trustees Absent

Ms. Yajaira Tiscareño, Student Trustee

Staff Present

Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources

Guests Present

Ms. Sharon Tanabe, Client Partner, Edward W. Kelley Partners

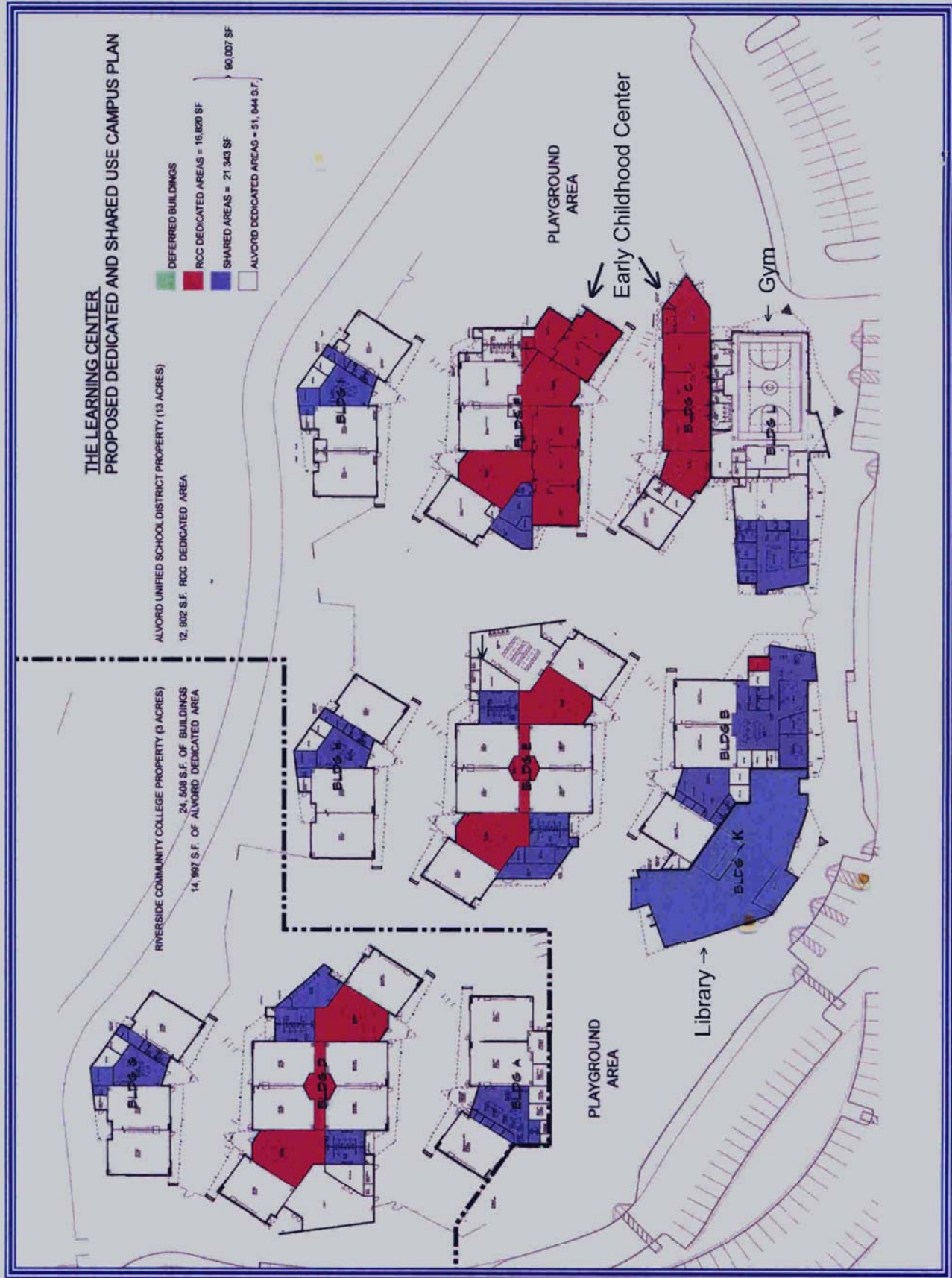
The Board adjourned to closed session at 8:05 a.m., pursuant to Government Code Section 54957, to consider the appointment of Chancellor for the District.

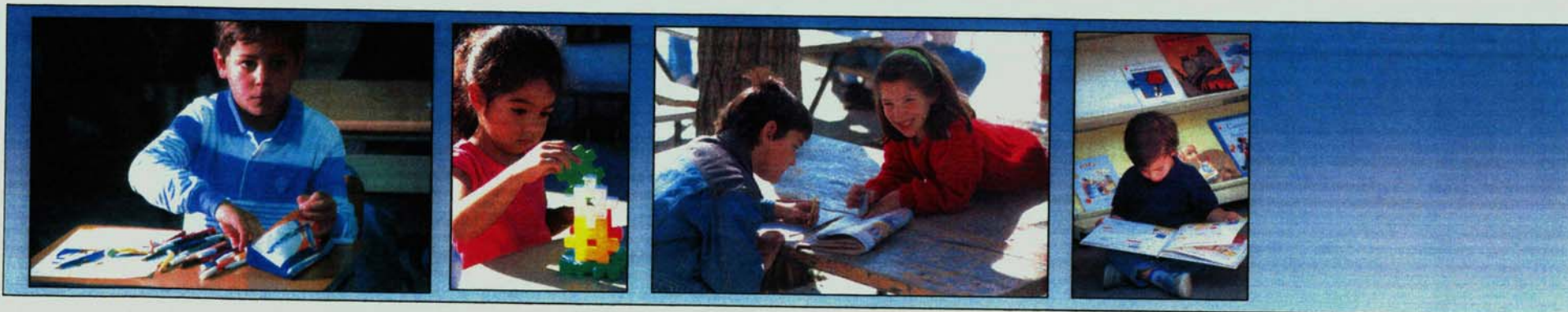
CLOSED SESSION

The Board reconvened to open session at 4:50 p.m., announcing that the three interview finalists would be announced at the February 20, 2007 regular Board Meeting, and adjourned the meeting.

RECONVENEMENT TO OPEN  
SESSION AND ADJOURNMENT



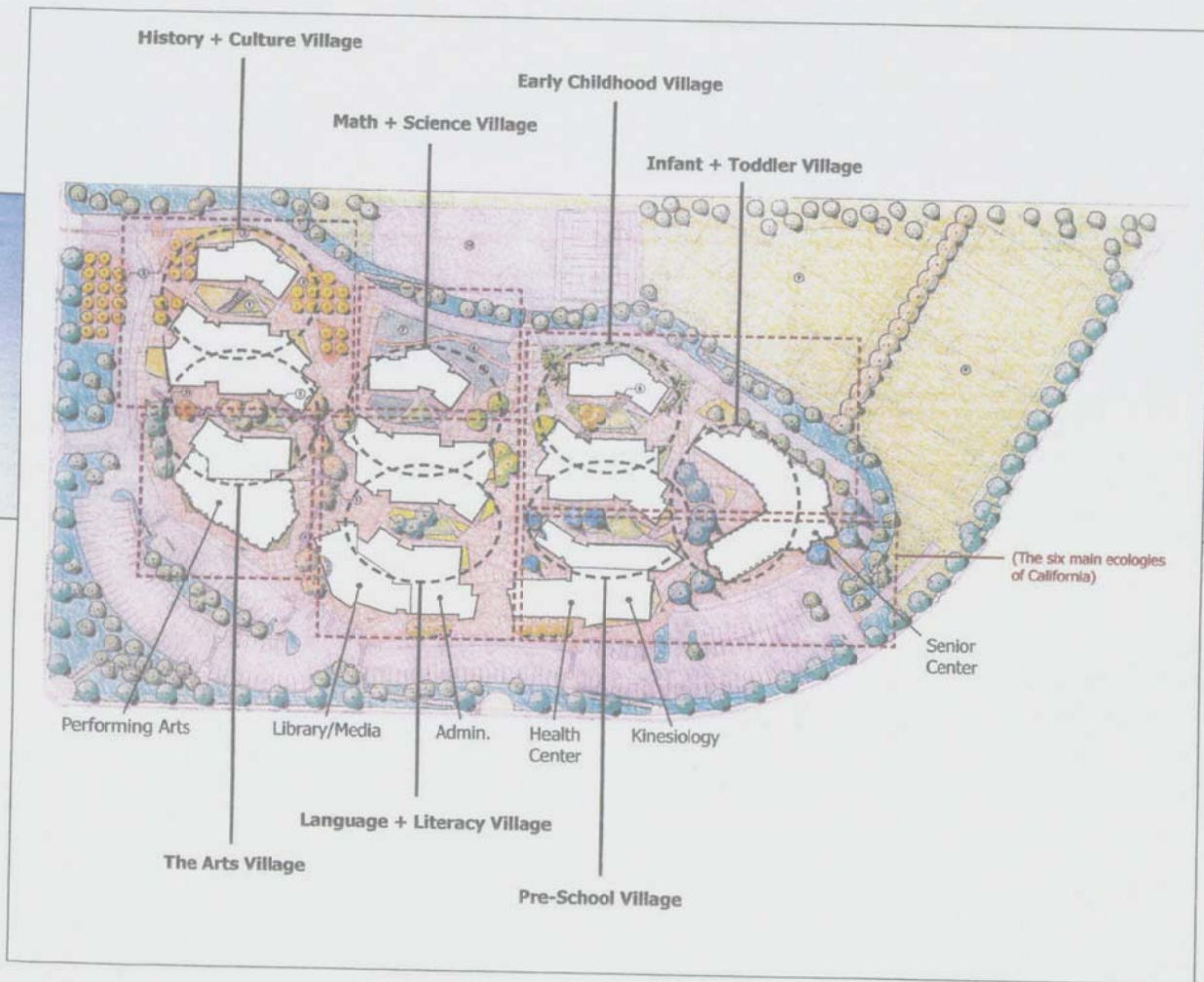




**Alvord Unified School District**  
**Riverside Community College District**  
The Innovative Learning Center  
February 20, 2007

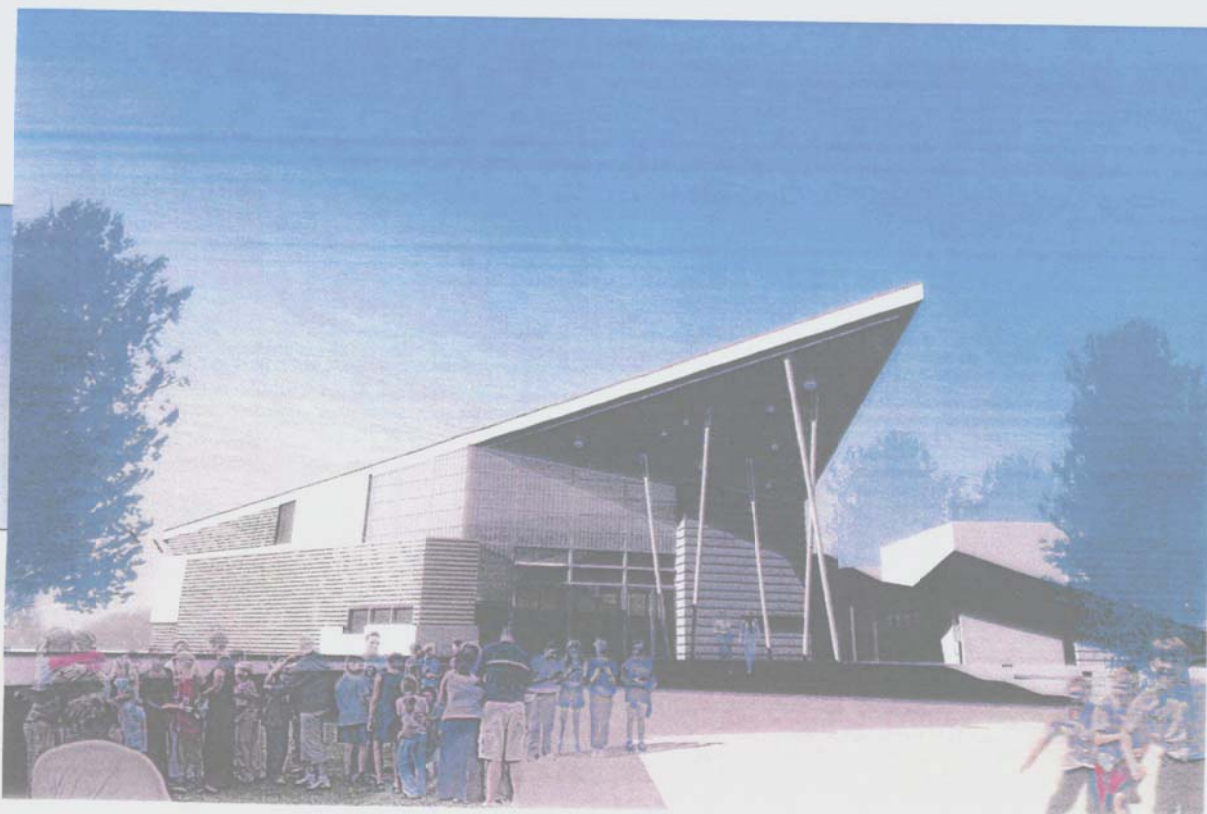
**HMC**  
ARCHITECTS





# The Learning Center

Site Plan



**The Learning Center**  
Theater Building





**The Learning Center**  
Gym Building



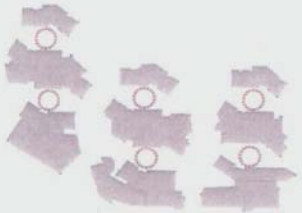


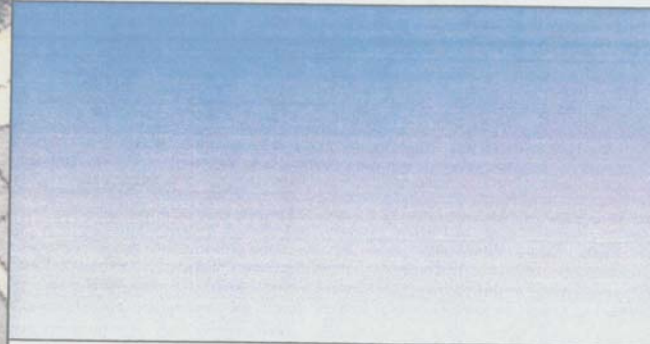
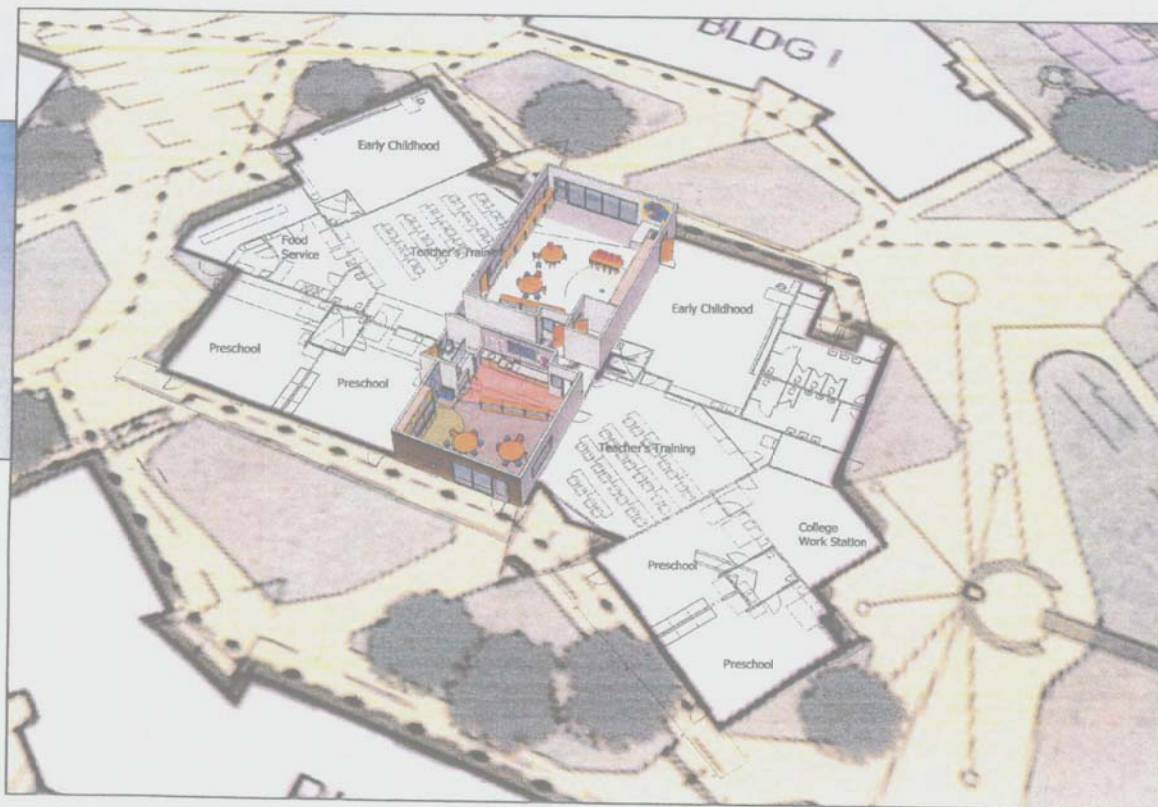
**The Learning Center**  
Library Building





**The Learning Center**  
Typical Student Courtyard

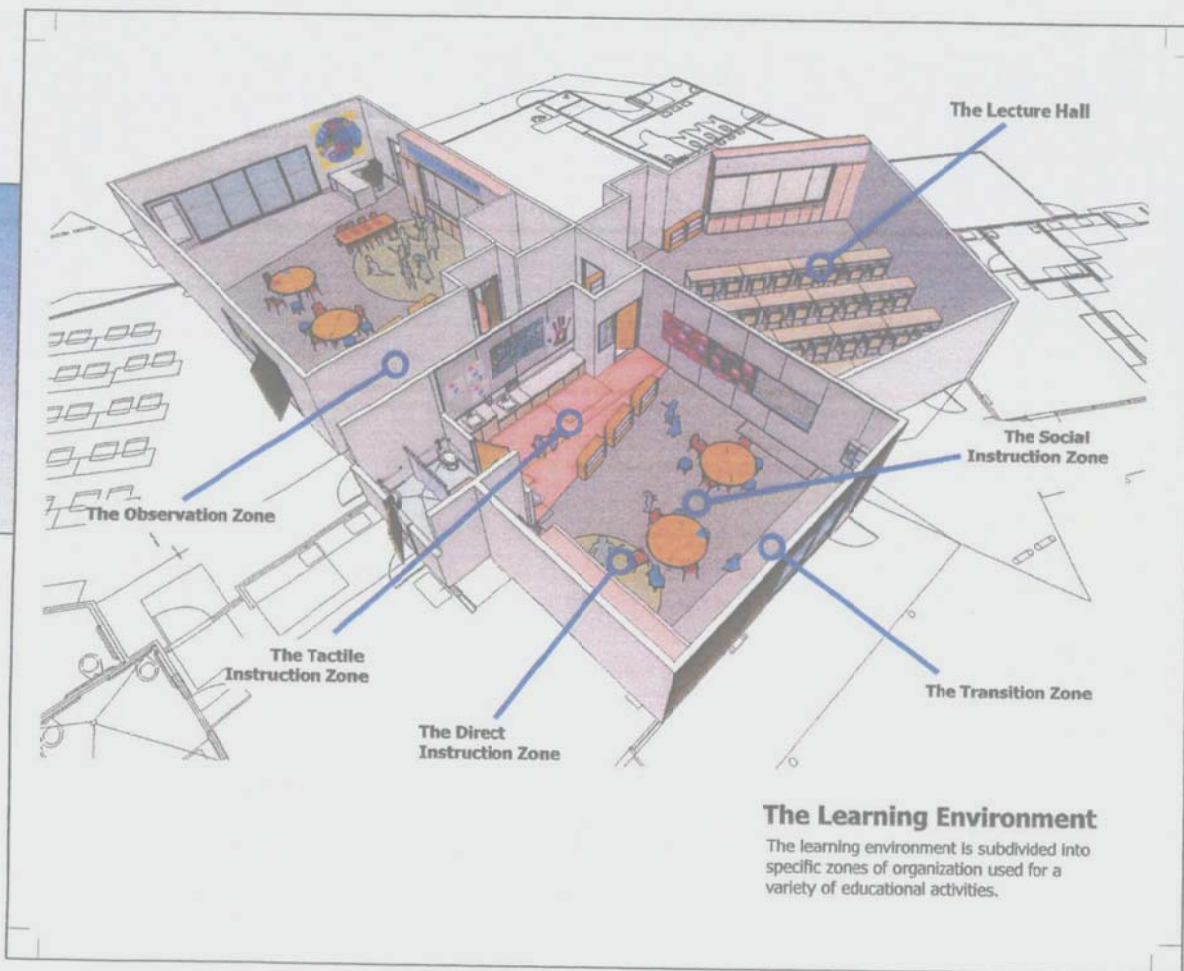




**The Learning Center**  
Typical Early Education  
and Preschool Cluster Model-  
Aerial View







## The Learning Center

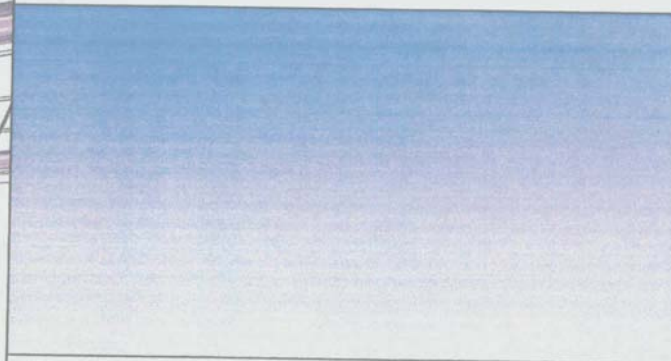
Typical Early Education  
and Preschool Cluster Model





**The Learning Center**  
Typical Lecture Hall Interior-  
View from Entry

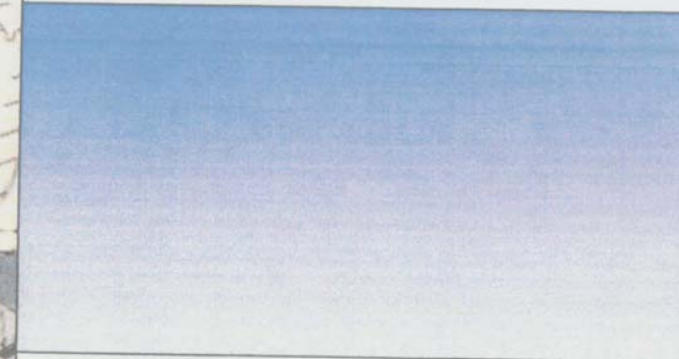
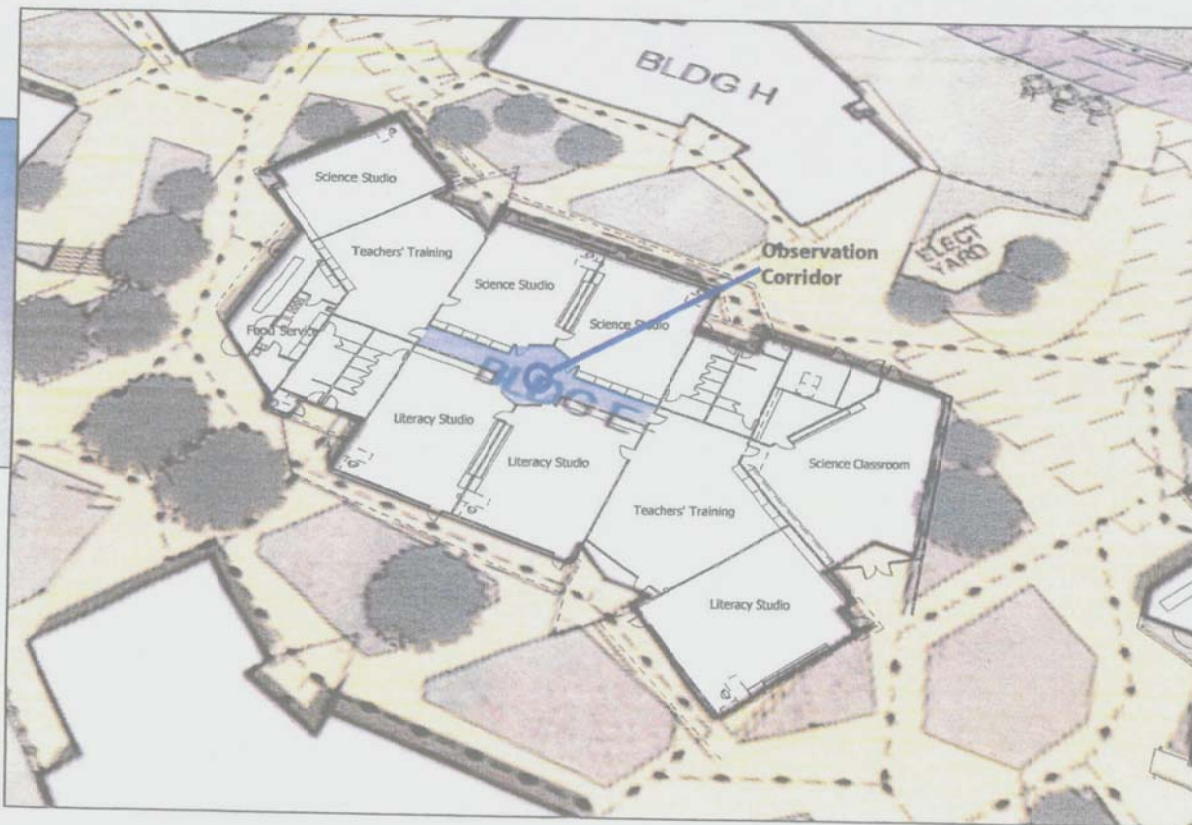




## The Learning Center

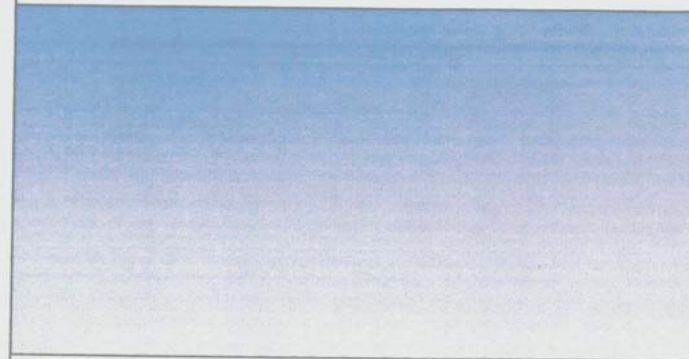
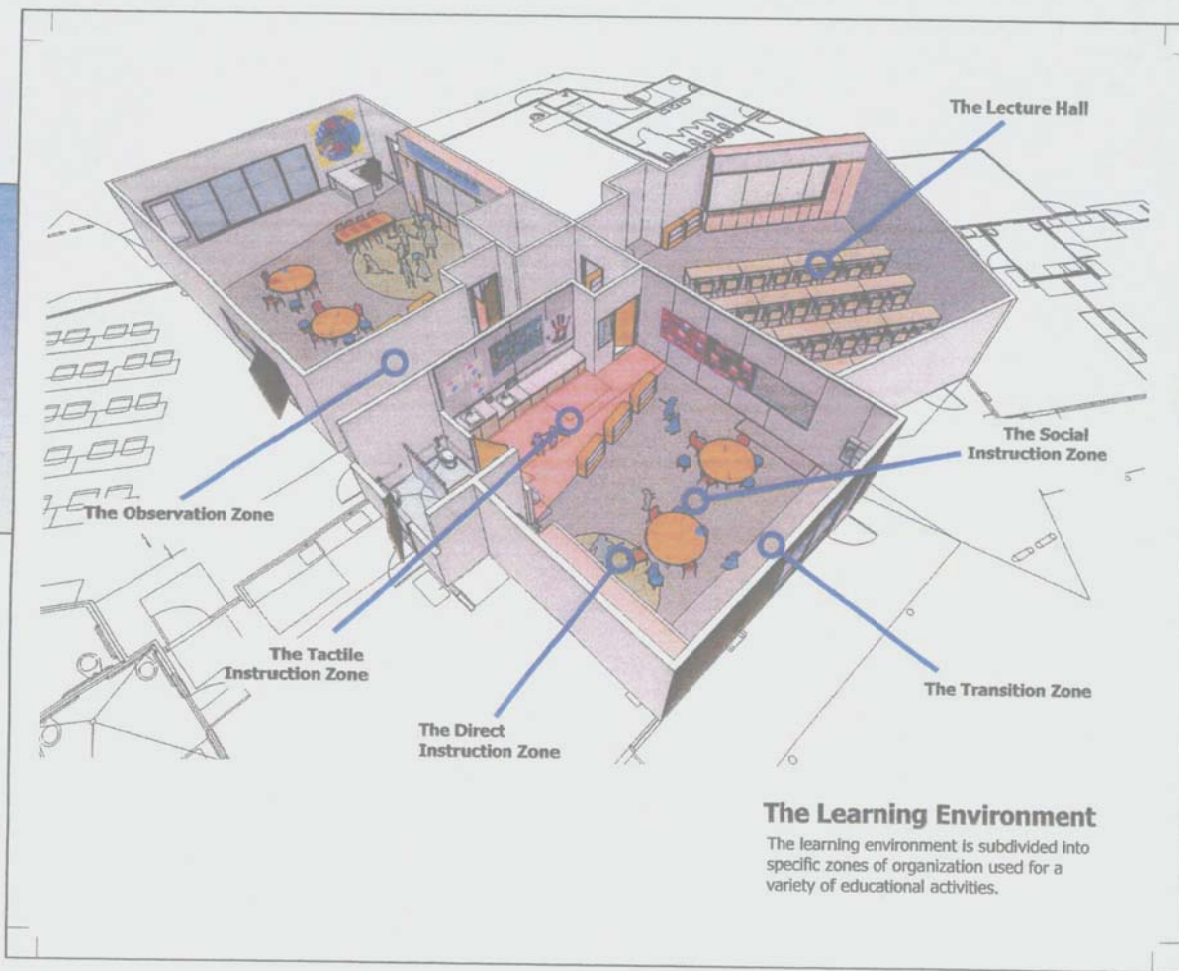
Typical Lecture Hall Interior-  
View from Teaching Wall





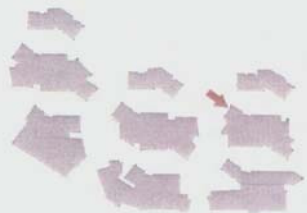
**The Learning Center**  
View of Observation Rooms Adjacent to  
Lecture Halls and Classrooms

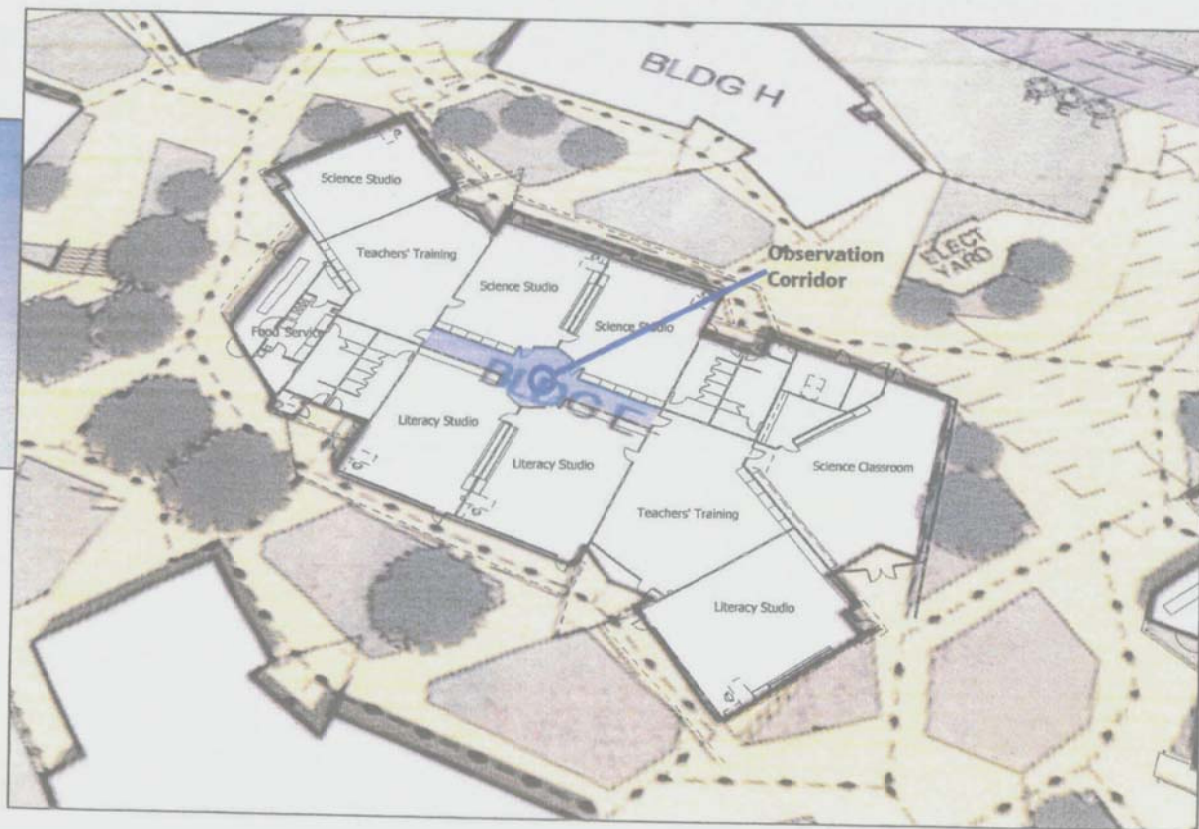




## The Learning Center

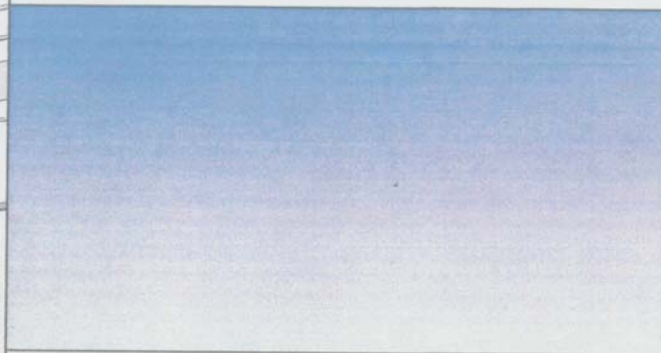
Typical Early Education  
and Preschool Cluster Model





**The Learning Center**  
View of Observation Rooms Adjacent to  
Lecture Halls and Classrooms





**The Learning Center**  
Preschool Interior-  
View from Entry

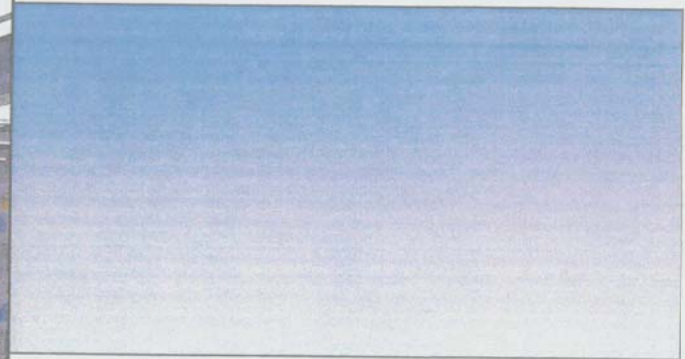




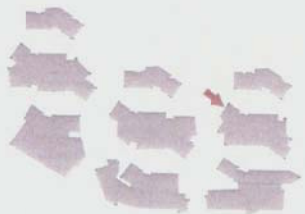
**The Learning Center**  
Preschool Interior-  
View to Back of Classroom

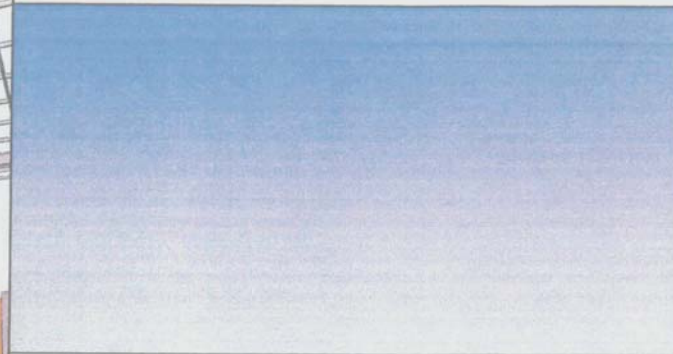






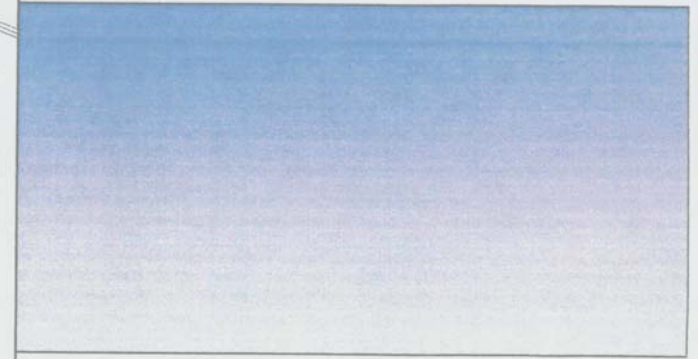
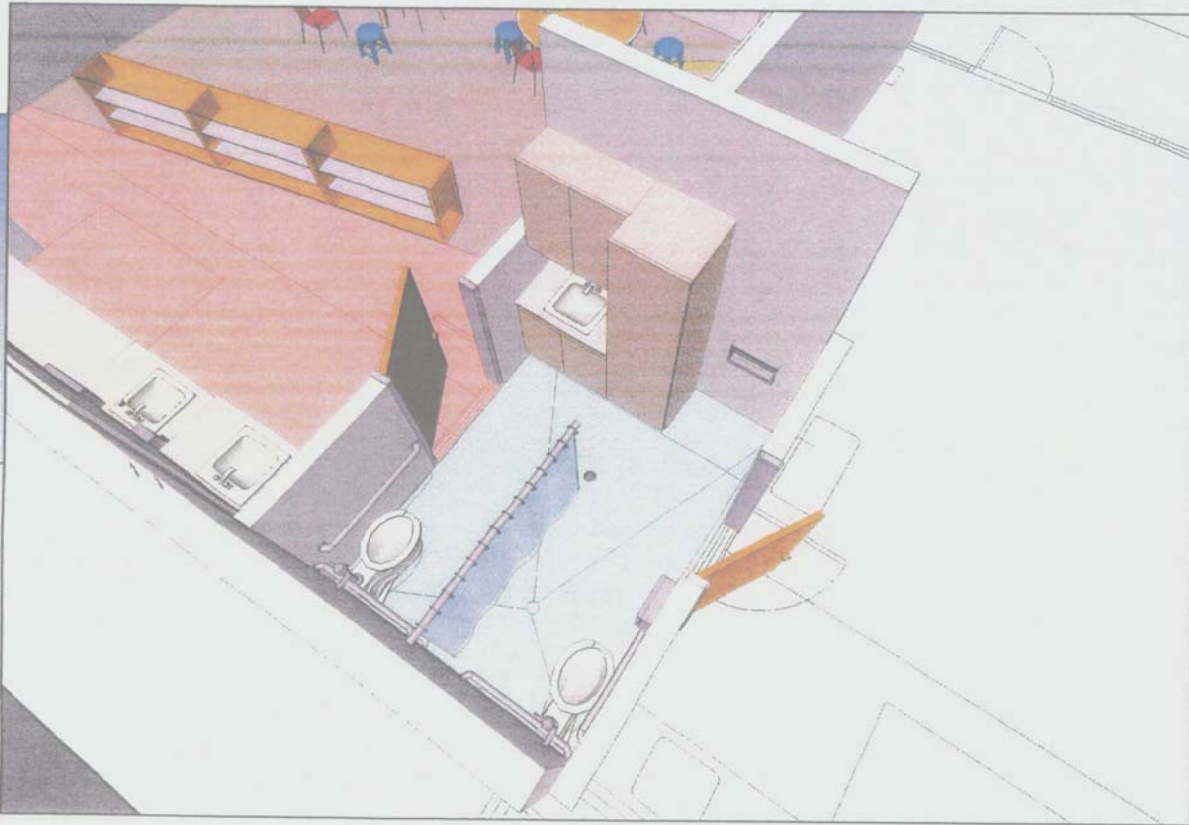
**The Learning Center**  
Preschool Interior-  
View to Teaching Wall



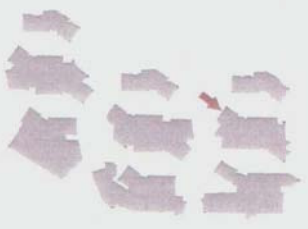


**The Learning Center**  
Preschool Interior-  
View to Front of Classroom



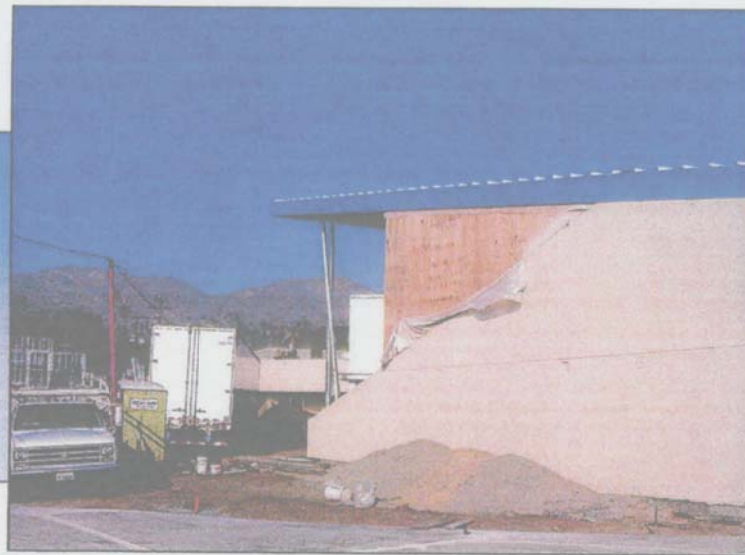


**The Learning Center**  
Preschool Interior-  
Typical Restroom Core



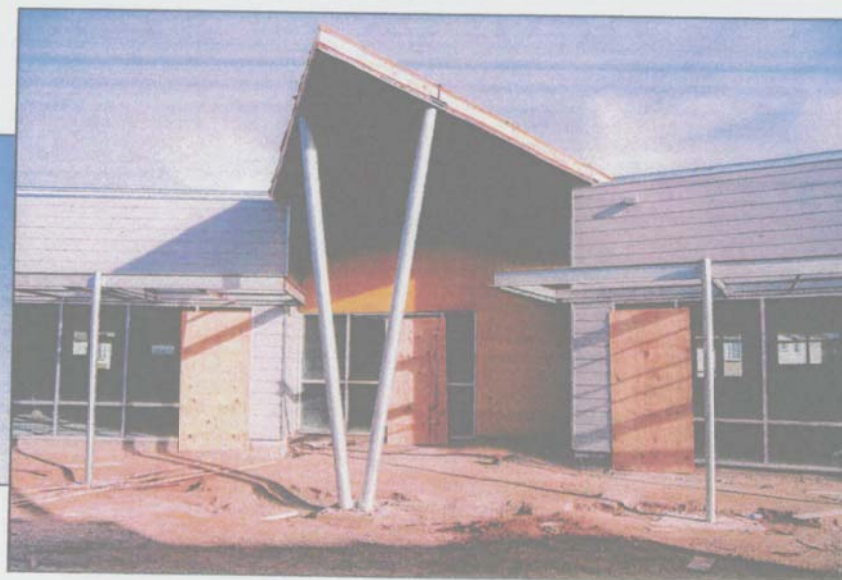


**The Learning Center**  
Construction Progress-Building F

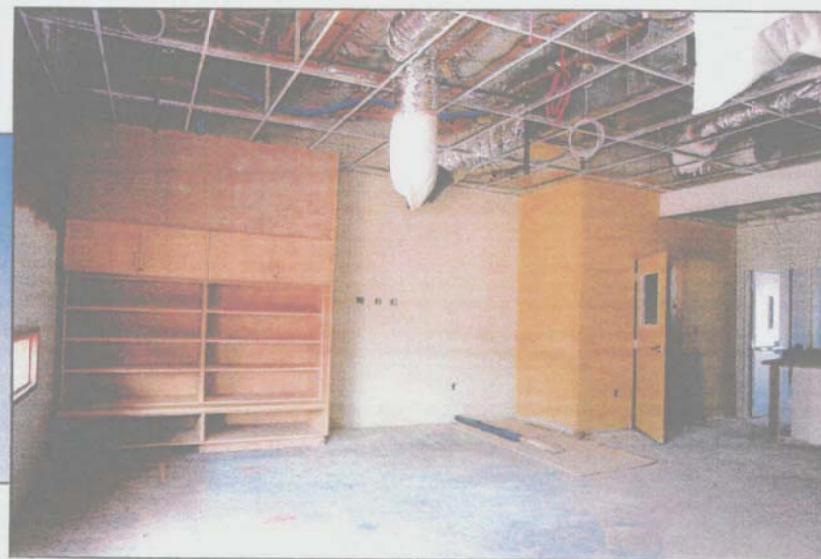


## The Learning Center

Construction Progress



**The Learning Center**  
Construction Progress- Building G

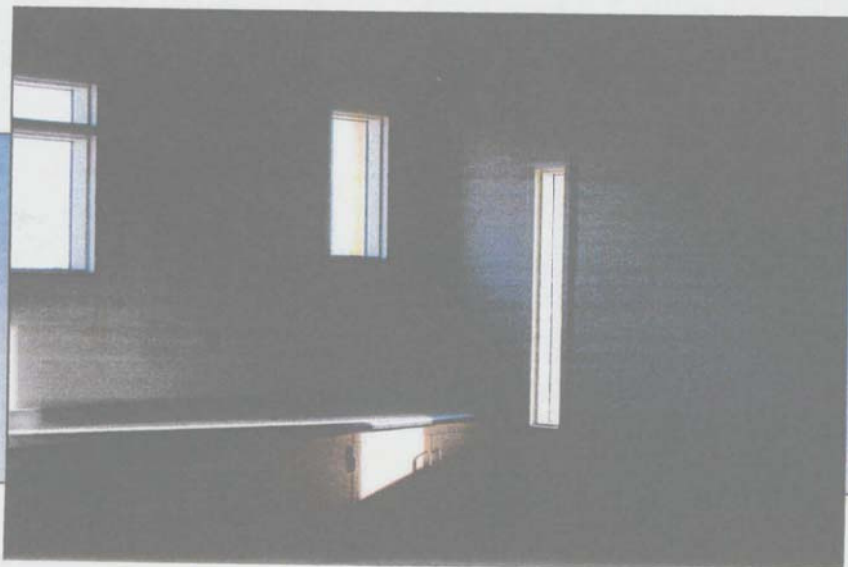


**The Learning Center**  
Construction Progress-  
Typical Interior Classroom Casework



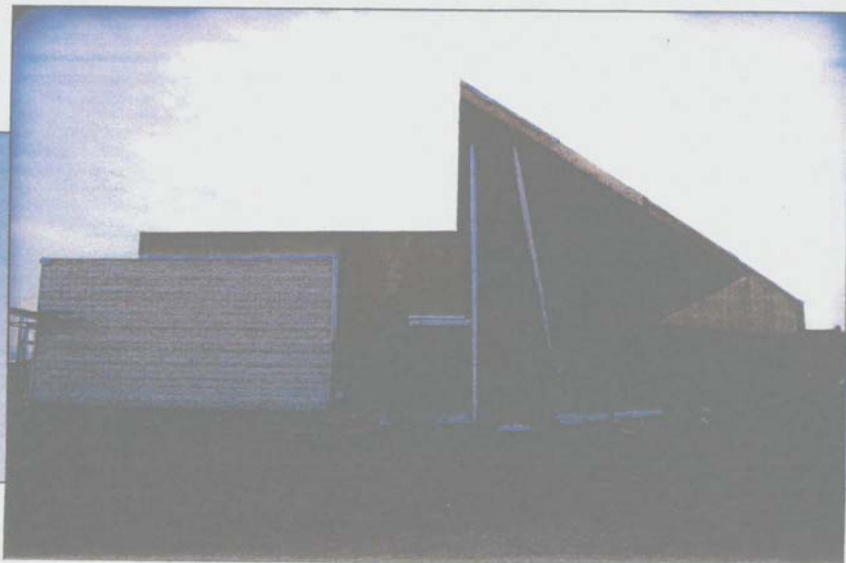
**The Learning Center**  
Construction Progress-  
Typical Interior Classroom Casework





## The Learning Center

Construction Progress-  
Typical Interior Classroom Window Systems



**The Learning Center**  
Construction Progress-  
Museum Building and Building L



## The Learning Center

Construction Progress-  
Playfields

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
DIVERSITY AND HUMAN RESOURCES

Report No.: V-A-1-a

Date: February 20, 2007

Subject: Academic Personnel

1. Appointments

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

It is recommended the following appointments be approved:

a. Management

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
DISTRICT Debbie DiThomas	Interim Vice Chancellor, Student Services and Operations	02/21/07	Contract

b. Contract Faculty

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
RIVERSITY CITY COLLEGE Bobbie Grey	Chemistry Instructor	2007-08	F-5

c. Long-Term, Temporary Faculty

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
RIVERSITY CITY COLLEGE Long-Term, Temporary, Spring Semester 2007 John Dougherty	Mathematics Instructor	02/09/07	G-4

d. Special Assignments

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

e. Overload Assignments

Winter Intersession 2007

The individuals specified on the attached list.

Spring Semester 2007

The individuals specified on the attached list.

Report No.: V-A-1-a

Date: February 20, 2007

Subject: Academic Personnel

1. Appointments – cont.

f. Part-Time Faculty, Hourly Assignments

Spring Semester 2007

The individuals specified on the attached list.

g. Child Development Center Hourly Employees

Spring Semester 2007

<u>Name</u>	<u>Position</u>
Lisa Powers	Preschool Associate Teacher, Hourly

h. Atypical Teaching Assignments, Spring Semester 2007

<u>Name</u>	<u>Credential</u>	<u>Subject</u>
Willa Ashe	Standard Secondary	Mathematics
Dwight Lomayesva	CC Instructor	Physical Education
Ward Schinke	CC Instructor	Economics
Joan Semonella	CC Instructor	Speech/English
Pamela Smyth	Standard Secondary	English

i. Extra-Curricular Activities, Academic Year 2006-07

<u>Name</u>	<u>Activity</u>
Jose Ortega	Assistant Softball Coach (50%)
Whitney Wilczynski	Assistant Softball Coach (50%)

2. 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 and the Vice President have reviewed and support the following request.

It is recommended the Board of Trustees approve the request of Theodore Knipe, Associate Professor of Psychology, and allow him to participate in the Reduced Employment Program with a teaching load of 60% for the 2007-08 academic year.

Subject: Academic Personnel

3. Salary Reclassification

Board Policy 3080 establishes the procedures for professional growth and salary reclassification. The following employees have fulfilled the requirements of this policy.

It is recommended the Board of Trustees grant salary reclassification to the following faculty members effective March 1, 2007:

<u>Name</u>	<u>From Column</u>	<u>To Column</u>
James Namekata	C	D
Patricia Tutor	G	H

4. Title Changes

As a result of changes and/or levels of responsibilities and in keeping with becoming a three college district, a change in title and salary is recommended for the academic position listed below.

It is recommended the Board of Trustees approve the change in title and salary placement for the following academic management position, effective February 21, 2007:

<u>Incumbent</u>	<u>From</u>	<u>To</u>
Ron Vito	District Dean, Occupational Education Salary Range: 19.4	Associate Vice Chancellor, Occupational Education Salary Range: 19.8

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

In compliance with Education Code Section 87470, the contract of the employees listed below will not be renewed for the 2007-08 academic year, and notice will be sent accordingly per Education Code Section 87610.

- Name  
David Avalos  
Robert Baradaran  
Karyn Magno  
Daniel Ortega  
Mary Ryder  
Sylvia Stone  
Jeffie Townsell

Subject: Academic Personnel

6. Recommendation Not to Reemploy – Temporary Employees

Education Code Section 87608 allows the Board of Trustees not to enter into a contract for a second academic year. Education Code Section 87610 allows the Board of Trustees to terminate, at its discretion, the employment of a first-year employee.

It is recommended the employees listed below not be reemployed and the Board of Trustees authorize the Chancellor or his designee to send a notice of non-reemployment for the 2007-08 academic year.

Name

Marc Bratton  
Octavio Chairez  
John Dougherty  
Daniel Kern

7. Recommendation Not to Reemploy – Contract Employee, First Contract

Education Code Section 87608 allows the Board of Trustees not to enter into a contract for a second academic year. Education Code Section 87610 allows the Board of Trustees to terminate, at its discretion, the employment of a first-year employee.

It is recommended the employee listed below not be reemployed and the Board of Trustees authorize the Chancellor or his designee to send a notice of non-reemployment for the 2007-08 academic year.

Name(s)

TBA

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
DIVERSITY AND HUMAN RESOURCES

Report No.: V-A-1-b

Date: February 20, 2007

Subject: Classified Personnel

1. Appointments

In accordance with Board Policy 1040, the Chancellor recommends approval for the following appointments:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
a. Management/Supervisory				
DISTRICT (None)				
MORENO VALLEY CAMPUS (None)				
NORCO CAMPUS (None)				
RIVERSIDE CITY COLLEGE				
Christopher Brown	Vice President, Business Services	03/12/07	19.9	Appointment
b. Management/Supervisory – Categorically Funded (None)				
c. Classified/Confidential				
DISTRICT				
*Sabeen Scott-Demery	District Campaign Specialist	03/01/07	19-1	Appointment
TBA	Project Manager	TBA	TBA	TBA
MORENO VALLEY CAMPUS				
Elizabeth Romero	Secretary IV (Dean of Instruction)	02/21/07	17-2	Transfer
NORCO CAMPUS				
Wendi Gonzalez	Instructional Department Specialist (Social and Behavioral Sciences)	02/21/07	17-5	Transfer
Tricia Hodawanus	Secretary IV (Dean of Student Services)	02/21/07	17-5	Transfer
Susan Lafferty	Instructional Department Specialist (Math and Science)	02/21/07	17-1	Appointment



Subject: Classified Personnel

1. Appointments – Continued

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
c. Classified/Confidential (Cont'd)				
RIVERSIDE CITY COLLEGE				
Sandra Henes	Instructional Department Specialist (Senior Citizen Education)	03/01/07	17-2	Transfer
d. Classified/Confidential – Categorically Funded				
DISTRICT (None)				
MORENO VALLEY CAMPUS (None)				
NORCO CAMPUS (None)				
RIVERSIDE CITY COLLEGE (None)				
e. Professional Experts (None)				
f. Short Term Short-term appointments of individuals to serve on an hourly, as needed basis, as indicated on the attached list.				
g. Temporary as Needed Student Workers Short-term appointments to serve on an hourly, as needed basis, as indicated on the attached list.				
h. Community Education Program (None)				

Subject: Classified Personnel

1. Appointments – Continued

i. Special Assignments

Payment to be approved for the following individual in the amount indicated for her participation in a special assignment:

Additional Support for Title V (01/31/07 – 04/30/07)

Cristina Cervantes – Total amount not to exceed \$2,065

Sound Design/Run Sound Board for “High School Musical” (07/29/07 – 08/05/07)

Dorie Couture – Total amount not to exceed \$2,000

ESL Supplemental Instruction Internship/TA (02/21/07 – 06/07/07)

Yxstian Gutierrez – Total amount not to exceed \$3,500

Men’s Basketball Tournament Director (12/05/06 – 12/09/06)

Robert Schmidt – Total amount not to exceed \$500

2. Professional Growth Achievement Step

Participation in the Professional Growth Program is voluntary for classified employees. Employees who participate in the program receive achievement steps upon prior approval from the Professional Growth Committee of the coursework.

Professional achievement steps are \$35 per month for completion of 12 semester units of coursework and \$40 per month for completion of 12 semester units of job related coursework. Each employee may earn a maximum of seven (7) achievement steps in both categories combined, two (2) of which must be in the job skills area of professional growth. (California School Employees Association Agreement 2005-2008, Exhibit A)

It is recommended the Board of Trustees approve the following professional growth achievement step, effective March 1, 2007:

<u>Name</u>	<u>Title</u>	<u>Achievement Step(s) Earned</u>
Dave Dieckmeyer	Instructional Support Specialist	Step 5 @ \$35

3. Request for Leave Under the California Family Rights Act and the Federal Family and Medical Leave Act

It is recommended the Board of Trustees approve/ratify requests for leave under the California Family Rights Act and the Federal Family and Medical Leave Act, a maximum of 12 weeks (480 hours) of combined CFRA/FMLA will be reduced concurrently for the following classified employee:

<u>Name</u>	<u>Title</u>	<u>Effective</u>
Katherine Faircloth	Library Clerk II	February 7, 2007

Subject: Classified Personnel

4. Requests for Leave Without Pay

It is recommended the Board of Trustees approve the following requests for leave without pay:

Ms. Sharisse Smith, Educational Advisor, for the period of February 5, 2007 through February 15, 2007 (a total of 9 working days). Ms. Smith will exhaust all leaves allocated to her for this fiscal year. The request has the approval of the area Director and Dean; and

Mr. Richard Laponuke, Maintenance Mechanic, for the period of January 25, 2007 through March 20, 2007 (a total of 37 working days). Mr. Laponuke will exhaust all leaves allocated to him for this fiscal year. The request has the approval of the area Director.

5. Military Leave

Section 395.01 of the Military and Veteran's 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;

It is recommended the Board of Trustees ratify the request for military reserve duty for Mr. Anthony Puzzuto, Warehouse Supervisor, for the period of January 26, 29, 30, 31, 2007 and February 1, 2007 (a total of 5 working days). Mr. Puzzuto meets the college service requirement.

6. Separation

Board policy 1042 authorizes the Chancellor to officially accept the resignation of an employee; and the Chancellor has accepted the following resignation;

In is recommended the Board of Trustees receive, for information only, the resignation of the individual listed below, effective at the end of the workday:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Reason</u>
Sylvia Saenz	Secretary IV	02/21/07	Career Advancement

Report No.: V-A-1-b

Date: February 20, 2007

Subject: Classified Personnel

Submitted by:



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Melissa Kane  
Interim Vice Chancellor, Diversity and  
Human Resources

Transmitted to the Board by:



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Salvatore G. Rotella  
Chancellor

Concurred by:



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Brenda Davis, President  
Norco Campus

Concurred by:

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James Buysse, Vice Chancellor  
Administration and Finance



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Irving G. Hendrick, Interim President  
Moreno Valley Campus



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Linda Lacy  
Interim President, Riverside City College



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Ray Maghroori  
Vice Chancellor, Academic Affairs

**Research for Developmental Education (Spring 2007)**

To conduct literature review in the following areas: correlation of reading and writing on composition skills, placement tests and formula in general at other CC's; compare and synthesize materials, findings and write report. Compensation at Group 1, Step 3 of the Faculty Hourly Salary Schedule.

Andres Elizalde – Total amount to be paid not to exceed \$2,158.80

Diane Solorzano – Total amount to be paid not to exceed \$2,158.80

**Professional Development for Development Education (Spring 2007)**

Incorporate reading classes paired with content areas classes in Sociology, World Religion & History. Compensation at Group 1, Step 2 of the Faculty Hourly Salary Schedule.

Victor Sandoval - Total amount to be paid not to exceed \$744.90

**Curriculum Development for Developmental Education (Spring 2007)**

Develop math diagnostic for Math modules Math 90D, 90E, 90F. Compensation at Group 1, Step 3 of the Faculty Hourly Salary Schedule.

Kathy Nabours - Total amount to be paid not to exceed \$809.55

**Critical Thinking Training, City of Corona, Customized Solutions (Winter 2007)**

Training middle management in City of Corona.

Sharon Crasnow – Paid as lump sum upon completion in the amount of \$400.00

**Improve CIS programming Curriculum and Student Retention (Winter 2007)**

Train faculty on 3DS Max and Torque Game Builder.

Richard Ries – Paid as lump sum upon completion in the amount of \$593.67

**Faculty Collaboration on a new musical work commissioned by RSA (Spring 2007)**

Read-through for an original musical theatre piece, "Shut Up and Sing" by Peter Curtis.

Jodi Julian - Paid as lump sum upon completion in the amount of \$100.00

Dina Humble - Paid as lump sum upon completion in the amount of \$100.00

Rita Chenoweth - Paid as lump sum upon completion in the amount of \$100.00

Mark Haines - Paid as lump sum upon completion in the amount of \$100.00

**Completion of Program Review (Spring 2007)**

Amber Casolari - Paid as lump sum upon completion in the amount of \$1000.00

Peter Boelman - Paid as lump sum upon completion in the amount of \$250.00

John Young - Paid as lump sum upon completion in the amount of \$250.00

**Installation of Artwork in the RSA Offices (Spring 2007)**

Installation of artwork and creation of narratives in relation to artwork for RSA participation in the First Thursdays Arts Walk.

Stephen Horn - Paid as lump sum upon completion in the amount of \$500.00

**Curriculum Development for Developmental Education (Spring 2007)**

Creating Supplemental Faculty Resources guides to be utilized for Math 90A – 90F instructors. Creating the worksheets and proofreading the lectures. Compensation at Group 1, Step 3 of the Faculty Hourly Salary Schedule.

Pamela Whelchel - Total amount to be paid not to exceed \$2158.80

Sivajah Somasundaram - Total amount to be paid not to exceed \$2158.80

**Improve CIS Programming Curriculum and Student Retention (Spring 2007)**

Faculty Led Study Sessions.

Scott Huseth - Paid as lump sum upon completion in the amount of \$2000.40

Dennis Rainey - Paid as lump sum upon completion in the amount of \$2000.40

**Summer Conservatory (SUMMER 2007)**

Lighting Design for “High School Musical”

Mark Haines - Paid as lump sum upon completion in the amount of \$1500.00

**Workforce Preparation Liaison (Spring 2007)**

Primary liaison between RCCD and Riverside County Department of Public Social Services with oversight of Workforce Preparation Skills Program. Compensation at Group 1, Step 3 of the Faculty Hourly Salary Schedule.

Monica Green – Total amount to be paid not to exceed \$3022.32

**Paired Course Development (Title V) (Spring 2007)**

Involvement with the project may include but is not limited to serving on the Student Equity Committee, assisting with the development of basic skills learning communities through paired course development, working with local high school faculty, increasing academic resources, and implementing new teaching strategies and methods.

Lorraine Ogata - Paid as lump sum upon completion in the amount of \$1500.00

**Renaissance Scholars Program (Spring 2007)**

Assist in Hiring of Student Staff. Recruits students for the program. Chairs meetings for the Renaissances. Records/distributes meeting minutes. Assists in the preparation of campus/district reports, graduation recognition program.

James Banks - Paid as lump sum upon completion in the amount of \$2500.00

**Rubidoux Early college High School (Winter 2007)**

Parent advisory meetings, faculty collaboration, workshop preparation and presentation, student advisory. Compensation at Group 1, Step 3 of the Faculty Hourly Salary Schedule.

Bonavita Quinto-McCallum – Total amount to be paid not to exceed \$1834.98

**Ujima Project (Spring 2007)**

Provide coordination and organization, leadership for the Ujima activities.

Don Wilcoxson - Paid as lump sum upon completion in the amount of \$5000.00

Adjunct Training on Accreditation Standards and SLO's (Winter 2007)

Active Participation in Workshop.

Dorothy Ray - Paid as lump sum upon completion in the amount of \$50.00  
Elizabeth Hall - Paid as lump sum upon completion in the amount of \$50.00  
Lynette Tougas - Paid as lump sum upon completion in the amount of \$50.00  
Daniel Tuckerman - Paid as lump sum upon completion in the amount of \$50.00  
Jenelle Hermen - Paid as lump sum upon completion in the amount of \$50.00  
Jean Waggoner - Paid as lump sum upon completion in the amount of \$50.00  
Irina Fealy - Paid as lump sum upon completion in the amount of \$50.00  
Carl Christman - Paid as lump sum upon completion in the amount of \$50.00  
Sara Nafzgar - Paid as lump sum upon completion in the amount of \$50.00  
Margaret Matanane - Paid as lump sum upon completion in the amount of \$50.00  
Rachel Anguiano - Paid as lump sum upon completion in the amount of \$50.00  
John Sullivan - Paid as lump sum upon completion in the amount of \$50.00  
Gloria Cardona - Paid as lump sum upon completion in the amount of \$50.00  
Michele Weber - Paid as lump sum upon completion in the amount of \$50.00  
Berkley Kaufhold - Paid as lump sum upon completion in the amount of \$50.00  
Grace Stinson - Paid as lump sum upon completion in the amount of \$50.00  
Mira Deliyska - Paid as lump sum upon completion in the amount of \$50.00  
Ines Poblet - Paid as lump sum upon completion in the amount of \$50.00

AmeriCorps ALERT project (Spring 2007)

Enhance and Develop material for the AmeriCorps ALERT Project

Paula Stafford - Paid as lump sum upon completion in the amount of \$1000.00

Screening/Interviewing Search Committee (Winter Intersession 2007)

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

Marie Colucci – Total amount to be paid not to exceed 11 hours  
Kenneth Cramm – Total amount to be paid not to exceed 11 hours  
Sharon Crasnow – Total amount to be paid not to exceed 14.5 hours  
Gregory Elder – Total amount to be paid not to exceed 13.5 hours  
Evangeline Fawson – Total amount to be paid not to exceed 6 hours  
Deborah Hall – Total amount to be paid not to exceed 6.25 hours  
Kathy Havener – Total amount to be paid not to exceed 5.25 hours  
Mary Legner – Total amount to be paid not to exceed 22.25 hours  
Romulus Masterson – Total amount to be paid not to exceed 20 hours  
Rosario Mercado – Total amount to be paid not to exceed 20 hours  
Susan Mills – Total amount to be paid not to exceed 15.5 hours  
Gerber Morales – Total amount to be paid not to exceed 17 hours  
Christopher Rocco – Total amount to be paid not to exceed 21 hours  
Rogelio Ruiz – Total amount to be paid not to exceed 16 hours  
Patricia Tutor – Total amount to be paid not to exceed 10 hours  
Judy Perhamus – Total amount to be paid not to exceed 8 hours

Workshop Presentation (Spring 2007)

Prepare and co-present workshop for part-time faculty, teaching basic skills math classes.

Andy Robles - Paid as lump sum upon completion in the amount of \$225.00

Jason Parks - Paid as lump sum upon completion in the amount of \$225.00

Stipend for use of online materials (MUS19) (Spring 2007)

D. Foster teaching sections 47327 & 47330. D. Humble teaching sections 45015, 45016, 45017, 45024 G. Maldonado teaching section 47962, D. Sausser teaching sections 48340 & 47391

Carolyn Quin - Paid as lump sum upon completion in the amount of \$900.00

Coordinate Student Services Program Review Process (Spring 2007)

Work with all Student Services program leaders to develop Program Review; include student learning outcomes and service area outcomes. Monitor progress with the evaluation cycle of Program Reviews. Coordinate Publication of 3 separate campuses Student Services Program Review documents. Serve as Student Services representative to the District Program Review team.

Deborah Hall - Paid as lump sum upon completion in the amount of \$5000.00

Teacher Preparation Title V Grant (Spring 2007)

Faculty member will incorporate supplemental instruction as part of their classroom syllabus. Compensation at Group 1, Step 3 of the Faculty Hourly Salary Schedule.

Kenneth Cramm – Total amount to be paid not to exceed \$1349.25

Teacher Preparation Title V Grant (Spring 2007)

CBEST Math Comprehension Workshop Presenter. Compensation at Group 1, Step 3 of the Faculty Hourly Salary Schedule.

Deborah Smith – Total amount to be paid not to exceed \$431.76

Stipend for use of online materials (ART6) (Spring 2007)

R. Taube teaching section 44067.

Karin Skiba - Paid as lump sum upon completion in the amount of \$100.00

Stipend for use of online materials (PHP 36) (Spring 2007)

S. Sigloch teaching sections 45206 & 45207

Patricia Smith – Paid as lump sum upon completion in the amount of \$200.00



<u>NAME</u>	<u>SUBJECT</u>
Anderson, Kimberly	Nursing
Avila, Patricia	Counseling
Brewster, Steven	Library Services
Clark, Daniel	Accreditation
Farris, Katheryn	Physical Education
Garcia, Hayley	Library Services
Greco, Priscilla	Nursing
Indermuehle, Denise	Nursing
LaCava, Wilma	Nursing
Lesch, Jacqueline	Library Services
Middleton, Delores	Physician Assistant
Moncrieff, Melvin	Nursing
Moore, Paul	Library Services
Pacheco, Maria	Counseling
Peña, Larry	Counseling
Pisa, Sheila	Accreditation
Reynolds, Joseph	Counseling
Sloniger, Mitzi	Reading
Soto, Salvador	Counseling
Stafford, Paula	Physician Assistant
Stone, Sylvia	Nursing
Thetford, Teresa	Physician Assistant
Vermillion, Amy	Nursing

NAME	SUBJECT
Acharya, Surekha	Anthropology
Aljord, Huda	Arabic
Almquist, David	Physical Education
Amidon, Tucker	English
Amrich, Michael	Chemistry
Andacheh, Khalil	Sociology
Anderson, Kimberly	Nursing
Anguiano, Joe	English
Arguelles, Rudolph	Physical Education
Avila, Patricia	Counseling
Baker, David	Administration of Justice/Sociology
Banks, James	Work Experience
Barboza, Matthew	Computer Information Systems
Barnes, Micheal	Counseling
Beck, Rex	Business Administration
Beckstrom, Douglas	Dental Technology
Bemis, Chad	Mathematics
Bernier, Daniel	Chemistry
Bhatia, Shailesh	Computer Information Systems
Biancardi, Fabian	Political Science
Blair, Scott	Astronomy/Physics
Boelman, Peter	Economics
Bonzoumet, Nikki	Physical Education
Brewster, Steven	Library Services
Briggs, Cordell	English
Brotherton, Catherine	Computer Information Systems
Brown, Amanda	Mathematics
Brown, Jami	Sociology
Brown, Timothy	Reading
Brown, William	Physical Education
Burchett, Gregory	Biology
Burnett, Sarah	Early Childhood Studies
Burris, Robert	Air Conditioning/Refrigeration
Byun, John	Music
Campbell, Dorothy	Spanish
Casolari, Amber	Economics
Cazares, Deborah	Early Childhood Studies
Chacon, Rosina	Counseling
Chaks, Michael	Accounting
Cheney, James	Physics
Chenoweth, Rita	Dance
Christiansen, Jill	Nursing

NAME	SUBJECT
Chung, Elisa	Mathematics
Clark, Ross	Graphics Technology
Colucci, Marie	Nursing
Cordier, Gerald	Engineering
Coverdale, John	Computer Information Systems
Cramm, Kenneth	Mathematics
Cregg, James	Computer Information Systems
Cryder, Michael	Anatomy & Physiology
Curtis, Peter	Music
Daddona-Moya, Michelle	Physical Education
Dassow, Arthur	Counseling
Davin, Richard	Sociology
Dean, Leslie	Geography
DeGuzman, Joseph	Mathematics
DiBenedetto, Tamra	English
Dieckmeyer, Diane	Reading
Dougherty, John	Mathematics
Douglass, Kelly	English
Duran, Jose	Business Administration/CIS/Marketing
Dyogi, Damianita	Nursing
Eckstein, Joseph	Geography
Elizalde, Andres	English
Elton, William	Physical Education
Fast, Matthew	Computer Information Systems
Fawson, Evangeline	Nursing
Fontaine, Robert	Emergency Medical Services
Fontana, Sandra	American Sign Language
Foster, Donald	Music
Freitas, Siobhan	Chemistry
Friedrich Finnern, Teresa	Biology
Gage, George	Community Interpretation in Spanish
Galicia, Felipe	Biology
Garcia, Carlos	Engineering
Garcia, Hayley	Library Services
Gibbs, Travis	Psychology
Gillins, Sharon	Telecommunications
Gobatie, Cynthia	Humanities/Philosophy
Gray, Alexis	Anthropology
Greco, Priscilla	Nursing
Grey, Bobbie	Chemistry
Haghighat, Dariush	Political Science
Haines, Mark	Dance

NAME	SUBJECT
Hall, Lewis	Computer Information Systems
Haugh, Judy	Counseling
Hausladen, Lisa	Medical Assisting
Havener, Kathy	Nursing
Herrick, Scott	Microbiology
Herzig, Paul	Computer Information Systems
Heyde, Marilyn	Dental Assisting
Hitchcock, Dominique	French/Spanish
Hopkins, John	Art
Hulshof, Lidia	Dental Assisting/Dental Hygiene
Humble, Dina	Music
Hunt, Glenn	Mathematics
Indermuehle, Denise	Nursing
Jackson, Henry	Welding Technology
Jew, Robert	Art
Jiang, George	English as a Second Language
Jimenez, Gary	Counseling
Johnson, Brian	Mathematics
Judon, LaNeshia	Business Administration/Paralegal Studies
Julian, Jodi	Theater Arts
Keiser, Terry	Graphics Technology
Kelly, Kathryn	Spanish
Kennedy, Stephen	Automotive Technology
Kime-Hunt, Ellen	Chemistry
Kinser, Anita	Nursing
Kobzeva-Herzog, Elena	Spanish
Kollitz, Janice	English
Kross, Carolyn Sue	Nursing
LaCava, Wilma	Nursing
Lange, Mary	Nursing
Legner, Mary	Mathematics
Lehr, Mark	Computer Information Systems
Lesch, Jacqueline	Library Services
Lesser, Donna	Dental Hygiene
Lewis, Mark	Speech Communication
Lomayesva, Dwight	History/Physical Education
Loomis, Rebecca	Anatomy & Physiology
Lowden, Clara	Physical Education
Lowry, Stephanie	Nursing
MacDougall, Diana	American Sign Language
Mahon, Richard	Humanities
Makin, Deborah	Political Science

NAME	SUBJECT
Marsh, Diane	Chemistry
Mason, Dayna	Art
Masterson, Romulus	Humanities
Matsos, Peter	Psychology
Mayse, Kevin	Music
McLeod, Scott	Computer Information Systems
McQuead, Michael	Computer Information Systems
Mercado, Rosario	Spanish
Middleton, Delores	Physician Assistant
Mills, David	English
Minyard, Applewhite	English/Journalism
Moncrieff, Melvin	Nursing
Montaño, Michael	Mathematics
Moore, Barbara	Biology/Microbiology
Moores, Paul	Library Services
Morales, Gerber	Mathematics
Morrison, James	Biology/Health Science
Mowrey, Jodi	American Sign Language
Nabours, Kathy	Mathematics
Namekata, James	Mathematics/Physical Education
Nelson, David	Theater Arts
Nelson, Lee	Nursing
Nelson, Lisa	English
Nollette, Christopher	Emergency Medical Services
O'Connell, Paul	Automotive Technology
Ogata, Lorraine	Reading
Olaerts, Ana Marie	Speech Communication
O'Neill, Terrence	Physics
Ortega, Daniel	Counseling
Pardee, Ronald	Business Administration/Management
Parker, Alfred	History/Political Science
Parks, Jason	Mathematics
Pavlis, Bonnie	Humanities
Perhamus, Judith	Computer Information Systems
Pessah, Samuel	Italian/Spanish
Pfeifle, Ann	History
Pfenninger, Michele	English
Phelps, William	Geology
Prior, Robert	Mathematics
Reid, Miguel	English as a Second Language
Reimer, Kimberly	Nursing
Richard, Charles	Music

NAME	SUBJECT
Ries, Richard	Mathematics/Physical Education
Robles, Andy	Mathematics
Rocco, Christopher	Humanities
Rogers, Dennis	Physical Education
Romero, Clarence	Psychology
Rosario, John	Anatomy & Physiology
Rowe, Phyllis	Nursing
Ruiz, Rogelio	Mathematics/Physical Education
Salcedo, Fernando	Spanish
Sanchez, Marc	Mathematics
Saxon, Kathleen	Mathematics
Schall, Janice	Sociology
Schinke, Ward	Political Science
Schutte, Donna	Nursing
Shaw, Terrance	Biology
Sigloch, Steven	Physical Education
Skiba, Karin	Art
Slocum, David	Automotive Technology
Smith, John	Physical Education
Somasundaram, Sivajah	Mathematics
Soto, Salvador	Guidance
Stearns, Frank	Accounting
Sternburg, Charles	Anatomy & Physiology
Stevens, Walter	Theater Arts
Stone, Sylvia	Nursing
Suzuki, Takashi	Japanese
Tedesco, August	Telecommunications
Thomas, James	Construction Technology
Thompson, Oliver	Administration of Justice
Tjandra, Margaret	English as a Second Language
Torre, Sandra	Computer Applications Technologies
Tovares, Charles	Geography
Tran, Phu	Physics
Tschetter, Sheryl	English
Tutor, Patricia	Nursing
Ulloa, Yuri	Automotive Technology
Urquizu, Linda	Library Services
VantHul, Tammy	Nursing
Vermillion, Amy	Nursing
Wagner, Stephen	Anatomy & Physiology/Biology
Wagner, Thomas	Business Administration/Real Estate
Wales, Edward	Engineering

NAME	SUBJECT
Wallstrom, Timothy	Physical Education
Waxman, David	Physical Education
Werner-Fraczek, Joanna	Biotechnology
Westbrook, Peter	Cosmetology
Whelchel, Pamela	Mathematics
Wiggs, Micherri	Speech Communication
Wilcoxson, Don	Business Administration
Williams, Edward	English
Woods, Kristi	Humanities
Worsham, Patricia	Accounting
Wyckoff, Charles	Business Administration
Yates, Sharon	Early Childhood Studies
Yglecias, Elizabeth	Counseling
Yoshino, Ron	History
Young, John	Economics
Yount, Gwendolyn	Spanish
Zwart, Gail	Business Administration/Management

NAME	SUBJECT
Adams, Rodney	Automotive Technology
Aguilera, Adolfo	Physician Assistant
Allahyari, Reza	Chemistry
Anderson, Julie	Dental Hygiene
Arnold, Marybeth	Culinary Arts
Bear, Gabrielle	Guidance
Bingham, Timothy	Fire Technology
Boerner, Gerald	Computer Information Systems
Bourbonnais, William	Graphic Arts
Brown, Melissa	Reading
Burns, Martha	Physical Education
Casillas, Julia	English As A Second Language
Chu, Li Ping	Mathematics
Clardy, Nathan	Fire Technology
Clark, Lorin	Administration of Justice
Cleary, Joseph	Administration of Justice
Clingempeel, Harry	Computer Information Systems
Cole, Marsha	Early Childhood Education
Collier, Steven	Computer Information Systems
Conley, Cynthia	Computer Information Systems
Curtis, Antonio	Mathematics
Curtis, Michael	Mathematics
Cuz, Julio	Computer Information Systems
Dang, Cao Nguyen	Mathematics
Deus, Thomas	English
Erdle, Harvey	Senior Citizen Education
Ermert, William	Physical Education
Estes, David	Guidance
Evans Angrimson, Sharon	Nursing
Fetherolf, Louis	Administration of Justice
Francev, Peter	English
Franco, Lilia	Guidance
Garibay, Clara	Medical Assisting
Geiger, Tonya	Nursing
Gilman, Mark	Fire Technology
Glatfelter, Angela	Speech Communication
Gomez, Michelle	Guidance
Gomez, Vanessa	Guidance
Gonzalez, Nidia	Guidance
Goodrich, Grace	Computer Information Systems
Goodrich, Ronald	Computer Information Systems
Gourley, Matt	Theatre



NAME	SUBJECT
Gourley, Matt	Theatre
Gruentzel, Barbara	Reading
Guldhammer, Anette	Guidance
Hale, Tom	Education
Harvey, Justin	Fire Technology
Hendrickson, Robin	English As A Second Language
Ho, Hai	Physician Assistant
Hoover, Jerry	Dental Assisting
Horton, Jacqueline	Administration of Justice
Hudson, David	Fire Technology
Huerta, Gloria	Physician Assistant
Johnson, Jennifer	Early Childhood Education
Jones, Paula	Nursing
Kats, Jacobus	Computer Information Systems
Kindberg, Juidith	Guidance
Kobernik, Lynnette	Music
Kolodzik, Natalie	Nursing
Lamoureux, Kelly	Dance
Lee, Valerie	Dental Assisting
LeSueur, Summer	Dance
Lopez, Gertrude	Counseling
Lynnette Kobernik, Lynnette	Music
Macias, Patricia	English
MacLean, Matthew	Fire Technology
Marquez, Jesse	Administration of Justice
Martchev, Pamela	Music
Martinez Hernandez, Luis	Culinary Arts
Martinez, Anthony	Business Administration
Martinez-Lopez, Victor	Physician Assistant
Masinde, Godfred	Biology
Mayse, Susie	Music
McDole, Brenee	English As A Second Language
McFarlin, Dorothy	Computer Applications and Office Technology
McGeehan, Laura	Anthropology
McGough, Justin	Fire Technology
Morris, Kristie	Psychology
Mudunuri, Bala	Mathematics
Nguyen, Trieu	Mathematics
Odien, Jeffrey	English
Ogbuchiekwe, Edmund	Geography
O'Neal, John	Computer Information Systems
Page, Jennifer	Speech Communication

NAME	SUBJECT
Paquette, May	Computer Information Systems
Pemberton, Geoffrey	Fire Technology
Ptalis, Beth	English
Rader, Robert	English As A Second Language
Raymond Harris, Patricia	Mathematics
Ricard, Ronald	Computer Information Systems
Richardson, David	Counseling
Riker, Arnold	Marketing
Rodriguez, Nelky	English As A Second Language
Rolla, George	Welding
Ross, Helen	Sociology
Saad, Hosny	Chemistry
Schnakenberg, Bryan	Physical Education
Simmons, Sheri	Computer Information Systems
Soto De Mayor, Stephen	Physician Assistant
Spada, Andrew	Fire Technology
Spooner, Susan	Nursing
Steele, Loretta	Computer Information Systems
Sydow, Erik	Business Administration
Tabor, Angela	Music
Talbert, Carmen	Computer Applications and Office Technology
Tingle, Terrence	Administration of Justice
Tossetti, Robert	Physical Education
Tramel, Janice	Physician Assistant
Travina, Lyudmila	Art
Tuttle, Cletis	Automotive Technology
Van Liepor, Jeffrey	Fire Technology
Vega, Eric	Sociology
Veik, Jeffrey	Fire Technology
Vu, Frances	Sociology
Waggoner, Jennifer	Dance
Walls, Laura	Spanish
Waters, Madeleine	English
Wayne, Georgia	Education
Weiser, William	Fire Technology
Woodward, Paul	Nursing
Wrkich, James	Mathematics
Yao, Zhi	Mathematics

SALARY SCHEDULE FOR CLASSIFIED EMPLOYEES  
EMPLOYED AS NEEDED

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
Raymundo Aguilar	Groundsperson, Substitute	02/07/07-06/30/07	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>
Eric Wright	Computer Operator	02/10/07-06/30/07	\$15.00/hour
Alex Palmer	Forensics Assistant	11/17/06-06/30/07	10.00/hour
Reyna Velarde	Forensics Assistant	01/13/07-06/30/07	10.00/hour
Heather Steffani	Instructional Aide II	01/01/07-06/30/07	\$8.05/hour
Scott Stogner	Interpreter I	01/22/07-06/30/07	\$18.00/hour
Julie Templin	Interpreter III	02/10/07-06/30/07	\$27.00/hour
Raymundo Aguilar	Groundsperson Assistant	02/07/07-06/30/07	13.00/hour
Shanell Davis	Matriculation Assistant I	01/01/07-06/30/07	\$9.00/hour
Joann Banks	Office Assistant I	01/15/07-06/30/07	\$9.00/hour
James Coats	Office Assistant I	02/05/07-06/30/07	\$9.00/hour
Jennifer Hickey	Office Assistant I	01/02/07-06/30/07	\$9.00/hour
Kelli Kaiser	Office Assistant I	01/02/07-06/30/07	\$9.00/hour
Jennifer Noyes	Office Assistant I	01/30/07-06/30/07	\$9.00/hour
Anthony Albrecht	Office Assistant II	12/07/06-06/30/07	\$10.50/hour
Deborah Bowhay	Office Assistant II	01/16/07-06/30/07	\$10.50/hour
Jennifer Hickey	Office Assistant II	01/17/07-06/30/07	\$10.50/hour
Edward Junsay	Office Assistant II	02/01/07-06/30/07	\$10.50/hour
Steven Martin	Office Assistant II	07/01/06-06/30/07	\$10.50/hour
Karen Miley	Office Assistant II	02/09/07-06/30/07	\$10.50/hour
Yxstian Gutierrez	Research Intern	02/21/07-06/07/07	\$14.22/hour
Brandon Wallace	SI Leader	01/02/07-06/06/07	\$12.00/hour
Danyelle Wilson	Student Activities Assistant	12/01/06-06/30/07	\$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</u> <u>Policy 4035</u>
Brook Cross	Technology Business Advisor	01/01/07-06/06/07	\$55.00/hour
Steven Howard	Technology Business Advisor	01/01/07-06/06/07	\$55.00/hour
Mark Monaghan	Technology Business Advisor	01/01/07-06/06/07	\$55.00/hour
Aaron Thompson	Tutor III	02/01/07-06/30/07	\$9.00/hour

VOLUNTEERS  
BOARD RESOLUTION 10-97/98

<u>Name</u>	<u>Department</u>	<u>Effective Date</u>
Nicole Cortinas	Culinary Academy	01/02/07-04/12/07
Julie Dean	Culinary Academy	01/02/07-04/12/07
Christine Hall	Culinary Academy	01/02/07-04/12/07
Emily Hartop	Culinary Academy	01/02/07-04/12/07
Diane Haywood-Frazier	Culinary Academy	01/02/07-04/12/07
Autumn Hodges	Culinary Academy	01/02/07-04/12/07
Megan Lawhorn	Culinary Academy	01/02/07-04/12/07
Ava Love	Culinary Academy	01/02/07-04/12/07
Loretta McDaniel	Culinary Academy	01/02/07-04/12/07
Rhoda Ponder	Culinary Academy	01/02/07-04/12/07
Angela Rivera	Culinary Academy	01/02/07-04/12/07
Christine Velazco	Culinary Academy	01/02/07-04/12/07
Allison Walker	Culinary Academy	01/02/07-04/12/07
Connie Westervoorde	Culinary Academy	01/02/07-04/12/07
Ryan Aloï	Health, Human and Public Services	01/02/07-02/09/07
Shayne Aragon	Health, Human and Public Services	01/02/07-02/09/07
Alex Austin	Health, Human and Public Services	01/02/07-02/09/07
Sean Brewer	Health, Human and Public Services	01/02/07-02/09/07
Noemi Briseno	Health, Human and Public Services	01/02/07-02/09/07
Michael Burger	Health, Human and Public Services	01/02/07-02/09/07
Staci Burger	Health, Human and Public Services	01/02/07-02/09/07
Adrian Campa	Health, Human and Public Services	01/02/07-02/09/07
Emil Castro	Health, Human and Public Services	01/02/07-02/09/07
Rich D'Toriz	Health, Human and Public Services	01/02/07-02/09/07
Jeff Dunn	Health, Human and Public Services	01/02/07-02/09/07
Dustin Eshelman	Health, Human and Public Services	01/02/07-02/09/07
Richard Esquivel	Health, Human and Public Services	01/02/07-02/09/07
Chelsea Goodrich	Health, Human and Public Services	01/02/07-02/09/07
Alfonso Jimenez	Health, Human and Public Services	01/02/07-02/09/07
Daniel Inglese	Health, Human and Public Services	01/02/07-02/09/07
Ryan Liddle	Health, Human and Public Services	01/02/07-02/09/07
James Magana	Health, Human and Public Services	01/02/07-02/09/07
James Manning	Health, Human and Public Services	01/02/07-02/09/07
Robert Mason	Health, Human and Public Services	01/02/07-02/09/07
Steven Mera	Health, Human and Public Services	01/02/07-02/09/07
Dale onticino	Health, Human and Public Services	01/02/07-02/09/07
Jenny Nhem	Health, Human and Public Services	01/02/07-02/09/07
Anthony Ortega	Health, Human and Public Services	01/02/07-02/09/07
Brittany Randall	Health, Human and Public Services	01/02/07-02/09/07
Scott Robinson	Health, Human and Public Services	01/02/07-02/09/07
Richard Rodriguez	Health, Human and Public Services	01/02/07-02/09/07

VOLUNTEERS  
BOARD RESOLUTION 10-97/98, CONT.

<u>Name</u>	<u>Department</u>	<u>Effective Date</u>
Roberto Rodriguez	Health, Human and Public Services	01/02/07-02/09/07
Perter Stamatelos	Health, Human and Public Services	01/02/07-02/09/07
David Stigger	Health, Human and Public Services	01/02/07-02/09/07
Kevin Thach	Health, Human and Public Services	01/02/07-02/09/07
Andrew Upshaw	Health, Human and Public Services	01/02/07-02/09/07
Richie Urquizu	Health, Human and Public Services	01/02/07-02/09/07
Eli Vega	Health, Human and Public Services	01/02/07-02/09/07
Suzanna Watson	Health, Human and Public Services	01/02/07-02/09/07

DISTRICT FUNDS

NAME	POSITION	DEPARTMENT	DATE	RANGE
Whitlock, Lauren	Student Worker	Student Financial Services - RIV	01/25/07	19-4
Kennedy-Ross, Margaret	Student Worker	Tutorial Services - MV	01/29/07	19-4
Noyes, Jenifer	Student Worker	Tutorial Services - NOR	01/29/07	19-4
Foster, Jamie	Student Worker	Early Childhood Studies - RIV	01/29/07	19-4
Bunting, Michael	Student Worker	Student Services - MV	01/19/07	19-4
Wilson, Christina	Student Worker	Fine & Performing Arts - RIV	01/19/07	19-4
Wilson, Corey	Student Worker	Middle College - MV	01/19/07	19-4
Castro, Veronica	Student Worker	Mathematics - RIV	01/19/07	19-4

CATEGORICAL

NAME	POSITION	DEPARTMENT	DATE	RANGE
Pulu Jr., Simei	Student Worker	Telecom - RIV	01/09/07	19-4
Alexander, Maria	Student Worker	Early Childhood Studies - MV	01/25/07	19-4
Sheikh, Nausheen	Student Worker	College Program Support - RIV	01/25/07	19-4
Jones, Dominique	Student Worker	Counseling - MV	01/22/07	19-4
Sagen, Timothy	Student Worker	Vista Heights Middle School - CS	01/29/07	19-4
Starks, Janai	Student Worker	Athletics / Track - RIV	01/22/07	19-4

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No. V-A-2

Date: February 20, 2007

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 \$15,900,163 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 91877-93860) totaling \$6,929,385 have been reviewed by the Business Office to verify that monies are available in the appropriate Funds for payment of these warrants. The Riverside County Office of Education’s audit program also has reviewed these claims.

Recommended Action: It is recommended that the Board of Trustees approve/ratify the Purchase Orders and Purchase Order Additions totaling \$15,900,163 and District Warrant Claims totaling \$6,929,385.

Salvatore G. Rotella  
Chancellor

Prepared by: Doretta Sowell  
Purchasing Manager



Purchase Order and Warrant Report - All District Funds  
 Purchase Orders \$1000 and over  
 1/01/07 thru 1/31/07

PO#	Fund	Location	Department	Vendor	Description	Amount
B0001371	12	EMA	President-Norco	Office Depot	Other Supplies	1,000
B0001372	11	FYA	Library-Moreno Valley	Films for the Humanities & Sciences	Instr Media Material	1,000
B0001373	11	FOA	Humanities & Social Sciences-MV	Office Depot	Instructional Supplies	2,800
B0001374	12	FYA	Library-Moreno Valley	OCLC, Inc	Books/New and Expanded Library	5,000
B0001375	12	DWA	Allied Health	Office Depot	Other Supplies	1,000
B0001379	12	ACB	Grants & Contract Services	Office Depot	Other Supplies	1,500
B0001380	12	ACB	Grants & Contract Services	Riverside Unified School District	Other Services-GearUp	170,551
B0001381	11	DEB	Performing Arts	Moffett, Robert	Instructional Supplies	9,250
B0001386	11	AZA	Student Services	Office Depot	Other Supplies	1,339
B0001387	11	AZA	Student Services	JC Ball Enterprises, Inc.	Other Supplies	1,725
B0001389	12	ACW	Workforce Preparation	Mt. San Jacinto Community	Professional Services-FYEP	50,000
B0001396	12	AZT	Matriculation	Accuplacer	Tests	35,000
B0001398	11	AAJ	Human Resources	Liebert Cassidy Whitmore	Legal	7,000
B0001399	11	AZB	Admissions & Records	Reliable Office Solutions	Other Supplies	1,335
B0001400	11	AJC	Occupational Education	Kelly Paper Company	Purchase/Cost of Goods Sold	21,583
B0001401	11	AJC	Occupational Education	Dynamic Bindery, Inc.	Purchase/Cost of Goods Sold	10,000
B0001402	11	EDD	Facilities Norco	Pacific Window Cleaners	Repairs - Parts	1,300
B0001406	11	EDD	Facilities Norco	Yamas Controls So. Cal., Inc.	Repairs - Parts	2,000
B0001414	11	AJC	Occupational Education	CMS/California Media Services	Purchase/Cost of Goods Sold	4,783
B0001415	11	DQA	Chemistry	Sy Nielson Service, Inc	Repairs - Parts	1,000
B0001416	11	DDD	Facilities	Office Depot	Other Supplies	1,015
C0001281	11	DEB	Performing Arts	Pennington Dance Group	Choreographic Services	2,150
C0001284	11	DMA	President	La Vista Solutions LLC	Proposal Development for Upward Bound	4,000
C0001286	12	ACE	School of the Arts	Yanofsky, Joel	Consultant to Provide Playwright Services	2,000
C0001292	12	EJA	Vice President Educational Services-Nor	Dembo, Myron II.	Lecturer	2,850
C0001296	11	EMA	President-Norco	College of the Desert	Facilitation of Dialogue Workshop	2,570
P0006381	12	ACW	Workforce Preparation	Mekimley Properties	Rents and Leases	1,198
P0006386	11	AAJ	Human Resources	Temecula Valley Office Interiors	Equipment Additional \$200-\$4999	2,696
P0006387	11	DEA	Art	Davison, Marilyn	Copying and Printing	1,033
P0006392	12	ACW	Workforce Preparation	Altura Credit Union	Other Services-FYEP	1,800
P0006408	12	FYA	Library-Moreno Valley	Scholastic Library Publishing	Books/New and Expanded Library	1,076
P0006410	11	DME	Model United Nations	CDW-G	Comp Equipment Additional \$200-\$4999	11,226
P0006417	11	AAB	Board of Trustees	Omni Shoreham	Other Travel Expenses	1,348
P0006433	11	AMC	Information Services	Datatel	Conferences	1,270
P0006436	12	DYA	Library	Dell Computers	Comp Equipment Additional \$200-\$4999	2,224

Purchase Order and Warrant Report - All District Funds  
 Purchase Orders \$1000 and over  
 1/01/07 thru 1/31/07

PO#	Fund	Location	Department	Vendor	Description	Amount
P0006437	12	ACW	Workforce Preparation	Gateway Companies, Inc.	Comp Equipment Additional \$200-\$4999	4,488
P0006439	12	AXD	Community & Economic Development	CDW-G	Other Supplies	1,079
P0006443	11	AJA	Academic Affairs	Maghroori, Reza	Conferences	1,060
P0006444	11	AAP	Public Affairs & Institutional Advancement	Valley Printers, Inc.	Printing Class Schedule	32,512
P0006449	11	FDB	Campus Business Operations-MV	Gateway Companies, Inc.	Comp Equipment Additional \$200-\$4999	1,690
P0006458	11	FTA	Academy / Criminal Services	Troxell Communications, Inc.	Other Supplies	1,406
P0006459	11	DRA	Physical Education	Armstrong Medical Industries, Inc	Instructional Supplies	1,661
P0006461	12	EJA	Vice President Educational Services-Nor	Mission Inn	Food	5,926
P0006464	11	FHE	Health, Human & Public Services-MV	Accreditation Review Commission	Memberships	3,000
P0006468	12	ACB	Grants & Contract Services	Knott's Berry Farm	Other Travel Expenses	2,664
P0006470	41	DDD	Facilities	Corona Clay Co., Inc.	Other-Electronic Warning Track	2,903
P0006472	41	DDD	Facilities	SK Telecon, Inc.	Fixtures & Fixed Equipment	1,200
P0006476	11	ADF	Purchasing	SESAC, Inc.	Other-Music License Fee	1,673
P0006481	11	AAA	Chancellor's Office	Renaissance Hotel	Conferences	1,383
P0006483	11	AAP	Public Affairs & Institutional Advancement	United States Postal Service	Postage	24,500
P0006488	11	AAA	Chancellor's Office	Harvard University	Conferences	5,950
P0006496	11	ADA	Administration & Finance	Union Bank of California	Other Benefits, Other Ce Employees	36,407
P0006497	12	ESB	Business, Engineering & Information Tech	Computerland of Silicon Valley	Computer Software Maint/Licence	26,453
P0006499	12	ESB	Business, Engineering & Information Tech	Central Visual Information	Computer Software Maint/Licence	12,114
P0006502	11	ACD	Assessment / Accountability	C I Host, Inc.	Other-Website Hosting	1,600
P0006502	12	AJG	Dean of Faculty	C I Host, Inc.	Other-Website Hosting	1,970
P0006504	12	AZE	Student Financial Services	DataTel	Conferences	1,395
P0006506	11	AMC	Information Services	Unitek Information, Inc.	Conferences	2,689
P0006515	12	ACE	School of the Arts	Apple Computer, Inc.	Equipment Additional \$200-\$4999	1,196
P0006517	12	DZD	Health Services	Westin	Conferences	1,076
P0006519	12	AJO	Open Campus	Foundation for California	Conferences	3,000
P0006521	61	ADF	Risk Management	Gateway Companies, Inc.	Theft	1,635
P0006530	32	AZM	Food Services	State Board of Equalization	Sales Tax	1,173
P0006531	11	DMA	President	Castro, Daniel A.	Professional Services	165,927
P0006532	41	DDD	Facilities	Division of the State Architect	Architect's Fees	3,960
P0006537	11	AAP	Public Affairs & Institutional Advancement	Clear Channel Broadcasting, Inc.	Advertising	10,880
P0006538	11	AMC	Information Services	MTM Technologies, Inc.	Comp Equipment Additional \$200-\$4999	14,287
P0006543	12	ACW	Workforce Preparation	Amazon.Com Credit	Reference Books	4,610
P0006550	12	DJA	Academic Affairs	Pearson Education	Software <\$200	5,855
P0006551	11	AZC	Counseling	Gateway Companies, Inc.	Comp Equipment Additional \$200-\$4999	2,244
P0006556	11	AAP	Public Affairs & Institutional Advancement	KOIA/KCAL	Advertising	5,000
P0006557	11	AAP	Public Affairs & Institutional Advancement	KCXX-FM/KATY-FM	Advertising	4,190

Purchase Order and Warrant Report - All District Funds  
Purchase Orders \$1000 and over  
1/01/07 thru 1/31/07

PO#	Fund	Location	Department	Vendor	Description	Amount
P0006560	12	AAF	Affirmative Action	Hispanic Association of Colleges &	Memberships	4,005
P0006562	12	FQE	Physical and Life Sciences	Johnson's Woodworkers	Fixtures & Fixed Equipment	6,813
P0006564	11	FDD	Facilities-Moreno Valley	Angela's Glass	Repairs - Parts	1,045
P0006565	61	ADF	Risk Management	Self-Insurance Plans	Governmental Fees	7,636
P0006567	12	ACW	Workforce Preparation	CDW-G	Other Supplies	1,573
P0006568	11	FDB	Campus Business Operations-Nor	Culver - Newlin	Equipment Additional \$200-\$4999	1,314
P0006569	12	FSB	Business, Engineering & Information Tech	Journey Education	Computer Software Maint/Lic	11,206
P0006570	12	AJV	VTEA	Harris InfoSource	Computer Software Maint/Lic	1,196
P0006572	12	AJJ	Assoc Dean of Education Programs	Spectrum Industries	Equipment Additional \$200-\$4999	4,473
P0006573	11	AAA	Chancellor's Office	Centro Linguistico Italiano	Other Services-Guide Study Abroad Program	1,600
P0006574	11	AZC	Counseling	On Course, Inc	Conferences	3,580
P0006575	12	AXD	Community & Economic Development	SoftShare, Inc.	Other Services-Bid Match service	4,000
P0006577	41	FDD	Facilities-Moreno Valley	Victor Concrete	Remodel Projects	13,300
P0006580	41	FDD	Facilities-Moreno Valley	LGP Engineering & Construction Inc.	Remodel Projects	4,800
P0006587	11	FHE	Health, Human & Public Services-MV	Sterilization Assurance Service	Other Services-Basic Sterilization Tests	1,006
P0006592	12	AJV	VTEA	Thomson West	Instr Media Material	30,839
P0006593	11	AJA	Academic Affairs	Culinary Academy	Other Supplies	1,409
P0006595	41	FUA	Early Childhood Studies-MV	Environments, Inc.	Other Supplies	1,106
P0006598	12	ACW	Workforce Preparation	Office Depot	Other Supplies	2,434
P0006601	12	AZF	EOP&S	Advanced Copy Systems	Equipment Replacement \$5000 >	7,120
P0006606	11	AMC	Information Services	Unitel Information, Inc.	Conferences	2,795
P0006610	11	DZC	Counseling	Bridges Transitions Co	Reference Books	1,168
P0006612	11	DZC	Counseling	CPP, Inc.	Tests	2,448
P0006618	11	DQB	Life Sciences	Bio-Rad Laboratories	Instructional Supplies	1,500
P0006626	11	AAE	Communications & Web Development	Geographics	Other Services-Web Development	3,030
P0006631	11	FDD	Facilities Noreo	Unisource Worldwide, Inc.	Custodial Supplies	1,000
P0006633	12	FMD	Learning Resource Center-Norco	Troxell Communications, Inc.	Equipment Additional \$200-\$4999	1,601
P0006644	11	AAP	Public Affairs & Institutional Advancement	Synergistic Mailing Services	Other Services-Spring 07 Schedules	4,100
P0006646	11	AAP	Public Affairs & Institutional Advancement	Synergistic Mailing Services	Other Services-The Arts of RCC	1,049
P0006652	12	AZR	Campus Police	Conserco, Inc.	Equipment Replacement \$5000 >	2,400
P0006652	11	AZR	Campus Police	Conserco, Inc.	Equipment Replacement \$5000 >	10,999
P0006655	12	DJA	Academic Affairs	Dell Computers	Comp Equipment Additional \$200-\$4999	8,946
P0006656	12	DJA	Academic Affairs	Troxell Communications, Inc.	Equipment Additional \$200-\$4999	16,383
P0006657	12	ACW	Workforce Preparation	Wal-Mart	Other Supplies	2,000
P0006658	11	DZH	Athletics	Chem Mark	Cleaning Supplies	1,371
P0006659	12	DUA	Early Childhood Studies	CM School Supply Company	Other Supplies	1,123
P0006666	12	DEA	Art	Dunkel Bros Machinery Moving, Inc.	Equipment Replacement \$5000 >	1,560
P0006667	12	AZR	Campus Police	Versatile Information Products, Inc	Repairs - Parts	1,292

Purchase Order and Warrant Report - All District Funds  
 Purchase Orders \$1000 and over  
 1/01/07 thru 1/31/07

PO#	Fund	Location	Department	Vendor	Description	Amount
P0006668	11	FDB	Campus Business Operations-MV	NFC Unified Solutions, Inc.	Equipment Additional \$200-\$4999	7,943
P0006670	11	AZC	Counseling	CDW-G	Comp Equipment Additional \$200-\$4999	1,431
P0006677	11	AXD	Community & Economic Development	Hilton Hotel	Conferences	1,118
P0006683	12	ACW	Workforce Preparation	Target	Other Supplies	2,500
P0006687	11	DWA	Allied Health	Marriott	Conferences	1,577
P0006689	12	DWA	Allied Health	Office Depot	Equipment Additional \$200-\$4999	2,116
P0006693	11	AAB	Board of Trustees	County of Riverside Registrar	Elections	667,874
P0006694	12	AZF	EOP&S	NFC Unified Solutions, Inc.	Equipment Additional \$200-\$4999	2,970
P0006697	11	FDB	Campus Business Operations-MV	Reliable Office Solutions	Equipment Additional \$200-\$4999	2,060
P0006704	41	EDD	Facilities-Norco	Division of the State Architect	Architect's Fees-Norco Phase III	92,229
P0006707	12	FDD	Facilities-Morono Valley	Lewis, Hardie D	Remodel Projects	1,300
P0006713	12	DJA	Academic Affairs	Hilton Hotel	Conferences	3,734
P0006714	12	DJA	Academic Affairs	Gaylord Opryland Resort	Conferences	2,982
P0006717	12	DJA	Academic Affairs	NADL	Conferences	1,495
P0006720	12	ESB	Business, Engineering & Information Tech	Gibbs and Associates	Software <\$200	3,723

Purchase Order and Warrant Report - All District Funds  
 Purchase Orders \$1000 and over  
 1/01/07 thru 1/31/07

PO#	Fund	Location	Department	Vendor	Description	Amount
<b>Additions to Approved/Ratified Purchase Orders of \$1,000 and over</b>						
B0000079	12	EZD	Health Services-Norco	Merck & Company, Inc.	Health Supplies	2,988
B0000079	12	FZD	Health Services-Moreno Valley	Merck & Company, Inc.	Health Supplies	2,988
B0000079	12	DZD	Health Services	Merck & Company, Inc.	Health Supplies	5,975
B0000089	11	ADF	Purchasing	Corporate Copy Systems	Repairs - Parts	6,000
B0000138	11	AZB	Admissions & Records	Reliable Office Solutions	Other Supplies	8,000
B0000142	11	AAD	RCCD Foundation	Office Depot	Other Supplies	2,000
B0000156	11	EDD	Facilities Norco	Frazee Industries, Inc.	Repair Parts	2,025
B0000167	11	DDD	Facilities	Western Farm Service, Inc.	Grounds/Garden Supplies	4,500
B0000169	11	DDD	Facilities	Staples, Inc.	Other Supplies	2,650
B0000170	11	DDD	Facilities	Home Depot	Grounds/Garden Supplies	12,000
B0000182	11	DDD	Facilities	John Deere Landscapes, Inc.	Repair Parts	11,000
B0000185	11	DDD	Facilities	Lawm Tech Equipment	Repair Parts	9,500
B0000186	11	DDD	Facilities	Parts Plus	Repair Parts	1,544
B0000202	12	ACE	School of the Arts	Office Depot	Other Supplies	3,000
B0000211	11	DEB	Performing Arts	Office Depot	Other Supplies	1,300
B0000265	11	DWA	Allied Health	Office Depot	Other Supplies	1,800
B0000270	11	ADF	Risk Management	Office Depot	Other Supplies	1,000
B0000270	11	ADB	Finance	Office Depot	Other Supplies	3,200
B0000270	11	ADG	Accounting Services	Office Depot	Other Supplies	3,800
B0000288	33	FUA	Early Childhood Studies-Moreno Valley	Office Depot	Other Supplies	1,750
B0000289	11	EMB	Dean of Instruction-Norco	Office Depot	Instructional Supplies	7,759
B0000310	11	FTA	Academy / Criminal Services	FedEx Kimko's	Copying and Printing	17,000
B0000341	11	AAJ	Human Resources	Corporate Express	Other Supplies	9,000
B0000348	11	AAJ	Human Resources	US Healthworks Medical Group	Physicals	1,800
B0000417	11	DDD	Facilities	Riverside Electric Motors	Repair Parts	1,500
B0000432	11	FDD	Facilities-Moreno Valley	Ewing Irrigation Products	Grounds/Garden Supplies	3,400
B0000445	11	EDD	Facilities Norco	Color Green Wholesale Nursery	Grounds/Garden Supplies	1,000
B0000513	11	FDD	Facilities-Moreno Valley	Empire Mowers, Inc	Grounds/Garden Supplies	1,700
B0000603	11	DQA	Chemistry	Sigma-Aldrich, Inc.	Instructional Supplies	1,800
B0000616	11	AAK	Warehouse	Kelly Paper Company	Purchase/Cost of Goods Sold	48,262
B0000623	11	FHE	Health, Human & Public Services	Henry Schein Inc.	Instructional Supplies	24,500
B0000628	11	FHE	Health, Human & Public Services	Atech Sterile Solutions	Repairs - Parts	2,000
B0000654	11	AJC	Occupational Education	Valley Printers	Purchase/Cost of Goods Sold	64,000
B0000691	11	FTA	Academy / Criminal Services	Mallory Fire	Repairs - Parts	8,235
B0000692	11	FTA	Academy / Criminal Services	Solutions Safety Services, Inc.	Repairs - Parts	2,250

Purchase Order and Warrant Report - All District Funds  
 Purchase Orders \$1000 and over  
 1/01/07 thru 1/31/07

PO#	Fund	Location	Department	Vendor	Description	Amount
B0000728	11	EDB	Campus Business Operations-Norco	Office Depot	Other Supplies	1,550
B0000737	11	EZG	Campus Student Services-Norco	Office Depot	Other Supplies	1,000
B0000805	32	AZM	Food Services	Jim Jones Maintenance	Repairs - Parts	6,901
B0000817	12	ACW	Workforce Preparation	Office Depot	Other Supplies	6,234
B0000832	11	AZE	Student Financial Services	Office Depot	Other Supplies	1,200
B0000837	11	EYA	Library-Norco	Corporate Express	Other Supplies	1,700
B0000847	11	DEA	Art	Aardvark Clay & Supplies	Instructional Supplies	2,675
B0000862	61	ADF	Risk Management	Central Occupational Medicine	Claims Expense	10,000
B0000890	11	AXB	Customized Solutions	Training Dynamics	Other Services	13,200
B0000955	11	EDD	Facilities Norco	Ferguson Enterprises Inc.	Grounds/Garden Supplies	2,500
B0000978	12	AZR	Campus Police	Reliable Office Solutions	Other Supplies	1,900
B0001010	11	DVA	Cosmetology	Morris, Flamingo-Stephan, Inc.	Instructional Supplies	1,000
B0001099	12	ACW	Workforce Preparation	ARCO AM/PM	Other Transportation Supplies	2,000
B0001253	11	FHE	Health, Human & Public Services	Henry Schein Inc.	Repairs - Parts	1,700
B0001254	33	FUA	Early Childhood Studies-Moreno Valley	Slater Bros. Markets	Other Supplies	2,336
B0001272	11	AJC	Production Printing	Unisource Worldwide, Inc.	Purchase/Cost of Goods Sold	26,038
C0001027	11	APR	Performance Riverside	Tams-Witmark Music Library, Inc.	Theatrical Rights, Royalties and Material Rent	35,690
C0001035	41	DDD	Facilities	ASR Constructors, Inc.	Quad Modernization Project	2,953,404
C0001035	41	DDD	Facilities	ASR Constructors, Inc.	Quad Modernization Project	8,600,277
C0001058	41	DDD	Facilities	John R. Byerly, Inc.	Parking	340,654
C0001086	12	ACB	Grants & Contract Services	Alvord Unified School District	Gear Up Grant	27,765
C0001134	11	APR	Performance Riverside	O D Music, Inc.	Production Services	165,000
C0001157	11	ADA	Administration & Finance	Webster, C. Michael	Planning Services	60,150
C0001157	41	ADA	Administration & Finance	Webster, C. Michael	Planning Services	60,150
C0001180	11	FHE	Health, Human & Public Services	Lifesigns, Inc.	Sign Language Interpreters	1,000
C0001180	11	DMB	Dean of Instruction-Riverside	Lifesigns, Inc.	Sign Language Interpreters	15,000
C0001185	11	AXB	Customized Solutions	Lean Solutions Manufacturing Consultants	Training	2,900
C0001189	11	AXB	Customized Solutions	March Joint Powers Authority	Lease/Rent for MFC	2,283
C0001189	12	AXD	Community & Economic Development	March Joint Powers Authority	Lease/Rent for MFC	4,567
C0001189	11	AXD	Community & Economic Development	March Joint Powers Authority	Lease/Rent for MFC	4,617
C0001189	11	DWA	Allied Health	March Joint Powers Authority	Lease/Rent for MFC	23,034
C0001256	11	EOC	Arts, Humanities & World Languages	Fender Center	Facilities Use Fee Music Classes	34,800
C0001283	11	FDD	Facilities-Moreno Valley	March Joint Powers Authority	Electricity at MEC	40,000
C0001285	11	EZG	Upward Bound-Norco	La Vista Solutions LLC	Proposal Development Consultant	2,000
C0001287	11	ACD	Assessment / Accountability	IVASCU Consulting, LLC	Tech System Maintenance Services	4,849
C0001287	12	AJG	Dean of Faculty	IVASCU Consulting, LLC	Tech System Maintenance Services	4,849
C0001288	11	ACD	Assessment / Accountability	Ivascu Consulting, LLC	Web Maint, Java Development	4,500

Purchase Order and Warrant Report - All District Funds  
 Purchase Orders \$1000 and over  
 1/01/07 thru 1/31/07

PO#	Fund	Location	Department	Vendor	Description	Amount
C0001288	12	AJG	Dean of Faculty	IVASCU Consulting, LLC	Web Maint, Java Development	4,500
C0001289	41	ADD	Facilities	P2S Engineering, Inc	Infrastructure Studies Project	111,700
C0001290	11	AJO	Community Education	Notary Public Seminars Online.Com	On-Line Notary Public Class	2,500
C0001291	11	ENC	Communications-Norco	Corona - Norco Unified School Dist.	Facility Use at JFK High School	1,221
C0001293	11	EOC	Arts, Humanities & World Languages	Tams-Witmark Music Library, Inc.	Licensing/Rental My Fair Lady	1,200
C0001294	41	EDD	Facilities Norco	Prowest Constructors	Phase III -Norco	50,000
C0001295	12	DZT	Matriculation	NCS Pearson, Inc.	Annual Maintenance OpSCAN Scanner	1,308
C0001297	11	AAE	Communications & Web Development	Geographics	Website Redesign	3,030
C0001298	11	APR	Performance Riverside	University/Resident Theatre Assoc.	Choreographer for Man of La Mancha	4,078
P0005707	12	DWA	Allied Health	Laerdal Medical Corporation	Equipment Additional \$200-\$4999	4,979
P0005713	12	DWA	Allied Health	Medical Resources	Equipment Additional \$200-\$4999	2,932
P0006025	11	APR	Performance Riverside	Charter Media	Advertising	1,605
P0006224	12	AJV	VTEA	ACBSP	Memberships	1,250
P0006279	12	DUA	Early Childhood Studies	Smith, Marianne	Other Services	5,400
					Purchase Orders - Pages 1-4	1,738,651
					PO Additions - Pages 5-7	12,943,365
					Purchase Orders \$1,000 and Over	14,682,015
					Purchase Orders under \$1,000	1,218,148
					Grand Total	15,900,163

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-3

Date: February 20, 2007

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  
Chancellor

Prepared by: Art Alcaez  
Director, Diversity & Human Resources



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: February 20, 2007

Subject: Budget Adjustments

Background: The 2006-07 adopted budget represents our best estimates of both income and expenditures. As the year progresses, however, some accounts have surplus funds while others are underbudgeted. As provided in Title 5, Section 58307, the Board of Trustees may approve transfers between major expenditure classifications to allow for needed purchases. Unless otherwise noted, the transfers are within the unrestricted General Fund (Fund 11, Resource 1000). The following budget transfers have been requested:

<u>Program</u>	<u>Account</u>	<u>Amount</u>
1. Transfer to reallocate the Middle College High School budget. (Fund 12, Resource 1190)		
From: Middle College High School	Travel Expenses	\$ 2,000
	Other Services	1,584
To: Middle College High School	Supplies	\$ 2,000
	Other Instructional Supplies	1,584
2. Transfer to reallocate the Riverside School of the Arts budget. (Fund 12, Resource 1190)		
From: Riverside School of the Arts	Other Services	\$ 5,630
To: Riverside School of the Arts	Academic Special Projects	\$ 2,500
	Classified Overtime	3,000
	Employee Benefits	130
3. Transfer to reallocate the Foster and Kinship Care Education Grant budget. (Fund 12, Resource 1190)		
From: Workforce Prep	Other Services	\$ 610
To: Workforce Prep	Copying and Printing	\$ 610

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: February 20, 2007

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
4. Transfer to reallocate the Riverside County Emancipation Services budget. (Fund 12, Resource 1190)		
From: Workforce Prep	Academic Special Project	\$ 21,000
	Classified Special Project	30,000
To: Workforce Prep	Professional Services	\$ 51,000
5. Transfer to provide for increased Board of Trustees election costs, settlement agreement costs and to purchase a dispatch console.		
From: Salary Savings	Instr Salaries, Reg FT	\$ 67,874
	Academic FT Admin	84,963
	Classified FT	82,964
To: Board of Trustees	Elections	\$ 67,874
President, Riverside	Settlement Agreement	165,927
College Safety and Police	Equipment Replacement	2,000
6. Transfer to provide for construction consulting services related to Measure C funded projects. (Fund 41, Resource 4160)		
From: Unallocated	Equipment	\$ 32,500
To: GO Bond – Future Projects	Consultants	\$ 32,500
7. Transfer to purchase office furniture. (Fund 61, Resource 6110)		
From: Risk Management	Self Insurance Claims	\$ 7,700
To: Risk Management	Equipment Replacement	\$ 7,700

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: February 20, 2007

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
8. Transfer to reallocate the Americorp budget. (Fund 12, Resource 1190)		
From: Teacher Prep, Americorp	Supplies	\$ 933
To: Teacher Prep, Americorp	Classified Hourly	\$ 840
	Fingerprints	93
9. Transfer to provide for part-time hourly help, supplies and an upgraded server.		
From: Open Campus	Supplies	\$ 1,600
	Rents and Leases	375
	Comp Software Maint/Lic	1,175
Open Campus, TV Classes	Other Services	13,500
To: Open Campus	Classified Hourly	\$ 3,150
Open Campus, TV Classes	Supplies	6,000
	Equipment	7,500
10. Transfer to reallocate the VTEA Tech Prep budget. (Fund 12, Resource 1190)		
From: VTEA, Tech Prep	Academic Special Project	\$ 4,200
To: VTEA, Tech Prep	Classified Special Project	\$ 4,200
11. Transfer to purchase additional hard drive equipment for the e-mail server/SAN Storage.		
From: Information Services	Rents and Leases	\$ 2,000
	Repairs	5,354
	Software	1,600
To: Information Services	Equipment	\$ 8,954

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: February 20, 2007

Subject: Budget Adjustments (continued)

	<u>Program</u>	<u>Account</u>		<u>Amount</u>
12. Transfer to provide for an employee's increased health insurance cost. (Fund 11, Resource 1090)				
From:	Performance Riverside	Classified FT Admin	\$	4,443
		Classified Hourly		2,871
To:	Performance Riverside	Employee Benefits	\$	7,314
13. Transfer to provide for increased utility costs. (Fund 11, Resource 1170)				
From:	Customized Solutions	Classified FT	\$	1,043
		Classified FT Admin		457
To:	Customized Solutions	Waste Disposal	\$	500
		Electricity		1,000
14. Transfer to purchase equipment.				
From:	Puente Program	Conferences	\$	2,000
To:	Puente Program	Equipment	\$	2,000
15. Transfer to purchase supplies.				
From:	College Safety and Police	Employee Benefits	\$	2,157
To:	College Safety and Police	Transportation Supplies	\$	2,157
16. Transfer to purchase equipment.				
From:	Performing Arts, Piano Theory	Other Services	\$	442
To:	Performing Arts, Piano Theory	Equipment	\$	442

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: February 20, 2007

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
17. Transfer to provide for conference expenses and to purchase equipment. (Fund 12, Resource 1050)		
From: College Safety and Police	Copying and Printing	\$ 3,500
To: College Safety and Police	Conferences	\$ 1,100
	Equipment Replacement	2,400
18. Transfer to provide for increased maintenance agreement costs and cell phone charges.		
From: VP, Academic Affairs, Riverside	Equipment	\$ 25,666
To: IS, Voice Comm Services	Repairs	\$ 24,666
	Cellular Telephone	1,000
19. Transfer to purchase supplies.		
From: President, Riverside	Advertising	\$ 5,000
To: President, Riverside	Supplies	\$ 5,000
20. Transfer to provide for View Points journalism coaching during the Winter session.		
From: English, Speech and Comm	Cl Sal Coach Sum Activity	\$ 323
To: English, Speech and Comm	Academic Special Project	\$ 323
21. Transfer to purchase equipment.		
From: Behavioral Science	Instructional Supplies	\$ 285
To: Behavioral Science	Equipment	\$ 285

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: February 20, 2007

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
22. Transfer to reallocate the Nursing Capacity Building and Renovation budget. (Fund 12, Resource 1190)		
From: Nursing Capacity Bldg/Renovation	Equipment	\$ 3,000
To: Nursing Capacity Bldg/Renovation	Supplies	\$ 3,000
23. Transfer to purchase equipment.		
From: Athletics	Transportation	\$ 2,490
To: Athletics	Equipment Replacement	\$ 2,490
24. Transfer to purchase equipment.		
From: Business Operations, Norco	Supplies	\$ 1,000
To: Business Operations, Norco	Equipment	\$ 1,000
25. Transfer to purchase supplies.		
From: President, Moreno Valley	Admin Contingency Acct	\$ 10,500
To: Facilities, Moreno Valley	Grounds/Garden Supplies	\$ 4,100
	Supplies	350
	Repair Parts	6,050
26. Transfer to provide for repairs.		
From: Dental Hygiene	Instructional Supplies	\$ 1,000
To: Dental Hygiene	Repairs	\$ 1,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: February 20, 2007

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
27. Transfer to provide for increased utility costs. (Fund 33, Resource 3300)		
From: Early Childhood Center, MV	Classified Hourly	\$ 2,500
	Maintenance Supplies	300
	Grounds/Garden Supplies	1,600
	Equipment	2,500
To: Early Childhood Center, MV	Electricity	\$ 6,900

Recommended Action: It is recommended that the Board of Trustees approve the budget transfers as presented.

Salvatore G. Rotella  
Chancellor

Prepared by: Aaron S. Brown  
Associate Vice Chancellor, Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-4-b-1

Date: February 20, 2007

Subject: Resolution to Amend Budget – Resolution No. 26-06/07  
2006-2007 Faculty and Staff Professional Development Program

Background: The Riverside Community College District has received additional funding for the 2006-2007 Faculty and Staff Professional Development Program in the amount of \$118,981 from the California Community Colleges Chancellor's Office. The funds will be used to provide professional development for faculty, staff and management. Funds not fully utilized in fiscal year 2006-2007 may be carried over into 2007-2008.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$118,981 to the budget and authorize the Vice Chancellor Administration and Finance to sign the resolution.

Salvatore G. Rotella  
Chancellor

Prepared by: Kristina Kauffman  
Associate Vice Chancellor Institutional Effectiveness



RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 26-06/07

2006-2007 Faculty and Staff Professional Development Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$118,981 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on February 20, 2007.

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Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**INCOME & EXPENDITURES - BUDGET AMENDMENT**  
 Resolution No. 26-06/07  
 2006-2007 Faculty and Staff Professional Development Program

Year	County	District	Date	Fund
07	33	07	2/20/2007	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	000	1190	0	0000	0084	8659	25,000 00	REVENUE
12	000	1190	0	0000	0085	8659	15,000 00	
12	000	1190	0	0000	0086	8659	75,000 00	
12	000	1190	0	0000	0087	8659	3,981 00	

								EXPENDITURES
12	ACD	1190	0	6750	0086	1490	9,000 00	Acad Special Projects
12	ACD	1190	0	6750	0086	3130	746 00	Employee Benefits
12	ACD	1190	0	6750	0086	3335	131 00	↓
12	ACD	1190	0	6750	0086	3530	5 00	
12	ACD	1190	0	6750	0086	3630	118 00	↓
12	ACD	1190	0	6750	0087	4590	3,981 00	Supplies
12	ACD	1190	0	6750	0086	4590	5,000 00	↓
12	AAJ	1190	0	6750	0084	4590	2,000 00	↓
12	AAJ	1190	0	6750	0084	5220	5,000 00	Conferences
12	AAJ	1190	0	6750	0084	5110	18,000 00	Consultants
12	AAJ	1190	0	6750	0085	5220	4,000 00	Conferences
12	AAJ	1190	0	6750	0085	5110	10,000 00	Consultants
12	AAJ	1190	0	6750	0085	4590	1,000 00	Supplies
12	FMB	1190	0	6750	0086	4590	1,710 00	Supplies
12	FMB	1190	0	6750	0086	5220	12,000 00	Conferences
12	EMB	1190	0	6750	0086	4590	12,954 00	Supplies
12	DMB	1190	0	6750	0086	4590	33,336 00	Supplies

118,981 00	TOTAL INCOME
118,981 00	TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-4-b-2

Date: February 20, 2007

Subject: Resolution to Amend Budget – Resolution No. 27-06/07  
2006-2007 California High School Exit Exam (CAHSEE) Prep Program

Background: The Riverside Community College District has received additional funding for the 2006-2007 California High School Exit Exam (CAHSEE) Prep Program in the amount of \$361,147 from the California Community College Chancellor's Office. The funds will be used to develop non-credit courses aligned with RCCD and high school standards-based curriculum, equip two computer learning labs, and provide tutoring to students from the 2006 high school graduating class who did not pass the high school exit exam. This will allow students to retake the exit exam at their local high school and complete the requirements for their high school diploma.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$361,147 to the budget and authorize the Vice Chancellor Administration and Finance to sign the resolution.

Salvatore G. Rotella  
Chancellor

Prepared by: Shelagh Camak,  
District Dean, Workforce Development  
Michael Wright,  
Director, Workforce Preparation Grants and Contracts

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 27-06/07

2006-2007 California High School Exit Exam Prep Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$ 361,147 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on February 20, 2007.

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Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 INCOME & EXPENDITURES - BUDGET AMENDMENT  
 Resolution No. 27-06/07  
 2006-2007 California High School Exit Exam Prep Program

Year	County	District	Date	Fund				
07	33	07	2/20/2007	12				
Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	ACW	1190	0	6020	0368	8659	361,147 00	REVENUE
EXPENDITURES								
12	ACW	1190	0	6020	0368	1218	11,103 00	Acad FT Admin
12	ACW	1190	0	6020	0368	1219	8,446 00	Acad FT Non-Instructional
12	ACW	1190	0	6020	0368	1490	10,200 00	Acad Special Projects
12	ACW	1190	0	6020	0368	2118	9,858 00	Classified FT Admin
12	ACW	1190	0	6020	0368	2119	5,094 00	Classified FT
12	ACW	1190	0	6020	0368	2139	82,469 00	Classified Hrly
12	ACW	1190	0	6020	0368	3130	2,455 00	Employee Benefits
12	ACW	1190	0	6020	0368	3220	1,365 00	
12	ACW	1190	0	6020	0368	3320	928 00	
12	ACW	1190	0	6020	0368	3325	1,413 00	
12	ACW	1190	0	6020	0368	3335	432 00	
12	ACW	1190	0	6020	0368	3420	16,505 00	
12	ACW	1190	0	6020	0368	3430	16,505 00	
12	ACW	1190	0	6020	0368	3520	50 00	
12	ACW	1190	0	6020	0368	3530	16 00	
12	ACW	1190	0	6020	0368	3620	1,277 00	
12	ACW	1190	0	6020	0368	3630	391 00	
12	ACW	1190	0	6020	0368	4555	15,000 00	Printing/Copying
12	ACW	1190	0	6020	0368	4590	90,000 00	Supplies
12	ACW	1190	0	6020	0368	5045	3,000 00	Postage
12	ACW	1190	0	6020	0368	5219	4,000 00	Other Travel
12	ACW	1190	0	6020	0368	5649	10,050 00	Computer Software Mainy/Lic
12	ACW	1190	0	6020	0368	5890	10,200 00	Other Services
12	ACW	1190	0	6020	0368	5910	13,890 00	Indirect-Charges
12	ACW	1190	0	6020	0368	6485	46,500 00	Comp Equip Additional \$200-\$4999
							361,147 00	TOTAL INCOME
							361,147 00	TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-4-b-3

Date: February 20, 2007

Subject: Resolution to Amend Budget – Resolution No. 28-06/07  
2006-2007 Industry Driven Regional Consortium (IDRC)/  
Mt. San Antonio Community College (Mt. SAC)

Background: With the Board of Trustees approval of Board Report No. V-A-8-d, presented later in this agenda, the Riverside Community College District will enter into an agreement with Mt. San Antonio Community College for an IDRC grant in the amount of \$75,000. The funds will be used to purchase software, computer hardware, develop an information website, develop training curricula, train instructors and deliver training support to businesses, their employees and candidates for employment in the region.

Recommended Action: Contingent upon the Board of Trustees' approval of Board Report No. V-A-8-d, presented later in this agenda, it is recommended that the Board of Trustees approve adding the revenue and expenditures of \$75,000 to the budget and authorize the Vice Chancellor Administration and Finance to sign the resolution.

Salvatore G. Rotella  
Chancellor

Prepared by: Robert Grajeda  
Director, Corporate and Business Development

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 28-06/07

2006-2007 Industry Driven Regional Collaborative (IDRC)-Logistics/  
Mt. San Antonio Community College (Mt. SAC)

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$75,000 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on February 20, 2007.

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Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 INCOME & EXPENDITURES - BUDGET AMENDMENT  
 Resolution No. 28-06/07  
 2006-2007 Industry Driven Regional Collaborative (IDRC)-Logistics/  
 Mt. San Antonio Community College (Mt. SAC)

Year	County	District	Date	Fund				
07	33	07	2/20/2007	12				
Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	000	1190	0	0000	0136	8659	75,000 00	REVENUE
EXPENDITURES								
12	AXD	1190	0	7012	0136	4590	500 00	Supplies
12	AXD	1190	0	7012	0136	4555	500 00	Printing/Copying
12	AXD	1190	0	7012	0136	4599	300 00	Contract Ed Instr. Supplies
12	AXD	1190	0	7012	0136	4710	1,000 00	Food
12	AXD	1190	0	7012	0136	5045	200 00	Postage
12	AXD	1190	0	7012	0136	5210	1,000 00	Mileage
12	AXD	1190	0	7012	0136	5220	500 00	Conferences
12	AXD	1190	0	7012	0136	5649	35,759 00	Computer Software Maint/Lic
12	AXD	1190	0	7012	0136	5740	1,600 00	Advertising
12	AXD	1190	0	7012	0136	5890	15,000 00	Other Services
12	AXD	1190	0	7012	0136	6486	18,641 00	Computer Equipment >\$5,000
							75,000 00	TOTAL INCOME
							75,000 00	TOTAL EXPENDITURES



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
FOUNDATION

Report No.: V-A-6

Date: February 20, 2007

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  
Chancellor

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

Description

Donor

Contributed to the Riverside City College's Photography  
Department

Michael Muis

Assorted camera equipment

Estimate Value: \$1,500

Contributed to the Riverside City College's Printing & Graphics  
Center

Valley Printers

Epson Stylus Pro 10000

Epson Photographic Dye Ink

Estimate Value: \$4,500

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CHANCELLOR'S OFFICE

Report No.: V-A-7

Date: February 20, 2007

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:

Retroactive:

- 1) Ms. Shelagh Camak, district dean, workforce development, to travel to Washington, D.C., February 11-13, 2007, to attend the Association of Community College Trustees 2007 National Legislative Summit. Estimated cost: \$2,691.59. Funding source: the general fund.
- 2) Dr. Lyn Greene, associate dean, governmental relations/grants and contracts to travel to Washington, D.C., February 11-14, 2007, to attend the Association of Community College Trustees 2007 National Legislative Summit. Estimated cost: \$3,385.46. Funding source: the general fund.

Current:

*Moreno Valley Campus:*

- 1) Ms. Suzanne Adams, director, procurement assistance center, to travel to Detroit, Michigan, March 26-29, 2007, to attend the 2007 Association of Procurement Technical Assistance Centers Spring Conference and Membership Meeting. Estimated cost: \$1,876.25. Funding source: Procurement Assistance Center grant funds.
- 2) Ms. Linda Bushman, dental hygiene adjunct, dental hygiene program, to travel to San Antonio, Texas, May 16-19, 2007, to attend the 8<sup>th</sup> Annual Dental Hygiene Clinical Teaching Workshop. Estimated cost: \$975.00. Funding source: Vocational Technical Education Act grant funds.
- 3) Ms. Maureen Chavez, project director, Title V Program, to travel to Toronto, Ontario, Canada, May 14-18, 2007, to attend the Canadian Institute of English – Practical Methodology, Teaching English to Speakers of Other Languages. There is no cost to the District.
- 4) Mr. Michael Fiedler, student services technician, admissions and records, to travel to Washington, D.C., March 11-14, 2007, to attend the Datatel Users Group 2007 Conference and Expo. Estimated cost: \$1,545.21. Funding source: the general fund.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CHANCELLOR'S OFFICE

Report No.: V-A-7

Date: February 20, 2007

Subject: Out-of-State Travel (continued)

- 5) Ms. Debra Gerger, dental hygiene adjunct, dental hygiene program, to travel to New Orleans, Louisiana, March 16-20, 2007, to attend the American Dental Education Association's Annual Session. Estimated cost: \$1,810.00. Funding source: Title V grant funds.
- 6) Ms. Dominique Moise-Swanson, outcomes assessment specialist, Title V Program, to travel to Denver, Colorado, April 17-20, 2007, to attend the Community College of Denver Academic Support Center, Center for Academic Success, Faculty Development Center. Estimated cost: \$929.04. Funding source: Title V grant funds.
- 7) Dr. Chris Nollette, emergency medical services instructor/director, paramedic program, to travel to Columbus, Ohio, February 28-March 3, 2007, to participate in the National Registry of Emergency Medical Technicians Exam Item Writing Workshop. There is no cost to the District.
- 8) Dr. Chris Nollette, emergency medical services instructor/director, paramedic program, to travel to Baltimore, Maryland, March 6-7, 2007, to attend the National Association of Emergency Medical Services Board of Director's Meeting. There is no cost to the District.
- 9) Ms. Sandra Schneidewind, dental hygiene adjunct, dental hygiene program, to travel to San Antonio, Texas, May 16-19, 2007, to attend the 8<sup>th</sup> Annual Dental Hygiene Clinical Teaching Workshop. Estimated cost: \$1,375.00. Funding source: Vocational Technical Education Act grant funds
- 10) Ms. Leann Schoepflin, dental hygiene adjunct, dental hygiene program, to travel to New Orleans, Louisiana, March 16-20, 2007, to attend the American Dental Educator's Association Annual Meeting. Estimated cost: \$790.00. Funding source: Title V grant funds.
- 11) Ms. Leann Schoepflin, dental hygiene adjunct, dental hygiene program, to travel to San Antonio, Texas, May 16-19, 2007, to attend the 8<sup>th</sup> Annual Dental Hygiene Clinical Teaching Workshop. Estimated cost: \$975.00. Funding source: Vocational Technical Education Act grant funds.
- 12) Dr. William Vincent, dean, public safety education and training, to travel to Fairfax, Virginia, February 26-28, 2007, to attend the Homeland Defense and Security Education Summit. Estimated cost: \$1,403.07. Funding source: the general fund.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CHANCELLOR'S OFFICE

Report No.: V-A-7

Date: February 20, 2007

Subject: Out-of-State Travel

- 13) Mr. Jeffrey Williamson, statewide director, Center for International Trade Development, to travel to Hannover, Germany, March 12-18, 2007, to attend the 2007 Centrum der Büro- und Informationstechnik (CeBIT), World's Largest Trade Fair for Information Technologies and Telecommunications -Official California Trade Event. Estimated cost: \$3,701.15. Funding source: Statewide Director, Centers for International Trade Development grant funds.

*Norco Campus:*

- 1) Ms. Cynthia Chavez, adjunct instructor, early childhood studies, to travel to St. Louis, Missouri, March 13-18, 2007, to attend The National Coalition for Campus Children's Centers Annual Conference. Estimated cost: \$1,786.48. Funding sources: Child Care Access Means Parents In School/Self Help Initiates Necessary Education grant funds.
- 2) Mr. Andres Elizalde, instructor, English, to travel to Nashville, Tennessee, March 20-24, 2007, to attend the National Association for Developmental Education Conference. Estimated cost: \$1,707.80. Funding sources: \$1,200.00 from the Basic Skills grant fund, \$200.00 from the general fund, and \$307.80 to be paid by the employee.
- 3) Mr. Jimmie Hill, assistant professor, counseling, to travel to New Orleans, Louisiana, March 3-7, 2007, to attend the Innovations Conference for Community Colleges. Estimated cost: \$2,629.55. Funding source: Title V grant funds.
- 4) Mr. Gustavo Ocegüera, director, TRIO, to travel to Washington, D.C., March 12-14, 2007, to attend the Council for Opportunity in Education 27<sup>th</sup> Annual Policy Seminar and the 23<sup>rd</sup> Annual Seminar on Relations with U.S. Department of Education. Estimated cost: \$1,597.00. Funding sources: \$347.00 from Student Support Services grant funds, \$347.00 from Talent Search Program grant funds, \$347.01 from Upward Bound Program grant funds, and \$555.99 from the general fund.
- 5) Mr. Tom Wagner, associate professor, business, to travel to Jacksonville, Florida, March 7-11, 2007, to attend the Chair Academy's International Leadership Conference. Estimated cost: \$1,900.00. Funding source: the general fund.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CHANCELLOR'S OFFICE

Report No.: V-A-7

Date: February 20, 2007

Subject: Out-of-State Travel

*Riverside City College:*

- 1) Ms. Kris Anderson, associate professor, English, to travel to Atlanta, Georgia, February 28-March 4, 2007, to attend the Association of Writers and Writing Programs Conference. Estimated cost: \$1,532.55. Funding source: the No. 223 Fund for the Improvement of Education, No. 2.
- 2) Ms. Patricia Avila, associate professor, counseling, to travel to New Orleans, Louisiana, March 3-7, 2007, to attend the League for Innovation in the Community College Conference. Estimated cost: \$1,716.98. Funding source: Basic Skills fund.
- 3) Mr. Raj Bajaj, district dean, institutional reporting, to travel to Washington, D.C., March 10-15, 2007, to attend Datatel Users Group 2007 Annual Conference and Expo. Estimated cost: \$4,066.61. (Includes \$1,711.78 for hotel costs and \$795.00 for conference fees.) Funding source: the general fund.
- 4) Mr. Chad Bemis, assistant professor, mathematics, to travel to Nashville, Tennessee, March 21-24, 2007, to attend the National Association of Developmental Education Conference – “Piecing It Together.” Estimated cost: \$1,617.40. Funding source: Basic Skills fund.
- 5) Mr. Joseph DeSantis, instructor, speech communication, and Ms. Jennifer Page, adjunct instructor, speech communication, to travel to Houston, Texas, April 7-15, 2007, to accompany 14 students participating in the Phi Rho Pi National Tournaments. Estimated cost: \$13,240.00. Funding sources: \$8,716.67 from the general fund, \$4,000.00 from the ASRCC 90510 fund, and \$523.33 to be paid by the employees.
- 6) Ms. Joan Gibbons-Anderson, assistant professor, speech communications, to travel to Nashville, Tennessee, March 21-24, 2007, to attend the National Association of Developmental Education Conference – “Piecing It Together.” Estimated cost: \$1,560.43. Funding source: Basic Skills fund.
- 7) Ms. Marilyn Heyde, dental hygiene adjunct, dental hygiene program, to travel to San Antonio, Texas, May 16-19, 2007, to attend the 8<sup>th</sup> Annual Dental Hygiene Clinical Teaching Workshop. Estimated cost: \$1,375.00. Funding source: Vocational Technical Education Act grant funds.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CHANCELLOR'S OFFICE

Report No.: V-A-7

Date: February 20, 2007

Subject: Out-of-State Travel

- 8) Mr. Gary Locke, associate professor, music, and Mrs. Sheila Locke, music specialist, performing arts, to travel to Dayton, Ohio, April 11-15, 2007, to attend the Winter Guard International Championships (Fantasia – Music 61). There is no cost to the District.
- 9) Mr. Gary Locke, associate professor, music, and Mrs. Sheila Locke, music specialist, performing arts, to travel to Dayton, Ohio, April 18-22, 2007, to attend the Winter Guard International Championships (Drumline – Music 47). There is no cost to the District.
- 10) Ms. Stephanie Lowry, assistant professor, nursing education programs, to travel to Vancouver, Washington, March 27-29, 2007, to attend the Building the Foundation for Simulation Conference. Estimated cost: \$1,271.40. Funding source: Vocational Technical Education Act grant funds.
- 11) Dr. Richard Mahon, assistant professor, humanities, to travel to Nashville, Tennessee, March 21-24, 2007, to attend the National Association of Developmental Education Conference – “Piecing It Together.” Estimated cost: \$1,752.63. Funding source: Basis Skills Fund.
- 12) Dr. Marilyn Martinez-Flores, associate dean, college program support, to travel to New Orleans, Louisiana, March 3-7, 2007, to attend the League for Innovation in the Community College Conference. Estimated cost: \$1,944.08. Funding source: Basic Skills Fund.
- 13) Dr. Marilyn Martinez-Flores, associate dean, college program support, to travel to Nashville, Tennessee, March 21-24, 2007, to attend the National Association of Developmental Education Conference – “Piecing It Together.” Estimated cost: \$1,268.29. Funding source: Basic Skills Fund.
- 14) Ms. Kathy Nabours, instructor, mathematics, to travel to New Orleans, Louisiana, March 3-7, 2007, attend the League for Innovation in the Community College Conference. Estimated cost: \$2,313.26. Funding source: Basic Skills Fund.
- 15) Mr. Daniel Ortega, counselor, counseling, to travel to Nashville, Tennessee, March 21-24, 2007, to attend the National Association of Developmental Education Conference – “Piecing It Together.” Estimated cost: \$1,256.58. Funding source: Basic Skills Fund.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CHANCELLOR'S OFFICE

Report No.: V-A-7

Date: February 20, 2007

Subject: Out-of-State Travel

- 16) Ms. Aya Saito, international students and programs specialist, international students, to travel to Harrisonburg, Virginia, March 22-25, 2007, to accompany four students attending the International Student Leadership Conference. Estimated cost: \$2,665.47. Funding source: International Club Trust funds.
- 17) Ms. Mitzi Sloniger, assistant professor, reading, to travel to Nashville, Tennessee, March 21-24, 2007, to attend the National Association of Developmental Education Conference – “Piecing It Together.” Estimated cost: \$1,680.00. Funding source: Basic Skills Fund.
- 18) Ms. Heather Smith, assistant professor, biology, to travel to Washington, D.C., March 26-27, 2007, to attend the Medical Countermeasures Against Combined Injury: Radiation with Burn, Blast, Trauma and/or Sepsis Conference. There is no cost to the District.
- 19) Ms. Sylvia Thomas, associate vice chancellor, office of instruction, to travel to Cary, North Carolina, March 26-29, 2007, to attend the Community College Enrollment Management and Student Marketing Symposium. Estimated cost: \$1,480.24. Funding source: the general fund.
- 20) Ms. Patricia Tutor, associate professor, nursing education program, to travel to Jacksonville, Florida, March 6-11, 2007, to attend the 2007 International Conference for Post-Secondary Leaders. Estimated cost: \$1,335.16. Funding source: Health Resources and Services Administration grant funds.
- 21) Ms. Debbie Whitaker-Meneses, associate dean, early childhood education, to travel to St. Louis, Missouri, March 13-18, 2007, to attend The National Coalition for Campus Children's Centers Annual Conference. Estimated cost: \$1,904.06. Funding source: Child Care Access Means Parents In School/Self Help Initiates Necessary Education grant funds.
- 22) Mr. Don Ajene Wilcoxson, assistant professor, business administration, to travel to New Orleans, Louisiana, March 3-7, 2007, to attend the League for Innovation in the Community College Conference. Estimated cost: \$2,178.46. Funding source: Basic Skills Fund.



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CHANCELLOR'S OFFICE

Report No.: V-A-7

Date: February 20, 2007

Subject: Out-of-State Travel

- 23) Dr. Kristi Woods, associate professor, history, to travel to New Orleans, Louisiana, March 3-7, 2007, to attend the League for Innovation in the Community College Conference. Estimated cost: \$1,987.77. Funding source: Basic Skills Fund.

Salvatore G. Rotella  
Chancellor

Prepared by: Michelle Haeckel  
Administrative Secretary III

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING

Report No.: V-A-8-a

Date: February 20, 2007

Subject: Agreements for the 2007 Summer Conservatory

Background: Presented for the Board's review and consideration are agreements between Riverside Community College District and Mark Hensen and Lynda Krinke to provide services as the musical director, and as the costume designer/dry cleaner for the RCC Theatre Department Summer Conservatory production of "High School Musical." These services will be used to mount a production of three performances. The terms of the agreements are for June 25, 2007 through July 30, 2007, for fees of \$2,000.00 and \$2,500.00, respectively. Funding source: General Fund.

The agreements have been reviewed by Sylvia Thomas, Associate Vice Chancellor of Instruction, and Ruth W. Adams, Director, Contracts, Compliance and Legal Services.

Recommended Action: It is recommended that the Board of Trustees approve the agreements, for June 25, 2007 through July 30, 2007, for amounts not to exceed \$2,000.00 and \$2,500.00, respectively, and authorize the Vice Chancellor, Administration and Finance, to sign the agreements.

Salvatore G. Rotella  
Chancellor

Prepared by: Virginia McKee-Leone  
Interim Vice President of Academic Affairs  
Jodi Julian  
Associate Professor, Theatre

AGREEMENT  
BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND  
MARK HENSEN

THIS AGREEMENT is made and entered into on this 21st day of February 2007, by and between MARK HENSEN, hereinafter referred to as "Contractor" and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District".

The parties hereto mutually agree as follows:

1. The Contractor agrees to provide the following services: Musical Director for the RCC Theatre Department Summer Conservatory production of "High School Musical".
  - a. The services will be provided at: Riverside City Campus.
  - b. The District shall provide the Contractor adequate working conditions and support as appropriate to conduct the services outlined above.
2. The services rendered by the Contractor are subject to review and supervision by the District's Chancellor and other designated representatives of the District.
3. The term of this agreement shall be from June 25, 2007 through July 30, 2007.
4. Payment in consideration of this agreement includes a service fee that shall not exceed \$2,000.00 payable after receipt of invoice.
5. It is mutually agreed and understood that, during the term of this Agreement, RCCD shall indemnify and hold the Contractor and its officers, directors, agents, affiliates and employees, harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the RCCD, the instructors, employees and students, arising out of, under, pursuant to or in connection with this Agreement.

It is mutually agreed and understood that, during the term of this Agreement, the Contractor shall indemnify and hold RCCD, its Board of Trustees, officers, employees and students harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or

omissions of the Contractor, its officers and employees, arising out of, under, pursuant to or in connection with this Agreement.

6. Contractor shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national origin, ancestry, religion, physical/mental disability, marital status, sex, age or sexual orientation.
7. In accordance with the Child Abuse and Neglect Reporting Act (CANRA) and California Penal Code 11166, the parties shall ensure that all employees, volunteers, consultants, subcontractors or agents performing services under this Agreement will report any known or suspected child abuse or neglect to a child protective agency, by telephone and within 36 hours of the suspected abuse or neglect.
8. It is understood and agreed that Contractor is an independent contractor and that no employer-employee relationship exists between Contractor and District.
9. 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.
10. This contract may be cancelled by either party with 15 days advance notice in writing. Failure to deliver services as requested constitutes reason for cancellation of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year noted below.

Riverside Community College District

Mark Hensen  
1519 E. Chapman #335,  
Fullerton, CA 92831

---

James L. Buysse  
Vice Chancellor, Administration and Finance

---

Contractor

---

Date

---

Date

AGREEMENT  
BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND  
LYNDA KRINKE

THIS AGREEMENT is made and entered into on this 21st day of February 2007, by and between LYNDA KRINKE, hereinafter referred to as "Contractor" and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District".

The parties hereto mutually agree as follows:

1. The Contractor agrees to provide the following services: Costume Designer and Dry Cleaning for the RCC Theatre Department Summer Conservatory production of "High School Musical".
  - a. The services will be provided at: Riverside City Campus.
  - b. The District shall provide the Contractor adequate working conditions and support as appropriate to conduct the services outlined above.
2. The services rendered by the Contractor are subject to review and supervision by the District's Chancellor and other designated representatives of the District.
3. The term of this agreement shall be from June 25, 2007 through July 30, 2007.
4. Payment in consideration of this agreement includes a service fee that shall not exceed \$2,500.00 payable after receipt of invoice.
5. It is mutually agreed and understood that, during the term of this Agreement, RCCD shall indemnify and hold the Contractor and its officers, directors, agents, affiliates and employees, harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the RCCD, the instructors, employees and students, arising out of, under, pursuant to or in connection with this Agreement.

It is mutually agreed and understood that, during the term of this Agreement, the Contractor shall indemnify and hold RCCD, its Board of Trustees, officers, employees and students harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or

omissions of the Contractor, its officers and employees, arising out of, under, pursuant to or in connection with this Agreement.

6. Contractor shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national origin, ancestry, religion, physical/mental disability, marital status, sex, age or sexual orientation.
7. In accordance with the Child Abuse and Neglect Reporting Act (CANRA) and California Penal Code 11166, the parties shall ensure that all employees, volunteers, consultants, subcontractors or agents performing services under this Agreement will report any known or suspected child abuse or neglect to a child protective agency, by telephone and within 36 hours of the suspected abuse or neglect.
8. It is understood and agreed that Contractor is an independent contractor and that no employer-employee relationship exists between Contractor and District.
9. 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.
10. This contract may be cancelled by either party with 15 days advance notice in writing. Failure to deliver services as requested constitutes reason for cancellation of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year noted below.

Riverside Community College District

Lynda Krinke  
167 Saratoga Ave, Placentia, CA 92870

\_\_\_\_\_  
James L. Buysse  
Vice Chancellor, Administration and Finance

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING

Report No.: V-A-8-b

Date: February 20, 2007

Subject: Sublease Agreement with Orange County Business Council

Background: Attached for the Board's review and consideration is a renewal of a sublease agreement between Riverside Community College District and the Orange County Business Council. The term of the sublease agreement is \$1,800.00 a month, from January 1, 2007 through December 31, 2007. Funding source: TriTech Small Business Development Center ("TriTech SBDC") Grant Funds.

This agreement has been reviewed by Sylvia Thomas, Associate Vice Chancellor of Instruction, and Ruth Adams, Director, Contracts, Compliance and Legal Services. The activities outlined in the agreement are considered low risk in nature.

Recommended Action: It is recommended that the Board of Trustees ratify the sublease agreement, for the term of January 1, 2007 through December 31, 2007, at a cost of \$21,600.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella  
Chancellor

Prepared by: John Tillquist  
Dean, Technology and Economic Development  
Mark Mitchell  
Director, TriTech Small Business Development Center

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
SUBLEASE AGREEMENT

The parties to this Sublease Agreement, dated January 1, 2007 are: Orange County Business Council (hereinafter referred to as "Tenant") and the Riverside Community College District, by and through its TriTech Small Business Development Center (hereinafter referred to as "Subtenant").

Pursuant to Sublease Agreement, Subtenant hereby agrees to lease a portion of Suite 100 of 2 Park Plaza, Irvine, California 92614 (the "Premises"). This Sublease Agreement shall commence on January 1, 2007 and shall continue on a month-to-month basis, unless otherwise agreed to, in writing, by the parties.

Either party may terminate this agreement, or request a revision to the terms of this agreement, upon thirty (30) days written notice to the other party.

Subtenant agrees to abide by and be subject to all terms and conditions of the original lease entered into by Orange County Business Council ("Tenant") and the Irvine Company ("Landlord") dated May 1995 (hereinafter referred to as the "Lease") unless otherwise expressly superseded by this Sublease Agreement. The Lease and all terms and conditions thereof are hereby incorporated by reference into said Sublease Agreement.

Subtenant agrees to pay Tenant the monthly rent of \$1800.00 due on the 1<sup>st</sup> day of each calendar month.

Subtenant has inspected the Premises, which shall be returned to Tenant in the same condition received, to the extent reasonably possible, normal wear and tear excepted.

Landlord hereby grants permission for this Sublease Agreement. Nothing herein shall constitute a release of Tenant, who shall remain bound and wholly liable under all terms and conditions of the Lease.

The Tenant and Subtenant hereby agree to defend, indemnify and hold harmless the other party, its board, officers, agents and employees, individually and collectively, from and against all claims, liabilities, obligations and causes of action, of whatever kind, arising in any manner whatsoever, out of, or in connection with, this Agreement for the acts or omissions of its officers, agents and employees.

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.



IN WITNESS WHEREOF, the parties hereto have executed this Agreement as follows:

RIVERSIDE COMMUNITY COLLEGE  
COUNCIL  
DISTRICT (SUBTENANT)

ORANGE COUNTY BUSINESS  
(TENANT)

By: \_\_\_\_\_  
James L. Buysse  
Vice Chancellor, Administration and  
Finance

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

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

PERMISSION FOR SUBLEASE GRANTED.

THE IRVINE COMPANY  
(LANDLORD)

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

\_\_\_\_\_                      \_\_\_\_\_  
Title                              Dated

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING

Report No.: V-A-8-c

Date: February 20, 2007

Subject: Agreement with County of Riverside Economic Development Agency

Background: Attached for the Board's review and consideration is a renewal agreement between Riverside Community College District, by and through its TriTech Small Business Development Center and County of Riverside Economic Development Agency. TriTech SBDC shall implement the County of Riverside Economic Development Agency's Action Plan in Riverside County. The term of the agreement is July 1, 2006 through June 30, 2007. The County of Riverside Economic Development Agency shall fund TriTech SBDC in the amount of \$37,500.00. Funding source: No cost to the District.

This agreement has been reviewed by Sylvia Thomas, Associate Vice Chancellor of Instruction, and Ruth Adams, Director, Contracts, Compliance and Legal Services. The activities outlined in the agreement are considered low risk in nature.

Recommended Action: It is recommended that the Board of Trustees ratify the agreement, for the term of July 1, 2006 through June 30, 2007, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella  
Chancellor

Prepared by: John Tillquist  
Dean, Technology and Economic Development  
Mark Mitchell  
Director, TriTech Small Business Development Center

AGREEMENT BY AND BETWEEN  
THE COUNTY OF RIVERSIDE ECONOMIC DEVELOPMENT AGENCY  
AND THE RIVERSIDE COMMUNITY COLLEGE DISTRICT

This Agreement is made and entered into on this 1st day of July, 2006, by and between the County of Riverside Economic Development Agency, a public agency organized and existing under the laws of the State of California, hereinafter referred to as "Agency," and the RIVERSIDE COMMUNITY COLLEGE DISTRICT, by and through its TriTech Small Business Development Center, hereinafter referred to as "TriTech."

RECITALS:

WHEREAS, Agency has developed an Economic Development Action Plan, hereinafter referred to as "Action Plan," designed to create jobs, increase wages and capital investment in Riverside County; and

WHEREAS, TriTech is a Small Business Development Center, which is part of the Riverside Community College District, focusing on helping Southern California entrepreneurs with high tech / high growth business concepts learn how to bring their ideas to market; and

WHEREAS, Agency desires to partner with TriTech to provide economic development services in order to effectuate the key strategies of the Agency's Action Plan.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Agency and TriTech agree as follows:

1. PURPOSE OF AGREEMENT.

The purpose of this Agreement is to implement the Agency's Action Plan in Riverside County.

2. TRITECH SCOPE OF SERVICES.

TriTech shall provide professional economic development services designed to meet the main goals in the Agency's Action Plan as listed below:

- a) Job growth of 3.6%
- b) Increase in higher paying occupations of 4.6%
- c) Increase capital investment by 5.0%

In its efforts to achieve these goals, the Agency has implemented the following strategies:

- a) Market to businesses outside of the county and state
- b) Foster local business expansion through regional partnerships, regulatory assistance, streamlined permitting, and skilled workforce and on-demand training
- c) Foster new companies by providing start-up locations and technical assistance

The services provided by TriTech that implement the above strategies are described and contained in Exhibit A.

3. COMPENSATION.

For services provided in Section 2 by TriTech pursuant to this Agreement, the Agency will provide the following:

- a) \$37,500 in direct funding

4. MONTHLY AND ANNUAL REPORTING.

TriTech shall provide Agency with a monthly report detailing Program activities. Report shall be submitted to Agency by the 15th of the subsequent month. A year-end report and recap book shall be submitted by July 15, 2007. The recap book will contain information on the following:

- a) Year-end report detailing the outcome of activities described in Exhibit A and how those activities helped further the goals and strategies of the Agency as shown in section 2 above
- b) Copies of all collateral materials produced throughout the year
- c) Information on trade shows, conferences, and seminars attended and copies of the brochures or agendas for each attended

5. BOARD REPRESENTATION.

The Agency will hold a seat on the TriTech Board of Directors, and Agency will designate a representative to fill the position.

6. TERM.

This Agreement shall be in effect from July 1, 2006 through June 30, 2007.

7. ASSIGNMENT.

Neither this Agreement nor any clause or provision contained herein may be assigned, transferred or released without the expressed written consent of the parties hereto.

8. CHANGES OR MODIFICATIONS.

No part of this Agreement may be modified, altered, amended, waived or changed without the expressed written consent of all parties.

9. INDEMNIFICATION.

(i) TriTech shall indemnify and hold Agency, its officers, agents and employees free and harmless from liability to any person or entity not a party to this Agreement from any damage, loss or injury to person and/or property which primarily relates to or arises out of any acts, errors or omissions of TriTech, its contracting consultants, officers, agents, members, employees, or subcontractors in the performance of their services pursuant to this Agreement, and

(ii) TriTech shall defend at its expense, including attorneys' fees, Agency, its officers, agents and employees in any legal action brought on by a third party which primarily relates to or arises out of any acts, errors, or omissions of TriTech the county, its contractors, consultants, officers, agents, members, employees, or subcontractors in the performance of their services pursuant to this Agreement.

10. INDEPENDENT CAPACITY.

TriTech, its officers, employees and agents shall act in an independent capacity during the term of this Agreement and not as officers, employees or agents of Agency, neither shall they have authority to contract for or on behalf of, or incur obligations on behalf of, Agency.

11. TERMINATION.

This Agreement may be terminated at any time by either party upon the giving of at least thirty (30) days written notice to the other party.

12. ENTIRE AGREEMENT.

This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms, conditions or promises, and no party has relied upon any representations, express or implied, not contained in this Agreement. This Agreement may be modified or amended only in writing signed by the party to be charged.

13. 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:

AGENCY: Sarah Mundy  
Deputy Director  
Riverside County EDA  
1157 Spruce Street  
Riverside, CA 92507

TRI TECH: Mark Mitchell  
Director  
TriTech  
Small Business Development Center  
14745 Riverside Drive  
Riverside, CA 91760

IN WITNESS WHEREOF, the Agency and the Riverside Community College District have executed this Agreement as of the date first above written.

COUNTY OF RIVERSIDE  
ECONOMIC DEVELOPMENT AGENCY

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

By: \_\_\_\_\_  
Robin Zimpfer  
Assistant County Executive Officer/EDA

By: \_\_\_\_\_  
James L. Buysse  
Vice Chancellor, Administration and Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

TriTech Small Business Development Center  
Exhibit A

1. TriTech will provide comprehensive technical assistance to existing and aspiring high tech business owners and entrepreneurs in Riverside County. The technical assistance comes in the form of confidential, one-on-one counseling for small businesses in the areas of business planning; general and financial management; marketing; sources of capital and loan assistance; human resources; expansion strategies; accounting and record keeping. Consulting services to high-tech / high-growth companies

TriTech's goal for 2006-2007 is to help raise \$1,000,000 in equity financing for high technology businesses.

2. TriTech Institute will train companies in five crucial areas: research, developing a business plan, understanding sales and marketing, management team, finance, and developing a business plan. The international workshops will provide entrepreneurs and businesses information on how best to market their goods and services to the international community and provide high-technology forums with a special emphasis on minority-and women-owned technology businesses and international trade.

The TriTech Institute will hold nine (9) workshops in 2007 that will assist entrepreneurs and business owners in taking their product and services to market. The goal is to attract fifty (50) angel investors to the workshops.

3. The Riverside Innovation Center is scheduled to open in the third quarter of 2007. The incubator is a huge necessity in order to establish the Inland Empire as a technology hub. The incubator will provide entrepreneurs with business mentoring and contacts and wet lab space and bioscience firms. Incubators provide space and support services to entrepreneurs who have innovative ideas but lack operating space, marketing expertise or office help.

TriTech's goal for 2006-2007 is occupancy of five (5) technology companies within the Riverside Innovation Center.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING

Report No.: V-A-8-d

Date: February 20, 2007

Subject: Agreement with Mt. San Antonio College District

Background: Attached for the Board's review and consideration is an agreement between Riverside Community College District and Mt. San Antonio College. The District shall act as the subcontractor and fulfill the goals, objectives, and activities outlined in the Industry Driven Regional Collaborative Grant 06-326-128. The amount funded will be \$75,000.00. The term of the agreement is from October 1, 2006 through October 31, 2008. Funding source: No cost to the District.

This agreement has been reviewed by Sylvia Thomas, Associate Vice Chancellor of Instruction, and Ruth Adams, Director, Contracts, Compliance and Legal Services. The activities outlined in the agreement are considered low risk in nature.

Recommended Action: It is recommended that the Board of Trustees ratify the agreement, for the term of October 1, 2006 through October 31, 2008, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella  
Chancellor

Prepared by: John Tillquist  
Dean, Technology and Economic Development  
Robert Grajeda  
Director, Corporate and Business Development

Riverside Community College District  
Mt. San Antonio College  
AGREEMENT

California Community College Chancellor's Office  
Industry Driven Regional Collaboratives  
Industry Driven Regional Collaboratives - Logistics  
06-326-128

This AGREEMENT made on this 13 day of November, 2006, by and between Mt. San Antonio Community College District, hereinafter referred to as MT. SAC, acting as authorized by the California Community College Chancellor's Office AGREEMENT for funds for the PROJECT listed above, and Riverside City College District hereinafter referred to as the CONTRACTOR.

WITNESSETH

WHEREAS, MT. SAC has been designated by a California Community College Chancellor's Office AGREEMENT to fulfill the goals, objectives, and activities outlined in the PROJECT referenced above; and

WHEREAS, said goals, objectives, and activities are to be accomplished during a specified time period as detailed in Exhibit A; and

WHEREAS, the CONTRACTOR has agreed to contract with MT. SAC to fulfill the specific goals, objectives, and activities in Exhibit A;

NOW THEREFORE, MT. SAC and the CONTRACTOR do hereby mutually agree as follows:

1. PROJECT Activities: The CONTRACTOR agrees to develop, conduct, and evaluate activities in substantial accordance with the PROJECT as described in Exhibit A.

2. Terms: The parties agree that this AGREEMENT shall begin October 1, 2006, and continue until October 31, 2008, unless such dates are changed in accordance with the provisions of this AGREEMENT.

3. Adherence to Federal, State, and Local Laws, Regulations, Rules, Directives, and Ordinances: The CONTRACTOR agrees to conduct any and all activities in accordance with federal, state, and local regulations, including the policies and directives of California Community College Chancellor's Office and MT. SAC in effect or promulgated during the term of this AGREEMENT or extensions thereof.

4. Definition of Role/Responsibility:

A. MT. SAC will serve as Management/Fiscal Agent for the PROJECT and as such will be responsible for:

(1) Paying all approved bills/invoices within 60 days of receipt. Payment is to be approved by John Nixon, Vice President of Instruction.



(2) Filing claims for payment through the California Community College Chancellor's Office.

(3) Maintaining an audit trail and substantiating documentation required by the California Community College Chancellor's Office.

B. The CONTRACTOR will:

(1) Be responsible for implementing and achieving PROJECT goals, objectives, and activities as defined in Exhibit A, in accordance with the approved budget and conditions and terms stated in this AGREEMENT and in the statement of work approved by the California Community College Chancellor's Office.

(2) Submit invoices for work done not more often than monthly. The invoice shall reference the contract name recorded on the first page of this AGREEMENT and shall reflect summary detail, by budget category, of the costs incurred. All supporting documentation shall be attached to invoices as defined on the Fiscal Reporting Check-off Form. Invoices shall be submitted to:

Adrienne J. Price  
Director of Grants  
Mt. San Antonio College  
1100 N. Grand Avenue  
Walnut, CA 91789-1399

(3) Sign and return this agreement by December 15, 2006 along with an initial invoice or a request for advance payment for \$5,000.

(4) Submit completed forms for the Chancellor's Office Data Collection System monthly to the Project Manager.

5. Unusual Circumstances Affecting Performance: In the event that the CONTRACTOR cannot meet any or all of the obligations placed upon it by the terms of this AGREEMENT, the CONTRACTOR shall immediately so notify MT. SAC in writing. If within thirty (30) days the CONTRACTOR remains unable to comply with its obligations under this AGREEMENT, the CONTRACTOR shall seek modification in accordance with the procedures set forth in Section 6 of this AGREEMENT. Nothing in this section shall be interpreted or construed as limiting the right of either party to terminate the AGREEMENT in the manner set forth in Section 7 of this AGREEMENT.

6. Amendments or Modifications: Either party may at any time during the term of this AGREEMENT request amendments or modifications. Requests for same shall be in writing, specify the changes requested, and provide the rationale. Such requests shall be reviewed by both parties in accordance with the approved PROJECT and the California Community College Chancellor's Office compliance requirements. Should both parties agree to modification of this AGREEMENT, any amendments shall be drawn, approved, and executed in the same manner as the original contract.

7. Termination: Either party may, at any time during the term of this AGREEMENT or any

extension thereof, terminate this AGREEMENT by giving thirty (30) days written notice of its intention to terminate. During the thirty (30) day period, the parties agree to attempt to resolve the matter(s) that precipitated the request for termination. If the party giving the termination notice does not withdraw the notice, this AGREEMENT shall terminate upon expiration of the thirty (30) day notice. Provided, however, that in the event MT. SAC elects to terminate this AGREEMENT, and at the time of such termination the CONTRACTOR has incurred expenses for which it is entitled reimbursement under the AGREEMENT that have not yet been reimbursed, then the CONTRACTOR shall be entitled to reimbursement.

8. Records – Access and Maintenance: The CONTRACTOR shall provide MT. SAC with all back-up records, invoices, and information required by the California Community College Chancellor’s Office pertaining to the PROJECT covered by this AGREEMENT. Failure to provide appropriate records necessary for maintenance of an audit trail will be grounds for MT. SAC to withhold payment against submitted invoices until such compliance is demonstrated.

9. Non-Discrimination: In carrying out the PROJECT, the CONTRACTOR shall not discriminate against any participant, enrollee, employee, or applicant because of race, age, religion, sex, national origin, handicap, political affiliation, or belief.

10. Severability: The parties agree that should any provision of this AGREEMENT be determined to be invalid or unenforceable, such determination shall not affect any or all of the other terms and provisions of the AGREEMENT, which shall continue in force and effect.

11. Subcontracting: The CONTRACTOR agrees not to subcontract, assign, transfer, convey, sublet, or otherwise dispose of this AGREEMENT or any right, title, obligation, or interest it may have herein without consent from MT. SAC. Any such subcontract, assignment, transfer, subletting, conveyance, or disposition of the AGREEMENT or any right, title, or interest therein without the prior written consent of MT. SAC will relieve MT. SAC of any and all liabilities and obligations growing out of such AGREEMENT to the CONTRACTOR or to the person or corporation to which the AGREEMENT shall have been subcontracted, assigned, transferred, conveyed, or sublet. Subcontractees, assignees, transferees, or sublettees shall forfeit and lose all monies theretofore earned under such AGREEMENT.

12. Indemnification: The CONTRACTOR agrees to indemnify, defend, and save harmless the State of California, the Board of Governors of the California Community Colleges, and Mt. San Antonio College and their officers, employees, and agents against all claims, demands, suits, judgments, expenses, and costs, if any, arising from or relating to the performance of the PROJECT.

MT. SAC agrees to defend, indemnify, and hold harmless the CONTRACTOR and its officers, agents, and employees from any claims, suits, liabilities, penalties, fines, or damages resulting from any negligent acts or omissions of MT. SAC arising from or alleged to arise from the performance of this AGREEMENT.

13. Publication and Copyrights: The CONTRACTOR agrees that wherever information related to the PROJECT funded under this AGREEMENT appears in the media or in publications, such as publicity, wherever practical, will include a statement, “funded by a grant awarded to Mt. San Antonio College by the California Community College Chancellor’s Office.” California Community College Chancellor’s Office shall have a royalty-free, non-exclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, any copyrightable material that is developed under this AGREEMENT. MT. SAC

shall have a royalty-free, non-exclusive, and irrevocable right to reproduce, publish, or otherwise use, and authorize others to use, any material that is delivered or is specified to be delivered under this AGREEMENT.

14. Notice and Demands: Any notice, demand, or other communication required to be given under this AGREEMENT by either party to the other shall be sufficiently given or delivered to the following address:

A. For the CONTRACTOR is addressed or delivered personally to:

Robert Grajeda  
Director, Corporate and Business Development  
Riverside Community College District  
March Education Center  
14745 Riverside Drive  
Riverside, CA 92518  
Phone: (951) 571-6457 Fax: (951) 653-1051

B. For MT. SAC is addressed or delivered personally to:

Adrienne J. Price  
Director of Grants  
Mt. San Antonio College  
1100 N. Grand Avenue  
Walnut, CA 91789-1399  
Phone: (909) 594-5611, ext. 5417  
Fax: (909) 468-4070

15. Fiscal Limitations: MT. SAC's fiscal obligations to the CONTRACTOR under this AGREEMENT are limited to funds allocated and received for the PROJECT by MT. SAC pursuant to its grant from the Chancellor's Office, California Community Colleges, and shall not exceed \$75,000. No fiscal obligation shall be incurred by MT. SAC for disallowed costs.

The CONTRACTOR understands that any and all payments will be contingent upon the submission of complete and correct invoices to MT. SAC.

Mt. San Antonio College

Riverside Community College District

\_\_\_\_\_  
Christopher C. O'Hearn  
President/CEO

\_\_\_\_\_  
Dr. James Buysse  
Vice Chancellor, Administration & Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
95-6000929  
Tax ID Number



District: Mt. San Antonio Community College District

Chancellor's Office

College: Mt. San Antonio College

RFA Specification No.: 06-0326

Specific Subject Area: DRC – Transportation/Logistics

## ANNUAL WORKPLAN — FISCAL YEARS: 2006/2007 AND 2007/2008

**Objective #1: Develop a website for the Logistics Training Consortium of Southern California that builds awareness and provides information and solutions including resources, training and education schedules, regional options, and career opportunities.**

Procedures/Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
1.1 Identify vendor(s) to host and develop site	1.1 Select vendor	1.1 October 2006	1.1 Mt. SAC's and RCC's Administrators
1.2 Create preliminary scope and design of site	1.2 Template for site	1.2 December 2006	1.2 Mt. SAC's and RCC's Administrators, Project Director
1.3 Negotiate agreements to link to government agency and professional association sites	1.3 Links to a minimum of 5 partners	1.3 January 2007	1.3 Project Director
1.4 Work with vendor to optimize searches from users based on key words	1.4 User searches result in site coming up in top 10 lists	1.4 January 2007	1.4 Project Director
1.5 Beta test initial pages and links and seek feedback from industry, community partners, and other users	1.5 Site is operational	1.5 February 2007	1.5 Project Director
1.6 Add on-line training options	1.6 Links to on-line training functions	1.6 March 2007	1.6 Project Director
1.7 Add career and job opportunities	1.7 Links to job postings operational	1.7 June 2007	1.7 Project Director
1.8 Evaluate and modify as needed	1.8 Effective website receiving a minimum of 500 hits per month and positive feedback from users and industry partners.	1.8 February 2007 – August 2008	1.8 Project Director

**Chancellor's Office**  
**California Community Colleges**

**District:** Mt. San Antonio Community College District  
**College:** Mt. San Antonio College  
**RFA Specification No.:** 06-0326  
**Specific Subject Area:** JDRC – Transportation/Logistics

## ANNUAL WORKPLAN — FISCAL YEARS: 2006/2007 AND 2007/2008

<b>Objective #2: Develop and implement flexible, fee-based and contract education performance-based training programs to deliver at industry or college locations.</b>			
Procedures/Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
2.1 Define and scope training options using the Industry Scans from the Center of Excellence and input from Economic Development and Industry Partners	2.1 Listing of training options that match regional industry partners' needs	2.1 September 2006 – December 2006	2.1 Administrators, Project Director, Faculty
2.2 Identify possible locations and equipment	2.2 A minimum of 6 training sites with equipment	2.2 September 2006 – January 2007	2.2 Project Director
2.3 Identify instructors for pool	2.3 A minimum of 6 instructors/trainers to be shared among the colleges	2.3 October 2006 – March 2007	2.3 Project Director, Administrators
2.4 Develop materials for any gaps and share existing curriculum as needed	2.4 Training materials to be used by colleges with industry	2.4 January 2007 – August 2008	2.4 Project Director, Administrators, Faculty, Trainers
2.5 Implement and evaluate training	2.5 Continuous improvement of training and materials with a minimum of 10 customized sessions conducted; assessments show promotions for at least 10% of participants	2.5 January 2007 – August 2008	2.5 Administrators, Project Director

Chancellor's Office  
 California Community Colleges

District: Mt. San Antonio Community College District

College: Mt. San Antonio College

RFA Specification No.: 06-0326

Specific Subject Area: JDRC – Transportation/Logistics

## ANNUAL WORKPLAN — FISCAL YEARS: 2006/2007 AND 2007/2008

<b>Objective #3: Develop and implement flexible, customized, short-term, entry-level training solutions.</b>			
<b>Procedures/Activities</b>	<b>Measurable Outcomes</b>	<b>Timeline (Month/Year)</b>	<b>Responsible Persons</b>
3.1 Design and develop Basic Skills Boot Camp for those seeking entry to logistics careers	3.1 Boot Camps located at a minimum of 3 sites	3.1 December 2006 – April 2008	3.1 Project Director, Faculty
3.2 Design and develop Vocational English as a Second Language program customized for the Logistics Industry	3.2 VESL programs available from at least 3 locations	3.2 December 2006 – April 2008	3.2 Project Director, Faculty
3.3 Design and develop entry level training using the Industry Scans from the Center of Excellence and input from Economic Development and Industry Partners	3.3 Plan for training options	3.3 October 2006 – November 2006	3.3 Administrators, Faculty/Trainers
3.4 Scope and design curriculum including learning objectives and materials	3.4 Materials for training	3.4 November 2006 – December 2006	3.4 Project Director, Faculty/Trainers
3.5 Share existing materials and develop curriculum for gaps	3.5 Validated materials and curriculum	3.5 December 2006 – January 2007	3.5 Project Director, Administrators, Faculty/Trainers
3.6 Industry review of curriculum	3.6 Curriculum is modified if needed and validated.	3.6 December 2006 – January 2007	3.6 Project Director
3.7 Identify instructors and training sites	3.7 Minimum of 4 instructors and 4 training sites	3.7 January 2007	3.7 Project Director, Administrators
3.8 Provide orientation and train-the-trainer sessions to instructors	3.8 Instructors are ready to teach new programs	3.8 February 2007	3.8 Project Director, Faculty/Trainers

SERVICES & COMPENSATION

<b>Objective #3: Develop and implement flexible, customized, short-term, entry-level training solutions.</b>			
<b>Procedures/Activities</b>	<b>Measurable Outcomes</b>	<b>Timeline (Month/Year)</b>	<b>Responsible Persons</b>
3.9 Recruit first cohort(s)	3.9 Minimum of 30 students referred from One-Stops and 2 cohorts	3.9 November 2006 – February 2007	3.9 Project Director
3.10 Pilot and assess training	3.10 Pilot Training completed	3.10 March 2007	3.10 Project Director, Faculty/Trainers
3.11 Modify curriculum and delivery as needed	3.11 Revised training if/when needed	3.11 On-going	3.11 Project Director, Faculty/Trainers
3.12 Recruit students for upcoming cohorts	3.12 Minimum of 200 students with at least 60% referred by One-Stops	3.12 May 2007 – May 2008	3.12 Project Director
3.13 Provide job placement support in partnership with One Stop Centers	3.13 Placement rate of 75%. Businesses will have a larger, more qualified applicant pool	3.13 April 2007 – September 2008	3.13 Project Director



**Chancellor's Office**

**California Community Colleges**

**District:** Mt. San Antonio Community College District

**College:** Mt. San Antonio College

**RFA Specification No.:** 06-0326

**Specific Subject Area:** JDRC – Transportation/Logistics

## ANNUAL WORKPLAN — FISCAL YEARS: 2006/2007 AND 2007/2008

<b>Objective #4: Develop and implement on-line training and education solutions.</b>			
Procedures/Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
4.1 Share existing Logistics training materials among six colleges and develop curriculum for gaps	4.1 Six colleges exchange curriculum and faculty review for gaps.	4.1 September 2006-December 2006	4.1 Administrators, Project Director, Faculty
4.2 Scope and develop curriculum including learning objectives and materials and discuss methods of instruction, credit, non-credit, and degree programs	4.2 Faculty determine scope and learning methods, credit/non-credit at each college	4.2 November 2006-December 2006	4.2 Project Director, Faculty, Administrators
4.3 Industry review of curriculum to fill in gaps	4.3 Colleges meet with employers to determine gaps in proposed curriculum	4.3 January 2007	4.3 Project Director, Faculty
4.4 Colleges conduct consolidated meeting to reconcile curriculum gaps among partners with industry input	4.4 Colleges compare industry input and decide online curriculum, roles	4.4 February 2007-March 2007	4.4 Project Director, Faculty
4.5 Investigate and select on-line training system/structure such as Web CT, Web CMS, Etude, etc.	4.5 Faculty/administrators select on-line training systems	4.5 October 2006-February 2007	4.5 Project Director, IT/IS, Faculty
4.6 Digitize curriculum and package for use via Internet for all colleges	4.6 Faculty, technicians convert curriculum to electronic files	4.6 March 2007-May 2007	4.6 Faculty, IT/IS
4.7 Develop on-line modules using selected formats	4.7 Modules developed	4.7 May 2007	4.7 Faculty
4.8 Upload modules onto selected formats	4.8 Modules uploaded for instruction	4.8 June 2007	4.8 Faculty, IT/IS

SCHEDULE A  
 SERVICES & COMPENSATION

<p>4.9 Coordinate on-line training with key Information Systems and faculty online administrators at each college</p> <p>4.10 Identify instructors to match curriculum needs among the colleges</p> <p>4.11 Provide professional development training to faculty by IT/IS personnel and faculty in-service Directors to maximize faculty skill with online systems as needed</p> <p>4.12 Pilot and assess training</p> <p>4.13 Schedule face-to-face meetings between students and faculty to ensure scholarly dialogue and interaction</p> <p>4.14 Conduct in-service for students on accessing lecture via online system, collecting and evaluating student feedback</p> <p>4.15 Faculty will be available to students by posting virtual office hours for student access</p> <p>4.16 Modify curriculum and delivery as needed with industry input</p>	<p>4.9 Training conducted at each college</p> <p>4.10 Instructors selected, time allocated</p> <p>4.11 Complete professional development training</p> <p>4.12 Pilot conducted</p> <p>4.13 Schedule for instructors developed and distributed</p> <p>4.14 In-service for students conducted</p> <p>4.15 Virtual office hours posted</p> <p>4.16 Faculty participates in Advisory Board meetings and utilizes information provided by industry partners for continuous improvement process</p>	<p>4.9 June 2007-July 2007</p> <p>4.10 August 2007</p> <p>4.11 August 2007</p> <p>4.12 September 2007-January 2008</p> <p>4.13 Sept. 2007-January 2008</p> <p>4.14 February-March 2008</p> <p>4.15 Sept. 2007-January 2008</p> <p>4.16 April 2008-May 2008</p>	<p>4.9 Project Director, IS/IT, Faculty</p> <p>4.10 Project Director, Administrators</p> <p>4.11 Project Director, Faculty</p> <p>4.12 Faculty</p> <p>4.13 Project Director, Faculty</p> <p>4.14 Project Director, Faculty</p> <p>4.15 Faculty</p> <p>4.16 Project Director, Faculty</p>
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**Chancellor's Office**

**California Community Colleges**

**District: Mt. San Antonio Community College District**

**College: Mt. San Antonio College**

**RFA Specification No.: 06-0326**

**Specific Subject Area: IDRC – Transportation/Logistics**

## ANNUAL WORKPLAN — FISCAL YEARS: 2006/2007 AND 2007/2008

<b>Objective #5: Market the programs and solutions to potential students, to industry and to incumbent workers.</b>			
Procedures/Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
5.1 Design and develop marketing plan <ul style="list-style-type: none"> <li>▪ Define target markets</li> <li>▪ Determine outreach strategies and methods</li> </ul>	5.1 Concrete marketing plan	5.1 September 2006 – October 2006	5.1 Administrators, Project Director
5.2 Develop materials <ul style="list-style-type: none"> <li>▪ Decide on collateral and materials</li> <li>▪ Work with contractor to design and produce materials</li> </ul>	5.2 Collateral and materials are ready	5.2 October 2006 – December 2006	5.2 Administrators, Project Director
5.3 Conduct outreach to potential entry level students <ul style="list-style-type: none"> <li>▪ Distribute materials to One Stop Centers, ROPs, High Schools and other community partners</li> <li>▪ Arrange for presentations to potential students including CalWorks, Disenfranchised Youth, and other high-risk groups</li> </ul>	5.3 Materials distributed to all partners, presentations made to hundreds of potential students	5.3 January 2007 – August 2008	5.3 Project Director
5.4 Conduct outreach to incumbent workers interested in mid-level career ladder positions using payroll distribution (inserting flyers in envelopes), cafeteria postings, giving presentations at meetings, etc.	5.4 Minimum of 20 presentations <ul style="list-style-type: none"> <li>▪ Increased participation in all training programs</li> <li>▪ Increased awareness of career opportunities</li> </ul>	5.4 January 2007 – August 2008	5.4 Project Director
5.5 Conduct outreach to industry <ul style="list-style-type: none"> <li>▪ Purchase mailing lists and databases</li> <li>▪ Join professional associations</li> <li>▪ Make presentations at industry gatherings</li> <li>▪ Attend trade shows and purchase booth(s)</li> </ul>	5.5 Project Director will attend at least 8 events per year and make a minimum of 2 presentations per year <ul style="list-style-type: none"> <li>▪ Increased number of training requests and increased number of industry partners</li> </ul>	5.5 October 2006 – June 2008	5.5 Project Director

<b>Objective #5: Market the programs and solutions to potential students, to industry and to incumbent workers.</b>			
<b>Procedures/Activities</b>	<b>Measurable Outcomes</b>	<b>Timeline (Month/Year)</b>	<b>Responsible Persons</b>
5.6 Assess efforts and make adjustments	5.6 Qualitative and quantitative feedback is available and activities are revised as needed	5.6 On-going	5.6 Project Director

**Chancellor's Office**  
**California Community Colleges**

**District:** Mt. San Antonio Community College District

**College:** Mt. San Antonio College

**RFA Specification No.:** 06-0326

**Specific Subject Area:** JDRC – Transportation/Logistics

## ANNUAL WORKPLAN — FISCAL YEARS: 2006/2007 AND 2007/2008

Objective #6: Develop and implement credit programs for higher level career ladder positions.			
Procedures/Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
6.1 Scope and design curriculum <ul style="list-style-type: none"> <li>▪ Identify and agree upon levels, learning and performance objectives for each level</li> <li>▪ Align curriculum among college partners and agree on numbering system for courses</li> <li>▪ Work with industry to review and modify plan</li> </ul>	6.1 Existing curriculum assessed and course objectives aligned	6.1 September 2006 – December 2006	6.1 Administrators, Project Director, Faculty
6.2 Develop curriculum <ul style="list-style-type: none"> <li>▪ Share existing curriculum</li> <li>▪ Develop courses and materials to eliminate gaps</li> <li>▪ Gain necessary approval at each campus</li> </ul>	6.2 Fully aligned curriculum and course materials to share among community colleges	6.2 September 2006 – December 2006	6.2 Administrators, Project Director, Faculty
6.3 Create and sign articulation agreements	6.3 Signed articulation agreements from consortium colleges	6.3 September 2006 – December 2006	6.3 Administrators, Project Director
6.4 Acquire necessary curriculum approvals <ul style="list-style-type: none"> <li>▪ Present to Regional Consortia and gain approval</li> <li>▪ Submit to Chancellor's Office for approval</li> </ul>	6.4 Regionally and Chancellor's Office-approved curriculum	6.4 September 2006 – June 2007	6.4 Administrators, Project Director, Faculty
6.5 Identify instructors and provide orientation and train-the-trainer sessions	6.5 Qualified instructors at each college are available to teach new curriculum	6.5 September 2006 – January 2006	6.5 Project Director, Faculty
6.6 Implement and assess curriculum	6.6 Students able to work in the industry or transfer to four-year institutions	6.6 September 2007 – August 2008	6.6 Project Director, Faculty

**Chancellor's Office**  
**California Community Colleges**

**District:** Mt. San Antonio Community College District

**College:** Mt. San Antonio College

**RFA Specification No.:** 06-0326

**Specific Subject Area:** JDRC – Transportation/Logistics

## **ANNUAL WORKPLAN — FISCAL YEARS: 2006/2007 AND 2007/2008**

<b>Objective #7: Maintain partnerships and communication among colleges, industry, and community partners.</b>			
<b>Procedures/Activities</b>	<b>Measurable Outcomes</b>	<b>Timeline (Month/Year)</b>	<b>Responsible Persons</b>
7.1 Review cooperative/participation agreements in grant and enhance as needed	7.1 College and regional partnership agreements	7.1 September 2006 – December 2006	7.1 Administrators, Project Director
7.2 Hire full-time Project Director and select Support Staff	7.2 Selection of Project Director and Support Staff	7.2 September 2006 – October 2006	7.2 Mt. SAC's Administrators
7.3 Schedule and conduct face-to-face meetings and conference calls to assure communication of best practices, problem solving, and sharing of resources	7.3 Minimum of monthly face-to-face meetings with conference calls in-between	7.3 September 2006 – September 2008	7.3 All partners
7.4 Hold industry and community partner regional Advisory Board meetings and events	7.4 Minimum of 4 regional Advisory Board meetings and 2 industry events (e.g. career fairs)	7.4 Fall 2006 – Spring 2008	7.4 Project Director
7.5 Notify Project Monitor of innovative activities that had an impact on businesses, students and/or the region that can serve as success story or could be replicated statewide.	7.5 Project Director will provide an update by e-mail regularly (at least quarterly) to the Project Monitor regarding project's accomplishments.	7.5 Quarterly December 2006 – September 2008	7.5 Project Director
7.6 Share products and best practices with regional consortia and academic senate presidents, and post information that would be of interest to faculty on the EWD website.	7.6 At least 4 presentations are made. Information on the project will be available on the EWD website	7.6 January 2007 – September 2008	7.6 Project Director

**Chancellor's Office**  
**California Community Colleges**  
**District: Mt. San Antonio Community College District**  
**College: Mt. San Antonio College**  
**RFA Specification No.: 06-0326**  
**Specific Subject Area: JDRC – Transportation/Logistics**

**ANNUAL WORKPLAN — FISCAL YEARS: 2006/2007 AND 2007/2008**

Procedures/Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
<p>8.1 Track and report all outside investments that the project attracts. Provide Project Monitor with information on outside investment to demonstrate the project's return on investment.</p>	<p>8.1 Revenues generated through employer contracts and donations (space, time, equipment) will be tracked and reported to the Chancellor's Office.</p>	<p>8.1 January 2007 – September 2008</p>	<p>8.1 Project Director</p>
<p>8.2 Track courses and programs developed and/or offered Notify MIS staff of courses offered as a result of the project.</p>	<p>8.2 Reports of scheduled courses, training and completion data will be reported.</p>	<p>8.2 July 2007 – September 2008</p>	<p>8.2 Project Director</p>
<p>8.3 Track program participants' training participation, completion and employment</p>	<p>8.3 Reports on training completion, certifications, job placements and job retention will be provided.</p>	<p>8.3 March 2007 – September 2008</p>	<p>8.3 Project Director</p>
<p>8.4 Provide all requested information and reports to the Chancellor's office:</p> <ul style="list-style-type: none"> <li>▪ Information will be entered into the online data collection system on an on-going basis</li> <li>▪ Quarterly reports and final reports will be submitted in a timely manner.</li> </ul>	<p>8.4 Reports are submitted by the deadlines</p>	<p>8.4 September 2006 – September 2008</p>	<p>8.4 Administrators, Project Director</p>

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING

Report No.: V-A-8-e

Date: February 20, 2007

Subject: Agreement with Timberland

Background: Attached for the Board's review and consideration is an agreement between Riverside Community College District and Timberland. The District shall provide a leadership development training class for 20 Timberland employees. The term of the agreement is from January 2, 2007 through May 31, 2007. The District will be paid \$9,360.00, for up to 40 hours of training, at an amount not to exceed \$10,000.00. Funding source: No cost to the District.

This agreement has been reviewed by Sylvia Thomas, Associate Vice Chancellor of Instruction, and Ruth Adams, Director, Contracts, Compliance and Legal Services. The activities outlined in the agreement are considered low risk in nature.

Recommended Action: It is recommended that the Board of Trustees ratify the agreement, for the term of January 2, 2007 through May 31, 2007, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella  
Chancellor

Prepared by: John Tillquist  
Dean, Technology and Economic Development  
Robert Grajeda  
Director, Corporate and Business Development



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL SERVICES AGREEMENT

In accordance with the terms and provisions of the Employment Training Panel Agreement between Riverside Community College District and the State of California, in August of 2005, this Educational Services Agreement is entered into on the 2<sup>nd</sup> day of January, 2007, between Riverside Community College District, hereinafter referred to as "District", and Timberland, hereinafter referred to as "Contractor".

1. The District shall provide the course(s) and services as specified in the attached Schedule(s) and course document(s), if any, and at the times, dates, and locations indicated therein. The course(s) and services, course document(s), if any, and course schedule(s) so specified will hereinafter be referred to as the "Course."
2. The Contractor agrees to accept the Course and agrees to pay the District for services rendered in accordance with the provisions of the attached Schedule A.
3. The District will conduct the Course.
4. The District will report attendance (if applicable) and provide performance records to the Contractor within five working days of Course completion.
5. Students/trainees will not receive unit(s) of credit.
6. This Agreement includes the provisions of the attached Schedule(s) and course documents, if any, which are made a part of this Agreement herein by this reference. All attached Schedule(s) and course document(s) must be individually initialed and dated by both parties to this Agreement.
7. The term of this Agreement shall be from January 2, 2007 through May 31, 2007.
8. The Contractor agrees not to enter into agreements with the contract trainer/s that are in direct competition with the Riverside Community College District from the date of this agreement, until two years after the completion of this agreement.
9. This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject and purpose of this Agreement. Each party to this Agreement acknowledges and agrees that no representations, inducements, promises, or agreements, oral or otherwise, have been made by any party, or by anyone acting on behalf of any party, which are not embodied herein, and agrees that no other agreement, statement, or promise not contained herein shall be valid or binding. 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.
10. The District shall hold harmless, indemnify and defend the Contractor against any liability, including reasonable attorney fees, arising out of negligent acts, errors or omissions of the District, its employees, or agents, resulting from the performance of this agreement. The Contractor 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 Contractor, his employees, or agents, resulting from the performance of this agreement.
11. Both parties will maintain in full force and effect at all times during this agreement a policy of general liability insurance, or self-insurance, covering all of its operations, with no less than \$1,000,000 coverage per occurrence. The parties will also maintain workers' compensation insurance in accordance with the

laws of the State of California. Evidence of said insurance policies shall be furnished upon request of either party.

12. The parties agree that they will comply with all state and federal non-discrimination and equal opportunity regulations for all persons with regard to race, color, religion, national origin, ancestry, sex, physical/mental disability, medical condition, marital status, age, or sexual orientation.
13. 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

CONTRACTOR

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

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

James Buysse, Vice Chancellor, Administration & Finance  
Title

\_\_\_\_\_  
Title

Riverside Community College District  
Customized Solutions for Business & Industry

SCHEDULE A  
SERVICES & COMPENSATION

This schedule sets forth the compensation payable for services rendered in accordance with the terms and provisions of the Employment Training Panel Agreement (#ET06-0122) between the Riverside Community College District, hereinafter referred to as "District," and the State of California, and the Educational Services Agreement, dated the 2nd day of January, 2007, between the Riverside Community College District and Timberland, here referred to as "Contractor". This Schedule is incorporated into and, by this reference, made a part of the Agreement referenced above and all terms, referenced and defined in Agreement, apply hereto.

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

Name of program: Leadership Development Training

Class Size: 1 class with 20 participants.  
Up to 40 class hours

Training Schedule: January 2, 2007 – May 31, 2007

- Fee:
- Cost of Training: \$9,360
  - Course materials development/delivery: \$1,000
  - Supplemental texts or dictionaries not created by Riverside Community College District will be purchased by Timberland.
  - Costs incurred by Contractor contingent upon the number of students completing training and 90-day retention.
  - If wage requirements are not met following the 90-day retention period, costs will be incurred by Contractor at a rate of \$468 per student.
  - If a student does not attend at least 24 hours of training, costs will be incurred by Contractor at a rate of \$468 per student.
  - Contractor will be charged at the rate of \$13.00 per training hour for the hours more than 24 but less than 36 not completed by each student enrolled.
  - Make-up classes will be invoiced for the instructor's hourly rate of \$100.00.
  - Not to exceed \$10,000.00

- Terms:
- Minimum Contractor contribution to be paid prior to the first day of training.
  - Cost of Textbooks to be paid prior to the first day of training
  - Invoicing for any additional payment due the District will occur at the end of the scheduled training.

\_\_\_\_\_  
Contractor initials  
Bill to:  
Administrative Supervisor  
Timberland  
3950 E. Airport Dr.  
Ontario, CA 91761  
Attn: Carol Sprague

\_\_\_\_\_  
Date

\_\_\_\_\_  
District initials  
Send payment to:  
Accounts Receivable  
Riverside Community College District  
4800 Magnolia Avenue  
Riverside, CA 92506

\_\_\_\_\_  
Date

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING

Report No.: V-A-8-f

Date: February 20, 2007

Subject: Agreement with Luxfer Gas Cylinders

Background: Attached for the Board's review and consideration is an agreement between Riverside Community College District and Luxfer Gas Cylinders. The District shall provide two factory maintenance and troubleshooting classes for up to 20 Luxfer Gas Cylinders employees. The term of the agreement is from March 21, 2007 through June 30, 2007. The District will be paid \$22,400.00, for up to 80 hours of training, at an amount not to exceed \$25,000.00. Funding source: No cost to the District.

This agreement has been reviewed by Sylvia Thomas, Associate Vice Chancellor of Instruction, and Ruth Adams, Director, Contracts, Compliance and Legal Services. The activities outlined in the agreement are considered low risk in nature.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, for the term of March 21, 2007 through June 30, 2007, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella  
Chancellor

Prepared by: John Tillquist  
Dean, Technology and Economic Development  
Robert Grajeda  
Director, Corporate and Business Development

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL SERVICES AGREEMENT

In accordance with the terms and provisions of the Employment Training Panel Agreement between Riverside Community College District and the State of California, in August of 2005, this Educational Services Agreement is entered into on the 21st day of March, 2007, between Riverside Community College District, hereinafter referred to as "District", and Luxfer Gas Cylinders, hereinafter referred to as "Contractor".

1. The District shall provide the course(s) and services as specified in the attached Schedule(s) and course document(s), if any, and at the times, dates, and locations indicated therein. The course(s) and services, course document(s), if any, and course schedule(s) so specified will hereinafter be referred to as the "Course."
2. The Contractor agrees to accept the Course and agrees to pay the District for services rendered in accordance with the provisions of the attached Schedule A.
3. The District will conduct the Course.
4. The District will report attendance (if applicable) and provide performance records to the Contractor within five working days of Course completion.
5. Students/trainees will not receive unit(s) of credit.
6. This Agreement includes the provisions of the attached Schedule(s) and course documents, if any, which are made a part of this Agreement herein by this reference. All attached Schedule(s) and course document(s) must be individually initialed and dated by both parties to this Agreement.
7. The term of this Agreement shall be from March 21, 2007 through June 30, 2007.
8. The Contractor agrees not to enter into agreements with the contract trainer/s that are in direct competition with the Riverside Community College District from the date of this agreement, until two years after the completion of this agreement.
9. This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject and purpose of this Agreement. Each party to this Agreement acknowledges and agrees that no representations, inducements, promises, or agreements, oral or otherwise, have been made by any party, or by anyone acting on behalf of any party, which are not embodied herein, and agrees that no other agreement, statement, or promise not contained herein shall be valid or binding. 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.
10. The District shall hold harmless, indemnify and defend the Contractor against any liability, including reasonable attorney fees, arising out of negligent acts, errors or omissions of the District, its employees, or agents, resulting from the performance of this agreement. The Contractor 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 Contractor, his employees, or agents, resulting from the performance of this agreement.
11. Both parties will maintain in full force and effect at all times during this agreement a policy of general liability insurance, or self-insurance, covering all of its operations, with no less than \$1,000,000 coverage per occurrence. The parties will also maintain workers' compensation insurance in accordance with the

laws of the State of California. Evidence of said insurance policies shall be furnished upon request of either party.

12. The parties agree that they will comply with all state and federal non-discrimination and equal opportunity regulations for all persons with regard to race, color, religion, national origin, ancestry, sex, physical/mental disability, medical condition, marital status, age, or sexual orientation.
13. 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

CONTRACTOR

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

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

James Buysse, Vice Chancellor, Administration & Finance  
Title

\_\_\_\_\_  
Title

Riverside Community College District  
SCHEDULE A  
SERVICES & COMPENSATION

This schedule sets forth the compensation payable for services rendered in accordance with the terms and provisions of the Employment Training Panel Agreement (#ET06-0122) between the Riverside Community College District, hereinafter referred to as "District," and the State of California, and the Educational Services Agreement, dated the 21st day of March, 2007, between the Riverside Community College District and Luxfer Gas Cylinders, here referred to as "Contractor". This Schedule is incorporated into and, by this reference, made a part of the Agreement referenced above and all terms, referenced and defined in Agreement, apply hereto.

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

Name of program: Factory Maintenance and Troubleshooting

Class Size: 2 classes with up to 20 participants in each class.  
40 hours of training for each group.  
A total of 80 class hours

Training Schedule: March 21, 2007 – June 30, 2007

- Fee:
- Cost of Training: \$22,400
  - Costs incurred by Contractor contingent upon the number of students completing training and 90-day retention.
  - If wage requirements are not met following the 90-day retention period, costs will be incurred by Contractor at a rate of \$560 per student.
  - If a student does not attend at least 24 hours of training, costs will be incurred by Contractor at a rate of \$560 per student.
  - Contractor will be charged at the rate of \$13.00 per training hour for the hours more than 24 but less than 40 not completed by each student enrolled.
  - Make-up classes will be invoiced for the instructor's hourly rate of \$100.00.
  - Not to exceed \$25,000.00

- Terms:
- Minimum Contractor contribution to be paid prior to the first day of training.
  - Invoicing for any additional payment due the District will occur at the end of the scheduled training.

\_\_\_\_\_  
Contractor initials  
Bill to:  
Kathy MacDougall  
Luxfer Gas Cylinders  
3016 Kansas Avenue  
Riverside, CA 91507

\_\_\_\_\_  
Date

\_\_\_\_\_  
District initials  
Send payment to:  
Accounts Receivable  
Riverside Community College District  
4800 Magnolia Avenue  
Riverside, CA 92506

\_\_\_\_\_  
Date

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING

Report No.: V-A-8-g

Date: February 20, 2007

Subject: Amendment to Agreements with Tams-Witmark Music Library, Inc.

Background: Attached for the Board's review and consideration is a proposed amendment to the agreements between Riverside Community College District and Tams-Witmark Music Library, Inc., for royalties and rental materials for the Performance Riverside productions of "The Will Rogers Follies", "You're a Good Man, Charlie Brown (Revised)", and "Man of La Mancha." The original agreements were approved by the Board on April 18, 2006. "The Will Rogers Follies" agreement has increased from \$15,435.00 to \$21,219.25. "The Man of La Mancha" agreement has increased from \$15,545.00 to \$20,893.75 and "You're a Good Man, Charlie Brown (Revised)", for the amount of \$20,765.00, has been cancelled. Funding source: General Fund.

The amendment has been reviewed by Sylvia Thomas, Associate Vice Chancellor of Instruction, and Ruth W. Adams, Director, Contracts, Compliance and Legal Services.

Recommended Action: It is recommended that the Board of Trustees ratify the amendment to the agreements, for April 19, 2006 through March 1, 2007 and April 19, 2006 through June 27, 2007, for the additional amounts of \$5,784.25, and \$5,348.75, respectively, and authorize the Vice Chancellor, Administration and Finance, to sign the amendment.

Salvatore G. Rotella  
Chancellor

Prepared by: Carolyn L. Quin  
Dean, Riverside School for the Arts





**TAMS-WITMARK MUSIC LIBRARY, INC.**

*America's greatest musicals for amateur and professional stage performers since 1876*  
BARGENT L. ABORN, PRESIDENT • ROBERT ABORN HUT, CHAIRMAN  
PETER ABORN HUT, VICE-PRESIDENT • KENNETH C. DUFFY, VICE-PRESIDENT  
LOUIS H. ABORN, CHAIRMAN EMERITUS

66 1/2 LEXINGTON AVENUE, NEW YORK, N.Y. 10022 • 212-688-3525 • FAX 212-688-5282 • Stage Musicals, Ltd., United Kingdom

January 12, 2007

Riverside Community College  
Performance Riverside  
4678 Saunders Street  
Riverside, CA 92506  
BY FAX: 951 222 8940

Acct # 24000

Attn: Ms. Ray O'Day

Dear Ms. O'Day:

We have credited and rebilled the royalty and rental charges for your 8 performances of THE WILL ROGERS FOLLIES based upon the quotation provided in our December 26th letter. Our credit memorandum and invoice are enclosed to cover this rebilling to your account.

The total billing to your account is \$21,379.25. This balance covers the royalty and rental charges for 8 performances at \$19,560.00; one student performance at \$805.00; two month orchestration rental at \$590.00; rental to retain orchestration of \$73.75; mailing charges on the rehearsal material of \$102.25, and mailing charges on the orchestration of \$87.25.

The charges for your cancelled production of CHARLIE BROWN (REVISED) are \$36.00 for the mailing of the rehearsal material, and a one-month minimum rental for the time this material was out of our offices.

We trust you find this to be in order.

Sincerely yours,

TAMS-WITMARK MUSIC LIBRARY, INC.

*Robert A. Hut*

Chairman

RAH:vfp



**TAMS-WITMARK MUSIC LIBRARY, INC.**  
*America's greatest music for amateur and professional stage performance since 1870*  
SARGENT L. ABORN, PRESIDENT • ROBERT ABORN HUT, CHAIRMAN  
PETER ABORN HUT, VICE-PRESIDENT • KENNETH G. DUFFY, VICE-PRESIDENT  
300 LEXINGTON AVENUE, NEW YORK, N.Y. 10023 • 212-688-6695 • FAX 212-688-3323 • Stage Musicals, Ltd., United Kingdom  
800-221-7196 • FAX 906-826-7121 • www.tams-witmark.com

January 8, 2007

Riverside Community College  
Performance Riverside  
4678 Saunders Street  
Riverside, CA 92506  
BY FAX: 951 222 8940

Acct # 24000

Attn: Ms. Rey O'Day

Dear Ms. O'Day:

We acknowledge your fax regarding **MAN OF LA MANCHA.**

We wish to correct your January 3rd letter in that the correct royalty and rental quotation is \$2,745.00 for the first performance and \$2,425.00 for each additional consecutive performance. The student performance remains at \$805.00.

We foresee the following charges for your production in addition to mailing charges:

Royalty and Rental first performance	\$2,745.00
Charge 7 addtl consecutive performances @ \$2,425.00	16,975.00
Charge 1 addtl consecutive performance @ \$805.00	805.00
Orchestration rental 1 month @ \$295.00	295.00
Rental to remain orch through final performance	73.75
Balance due	<b>\$20,893.75</b>

The mailing charges are not included since we do not know what they will be until the rehearsal material and orchestration is billed to your account for shipment.

We have received your PO#C.0001027 in the amount of \$12,470.00.  
Please forward an addendum to cover the difference.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING

Report No.: V-A-8-h

Date: February 20, 2007

Subject: Agreement with Douglas Shrope

Background: Attached for the Board's review and consideration is a proposed agreement between Riverside Community College District and Douglas Shrope for musical arranging and talk spot writing services for the Performance Riverside production of "Sensational ShowTunes." The term of this agreement is February 21, 2007 through March 30, 2007. The total fee for this agreement is \$1,000.00. Funding source: General Fund.

The agreement has been reviewed by Sylvia Thomas, Associate Vice Chancellor of Instruction, and Ruth W. Adams, Director, Contracts, Compliance and Legal Services.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, from February 21, 2007 through March 30, 2007, for \$1,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella  
Chancellor

Prepared by: Carolyn L. Quin  
Dean, Riverside School for the Arts

AGREEMENT  
BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND  
DOUGLAS SHROPE

THIS AGREEMENT is made and entered into on this 21<sup>st</sup> of February, 2007, by and between Douglas Shrope, hereinafter referred to as "Contractor" and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District".

The parties hereto mutually agree as follows:

1. The Contractor agrees to provide musical arranging and talk spot writing services for "Sensational ShowTunes."
2. The services rendered by the Contractor are subject to review and supervision by the District's Chancellor and other designated representatives of the District.
3. The term of this agreement shall be from February 21, 2007 through March 30, 2007.
4. Payment in consideration of this agreement includes a service fee that shall not exceed \$1,000.00 payable after receipt of invoice on the following date:

"Sensational ShowTunes"

\$1,000.00 payable on 3/30/07

5. It is mutually agreed and understood that, during the term of this Agreement, RCCD shall indemnify and hold the Contractor and its officers, directors, agents, affiliates and employees, harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the RCCD, the instructors, employees and students, arising out of, under, pursuant to or in connection with this Agreement.

It is mutually agreed and understood that, during the term of this Agreement, the Contractor shall indemnify and hold RCCD, its Board of Trustees, officers, employees and students harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the Contractor, its officers and employees, arising out of, under, pursuant to or in connection with this Agreement.

6. Contractor shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status or sex.
7. It is understood and agreed that Contractor is an independent contractor and that no employer-employee relationship exists between Contractor and RCCD.
8. 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.
9. This contract may be cancelled by either party with 15 days advance notice in writing. Failure to deliver services as requested constitutes reason for cancellation of this agreement.

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

Riverside Community College District

Douglas Shrope  
565 Wayland Court  
Claremont, CA 91711

---

James L. Buysse  
Vice Chancellor, Administration and Finance

---

Contractor

---

Date

---

Date

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING

Report No.: V-A-8-i

Date: February 20, 2007

Subject: Agreement with Small Potatoes Productions, LLC

Background: Attached for the Board's review and consideration is a proposed agreement between Riverside Community College District and Small Potatoes Productions, LLC, for production and direction of a documentary film on the arts in downtown Riverside and to prepare a graphics package for the film. The film will include the role of Riverside School for the Arts will have building a stronger downtown Riverside arts community and will feature Performance Riverside and the "Arts Walk on First Thursdays." Small Potatoes Productions, LLC, also agrees to advise faculty on program development and assessment in the areas of film studies, film production and multimedia for Riverside School for the Arts. The term of this agreement is February 21, 2007 through May 31, 2007. The total fee for this agreement is \$7,000.00. Funding source: RSA FIE #2 Grant (SPP 223).

The agreement has been reviewed by Sylvia Thomas, Associate Vice Chancellor of Instruction, and Ruth W. Adams, Director, Contracts, Compliance and Legal Services.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, from February 21, 2007 through May 31, 2007, for \$7,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella  
Chancellor

Prepared by: Carolyn L. Quin  
Dean, Riverside School for the Arts

AGREEMENT  
BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND  
SMALL POTATOES PRODUCTIONS, LLC

THIS AGREEMENT is made and entered into on this 21<sup>st</sup> of February, 2007, by and between Small Potatoes Productions, LLC, hereinafter referred to as “Consultant” and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as “District”.

The parties hereto mutually agree as follows:

1. The Consultant agrees to produce and direct a documentary film on the arts in downtown Riverside and to prepare a graphics package for the film. The film will include the role of Riverside School for the Arts in building a stronger arts community in the future in downtown Riverside. The Consultant also agrees to advise faculty on program development and assessment in the areas of film studies, film production and multimedia for Riverside School for the Arts.
2. The services rendered by the Consultant are subject to review and supervision by the District’s Chancellor and other designated representatives of the District.
3. The term of this agreement shall be from February 21, 2007 through May 31, 2007.
4. Payment in consideration of this agreement includes a service fee that shall not exceed \$7,000.00 payable after receipt of invoices.

Documentary Production and Direction	\$3,000.00 payable on 2/21/2007
Multimedia and Graphics Package	\$2,000.00 payable on 2/21/2007
Advice on Program Development and Assessment	\$2,000.00 payable on 5/31/2007

5. It is mutually agreed and understood that, during the term of this Agreement, RCCD shall indemnify and hold the Consultant and its officers, directors, agents, affiliates and employees, harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the RCCD, the instructors, employees and students, arising out of, under, pursuant to or in connection with this Agreement.

It is mutually agreed and understood that, during the term of this Agreement, the Consultant shall indemnify and hold RCCD, its Board of Trustees, officers, employees and students harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the Consultant, its officers and employees, arising out of, under, pursuant to or in connection with this Agreement.

6. Consultant shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status or sex.
7. It is understood and agreed that Consultant is an independent Consultant and that no employer-employee relationship exists between Consultant and RCCD.
8. 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.
9. This contract may be cancelled by either party with 15 days advance notice in writing. Failure to deliver services as requested constitutes reason for cancellation of this agreement.

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

Riverside Community College District

Small Potatoes Productions, LLC.  
P O Box 8638  
Riverside, CA 92515

---

James L. Buysse  
Vice Chancellor, Administration and Finance

---

Penny Styles McLean, Owner

---

Date

---

Date



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING

Report No.: V-A-8-j

Date: February 20, 2007

Subject: Agreement with Matthew Mortimer

Background: Attached for the Board's review and consideration is an agreement between Riverside Community College District and Matthew Mortimer, to develop math curriculum that meets RCCD's academic standards for non-credit classes and are aligned to the State High School Exit Exam. The service provider will be paid at the rate of \$68.00 per hour. The amount for the period February 21, 2007 through June 30, 2007 will not exceed \$10,200.00. Funding source: Chancellor's Office California Community Colleges California High School Exit Examination Preparation (CAHSEE) Grant.

This agreement has been reviewed by Ruth Adams, Director, Contracts, Compliance and Legal Services, and Sylvia Thomas, Associate Vice Chancellor of Instruction.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, for the period of February 21, 2007 through June 30, 2007, for an amount not to exceed \$10,200.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella  
Chancellor

Prepared by: Shelagh Camak  
District Dean, Workforce Development  
Michael Wright  
Director, Workforce Preparation Grants and Contracts

SERVICE AGREEMENT  
BETWEEN  
Matthew Mortimer  
AND  
Riverside Community College District

This Agreement, entered into this 21st DAY OF FEBRUARY 2007 between Matthew Mortimer, hereinafter referred to as the "Service Provider," and Riverside Community College District, whose address is 4800 Magnolia Avenue, Riverside, California 92506, hereinafter referred to as the "The District."

ARTICLE I. TERM OF CONTRACT

- 1.01 This Agreement is effective to cover activities beginning February 21, 2007, and will continue in effect until June 30, 2007.

ARTICLE II. SERVICES TO BE PERFORMED

- 2.01 Service Provider agrees to perform the services specified in the "Scope of Services" attached to this Agreement as "Exhibit A" and incorporated by reference herein.

ARTICLE III. COMPENSATION

- 3.01 In consideration for the services to be performed by the Service Provider, The District shall pay a total not to exceed \$10,200.00. Payable monthly upon receipt of an invoice.

ARTICLE IV. OBLIGATIONS OF SERVICE PROVIDER

- 4.01 Minimum Amount of Service. Service Provider agrees to devote its best efforts to performance of the services outlined in "Exhibit A" on behalf of The District.
- 4.02 Indemnification. Service Provider and The District mutually agree to indemnify and hold each other free and harmless from any obligations, costs claims, judgments, attorneys' 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. The District also agrees to hold Service Provider harmless for claims of liable and slander for information contained in the formal report to The District.
- 4.03 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.
- 4.04 Treatment of The District Information. Service Provider shall regard all District data and information used in the work performed under this agreement as confidential.

- 4.05 Independent Contractor. It is understood that Service Provider is an independent contractor and that no employer-employee relation exists between the parties hereto.
- 4.06 Non-Discrimination. Service Provider agrees that he will comply with all state and federal non-discrimination and equal opportunity regulations for all persons with regard to race, color, religion, national origin, ancestry, sex, physical/mental disability, medical condition, marital status, age, or sexual orientation.

ARTICLE V. OBLIGATIONS OF THE COLLEGE

- 5.01 Cooperation of The District. The District agrees to comply with all reasonable requests of the Service Provider and provide access to all documents and/or information reasonably necessary to the performance of Service Provider's duties under this Agreement.

ARTICLE VI. TERMINATION OF AGREEMENT

- 6.01 Termination Upon Notice. Either party hereto may terminate this Agreement at any time upon 30 days written notice to the other.

ARTICLE VII. GENERAL PROVISIONS

- 7.01 Entire Agreement of the Parties. 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, which 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.

Riverside Community College District

Service Provider

\_\_\_\_\_  
James Buysse  
Vice Chancellor  
Administration and Finance

\_\_\_\_\_  
Matthew Mortimer  
1491 Washington Street  
Riverside, CA 92506  
(951)776-9308

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

EXHIBIT A

Service Provider Agreement with  
Riverside Community College District and Matthew Mortimer

SCOPE OF WORK

With this Agreement, Service Provider will perform services and produce deliverables as detailed within this scope of work.

Provide Math Curriculum Development

Service Provider hereby agrees to provide math curriculum development and alignment for non-credit classes for the California State High School Exit Exam Prep Program at Riverside City College. Curriculum is to meet RCCD's academic standards and align with the State High School Exit Exam so students have a better opportunity to pass the State High School Exit Exam. Math curriculum development and alignment will be provided for a maximum of 150 hours. The hourly rate is \$68 per hour. Thus, the amount for the period February 21, 2007 through June 30, 2007 will not exceed \$10,200.

Deliverables

The following will be delivered to Riverside Community College District as a result of the provision of services described within this scope of work.

- Provide math curriculum that meets RCCD's academic standards for non-credit classes that are aligned to the State High School Exit Exam.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING

Report No.: V-A-8-k

Date: February 20, 2007

Subject: Agreement with University of California Riverside Student Recreation Center

Background: Presented for the Board's review and consideration is an agreement between Riverside Community College District and University of California Riverside (UCR) Student Recreation Center Team Excursions to provide a day of team building activities for the Norco Campus Upward Bound program participants. Team Excursions will utilize their obstacle and ropes course to engage the Upward Bound participants in a number of exercises designed to increase interpersonal skills, teamwork and develop self-confidence. The date of the activity is April 12, 2007. Total cost is not to exceed \$980.00. Funding source: Upward Bound Grant.

This agreement has been reviewed by Ruth Adams, Director, Contracts, Compliance and Legal Services, and Sylvia Thomas, Associate Vice Chancellor, Instruction.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, for April 12, 2007, for an amount not exceed \$980.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella  
Chancellor

Prepared by: Gustavo Ocegüera  
Director, Trio Programs

## TEAM EXCURSIONS CONTRACT

This Agreement, made this Feb. 21, 2007 is to insure the payment of \$ 980 to the University of California, Riverside, Student Recreation Center from Upward Bound RCC in the form of cash, credit card, recharge or check (made payable to REGENTS, UC).

**Payment is due in full by the day of the program.**

**Date of Program** 4/12/2007

**Time of Course** 9am -3pm

**Number of Participants** 35

**Special Stipulations** Prate include first time discount of 20%

The FOLLOWING STIPULATIONS MUST BE MET:

- 1) Each Participant **MUST** have a completed waiver and should bring a water bottle.
- 2) In the event the client cancels less than **seven working days prior to the date of the course, or fails to show on the arranged date, will forfeit the entire amount of \$ 980**
- 3) Cancellation due to weather or other safety concerns at the site is the responsibility of Team Excursions and will not result in the loss of fees paid.
- 4) **Upward Bound RCC** is responsible for payment of \$ **980** for **35** participants on the day of the course.
- 5) THIS AGREEMENT TO PROVIDE CHALLENGE COURSE PROGRAMING SERVICES IS SUBJECT TO PROVEN DETENTION BY WEATHER, LACK OF SAFETY, ACTS OF NATURE, OR OTHER LEGITIMATE CONDITIONS BEYOND THEIR CONTROL.

**Group Name** Upward Bound RCC

**Client Name** Angela Allison

**Work Phone** 951 3727121

**CLIENT SIGNATURE** \_\_\_\_\_ **Please sign and return to secure your date.**

---

Checks must be payable to: REGENTS, UC

Please mail contract and payment to : Student Recreation Center  
Attn. Team Excursions  
University of California  
Riverside, CA 92521

Recharge : Please return with department FAU information : UCR Department: \_\_\_\_\_

Department Transactor Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_

Fund: \_\_\_\_\_ Activity: \_\_\_\_\_ Function: \_\_\_\_\_ CC \_\_\_\_\_ Proj. Code \_\_\_\_\_

Phone (951) 827-7040

Fax (951) 827-5700

www.excursions.ucr.edu

mark.oswood@ucr.edu

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING

Report No.: V-A-8-1

Date: February 20, 2007

Subject: Agreement with Richard Santana

Background: Presented for the Board's review and consideration is an agreement between Riverside Community College District and Richard Santana to provide a motivational keynote speech and workshop entitled "Overcoming Your Obstacles to Achieve Your College Dreams" for high school students enrolled in the Norco Campus Upward Bound program. The location of services will be at the Norco Campus. This event will take place on April 10, 2007. Total cost is not to exceed \$2,275.00. Funding source: Upward Bound Grant.

This agreement has been reviewed by Ruth Adams, Director, Contracts, Compliance and Legal Services, and Sylvia Thomas, Associate Vice Chancellor, Instruction.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, for April 10, 2007, for an amount not to exceed \$2,275.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella  
Chancellor

Prepared by: Gustavo Ocegüera  
Director, Trio Programs

AGREEMENT  
BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND  
RICHARD SANTANA

THIS AGREEMENT is made and entered into on this 21st day of February 2007, by and between RICHARD SANTANA, hereinafter referred to as "Contractor" and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District".

The parties hereto mutually agree as follows:

1. The Contractor agrees to provide: One motivational keynote speech and workshop titled "Overcoming Your Obstacles to Achieve Your College Dreams". The location of services will be at: RCCD, Norco Campus, 2001 Third St., Norco, CA.
2. The services rendered by the Contractor are subject to review and supervision by the District's Chancellor and other designated representatives of the District.
3. The term of this agreement shall be April 10, 2007, from 11:00 a.m. to 2:30 p.m.
4. Payment in consideration of this agreement shall be a flat fee of \$2,275.00, payable as follows: \$1,000.00 deposit by March 9, 2007, with the balance of \$1,275.00 due on the date of service. In lieu of a deposit, a purchase order for the total fee is acceptable. In which case, the entire amount of \$2,275.00, will be paid on the date of service.
5. It is mutually agreed and understood that, during the term of this Agreement, RCCD shall indemnify and hold the Contractor and its officers, directors, agents, affiliates and employees, harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the RCCD, the instructors, employees and students, arising out of, under, pursuant to or in connection with this Agreement.

It is mutually agreed and understood that, during the term of this Agreement, the Contractor shall indemnify and hold RCCD, its Board of Trustees, officers, employees and students harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the Contractor, its officers and employees, arising out of, under, pursuant to or in connection with this Agreement.



6. Contractor shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status or sex.
7. It is understood and agreed that Contractor is an independent contractor and that no employer-employee relationship exists between Contractor and District.
8. 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.
9. This contract may be cancelled by either party with 30 days advance notice in writing. Failure to deliver services as requested constitutes reason for cancellation of this agreement.
10. This contract shall be governed by and construed in accordance with the laws of the State of California.

The parties enter into this agreement and sign as follows:

Riverside Community College District

Richard Santana  
3635 Virden Ave.  
Oakland, CA 94619

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James L. Buysse  
Vice Chancellor, Administration and Finance

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Richard Santana, Contractor

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Date

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Date

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING

Report No.: V-A-8-m

Date: February 20, 2007

Subject: Agreement with Gilbert Marquez

Background: Presented for the Board's review and consideration is an agreement between Riverside Community College District and Gilbert Marquez to provide six training sessions for Norco CIS faculty on 3D modeling and animation techniques using 3D Studio Max. The term of the agreement is February 21, 2007 to April 28, 2007. Total cost is not to exceed \$5,000.00. Funding source: VTEA Grant Funds.

This agreement has been reviewed by Ruth Adams, Director, Contracts, Compliance and Legal Services, and Sylvia Thomas, Associate Vice Chancellor, Instruction.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, from February 21, 2007 to April 28, 2007, for an amount not to exceed \$5,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella  
Chancellor

Prepared by: Gaither Loewenstein  
Vice President of Educational Services

AGREEMENT BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND  
GILBERT MARQUEZ

THIS AGREEMENT is made and entered into on this 21<sup>st</sup> day of February 2007, by and between GILBERT MARQUEZ, hereinafter referred to as "Contractor" and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District".

The parties hereto mutually agree as follows:

1. The Contractor agrees to provide the following services: Present a series of six (6) training workshops for CIS faculty covering 3D modeling and animation techniques using 3D Studio Max for CIS faculty.
  - a. The services will be provided at: Riverside Community College - Norco Campus computer classroom.
  - b. The District shall provide the Contractor adequate working conditions and support as appropriate to conduct the services outlined above.
2. The term of this agreement shall be from February 21, 2007 through April 28, 2007.
3. Payment in consideration of this agreement includes a service fee that shall not exceed \$5,000.00, payable after receipt of invoice. These fees shall include the training fees and travel expenses.
4. During the term of this Agreement, CONTRACTOR shall defend, indemnify and hold the RCCD and its trustees, agents, students and employees, harmless from all claims, actions and judgments, including attorney fees, costs, interest and related expenses for losses, liability, or damages of any kind in any way caused by, related to, or resulting from, the acts or omissions of CONTRACTOR, its officers, directors, agents, affiliates and employees, arising out of the performance of this Agreement.

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

5. Contractor shall not discriminate against any person in the provision of services, or employment of persons on the basis of race, color, national origin, ancestry, religion, physical/mental disability, marital status, sex, age or sexual orientation.
6. Although Contractor is currently an adjunct instructor for RCCD, the work to be performed under this Agreement is outside the course and scope of his instructing position. Therefore, for the purposes of this Agreement, Contractor is an independent contractor and no employer-employee relationship exists between Contractor and District.
7. 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.
8. This contract may be terminated by either party with 15 days advance notice in writing. Failure to deliver services as requested constitutes reason for termination of this Agreement.

This Agreement has been read and agreed upon by the following representatives of both parties.

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

CONTRACTOR

By: \_\_\_\_\_  
James L. Buysse, Vice Chancellor  
Administration and Finance

By: \_\_\_\_\_  
Gilbert Marquez  
9702 Pacific Avenue  
Anaheim, CA 92804

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING

Report No.: V-A-8-n

Date: February 20, 2007

Subject: Agreement with Myron Dembo

Background: Presented for the Board's review and consideration is an agreement between Riverside Community College District and Myron Dembo to provide a one day seminar called "Barriers and Solutions for Improving Students' Academic Performance" to Norco Campus faculty and staff. The term of the agreement is February 22, 2007 through February 23, 2007. Total cost is not to exceed \$2,850.00. Funding source: Basic Skills Professional Development Funds.

This agreement has been reviewed by Ruth Adams, Director, Contracts, Compliance and Legal Services, and Sylvia Thomas, Associate Vice Chancellor, Instruction.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, from February 22, 2007 to February 23, 2007, for an amount not to exceed \$2,850.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella  
Chancellor

Prepared by: Gaither Loewenstein  
Vice President of Educational Services

AGREEMENT BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND  
MYRON DEMBO

THIS AGREEMENT is made and entered into on this 21<sup>st</sup> day of February 2007 by and between MYRON DEMBO hereinafter referred to as "Contractor" and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District".

The parties hereto mutually agree as follows:

1. The Contractor agrees to provide the following services: Present a one day seminar called "Barriers and Solutions for Improving Students' Academic Performance" to Norco Campus faculty and staff.
  - a. The services will be provided at: The Mission Inn, Riverside, CA.
  - b. The District shall provide the Contractor adequate working conditions and support as appropriate to conduct the services outlined above.
2. The term of this agreement shall be from February 22, 2007 through February 23, 2007.
3. Payment in consideration of this agreement includes a service fee that shall not exceed \$2,850.00, payable after receipt of invoice.
4. During the term of this Agreement, CONTRACTOR shall defend, indemnify and hold the RCCD and its trustees, agents, students and employees, harmless from all claims, actions and judgments, including attorney fees, costs, interest and related expenses for losses, liability, or damages of any kind in any way caused by, related to, or resulting from, the acts or omissions of CONTRACTOR, its officers, directors, agents, affiliates and employees, arising out of the performance of this Agreement.

During the term of this Agreement, RCCD shall defend, indemnify and hold the CONTRACTOR and its officers, directors, agents, affiliates and employees, harmless from all claims, actions and judgments, including attorney fees, costs, interest and related expenses for losses, liability, or damages of any kind in any way caused by, related to, or resulting from, the acts or omissions of the RCCD, its trustees, agents, students and employees, arising out of the performance of this Agreement.
5. Contractor shall not discriminate against any person in the provision of services, or employment of persons on the basis of race, color, national origin, ancestry, religion, physical/mental disability, marital status, sex, age or sexual orientation.

6. Contractor is an independent contractor and no employer-employee relationship exists between Contractor and District.
7. 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.
8. This contract may be terminated by either party with 15 days advance notice in writing. Failure to deliver services as requested constitutes reason for termination of this Agreement.

This Agreement has been read and agreed upon by the following representatives of both parties.

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

CONTRACTOR

By: \_\_\_\_\_  
James L. Buysse, Vice Chancellor  
Administration and Finance

By: \_\_\_\_\_  
Myron Dembo Ph.D.  
600 Phillips Hall  
3470 Trousdale Pkwy  
Rossier School of Education  
University of Southern California  
Los Angeles, CA 90089-4036

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING

Report No.: V-A-8-o

Date: February 20, 2007

Subject: Agreement with Jose Marquez, La Vista Solutions, L.L.C.

Background: Presented for the Board's review and consideration is an agreement between Riverside Community College District and Jose Marquez, La Vista Solutions, L.L.C. covering a period of time from February 21, 2007 through June 30, 2007. This agreement provides for proposal development services related to the Title V Hispanic-Serving Institutions Cooperative Program for Riverside City College. These services will not exceed \$5,000.00 for the 2006-07 fiscal year. Funding source: Basic Skills Fund.

The agreement has been reviewed by Sylvia Thomas, Associate Vice Chancellor of Instruction, and Ruth W. Adams, Director, Contracts, Compliance and Legal Services.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, for February 21, 2007 through June 30, 2007, for an amount not to exceed \$5,000.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella  
Chancellor

Prepared by: Marilyn Martinez-Flores  
Associate Dean, College Program Support



Independent Contractor Agreement  
Between Riverside Community College District  
And Jose Marquez, La Vista Solutions, L.L.C.

This Agreement, entered into this February 21, 2007, between Riverside Community College District (RCCD), whose address is 4800 Magnolia Avenue, Riverside, California, 92506, hereinafter referred to as the "Client," and Jose Marquez, La Vista Solutions, L.L.C., whose address is 1460 Norfolk Court, Allen, Texas 75002, hereinafter referred to as the "Contractor".

ARTICLE I. TERM OF CONTRACT

1.01 This Agreement is effective to cover activities beginning February 20, 2007, and will continue in effect until June 30, 2007 or the date of the submission deadline established by the U.S. Department of Education for the Title V Developing Hispanic-Serving Institutions Program in its 2007 Request for Applications, in the case that the two dates differ.

ARTICLE II. SERVICES TO BE PERFORMED BY CONTRACTOR

2.01 Contractor agrees to perform the services specified in the " Scope of Services " attached to this Agreement as "Exhibit A" and incorporated by reference herein.

ARTICLE III. COMPENSATION

3.01 In consideration for the services to be performed by the Contractor, Client shall pay Contractor as described in "Exhibit B" attached hereto and incorporated by reference herein.

#### ARTICLE IV. OBLIGATIONS OF CONTRACTOR

- 4.01 Minimum Amount of Service. Contractor agrees to devote its best efforts to performance of the services outlined in "Exhibit A" 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 "Exhibit A."
- 4.03 Indemnification and Hold Harmless. Each party agrees to be responsible and assume liability for its own willful or negligent acts or omissions, or those of its officers, agents, or employees, resulting from the performance of this Agreement, and agrees to hold the other party, its officers, employees, agents or representatives harmless from any such liability.

Nothing contained herein shall be considered a warranty or guarantee that a passing or "fundable" score will be received on Client's proposal. The professional services provided by the Contractor are based on knowledge and professional experience in similar situations. The Contractor hereby disclaims any responsibility for Client's failure to receive a passing score on its proposal; and Client, for itself, its employees, and all others hereby releases the Contractor from any such liability.

- 4.04 Assignment and Delegation. Neither this Agreement nor any duties or obligations under this Agreement may be assigned or delegated by the Contractor without the prior written consent of the Client.

- 4.05 Treatment of Client Information. Contractor shall regard all Client data and information used in the work performed under this agreement as confidential, and will comply with all Family Educational Rights and Privacy Act (FERPA) regulations regarding privacy of student data.

#### 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. All project deliverables become the property of the Client upon termination of this Agreement, and as such may be used at will by the Client at any or all of its sites, for purposes determined by the Client.

#### ARTICLE VI. TERMINATION OF AGREEMENT

- 6.01 Termination Upon Notice. Notwithstanding any other provision of this Agreement, either party hereto may terminate the sections of this Agreement at any time upon 30 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, which 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.
- 7.03 Independent Contractor. Contractor, and its officers, employees, and agents, shall act in an independent capacity during the term of this agreement and not as officers, employees or agents of RCCD.
- 7.04 Intellectual Property. All intellectual property, including but not limited to, any material subject to copyright or patent, or any other intellectual product developed pursuant to or under this Agreement, shall be the property of Client.

ARTICLE XIII. NOTICES

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

RCCD:	Colleen Molko Associate Director, Grant and Contract Services Riverside Community College District 4800 Magnolia Avenue Riverside, CA 92506
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La Vista Solutions, L.L.C.	Jose Marquez Independent Contractor 1460 Norfolk Court Allen, Texas 75002
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8.02 All notices, claims, correspondence, reports, invoices, and/or statements shall be deemed effective when they are made in writing, addressed as indicated above, and deposited in the United States mail.

Signature Authorization Page

Riverside Community College District

Jose Marquez

---

James L. Buysse  
Vice Chancellor, Administration and Finance

---

Independent Contractor Legal Representative  
La Vista Solutions, L.L.C.

---

Date

---

Date

## EXHIBIT A

Independent Contractor Agreement  
Between Riverside Community College District  
And Jose Marquez, La Vista Solutions, L.L.C.

### Scope Of Services

With this Agreement, Contractor will perform services and produce deliverables as detailed within this scope of service. Proposal development services will not commence until RCCD provides e-mail notification that it meets all criteria established in the *Application for Designation as an Eligible Institution Fiscal Year 2007*.

Title V Developing Hispanic-Serving Institutions  
Cooperative Arrangement Development Program Proposal Development Services

Contractor will provide proposal development services to the Riverside City College that will include, but not be limited to the following:

- Perform all activities necessary to plan and develop one Title V Cooperative proposal for the Riverside City College, first in draft form, then in final submission format through the incorporation of input from college officials. Proposal development services will include the review of draft letters of support, and the review of all attachments considered to be part of the application package.
- Confer with college officials at the Riverside City College to develop the focus and a detailed plan for the grant application.

Contractor will not be expected to prepare or complete the Table of Contents, Program Assurances and Certifications, the Application Face Sheet or Budget Forms. The Client is

responsible for the completion and submission of these documents. Client is also responsible for submitting the application electronically on Grants.gov.

The Consultant will not name Jose Marquez, La Vista Solutions, L.L.C. or any other consultant or individual in any portion of the proposal, unless specifically requested by the Client to do so. Instead, Contractor will specify, if and where warranted, that the District will select consultants according to the expertise the proposed scope of work requires and the District's regulations regarding the selection of consultants.

#### Deliverables

The following will be delivered to the Client as a result of the provision of services described within this Scope of Services:

- One complete, written Title V Cooperative proposal, first in draft and subsequently in final submission format: One draft and a final, completed proposal, will be prepared and rendered to RCCD a minimum of two weeks prior to the submission deadline, which has yet to be announced at this writing. Proposal development services will include the review of electronic documents and materials necessary to meet the Title V Developing Hispanic-Serving Institutions Cooperative Arrangement Development Program Fiscal Year 2007 Request For Application requirements and the electronic submission process.



EXHIBIT B

Independent Contractor Agreement  
Between Riverside Community College District  
And Jose Marquez, La Vista Solutions, L.L.C.

Compensation

1. Proposal Development – Title V Cooperative

This agreed upon total, \$5,000, for the development and writing of an Title V Cooperative submission for the Riverside City College includes all Contractor outlays (time, travel, materials, etc.). The Contractor shall invoice upon completion of final drafts as outlined in Exhibit A.

2. If the Contractor is not able to render all services outlined in “Exhibit A”, the Contractor will be paid a mutually agreed upon amount for the services rendered.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING

Report No.: V-A-8-p

Date: February 20, 2007

Subject: Agreement with Cynthia Chavez

Background: Attached for the Board's review and consideration is a proposed agreement between Riverside Community College District and Cynthia Chavez to provide five 90 minute parenting workshops during 2007 Spring term in the Early Childhood Education Children's Center, on the Riverside City College Campus, in an amount not to exceed \$500.00. The term of this agreement is from February 21, 2007 through June 8, 2007. Funding source: CCAMPIS (Child Care Access Means Parents in School) Grant.

This agreement has been reviewed by Sylvia Thomas, Associate Vice Chancellor of Instruction, and Ruth Adams, Director, Contracts, Compliance and Legal Services.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, for February 21, 2007 through June 8, 2007, for an amount not to exceed \$500.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella  
Chancellor

Prepared by: Debbie Whitaker-Meneses  
Associate Dean, Early Childhood Education

AGREEMENT BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND  
Cynthia Chavez  
17080 Chavez Road  
Riverside, CA 92508

THIS AGREEMENT is made and entered into on this 21st day of February, 2007, by and between Cynthia Chavez, hereinafter referred to as "Contractor" and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District".

The parties hereto mutually agree as follows:

1. The Contractor agrees to provide the following services: Provide parent workshops on the following topics and dates February 23 - How to Talk so Your Kids will Listen..... How to Listen so Your Kids will Talk; March 23 – Children’s Literacy; April 20 – Math with Junk Around Your House; May 18 – Helping Preschoolers Learn Self-Control; June 8 - Parenting for the Heart. All workshops will be 6:00 – 7:30 p.m.

- a. The services will be provided at: Riverside City College, Early Childhood Education building
- b. The District shall provide the Contractor adequate working conditions and support as appropriate to conduct the services outlined above.

2. The term of this agreement shall be from February 21, 2007 through June 8, 2007.

3. Payment in consideration of this agreement includes a service fee that shall not exceed \$500.00, payable after receipt of invoice.

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

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

5. Contractor shall not discriminate against any person in the provision of services, or employment of persons on the basis of race, color, national origin, ancestry, religion, physical/mental disability, marital status, sex, age or sexual orientation.
6. Contractor is an independent contractor and no employer-employee relationship exists between Contractor and District.
7. 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.
8. This contract may be terminated by either party with 15 days advance notice in writing. Failure to deliver services as requested constitutes reason for termination of this Agreement.

This Agreement has been read and agreed upon by the following representatives of both parties.

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

CONTRACTOR

By: \_\_\_\_\_  
James L. Buysse, Vice Chancellor  
Administration and Finance

By: \_\_\_\_\_  
Cynthia Chavez  
17080 Chavez Road  
Riverside, CA 92508

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING

Report No.: V-A-8-q

Date: February 20, 2007

Subject: Agreement with Foundation for Worldwide International Student Exchange

Background: Attached for the Board's review and consideration is a proposed agreement between Riverside Community College District and Foundation for Worldwide International Student Exchange (WISE) to facilitate homestay placements for our international students. WISE will arrange and manage the residency of students in the private homes of host families for placement fees charged to the students. Included in the placement is ongoing support to the students and host families throughout the term of the homestays. The term of the agreement is for September 15, 2006 through September 15, 2009. Funding source: No cost to the District.

This agreement has been reviewed by Sylvia Thomas, Associate Vice Chancellor of Instruction, and Ruth Adams, Director, Contract, Compliance and Legal Services.

Recommended Action: It is recommended that the Board of Trustees ratify the agreement, from September 15, 2006 to September 15, 2009, at no cost the District, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella  
Chancellor

Prepared by: Debbie DiThomas  
Associate Vice Chancellor, Student Services and Operations  
Marylin Jacobsen  
Director, Center for International Students and Programs



AGREEMENT Between Riverside Community College District And the Foundation for  
Worldwide International Student Exchange

This Agreement is hereby entered into between The Worldwide International Student Exchange (“WISE”) and Riverside Community College District (RCCD) on this 15th day of September, 2006. Many of the students participating in this program request housing in the home of a local host family. This housing option is referred to as “homestay”. WISE is in the business of arranging homestay for students coming to the United States. RCCD may refer students requesting this option to WISE or in the case of some group arrangements, coordinate the activity with WISE to help facilitate the housing requests of its students. The purpose of this Agreement is to define the services, policies, fees, terms and procedures (or homestay services provided by WISE Southern California Region during the term of this Agreement.

NOW, THEREFORE, the parties agree as follows:

Service to be Provided by WISE

WISE will arrange for RCCD students to reside in the private homes of host families in the RCCD area and in the nearby communities of Riverside.

1. Student Service Guarantee

- A) Host families provide a clean and safe home environment, with a private bedroom, which includes a bed, desk with adequate lighting for (studying, and a place to store clothing and closet space. Family members are required to be proficient in English and speak English at home.
- B) The homestay location will be within a 55-minute commute by public transportation, from The RCCD campus.
- C) WISE will make every effort to meet specific requests regarding placement location; however, due to the fluctuating number of available host families, final determination regarding placement location will be made by WISE.
- D) WISE will not place more than two students of the same nationality with the same host family. If it is found that host family has privately rented a room to a student of the same nationality, bringing the total to three, WISE will move one student if the student desires.
- E) WISE may double place students at the request of an agent or a foreign university representative, same gender same room -two separate beds.
- F) A detailed host family profile will be sent to the student or international client when placement is confirmed.
- G) WISE Program Director will meet regularly with RCCD staff to review details for

custom programs should they be requested.

- H) WISE Program Director will routinely provide updated student placement information to RCCD staff at the beginning of each semester.
- I) WISE staff will forward homestay orientation information for all students.
- J) WISE will provide a homestay orientation for custom groups of 6 or more student.  
"Custom group" is defined as: A program developed for a special interest group for a specific purpose and amount of time. Students all arrive at the same time, participate in the same program and depart at the same time.
- K) WISE staff will hold a regularly scheduled hour on campus each week to provide counseling and assistance to students in the homestay program by prior appointment.
- L) RCCD staff will refer all homestay problems and/or complaints to the WISE Program Director or local coordinator. RCCD staff will notify the WISE local coordinator of any reported situations pertaining to homestay. Confidentiality will be respected within the limits of safety and liability. WISE will work with RCCD staff to address specific reports, as appropriate.
- M) WISE Program Director will be available by phone or e-mail for consultation and to assist students and RCCD staff in the event of an emergency.
- N) Students and RCCD staff will be provided with WISE Program Director's cell phone number for emergency purposes.
- O) WISE provides on-going support to the student and host family throughout the student's term of homestay.
- P) WISE staff will be available for a homestay Presentation biannually for new incoming students.

## II. Conditions of Homestay

- A) Students are not expected to work for room and board; however, participation in daily home life is expected. They are required to dean up after themselves in the kitchen and common areas, and to clean their own bedrooms and bathrooms weekly.
- B) Students receive room and board according to the habits and traditions of the host family.
- C) Students are responsible for preparing their own breakfast. They will also be responsible for preparing their own lunch on weekends.
- D) It is not guaranteed that the host family will serve a specific type of food, or that there will be a specific schedule for meals; however, dinner typically involves all members of the family. Host families will eat dinner with their students a minimum of 3-4 times per week.
- E) When away from the host family's home, students are responsible for their own meals.
- F) Host families will help their student with the bus schedule and teach them the route to school, however transportation is the student's responsibility.
- G) At the discretion of the WISE Program Coordinator, a student may be denied or removed from homestay if the student exhibits inappropriate or dangerous behavior. In such a case, the responsibility for the student's continued housing will fall to RCCD.

## III. Terms of Agreement

- A) WISE may adjust standard fees at one-year intervals. New fees will become effective at the beginning of the academic year, with the next scheduled opportunity for change being September 2007. RCCD staff will be notified of any change 6 months prior to the effective date.
- B) Information about WISE services and instruction for payment of fees will be available to students as part of the Homestay agreement.
- C) To the extent legally permissible, the school shall prevail upon students who have outstanding fees owed to WISE or to a host family to timely pay those fees.
- D) For Custom Programs, student applications are due to WISE 90 days prior to arrival.
- E) Students must sign and return the Homestay Agreement to WISE prior to arrival.
- F) For Custom Programs where WISE pays the host family, full payment to WISE is due from the client a minimum of 30 days prior to arrival (see Fee Schedule).
- G) Host family information will be confirmed as follows:
  - 1. Applications received 8 weeks or more in advance, confirmed 30 days prior to arrival.
  - 2. Applications received 6 weeks in advance, confirmed 21 days prior to arrival.
  - 3. Applications received 5 to 3 weeks in advance, confirmed before their departure.
  - 4. Applications received less than 2 weeks in advance, confirmed as soon as possible.
  - 5. Late applicants should make plans to stay in a hotel while a host family is being confirmed.
  - 6. Students are matched with a host family in accordance with the preferences listed on the student's profile; however, WISE does not guarantee that families will be available who meet all the student's criteria. Students requesting "No Pets" shall be limited to those with pet allergies.
  - 7. WISE reserves the right to change the host family before or after the participant arrives.
  - 8. WISE does not accommodate special requests with regards to a host family's ethnicity, cultural background, marital status, or distance to the school.

#### IV Rules and Regulation

- A) All host families participate in an in-home interview and instruction on "How to host" and sign an agreement with WISE before they are assigned a student whereby they agree to abide by WISE terms and conditions for hosting.
- B) Students and host families must complete and sign the Homestay Contract and return the original copy to the WISE Program Director. In the event that this document has not been completed and signed and a dispute arises, WISE will be unable to assist either party with problem resolution.
- C) Students must respect and obey the family's household chores. These rules will vary from family to family. All family rules are approved by WISE.
- D) Students may not bring guests to the Host Family's home without prior permission.
- E) Students must obey state and federal laws while in the United States.
- F) Long distance telephone calls are made at the student's expense either by pre-paid



telephone card or by collect call only.

- G) Students are responsible for any damages to the Host Family's home that are incurred by the student.

#### V Host Family Changes

Students who experience difficulty in adjusting to their host family should see WISE staff or call to discuss the problem over the phone or via email. The WISE Program Coordinator is available on campus by appointment. Students are strongly encouraged to talk directly to their host parents if they have concerns or problems first. If the family is clearly not meeting WISE standards, WISE staff will find a new family at no additional fee.

A student desiring a new host family for a reason other than that the current family is not meeting WISE standards will be charged an additional relocation placement fee. The WISE Program Coordinator will assess the student's goals and expectations to determine if their needs and desires can be reasonably accommodated by a different family. Students terminating homestay early under these circumstances must give the host family 15 days notice, or pay a fee equal to 15 days rent. Should the host terminate the stay prior to the anticipated last date of occupancy, the host will refund pro-rated amounts upon move student move out.

#### Term

The term of this agreement shall be for a period of three years, from September 15, 2006 through September 15, 2009. This agreement may be altered based on the mutual written agreement of the parties.

#### VI. Compensation

WISE shall make every effort to collect all homestay placement fees from the students or student groups provided for under the terms of this agreement. All placement fees must be paid in advance prior to the students move in to homestay. In the event that any home stay placement fees are included in the program fees charged and collected by RCCD for students and student groups attending the International Program, RCCD shall reimburse WISE within thirty (30) days receipt of said home stay fees collected along with a statement reflecting both the name of the student and the fee collected. WISE does offer a homestay payment service where for an additional \$25 monthly maintenance fee the students can pay all their fees, including their monthly homestay stipend to WISE in advance and WISE will coordinate the payouts to each family on a month to month basis.

#### VII. Payment to WISE by Students and Student Group

- A) Homestay placement fees are .in. accordance with the following schedule:

1. Independent students and Integrated Programs

Placement fee \$295.00

Continuation Fee per each additional term \$75.00

2. A 10% deposit is required non custom group programs at the time applications are received.

- B) Fees are due 30 days prior to arrival. Payment must be made in U.S. dollars

Address for wired funds:

Bank of America

Irvine, California

Address for posted checks:

WISE Foundation

P. O. Box 4573

Transit Routing # 122000661

Irvine, CA 92716-4573

For further credit to:

Bank of America, Irvine

Foundation for Worldwide International Student Exchange

Account # 1015721027(any additional wire fee charges must be included with payment)

C) WISE will withhold placement information until placement fee is received.

D) If, in error, a student makes the WISE placement fee payable to RCCD, the College will refund this fee to the student, and the student will pay WISE directly.

E) Homestay students who continue their WISE homestay placement beyond the original term are subject to a continuing fee of \$75.00 per each additional term.

VIII. Payment to Host Family

A) Host families receive a stipend according to the following schedule:

2-meals per day, private room = \$24.16 per night

2-meals per day, shared room = \$20.00 per night

No meals, private room ... \$18.33 per night

B) Students in programs lasting 4 weeks or longer pay their family on a monthly basis at the first of each month, with the first payment being due on the evening of their arrival.

C) Payment should be made using cash, traveler's checks, or personal check from a USA bank,

D) Host families will provide a signed receipt for all payments.

IX Subcontractors

WISE shall have the right to subcontract any portion of its obligations under the terms of this Agreement with the prior written consent of RCCD. Such consent will be at the sole discretion of The Director of Center for International Student and Programs.

X Independent Contractor

WISE in the performance of this Agreement shall be and act as an independent contractor, WISE understands and agrees that WISE and all of its employees, contractors, subcontractors, and agents, including host family members, shall not be considered officers, employees, or agents of RCCD, and are not entitled to benefits of any kind or nature normally provided to employees. WISE assumes the full responsibility for the acts and/or omissions of its employees sub-contractors, or agents as they relate to the services to be provided under this Agreement. WISE shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance (as applicable), social security, and income tax withholding with respect to WISE employees.

XI. Termination

Either party may at any time for any reason terminate this Agreement upon 90 days written notice. Termination of this agreement shall not affect any current RCCD students currently participating in homestay arrangements.

XII. Hold Harmless

A) WISE shall defend, indemnify and hold harmless RCCD its officers, employees, and agents 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 (including reasonable attorneys' fees), or claims for injury or damage are caused by or result from the negligent or intentional acts or omissions of WISE, its officers, employees, or agents, including host family members.

- B) RCCD shall defend, indemnify and hold harmless WISE, its officers, employees, and agents 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 (including reasonable attorneys' fees), or claims for injury or damage are caused by or result from the negligent or intentional acts or omissions of RCCD its officers, employees, or agents.
- C) Neither termination of this Agreement nor completion of the acts to be performed under this Agreement shall release any party from its obligation to indemnify as to any claims or cause of action asserted so long as the event(s) upon which such claim or cause of action is predicated shall have occurred prior to the effective date termination of completion.

### XIII. Insurance

- A) WISE shall, at its own expense, procure and maintain in full force while providing any services under the provisions of this Agreement a policy or policies of general liability, including personal injury, bodily injury, property damage, and contractual liability for the indemnity provided herein, with a limit of liability for bodily injury and property damage of not less than one million dollars (\$1,000,000) for each occurrence.
- B) The insurance coverage, limits, and indemnity provided herein do not limit or affect WISE's liability for its own acts or omissions.
- C) WISE will, through its insurance broker; or agents, cause to be issued to the RCCD a certificate or certificates of insurance evidencing compliance with the insurance coverage's specified above and naming RCCD, its trustees, officers, agents, and employees as additional insured but only to the extent of the indemnification provided herein. Such certificate shall provide for thirty (30) days' prior written notice of cancellation or material change in the policy and shall state that the insurance coverage's evidenced thereon are primary and noncontributing with any other valid insurance or self-insurance program available to WISE.
- D) Certificates of insurance for policies written on all commercial forms shall contain a listing of all endorsements on the policies, such listing to include the specific product(s), location(s), and/or operations(s) to which each endorsement applies, or copies of all endorsements on the policies shall be attached to the certificate. If there are no endorsements on the policies, the certificate shall so state.

### XIV. Assignment

The obligations of WISE pursuant to this Agreement shall not be assigned by WISE.

### XV. Compliance With Applicable Laws

WISE agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances that are now or may, in the future, become applicable to WISE.

XVI Permits/Licenses

WISE and all WISE's employees, or agents, including host families, shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this Agreement.

XVII Entire Agreement/ Amendment

This Agreement and any exhibits attached hereto constitute the entire agreement between the parties to it and supersede any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by written amendment executed by both parties to this Agreement.

XVIII Non-Discrimination

WISE and RCCD agree that neither party will engage in unlawful discrimination of persons in employment or services rendered on the basis of race, color, national origin, religion, sex, handicap, age, disability, medical condition, ancestry, or marital status of such persons.

XIX Non-Waiver

Failure or RCCD or WISE to seek redress for violation of or to insist upon the strict performance of, any term or condition of this Agreement, shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

XX Severability

If any term, condition, or provision of 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 and effect, and shall not be affected, impaired, or invalidated in any way.

XXI. Entire Agreement

This agreement and any exhibits attached hereto constitute the entire agreement between the parties and supersede any previous or contemporaneous oral or written proposals, statements, discussions, negotiations, or other agreements. Any modification of this agreement must be agreed to in writing and signed by both parties.

XXII Governing Law

The laws of the State of California shall govern the terms and conditions of this Agreement with venue in the state of California.

Acknowledgement and Accepted by:

The Worldwide International Student Exchange  
P.O. Box 1332  
Dyersburg, TN 38025

Sign: 

Print Name: Dave Dahl

Date: 1-05-07

Title: WISE Executive Director

:

Riverside Community College District  
4800 Magnolia Avenue  
Riverside, CA 92506-1299

Sign:

Print Name: James Buysse

Title: Vice Chancellor Administration and Finance

Date:

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING

Report No.: V-A-8-r

Date: February 20, 2007

Subject: Amendment to the Agreement with the Regents of the University of California

Background: Presented for the Board's review and consideration is an amendment to the agreement between Riverside Community College District and the Regents of the University of California to provide additional funding. Through this amendment, Riverside Community College District has received additional funding for the 2006-2007 University of California, Riverside's Copernicus Project in the amount of \$92,000.00. The funds will be used to increase the number of students entering the field of science teachers and to improve the quality of science teachers. The original agreement was approved by the Board on March 13, 2005. Funding source: Regents of the University of California.

The amendment has been reviewed by Ruth Adams, Director, Contracts, Compliance and Legal Services, and Sylvia Thomas, Associate Vice Chancellor of Instruction.

Recommended Action: It is recommended that the Board of Trustees ratify the amendment, for October 1, 2006 through September 30, 2007, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the amendment.

Salvatore G. Rotella  
Chancellor

Prepared by: Ola M. Jackson  
Associate Dean, Teacher Preparation and Education Programs

Amendment No. 02

Subaward No. S-00093

between

The Regents of the University of California

and

Riverside Community College District

This Amendment, effective as of the last date signed, amends the above referenced Agreement as follows:

III Period of Performance

The period of performance shall be performed during the period October 1, 2006 through September 30, 2007.

V Cost

This Subaward is increased by ninety-two thousand (\$92,000) dollars for a total subaward amount not to exceed \$276,000.

XVIII Cost Sharing

RCCD has agreed to provide cost share to this project in the amount of thirty thousand (\$30,000) for a cumulative amount of ninety thousand (\$90,000) dollars.

All other terms and conditions of the Subaward remain unchanged and in full force.

IN WITNESS WHEREOF, the parties hereto have caused this Subaward Amendment to be executed by their duly authorized representatives as of the last date and year written below:

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

THE REGENTS OF THE  
UNIVERSITY OF CALIFORNIA

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

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

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

Name: Charles E. Greer, Jr.

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

Title: Principal Contract & Grant  
Officer

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

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

Exhibit C-2

**Certification Regarding Debarment, Suspension, Ineligibility and  
 Voluntary Exclusion — Lower Tier Covered Transactions**

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

**Instructions for Certification**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**Certification**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that 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 prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF APPLICANT	PR/AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE



**SUBRECIPIENT AUDIT**

**FOR MOST RECENT FISCAL YEAR ENDING \_\_\_\_\_ (insert year)**

**Section I**

**Subrecipient:**

**U.S. Non-Profit, Educational Institution, or State or Local Government entity**

audit for compliance with OMB Circular A-133

exempt from OMB Circular A-133, expended less than \$300,000 of federal funds for fiscal year noted above

**U.S. For-Profit Entity with Federal Awards** - audit for compliance with Federal Acquisition Regulations (FAR), Part 30, if applicable. If not applicable, explain in "Other" below. The signature below certifies that the prices provided to The Regents of the University of California are not greater than those prices charged our most favored customer for like quantities and conditions of sale;

**U.S. For-Profit Entity without Federal Awards or Foreign /Non-U. S. entity** - audit for compliance with general standards for good business practice. In demonstration of fair and reasonable pricing, the signature below certifies that the prices provided to The Regents of the University of California are not greater than those prices charged our most favored customer for like quantities and conditions of sale.

**Organization Legal Name:** \_\_\_\_\_

**EIN No.:** \_\_\_\_\_

**Contact Name and Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Fiscal Year: from** \_\_\_\_\_ **to** \_\_\_\_\_  
month/year month/year

**Section II**

**Please check the appropriate item and provide required reports, as applicable:**

Our audit report for the subject fiscal year has been completed. There were no material weaknesses, no material instances of noncompliance and no findings related to any sub-award(s) from The Regents of the University of California. Accordingly, a copy of the audit report is *not* enclosed.

Our audit report for the subject fiscal year has been completed. Material weaknesses, material instances of noncompliance, or findings related to subaward(s) from The Regents of the University of California were noted. *Enclosed is a copy of the audit report and our response.*

Our audit report for the subject fiscal year has not yet been completed. We expect the audit to be completed on \_\_\_\_\_ (insert date). Within thirty (30) days of completion, we will advise you of the results.

Our audit report for the subject fiscal year will not be completed within twelve (12) months after the end of our fiscal year. *A copy of the approved extension is enclosed.*

Other (explain) \_\_\_\_\_

**Authorizing Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return completed and signed form to:**

Jeanne Reyes, Senior Contact and Grant Officer  
Office of Research  
200 University Office Building  
University of California  
Riverside, CA 92521  
(951) 827-5535 Telephone/(951) 827-4483 Fax

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Report No.: V-A-8-s

Date: February 20, 2007

Subject: Amendment to Agreement with Rose & Tuck, LLC

Background: On November 21, 2006, the Board approved a consulting services agreement with Rose & Tuck, LLC, relative to Datatel Benefactor consulting services for a total of \$7,000. The Riverside Community College District Foundation utilizes Datatel Benefactor software to maintain the records of donors and identified friends of the College. To complete critical projects currently in progress, the Foundation is requesting to raise the spending limit of the original agreement to \$15,000 for the fiscal year 2006-2007. The contract is attached for the Board's review and consideration.

Recommended Action:

It is recommended that the Board of Trustees approve an additional \$8,000 in Datatel consulting services with Rose & Tuck, LLC, per the original contract signed by the Vice Chancellor, Administration and Finance, on November 21, 2006.

Salvatore G. Rotella  
Chancellor

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

# ROSE TUCK

Aligning Process & Technology  
for Higher Education

November 6, 2006

Amy C. Cardullo  
Director  
Riverside Community College District Foundation  
4800 Magnolia Avenue  
Riverside, CA 92506

Dear Amy:

Rose & Tuck is pleased to have the opportunity to propose to serve the Riverside Community College District Foundation ("the Foundation"). We propose to assist the Foundation with process and technical activities associated with Datatel's Benefactor administrative application software by providing consulting and programming support on an ad-hoc, as-requested basis from November 2006 through June 2007. Upon request, individual projects will be documented separately to show scope of work and estimates of effort. We propose to begin this work immediately at the convenience of the Foundation and Rose & Tuck.

Darren Rose will serve as your engagement partner and will be ultimately responsible for your satisfaction with Rose & Tuck's services. Linda Kuestner will be assigned as your engagement manager and principal consultant. Additional Rose & Tuck resources will be deployed as needed at the mutual convenience of the Foundation and Rose & Tuck.

Rose & Tuck's current rate for professional services is \$250 per hour, or \$2000 per day, which we will honor through June 2007. In addition to professional fees, we are reimbursed for expenses related to our work at the Foundation; these expenses may include airfare, hotel, mileage, car rental, meals, and incidental expenses. The Foundation will be billed for the actual time and expenses incurred on this project. Bills will be sent on a monthly basis and are due and payable within 30 days of receipt.

Rose & Tuck's work for the Foundation may require access to online Datatel resources (e.g. AnswerNet, application documentation, technical documentation); to the extent this access is needed to perform our work, we may request that the Foundation add Rose & Tuck staff working on this engagement to the list of the Foundation's authorized users at Datatel. We may also require direct access (via telnet or VPN) to your Datatel system as part of performing our responsibilities.

Rose & Tuck recognizes that the access referenced above or other parts of our work may expose us to information that Datatel considers confidential. We have attached a signed confidentiality agreement to enable the Foundation to provide such access.

Rose & Tuck's maximum liability associated with the performance of services will be limited to the amount of fees paid during this service period, November 2006 to June 2007. Your acceptance of this letter below is an acceptance of this limitation of our liability.

If these terms meet with your satisfaction, please indicate your acceptance by signing below and returning a copy of this agreement using the enclosed envelope. If you have any questions or require additional information, please contact me at [drose@rosetuck.com](mailto:drose@rosetuck.com) or at (508) 460-0477.

We look forward to the opportunity to work with you and to serving the Riverside Community College District Foundation.

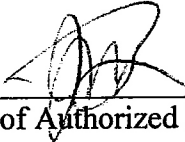
Cordially,

**Rose & Tuck**



Darren S. Rose  
Partner

**ACCEPTED BY:  
Riverside Community College District Foundation**



\_\_\_\_\_  
Signature of Authorized Person

Vice Chancellor, Administration & Finance  
Title

\_\_\_\_\_  
Date

1/12/06

## CONTRACTOR CONFIDENTIALITY AGREEMENT

IN MATERIAL CONSIDERATION of our work as a contractor of the Riverside Community College District Foundation, we hereby agree as follows:


We recognize that our work as a contractor of the Riverside Community College District Foundation ("RCCDF") will bring us into close contact with confidential information of Datatel, Inc. ("Datatel"). We acknowledge that all computer software licensed by Datatel to the Riverside Community College District Foundation is proprietary and confidential information owned by Datatel, and embodies substantial and commercially valuable trade secrets of Datatel. We promise not to disclose anything proprietary to Datatel, including its software, to any unauthorized third party. Except as expressly set forth herein, we have no right to use, reproduce, reverse engineer, publish, license, distribute, disseminate, sell or otherwise make available to any unauthorized third party anything proprietary to Datatel, including its software. We agree that Datatel retains all title and proprietary rights, whether tangible or intangible, including but not limited to copyright, trademark and trade secret rights, in and to Datatel's software. We agree not to use anything proprietary to Datatel, including its software, except to perform our duties and responsibilities as a contractor.

We recognize and agree that the injury that Datatel or RCCDF may suffer in the event of our breach of any of the foregoing obligations may not be compensated by monetary damages alone. We therefore agree that Datatel and RCCDF, in addition to and without limiting any other remedies or rights that it may have, shall have the right to seek an injunction against us from any court of competent jurisdiction enjoining any such breach.

We further agree to use the proprietary information provided to us by RCCDF solely for the purpose of campaign management and gift/pledge entry tracking and procedures and not to disclose this information to third parties unless authorized to do so by RCCDF.

Accepted this 6<sup>th</sup> day of November, 2006.

  
\_\_\_\_\_  
Darren Rose, Partner  
Rose & Tuck

  
\_\_\_\_\_  
Amy Cardullo, Executive Director  
Riverside Community College District  
Foundation

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-9-a

Date: February 20, 2007

Subject: Surplus Property

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

Recommended Action: It is recommended that the Board of Trustees by unanimous vote: (1) declare the property on the attached list to be surplus; (2) find that the property does not exceed the total value of \$5,000; and (3) authorize the property to be consigned to The Liquidation Company to be sold on behalf of the District.

Salvatore G. Rotella  
Chancellor

Prepared by: Bill J. Bogle, Jr.  
District Controller

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	MONITOR - 17 INCH	VX700	P910144246	014259
1	GATEWAY	MONITOR - 17 INCH	VX720	P005039922	015156
1	GATEWAY	MONITOR - 17 INCH	VX720	P008119562	016494
1	GATEWAY	MONITOR - 17 INCH	EV700	LIC11410469	018016
1	VIEWSONIC	MONITOR - 17 INCH FLAT	VE175	A1A023000049	019996
1	GATEWAY	COMPUTER - CPU PC	E4200-600	HB4154654	014807
1	GATEWAY	COMPUTER - CPU PC	E4200-600	0017572942	014805
1	GATEWAY	COMPUTER - CPU PC	E4200-600	0017572941	014803
1	GATEWAY	MONITOR - 17 INCH	VX720	P009151079	016500
1	GATEWAY	COMPUTER - CPU PC	E4200-650	0020937400	016472
1	GATEWAY	COMPUTER - CPU PC	E4200-500	0016820206	014633
1	GATEWAY	CPU W/MONITOR	E3400	0003548456	020675
1	GATEWAY	CPU W/MONITOR	E4200	0002197543	012174
1	GATEWAY	CPU W/MONITOR	P4	23646133	020967
1	GATEWAY	COMPUTER - CPU PC	E3200	0013633871	013192
1	HP	PRINTER - LASERJET	LJ4	HJ41541254	007102
1	GATEWAY	MONITOR - 17 INCH	EV700	LIC03020593	016492
1	GATEWAY	MONITOR - 19 INCH	EV910	19016B316071	017404
1	APPLE	CPU W/MONITOR	G3	MQW5464846	012520
1	MACINTOSH	MONITOR - 17 INCH	STUDIO DISF	ZV01390S0JAK	016580
1	GATEWAY	MONITOR	EV700	L1C03323019	-----
1	GATEWAY	MONITOR	EV700B	MV17026C0297060	-----
1	GATEWAY	MONITOR	EV700	HDE2K8107912	-----
1	HITACHI	MONITOR	CM2011MV	12868	-----
1	KODAK	PROJECTOR	650H	1898578	-----
1	KODAK	PROJECTOR	AF2	19635996	-----
1	SHARP	CAMCORDER	VLL34U	20132444	-----
1	PANASONIC	CAMCORDER	AG456UP	B9HB00631	-----

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-9-b

Date: February 20, 2007

Subject: Surplus Property - Donation

Background: Education Code Section 81450 permits the Board of Trustees to declare District property as surplus if the property is not required for school purposes; is deemed to be unsatisfactory or not suitable for school use; or if it is being disposed of for the purposes of replacement. The District has determined that the property on the attached list does not exceed the total value of \$5,000 and is requesting the property to be donated to a non-profit organization.

Recommended Action: It is recommended that the Board of Trustees by unanimous vote: (1) declare the property on the attached list to be surplus; (2) find that the property does not exceed the total value of \$5,000; and (3) authorize the property to be donated to the RCC Art Club.

Salvatore G. Rotella  
Chancellor

Prepared by: Bill J. Bogle, Jr.  
District Controller



## SURPLUS PROPERTY

### EQUIPMENT

10 Drawing Tables
-------------------

Donate to the RCC Art Club

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-A-9-c

Date: February 20, 2007

Subject: Notice of Completion –Cosmetology Electrical Upgrade Project

Background: On November 21, 2006, the Board of Trustees awarded a contract to Advanced Electrical Contracting, Inc., for the Cosmetology Electrical Upgrade project in the amount of \$79,805.

The Associate Vice Chancellor of Facilities reports that the project is now complete.

Recommended Action: It is recommended that the Board of Trustees: 1) accept the Cosmetology Electrical Upgrade project as complete; 2) approve the execution of the Notice of Completion (under Civil Code Section 3093-Public Works) and; 3) authorize the Board President to sign the notice.

Salvatore G. Rotella  
Chancellor

Prepared by: Doretta Sowell  
Purchasing Manager

To be recorded with County Recorder  
within 10 days after completion.  
No recording fee.

Backup V-A-9-c  
February 20, 2007  
Page 1 of 1

When recorded, return to:  
James L. Buysse, Vice Chancellor  
Administration and Finance  
Riverside Community College District  
4800 Magnolia Avenue  
Riverside, CA 92506

## NOTICE OF COMPLETION

Civil Code § 3093 - Public Works

(For Recorder's Use)

Notice is hereby given by the undersigned owner, a public entity of the State of California, that a public work of improvement has been completed, as follows:

Project title or description of work:	Cosmetology Electrical Upgrade Project
Date of completion:	February 20, 2007
Nature of owner:	Public School
Interest or estate of owner:	Fee Simple
Address of owner:	4800 Magnolia Avenue, Riverside, CA 92506
Name of contractor:	Advanced Electrical Contracting, Inc.
Street address or legal description of site:	4800 Magnolia Avenue Riverside, CA 92506

Dated: February 20, 2007

Owner: Riverside Community College District  
(Name of public entity)

By: \_\_\_\_\_  
President, Board of Trustees

STATE OF CALIFORNIA    )  
  ) ss  
COUNTY OF RIVERSIDE    )

I am the President of the governing board of the Riverside Community College District, the public entity which executed the foregoing notice and on whose behalf I make this verification; I have read said notice, know its contents, and the same is true. I certify under penalty of perjury that the foregoing is true and correct.

Executed at Riverside, CA on February 20, 2007. \_\_\_\_\_  
President, Board of Trustees

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-B-1

Date: February 20, 2007

Subject: Monthly Financial Report

Background: The Financial Report provides summary financial information, by Resource, for the period July 1, 2006 through January 31, 2007. The report presents the current year adopted budget, revised budget and year-to-date actual financial activity along with prior year actual financial information for comparison purposes.

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RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-B-1

Date: February 20, 2007

Subject: Monthly Financial Report (continued)

Information Only: Attached for the Board's information is the Monthly Financial Report for the period ended January 31, 2007.

Salvatore G. Rotella  
Chancellor

Prepared by: Bill J. Bogle, Jr.  
District Controller

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED JANUARY 31, 2007**

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

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

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 116,767,770	\$ 132,273,411	\$ 132,273,411	\$ 73,499,012
Intrafund Transfer from				
District Bookstore (Resource 1110)	450,000	380,000	380,000	190,000
Interfund Transfer from				
Self-Funded Equipment and Facility Projects (Resource 4150)	<u>1,123,870</u>	<u>15,985</u>	<u>15,985</u>	<u>15,985</u>
Total Revenues	<u>\$ 118,341,640</u>	<u>\$ 132,669,396</u>	<u>\$ 132,669,396</u>	<u>\$ 73,704,997</u>
Expenditures				
Academic Salaries	\$ 55,368,699	\$ 62,143,916	\$ 61,854,231	\$ 34,529,464
Classified Salaries	22,386,027	28,371,516	28,011,334	14,794,468
Employee Benefits	20,015,422	22,682,549	22,686,495	10,978,785
Materials & Supplies	1,767,370	2,855,693	2,812,250	1,261,791
Services	10,615,968	13,781,025	14,306,767	7,290,155
Capital Outlay	5,728,668	1,992,172	2,155,794	722,580
Intrafund Transfers to:				
DSP&S Program (Resource 1190)	612,109	665,157	665,157	332,578
Customized Solutions (Resource 1170)	173,470	173,470	173,470	0
Federal Work Study (Resource 1190)	135,760	140,155	140,155	79,211
Matriculation (Resource 1190)	272,645	0	0	0
Instr. Equipment Match (Resource 1190)	539,047	222,028	222,028	222,028
Performance Riverside (Resource 1090)	193,257	193,257	193,257	96,628
Interfund Transfer to:				
Resource 3300	220,000	220,000	220,000	110,000
Resource 6100	<u>500,000</u>	<u>250,000</u>	<u>250,000</u>	<u>125,000</u>
Total Expenditures	<u>\$ 118,528,442</u>	<u>\$ 133,690,938</u>	<u>\$ 133,690,938</u>	<u>\$ 70,542,688</u>
Revenues Over (Under) Expenditures	\$ (186,802)	\$ (1,021,542)	\$ (1,021,542)	\$ 3,162,309
Beginning Fund Balance	<u>13,022,273</u>	<u>12,835,471</u>	<u>12,835,471</u>	<u>12,835,471</u>
Ending Fund Balance	<u>\$ 12,835,471</u>	<u>\$ 11,813,929</u>	<u>\$ 11,813,929</u>	<u>\$ 15,997,780</u>
Ending Cash Balance				<u>\$ 22,693,141</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED JANUARY 31, 2007**

Parking was created to capture the financial activities of the parking operations at each campus. The primary revenue source is parking permit fees. Parking also receives revenue from parking meters and parking citations. Expenditures are for 75% of the operational costs of College Safety and Police and 100% of capital outlay costs, such as parking lot lighting, that directly benefit parking operations.

**Fund 12, Resource 1050 - Parking**

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,842,227	\$ 1,915,330	\$ 1,915,330	\$ 885,303
Expenditures				
Classified Salaries	\$ 1,151,221	\$ 1,379,010	\$ 1,330,837	\$ 761,133
Employee Benefits	340,352	418,476	405,987	184,929
Materials & Supplies	88,789	49,163	69,500	24,129
Services	282,884	266,199	304,124	173,916
Capital Outlay	326,947	197,385	199,785	142,436
Total Expenditures	\$ 2,190,193	\$ 2,310,233	\$ 2,310,233	\$ 1,286,543
Revenues Over (Under) Expenditures	\$ (347,966)	\$ (394,903)	\$ (394,903)	\$ (401,240)
Beginning Fund Balance	952,591	604,625	604,625	604,625
Ending Fund Balance	\$ 604,625	\$ 209,722	\$ 209,722	\$ 203,385
Ending Cash Balance				\$ 222,231

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED JANUARY 31, 2007**

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

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

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 898,884	\$ 954,806	\$ 954,806	\$ 530,334
Expenditures				
Academic Salaries	\$ 109,693	\$ 140,413	\$ 140,413	\$ 73,413
Classified Salaries	243,834	427,458	427,458	174,149
Employee Benefits	59,155	104,149	104,149	38,351
Materials & Supplies	34,077	61,180	61,180	25,509
Services	163,685	191,991	191,991	90,429
Capital Outlay	37,567	40,863	40,863	332
Total Expenditures	\$ 648,011	\$ 966,054	\$ 966,054	\$ 402,183
Revenues Over (Under) Expenditures	\$ 250,873	\$ (11,248)	\$ (11,248)	\$ 128,151
Beginning Fund Balance	417,843	668,716	668,716	668,716
Ending Fund Balance	\$ 668,716	\$ 657,468	\$ 657,468	\$ 796,867
Ending Cash Balance				\$ 798,322



**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED JANUARY 31, 2007**

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

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

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 988,791	\$ 1,002,906	\$ 1,002,906	\$ 600,465
Expenditures				
Academy Salaries	\$ 15,865	\$ 3,842	\$ 3,842	\$ 2,268
Classified Salaries	348,233	373,957	373,957	222,765
Employee Benefits	70,343	69,157	69,157	33,361
Materials & Supplies	15,570	16,000	16,000	6,802
Services	524,165	544,955	544,955	322,749
Capital Outlay	10,105	5,000	5,000	2,171
Total Expenditures	\$ 984,281	\$ 1,012,911	\$ 1,012,911	\$ 590,116
Revenues Over (Under) Expenditures	\$ 4,510	\$ (10,005)	\$ (10,005)	\$ 10,349
Beginning Fund Balance	81,877	86,387	86,387	86,387
Ending Fund Balance	\$ 86,387	\$ 76,382	\$ 76,382	\$ 96,736
Ending Cash Balance				\$ 98,190

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED JANUARY 31, 2007**

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

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

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 673,954	\$ 710,675	\$ 710,675	\$ 425,236
Intrafund Transfer from General Operating (Resource 1000)	193,257	193,257	193,257	96,628
Total Revenues	<u>\$ 867,211</u>	<u>\$ 903,932</u>	<u>\$ 903,932</u>	<u>\$ 521,864</u>
Expenditures				
Classified Salaries	\$ 250,120	\$ 290,481	\$ 290,367	\$ 157,811
Employee Benefits	77,549	87,718	95,032	46,347
Materials & Supplies	35,642	33,488	33,488	12,817
Services	629,517	487,829	480,629	253,860
Capital Outlay	1,408	3,000	3,000	0
Total Expenditures	<u>\$ 994,236</u>	<u>\$ 902,516</u>	<u>\$ 902,516</u>	<u>\$ 470,835</u>
Revenues Over (Under) Expenditures	\$ (127,025)	\$ 1,416	\$ 1,416	\$ 51,029
Beginning Fund Balance	<u>(531,168)</u>	<u>(658,193)</u>	<u>(658,193)</u>	<u>(658,193)</u>
Ending Fund Balance	<u>\$ (658,193)</u>	<u>\$ (656,777)</u>	<u>\$ (656,777)</u>	<u>\$ (607,164)</u>
Ending Cash Balance				<u>\$ (604,920)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED JANUARY 31, 2007**

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

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

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 863,446	\$ 863,441	\$ 863,441	\$ 452,636
Expenditures				
Services	\$ 35,685	\$ 36,150	\$ 36,150	\$ 18,715
Interfund Transfer to Food Services (Resource 3200)	356,930	506,930	506,930	253,465
Intrafund Transfer to General Operating (Resource 1000)	450,000	380,000	380,000	190,000
Total Expenditures	\$ 842,615	\$ 923,080	\$ 923,080	\$ 462,180
Revenues Over (Under) Expenditures	\$ 20,831	\$ (59,639)	\$ (59,639)	\$ (9,544)
Beginning Fund Balance	87,633	108,464	108,464	108,464
Ending Fund Balance	\$ 108,464	\$ 48,825	\$ 48,825	\$ 98,920
Ending Cash Balance				\$ 98,920

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED JANUARY 31, 2007**

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

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

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 273,316	\$ 452,513	\$ 452,513	\$ 53,326
Intrafund Transfer from General Operating (Resource 1000)	173,470	173,470	173,470	0
Total Revenue	<u>\$ 446,786</u>	<u>\$ 625,983</u>	<u>\$ 625,983</u>	<u>\$ 53,326</u>
Expenditures				
Academic Salaries	\$ 400	\$ 5,700	\$ 5,700	\$ 400
Classified Salaries	95,874	144,239	139,651	80,053
Employee Benefits	27,627	42,250	46,838	22,850
Materials & Supplies	9,270	31,000	31,000	7,000
Services	133,601	254,923	254,923	77,177
Total Expenditures	<u>\$ 266,772</u>	<u>\$ 478,112</u>	<u>\$ 478,112</u>	<u>\$ 187,480</u>
Revenues Over (Under) Expenditures	\$ 180,014	\$ 147,871	\$ 147,871	\$ (134,154)
Beginning Fund Balance	86,701	266,715	266,715	266,715
Ending Fund Balance	<u>\$ 266,715</u>	<u>\$ 414,586</u>	<u>\$ 414,586</u>	<u>\$ 132,561</u>
Ending Cash Balance				<u>\$ 115,866</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED JANUARY 31, 2007**

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

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

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	<u>\$ 972,143</u>	<u>\$ 1,000,989</u>	<u>\$ 1,000,989</u>	<u>\$ 152,954</u>
Expenditures				
Services	<u>\$ 142,829</u>	<u>\$ 156,100</u>	<u>\$ 156,100</u>	<u>\$ 92,443</u>
Total Expenditures	<u>\$ 142,829</u>	<u>\$ 156,100</u>	<u>\$ 156,100</u>	<u>\$ 92,443</u>
Revenues Over (Under) Expenditures	<u>\$ 829,314</u>	<u>\$ 844,889</u>	<u>\$ 844,889</u>	<u>\$ 60,511</u>
Beginning Fund Balance	<u>2,172,196</u>	<u>3,001,510</u>	<u>3,001,510</u>	<u>3,001,510</u>
Ending Fund Balance	<u><u>\$ 3,001,510</u></u>	<u><u>\$ 3,846,399</u></u>	<u><u>\$ 3,846,399</u></u>	<u><u>\$ 3,062,021</u></u>
Ending Cash Balance				<u><u>\$ 1,992,366</u></u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED JANUARY 31, 2007**

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

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

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 15,597,910	\$ 22,155,203	\$ 23,340,533	\$ 9,614,162
Intrafund Transfers from				
General Operating (Resource 1000)				
For DSP&S	612,109	665,157	665,157	332,578
For Federal Work Study	135,760	140,155	140,155	79,211
For Matriculation	272,645	0	0	0
For Instructional Equipment	539,047	222,028	222,028	222,028
Total Revenues	<u>\$ 17,157,471</u>	<u>\$ 23,182,543</u>	<u>\$ 24,367,873</u>	<u>\$ 10,247,979</u>
Expenditures				
Academic Salaries	\$ 2,884,240	\$ 4,072,998	\$ 4,399,936	\$ 1,809,959
Classified Salaries	4,692,454	6,571,377	6,892,164	3,309,716
Employee Benefits	2,174,675	2,849,356	3,006,898	1,224,160
Materials & Supplies	1,439,600	2,128,838	2,223,236	348,414
Services	2,959,657	4,029,694	4,376,008	987,322
Capital Outlay	2,670,122	3,082,028	3,014,668	770,339
Scholarships	65,231	213,765	188,203	11,000
Student Grants (Financial, Book, Meal, Transportation)	271,492	234,487	266,760	170,395
Total Expenditures	<u>\$ 17,157,471</u>	<u>\$ 23,182,543</u>	<u>\$ 24,367,873</u>	<u>\$ 8,631,305</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 1,616,674
Beginning Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 1,616,674</u>
Ending Cash Balance				<u>\$ 720,566</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED JANUARY 31, 2007**

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

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

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 1,221,257	\$ 1,221,231	\$ 1,221,231	\$ 708,832
Interfund Transfers from Contractor-Operated Bookstore (Resource 1110)	<u>356,930</u>	<u>506,930</u>	<u>506,930</u>	<u>253,465</u>
Total Revenues	<u>\$ 1,578,187</u>	<u>\$ 1,728,161</u>	<u>\$ 1,728,161</u>	<u>\$ 962,297</u>
Expenditures				
Classified Salaries	\$ 624,505	\$ 632,710	\$ 632,710	\$ 370,174
Employee Benefits	229,286	266,147	266,147	118,478
Materials & Supplies	689,248	689,993	690,493	412,895
Services	103,355	251,225	250,045	110,862
Capital Outlay	<u>468</u>	<u>0</u>	<u>680</u>	<u>0</u>
Total Expenditures	<u>\$ 1,646,862</u>	<u>\$ 1,840,075</u>	<u>\$ 1,840,075</u>	<u>\$ 1,012,409</u>
Revenues Over (Under) Expenditures	\$ (68,675)	\$ (111,914)	\$ (111,914)	\$ (50,112)
Beginning Fund Balance	<u>295,949</u>	<u>227,274</u>	<u>227,274</u>	<u>227,274</u>
Ending Fund Balance	<u>\$ 227,274</u>	<u>\$ 115,360</u>	<u>\$ 115,360</u>	<u>\$ 177,162</u>
Ending Cash Balance				<u>\$ 156,659</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED JANUARY 31, 2007**

Child Care was established to manage the finances of the District's Child Care Centers at all three campuses.

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

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,144,168	\$ 1,230,457	\$ 1,230,457	\$ 668,186
Interfund Transfer from General Operating (Resource 1000)	220,000	220,000	220,000	110,000
Total Revenues	<u>\$ 1,364,168</u>	<u>\$ 1,450,457</u>	<u>\$ 1,450,457</u>	<u>\$ 778,186</u>
Expenditures				
Academic Salaries	\$ 837,349	\$ 914,833	\$ 914,833	\$ 520,640
Classified Salaries	165,242	189,371	186,871	72,376
Employee Benefits	199,107	213,504	213,504	97,323
Materials & Supplies	41,684	65,340	61,440	24,593
Services	49,943	58,670	67,570	40,915
Capital Outlay	2,014	8,000	5,500	851
Total Expenditures	<u>\$ 1,295,339</u>	<u>\$ 1,449,718</u>	<u>\$ 1,449,718</u>	<u>\$ 756,698</u>
Revenues Over (Under) Expenditures	\$ 68,829	\$ 739	\$ 739	\$ 21,488
Beginning Fund Balance	30,549	99,379	99,379	99,379
Ending Fund Balance	<u>\$ 99,379</u>	<u>\$ 100,118</u>	<u>\$ 100,118</u>	<u>\$ 120,867</u>
Ending Cash Balance				<u>\$ 132,399</u>



**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED JANUARY 31, 2007**

State Construction & Scheduled Maintenance was established to account for the financial activities of State-approved construction and maintenance projects. The funding sources are state funds and matching funds for Scheduled Maintenance from the District's General Obligation Bond Funded Capital Outlay Projects (Resource 4160).

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

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 4,346,375	\$ 9,632,003	\$ 9,632,003	\$ 3,291,889
Intrafund Transfer from General Obligation Bond Funded Projects (Resource 4160)	<u>0</u>	<u>293,742</u>	<u>293,742</u>	<u>293,742</u>
Total Revenues	<u>\$ 4,346,375</u>	<u>\$ 9,925,745</u>	<u>\$ 9,925,745</u>	<u>\$ 3,585,631</u>
Expenditures				
Materials & Supplies	\$ 11,654	\$ 5,209	\$ 13,209	\$ 3,033
Services	82	6,531	6,531	0
Capital Outlay	<u>4,435,325</u>	<u>10,556,791</u>	<u>10,548,791</u>	<u>3,411,651</u>
Total Expenditures	<u>\$ 4,447,061</u>	<u>\$ 10,568,531</u>	<u>\$ 10,568,531</u>	<u>\$ 3,414,684</u>
Revenues Over (Under) Expenditures	\$ (100,686)	\$ (642,786)	\$ (642,786)	\$ 170,947
Beginning Fund Balance	<u>743,472</u>	<u>642,786</u>	<u>642,786</u>	<u>642,786</u>
Ending Fund Balance	<u>\$ 642,786</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 813,733</u>
Ending Cash Balance				<u>\$ 787,733</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED JANUARY 31, 2007**

Child Development Center Capital was established to account for the construction and expansion of the District's childcare facilities.

**Fund 41, Resource 4110 - Child Development Center Capital**

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 3,226	\$ 500	\$ 500	\$ 668
Expenditures				
Materials & Supplies	\$ 522	\$ 0	\$ 0	\$ 0
Capital Outlay	860	49,055	49,055	0
Total Expenditures	\$ 1,382	\$ 49,055	\$ 49,055	\$ 0
Revenues Over (Under) Expenditures	\$ 1,844	\$ (48,555)	\$ (48,555)	\$ 668
Beginning Fund Balance	46,711	48,555	48,555	48,555
Ending Fund Balance	\$ 48,555	\$ 0	\$ 0	\$ 49,223
Ending Cash Balance				\$ 49,223

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED JANUARY 31, 2007**

Non-State Funded Capital Outlay Projects was established to account for financial activities related to the acquisition or construction of major capital projects that are funded from non-state revenue sources.

**Fund 41, Resource 4120 - Non-State Funded Capital Outlay Projects**

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 20	\$ 20	\$ 20	\$ 7
Expenditures				
Capital Outlay	\$ 0	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 0	\$ 0	\$ 0	\$ 0
Revenues Over (Under) Expenditures	\$ 20	\$ 20	\$ 20	\$ 7
Beginning Fund Balance	485	505	505	505
Ending Fund Balance	<u>\$ 505</u>	<u>\$ 525</u>	<u>\$ 525</u>	<u>\$ 512</u>
Ending Cash Balance				<u>\$ 512</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED JANUARY 31, 2007**

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

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

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 400,095	\$ 489,501	\$ 489,501	\$ 139,555
Proceeds from the sale of the La Sierra Property	<u>9,035,971</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenues	<u>\$ 9,436,066</u>	<u>\$ 489,501</u>	<u>\$ 489,501</u>	<u>\$ 139,555</u>
Expenditures				
Services	\$ 19,445	\$ 18,893	\$ 18,893	\$ 94
Capital Outlay	<u>4,347,965</u>	<u>2,278,214</u>	<u>2,278,214</u>	<u>18,536</u>
Total Expenditures	<u>\$ 4,367,410</u>	<u>\$ 2,297,107</u>	<u>\$ 2,297,107</u>	<u>\$ 18,630</u>
Revenues Over (Under) Expenditures	\$ 5,068,656	\$ (1,807,606)	\$ (1,807,606)	\$ 120,925
Beginning Fund Balance	<u>6,113,030</u>	<u>11,181,686</u>	<u>11,181,686</u>	<u>11,181,686</u>
Ending Fund Balance	<u>\$ 11,181,686</u>	<u>\$ 9,374,080</u>	<u>\$ 9,374,080</u>	<u>\$ 11,302,611</u>
Ending Cash Balance				<u>\$ 10,232,957</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED JANUARY 31, 2007**

Self-Funded Equipment and Facility Projects was established to provide for Board approved capital projects. The funding source for this resource was one-time, overcap growth money.

**Fund 41, Resource 4150 - Self-Funded Equipment and Facility Projects**

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 23,985	\$ 0	\$ 0	\$ 0
Expenditures				
Interfund Transfers to:				
General Operating (Resource 1000)	\$ 1,123,870	\$ 15,985	\$ 15,985	\$ 15,985
Total Expenditures	\$ 1,123,870	\$ 15,985	\$ 15,985	\$ 15,985
Revenues Over (Under) Expenditures	\$ (1,099,885)	\$ (15,985)	\$ (15,985)	\$ (15,985)
Beginning Fund Balance	1,115,870	15,985	15,985	15,985
Ending Fund Balance	\$ 15,985	\$ 0	\$ 0	\$ 0
Ending Cash Balance				\$ 0

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED JANUARY 31, 2007**

General Obligation Bond Funded Capital Outlay Projects was established to account for General Obligation Bond proceeds and financial activities related to Board approved Measure C projects.

**Fund 41, Resource 4160 - General Obligation Bond Funded Capital Outlay Projects**

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,726,681	\$ 1,500,000	\$ 1,878,000	\$ 654,828
Expenditures				
Classified Salaries	\$ 0	\$ 147,834	\$ 45,236	\$ 24,824
Employee Benefits	0	53,390	53,390	11,179
Materials & Supplies	13,131	21,869	21,869	0
Services	243,283	182,837	317,935	92,289
Capital Outlay	18,081,475	27,279,703	35,159,839	10,775,632
Intrafund Transfers to:				
State Construction (Resource 4100)	0	293,742	293,742	293,742
Total Expenditures	\$ 18,337,889	\$ 27,979,375	\$ 35,892,011	\$ 11,197,666
Revenues Over (Under) Expenditures	\$ (16,611,208)	\$ (26,479,375)	\$ (34,014,011)	\$ (10,542,838)
Beginning Fund Balance	50,782,712	34,171,504	34,171,504	34,171,504
Ending Fund Balance	\$ 34,171,504	\$ 7,692,129	\$ 157,493	\$ 23,628,666
Ending Cash Balance				\$ 23,628,667

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED JANUARY 31, 2007**

Health and Liability Self-Insurance is used to account for the revenues and expenditures of the District's health and liability self-insurance programs.

**Fund 61, Resource 6100 - Health and Liability Self-Insurance**

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 4,423,670	\$ 4,431,168	\$ 4,446,644	\$ 2,898,230
Interfund transfer from General Operating (Resource 1000)	<u>500,000</u>	<u>250,000</u>	<u>250,000</u>	<u>125,000</u>
Total Revenue	<u>\$ 4,923,670</u>	<u>\$ 4,681,168</u>	<u>\$ 4,696,644</u>	<u>\$ 3,023,230</u>
Expenditures				
Classified Salaries	\$ 139,672	\$ 161,673	\$ 161,673	\$ 90,200
Employee Benefits	44,825	52,906	52,906	30,608
Materials & Supplies	3,307	3,900	7,400	3,006
Services	2,739,930	4,094,050	4,090,550	1,651,991
Capital Outlay	<u>37,756</u>	<u>80,568</u>	<u>80,568</u>	<u>32,727</u>
Total Expenditures	<u>\$ 2,965,490</u>	<u>\$ 4,393,097</u>	<u>\$ 4,393,097</u>	<u>\$ 1,808,532</u>
Revenues Over (Under) Expenditures	\$ 1,958,180	\$ 288,071	\$ 303,547	\$ 1,214,698
Beginning Fund Balance	<u>110,881</u>	<u>2,069,061</u>	<u>2,053,585</u>	<u>2,053,585</u>
Ending Fund Balance	<u>\$ 2,069,061</u>	<u>\$ 2,357,132</u>	<u>\$ 2,357,132</u>	<u>\$ 3,268,283</u>
Ending Cash Balance				<u>\$ 4,031,750</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED JANUARY 31, 2007**

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

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

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,150,767	\$ 1,391,620	\$ 1,391,620	\$ 785,751
Expenditures				
Classified Salaries	\$ 42,340	\$ 58,508	\$ 58,508	\$ 33,048
Employee Benefits	13,915	21,828	21,828	11,417
Materials & Supplies	1,071	620	620	154
Services	1,553,161	1,174,880	998,538	554,403
Capital Outlay	0	0	7,700	0
Total Expenditures	\$ 1,610,487	\$ 1,255,836	\$ 1,087,194	\$ 599,022
Revenues Over (Under) Expenditures	\$ (459,720)	\$ 135,784	\$ 304,426	\$ 186,730
Beginning Fund Balance	806,383	346,663	178,021	178,021
Ending Fund Balance	\$ 346,663	\$ 482,447	\$ 482,447	\$ 364,750
Ending Cash Balance				\$ 1,902,129



**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED JANUARY 31, 2007**

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

	<b><u>Associated Students of RCC</u></b>			
	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 590,083	\$ 601,000	\$ 601,000	\$ 339,009
Expenditures				
Materials & Supplies	\$ 568,064	\$ 601,000	\$ 601,000	\$ 282,214
Total Expenditures	\$ 568,064	\$ 601,000	\$ 601,000	\$ 282,214
Revenues Over (Under) Expenditures	\$ 22,019	\$ 0	\$ 0	\$ 56,795
Beginning Fund Balance	1,011,610	1,033,629	1,033,629	1,033,629
Ending Fund Balance	<u>\$ 1,033,629</u>	<u>\$ 1,033,629</u>	<u>\$ 1,033,629</u>	<u>\$ 1,090,424</u>
Ending Cash Balance				<u>\$ 1,979,338</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED JANUARY 31, 2007**

Student Financial Aid is used to record financial transactions for scholarships given to students from the federal Pell and FSEOG grant programs as well as the State's Cal Grant program.

	<u>Student Financial Aid</u>			
	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	<u>\$ 15,049,054</u>	<u>\$ 15,785,943</u>	<u>\$ 15,785,943</u>	<u>\$ 7,240,303</u>
Expenditures				
Other				
Scholarships and Grant Reimbursements	<u>\$ 15,049,054</u>	<u>\$ 15,785,943</u>	<u>\$ 15,785,943</u>	<u>\$ 6,664,116</u>
Total Expenditures	<u>\$ 15,049,054</u>	<u>\$ 15,785,943</u>	<u>\$ 15,785,943</u>	<u>\$ 6,664,116</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 576,187
Beginning Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 576,187</u>
Ending Cash Balance				<u>\$ 624,044</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED JANUARY 31, 2007**

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

**RCCD Development Corporation**

	Prior Year Actuals 7-1-05 to 6-30-06	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 16	\$ 0	\$ 0	\$ 8
Expenditures				
Services	\$ 0	\$ 0	\$ 0	\$ 20
Total Expenditures	\$ 0	\$ 0	\$ 0	\$ 20
Revenues Over (Under) Expenditures	\$ 16	\$ 0	\$ 0	\$ (12)
Beginning Fund Balance	16,237	16,253	16,253	16,253
Ending Fund Balance	<u>\$ 16,253</u>	<u>\$ 16,253</u>	<u>\$ 16,253</u>	<u>\$ 16,241</u>
Ending Cash Balance				<u>\$ 16,241</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATION AND FINANCE

Report No.: V-B-2

Date: February 20, 2007

Subject: CCFS-311Q – Quarterly Financial Status Report for the Quarter Ended  
December 31, 2006

Background: Education Code Section 84040 specifies that financial information be periodically reported to the California Community Colleges Board of Governors. To comply with this requirement, the District prepares Form CCFS-311Q – Quarterly Financial Status Report for each fiscal quarter for submission to the Chancellor’s Office. The Chancellor’s Office is revising the CCFS-311Q format but it will not be finalized until April 2007. In the interim the Chancellor’s Office will be collecting the CCFS-311Q data via an Excel spreadsheet. For purposes of this report, the General Fund includes:

Fund 11 – Unrestricted

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

Fund 12 – Restricted

Resource 1050 – Parking  
Resource 1070 – Student Health  
Resource 1180 – Redevelopment Pass-Through  
Resource 1190 – Grants and Categorical Programs

Information Only: Attached for the Board’s review and information is a copy of the CCFS-311Q – Quarterly Financial Status report for the quarter ended December 31, 2006.

Salvatore G. Rotella  
Chancellor

Prepared by: Bill J. Bogle, Jr.  
District Controller

California Community Colleges  
Quarterly Financial Status Report, CCFS-311Q

Fiscal Year : 2006-07

District: 960 Riverside Community College District

Quarter Ended: 31-Dec

Line	Description	As of June 30 for the fiscal year specified		
		Actual 2005-06	Actual 2005-06	Projected 2006-07
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>				
<b>A Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8600)	93,694,590	106,405,524	135,296,346
A.2	Other Financing Sources (Object 8900)	1,328,522	880,941	0
A.3	<b>Total Unrestricted Revenues (A.1 + A.2)</b>	95,023,112	107,286,465	135,296,346
<b>B. Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	91,626,213	100,774,630	134,256,560
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,702,874	1,146,930	1,981,685
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	93,329,087	101,921,560	136,238,245
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	1,694,025	5,364,905	-941,899
D.	<b>Fund Balance, Beginning</b>	5,567,529	7,261,554	12,638,844
D.1	Prior Year Adjustments + (-)	0	-281,721	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	5,567,529	6,979,833	12,747,316
E.	<b>Fund Balance, Ending (C. + D.2)</b>	7,261,554	12,344,738	11,696,945
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	7.8%	12.1%	8.6%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	23,001	24,666	26,258	22,851
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

Line	Description	As of the specified quarter ended for each fiscal year presented		
		2005-06	2004-05	2005-06
H.1	Cash, excluding borrowed funds			26,718,022
H.2	Cash, borrowed funds only			0
H.3	<b>Total Cash (H.1 + H.2)</b>	14,362,225	10,543,307	19,499,411

**IV. Unrestricted General Fund Revenues and Expenditures: 2006-07 Budget to Year-to-Date Actuals**

Line	Description	As of the specified quarter ended for each fiscal year presented			Percentage
		Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8600)	135,296,346	135,296,346	63,636,227	47%
I.2	Other Financing Sources (Object 8900)	0	0	0	%
I.3	<b>Total Unrestricted Revenues (I.1 + I.2)</b>	135,296,346	135,296,346	63,636,227	47%
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	134,256,560	134,256,560	58,266,486	43%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,981,685	1,981,685	1,074,567	54%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	136,238,245	136,238,245	59,341,053	44%
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	-941,899	-941,899	4,295,174	
L.	Adjusted Fund Balance, Beginning	12,638,844	12,638,844	12,638,844	
L.1	<b>Fund Balance, Ending</b>	11,696,945	11,696,945	16,934,018	
M.	Percentage of UGF Fund Balance to UGF Expenditures (L.1 / J.3)	8.6%	8.6%	8.6%	

V. Has the district settled any employee contracts during this quarter? **No**

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

Contract Period Settled (Specify) YYYY-YY	Management		Academic		Classification	
	Total Cost Increase %*	Total Cost Increase	Permanent %	Academic %	Temporary Total Cost Increase %	Classification Total Cost Increase %*
<b>a. SALARIES:</b>						
Year 1:	0	0	0.0%	0.0%	0	0.0%
Year 2:	0	0	0.0%	0.0%	0	0.0%
Year 3:	0	0	0.0%	0.0%	0	0.0%
<b>b. BENEFITS:</b>						
Year 1:	0	0	0.0%	0.0%	0	0.0%
Year 2:	0	0	0.0%	0.0%	0	0.0%
Year 3:	0	0	0.0%	0.0%	0	0.0%

\*: As specified in Collective Bargaining Agreement or other Employment Contract.

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

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

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


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

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

**CERTIFICATION**

District : 960 Riverside Community College District

To the best of my knowledge, the data contained in this report are correct.

  
\_\_\_\_\_  
District Chief Business Officer

Date

2/25/07

Qtr. Ended: December 31, 2006

To the best of my knowledge, the data contained in this report are correct. I further certify that this report was/will be presented at the governing board meeting specified below, and afforded the opportunity to be discussed and entered into the minutes of that meeting.

  
\_\_\_\_\_  
District Superintendent

Date

Governing Board Meeting Date: 2.25.07

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
GENERAL FUND REVENUE AND EXPENDITURE REPORT  
FOR THE PERIOD ENDED DECEMBER 31, 2006**

**Cash Position - Unrestricted and Restricted**

	YTD Activity
Beginning Cash, July 1, 2006	\$ 14,873,393
Accounts Receivable Collections	12,140,340
Accounts Payable Payments	(5,468,094)
Revenue and Other Financial Sources	72,821,985
Expenditures and Other Outgo	(67,649,602)
Ending Cash, December 31, 2006	<u>\$ 26,718,022</u>

**Budget and Actual Activity - Unrestricted**

	Adopted Budget	Revised Budget	YTD Activity
<b>Revenues</b>			
Federal	\$ 123,500	\$ 123,500	\$ 10,877
State	88,142,709	88,142,709	43,381,448
Local	47,030,137	47,030,137	20,243,902
<b>Total Revenues</b>	<u>135,296,346</u>	<u>135,296,346</u>	<u>63,636,227</u>
<b>Expenditures</b>			
Academic Salaries	\$ 62,153,458	\$ 62,014,287	\$ 28,484,238
Classified Salaries	29,180,193	28,942,548	13,119,854
Employee Benefits	22,881,674	22,893,797	8,993,966
Materials & Supplies	2,936,181	2,880,261	1,016,793
Services	15,104,882	15,375,768	6,035,359
Capital Outlay	2,000,172	2,149,899	616,276
Total Expenditures	<u>134,256,560</u>	<u>134,256,560</u>	<u>58,266,486</u>
<b>Other Outgo</b>	1,981,685	1,981,685	1,074,567
<b>Total Expenditures and Other Outgo</b>	<u>136,238,245</u>	<u>136,238,245</u>	<u>59,341,053</u>
<b>Revenues Over (Under)</b>			
<b>Expenditures</b>	(941,899)	(941,899)	4,295,174
<b>Beginning Fund Balances</b>	<u>12,638,844</u>	<u>12,638,844</u>	<u>12,638,844</u>
<b>Ending Fund Balances</b>	<u>\$ 11,696,945</u>	<u>\$ 11,696,945</u>	<u>\$ 16,934,018</u>
<b>Contingency</b>			
Unrestricted	\$ 10,796,945	\$ 10,796,945	\$ 16,034,018
<b>Reserve</b>	900,000	900,000	900,000
<b>Total Contingency/Reserve</b>	<u>\$ 11,696,945</u>	<u>\$ 11,696,945</u>	<u>\$ 16,934,018</u>



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING

Report No.: VI-A-1

Date: February 20, 2007

Subject: Agreement with Lee Wade

Background: Attached for the Board's review and consideration is a proposed agreement between Riverside Community College District and Lee Wade to provide corporate marketing consultation including, but not limited to, packaging media and coordinating cross promotions for corporate sales, coordinating special events, conceptualizing media packaging/fund raising materials, differentiating marketing programs and generating corporate sales funds for Performance Riverside. The term of this agreement is February 21, 2007 through December 30, 2007. The total fee for this agreement shall not exceed \$28,750.00. Funding source: General Fund.

The agreement has been reviewed by Sylvia Thomas, Associate Vice Chancellor of Instruction, and Ruth W. Adams, Director, Contracts, Compliance and Legal Services.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, from February 21, 2007 through December 30, 2007, for an amount not to exceed \$28,750.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella  
Chancellor

Prepared by: Carolyn L. Quin  
Dean, Riverside School for the Arts

AGREEMENT  
BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND  
LEE WADE

THIS AGREEMENT is made and entered into on this 21<sup>st</sup> of February, 2007, by and between Lee Wade, hereinafter referred to as "Consultant" and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District".

The parties hereto mutually agree as follows:

1. The Consultant agrees to provide corporate marketing consultation including, but not limited to, packaging media and coordinating cross promotions for corporate sales, coordinating special events, conceptualizing media packaging/fund raising materials, differentiating marketing programs, and generating corporate sales funds for Performance Riverside.
2. The services rendered by the Consultant are subject to review and supervision by the District's Chancellor and other designated representatives of the District.
3. The term of this agreement shall be from February 21, 2007 through December 30, 2007.
4. Payment in consideration of this agreement includes a service fee that shall not exceed \$28,750.00 (\$5,000.00 payable after receipt of invoice on the following dates and 50% of the first \$25,000.00 in corporate sales and 45% of the next \$25,000.00 in corporate sales, also after receipt of invoice).

Marketing Consultation	\$2,000.00 payable 3/1/2007
	\$3,000.00 payable on 5/1/2007
Corporate Sales	50% of first \$25,000.00
	45% of next \$25,000.00

5. It is mutually agreed and understood that, during the term of this Agreement, RCCD shall indemnify and hold the Consultant and its officers, directors, agents, affiliates and employees, harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the RCCD, the instructors, employees and students, arising out of, under, pursuant to or in connection with this Agreement.

It is mutually agreed and understood that, during the term of this Agreement, the Consultant shall indemnify and hold RCCD, its Board of Trustees, officers, employees and students harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the Consultant, its officers and employees, arising out of, under, pursuant to or in connection with this Agreement.

6. Consultant shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status or sex.
7. It is understood and agreed that Consultant is an independent Consultant and that no employer-employee relationship exists between Consultant and RCCD.
8. 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.
9. This contract may be cancelled by either party with 15 days advance notice in writing. Failure to deliver services as requested constitutes reason for cancellation of this agreement.

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

Riverside Community College District

Lee Wade  
3509 Elmwood Court  
Riverside, CA 92506

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James L. Buysse  
Vice Chancellor, Administration and Finance

---

Consultant

---

Date

---

Date

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING

Report No.: VI-A-2

Date: February 20, 2007

Subject: CalWORKs Work Study Agreement with Employer

Background: Attached for the Board's review and consideration is a blanket work study agreement to be used between Riverside Community College District and employers who hire CalWORKs eligible students. Funding in the amount of \$37,080.00 has been provided for the Work Study Program by the California Community College Chancellor's Office beginning January 2, 2007 through June 30, 2007. The funding will allow for reimbursement of up to half of the students' earnings for a period of up to four months excluding payment for vacation time, holiday pay, sick leave, union dues, jury duty, or any employer taxes. The wage reimbursement incentive is expected to facilitate the job placement of CalWORKs students by Workforce Preparation staff. In order to quickly fill employer needs, these work study agreements for individual students would be signed by the District Dean of Workforce Development. This will allow CalWORKs students the opportunity to immediately meet their work participation requirements as specified by Riverside County Department Public Social Services. There will be no cost to the District. Funding source: California Community College Chancellor's Office.

This agreement has been reviewed by Ruth Adams, Director, Compliance, Contracts and Legal Services, and Sylvia Thomas, Associate Vice Chancellor of Instruction.

Recommended Action: It is recommended that the Board of Trustees approve the blanket work study agreement, for the period of February 21, 2007 through June 30, 2007, and authorize Shelagh Camak, District Dean of Workforce Development, to sign the individual work study agreements for Calworks eligible students.

Salvatore G. Rotella  
Chancellor

Prepared by: Shelagh Camak  
District Dean, Workforce Development  
Michael Wright  
Director, Workforce Preparation Grants and Contracts

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CalWORKs WORK STUDY AGREEMENT

Contract No.	
Amount	Hours

The Riverside Community College District (RCCD) and \_\_\_\_\_ (EMPLOYER)

enter into this agreement for \_\_\_\_\_ (Name of CalWORKs Student).

1. The term of this agreement is from \_\_\_\_\_ through \_\_\_\_\_.
2. EMPLOYER shall employ and train the-Student Employee with the Training Plan appended to this agreement and in accordance with all applicable laws, regulations and policies as Attachment A.
3. RCCD shall pay EMPLOYER an amount not to exceed \$ \_\_\_\_\_ in accordance with the Payment Schedule appended to this agreement as Attachment B.
4. During the training, EMPLOYER shall insure that the STUDENT/EMPLOYEE: (A) Is on EMPLOYER'S payroll, (B) Receives the same benefits as EMPLOYER'S other employees performing similar work, (C) Is paid the wage indicated in this agreement, and (D) Is provided Worker's Compensation coverage.
5. RCCD's share of the work study reimbursement shall not include payment for vacation time, holiday pay, sick leave, union dues, jury duty, etc.
6. RCCD and authorized representatives of appropriate County, State and Federal agencies have the right to observe and monitor all conditions and activities involved in the performance of this agreement and have the right to verify data submitted with respect to this agreement by examining relevant records and documents during the EMPLOYER'S normal business hours.
7. No alteration or variation of the terms of this agreement shall be valid and/or binding unless made in writing and signed by the parties hereto- There are no oral understandings or agreements incorporated herein.
8. Either party may terminate this agreement upon (10) day's prior written notice to the other party. RCCD may immediately terminate this agreement at such time as funds are not made available through the State of California for the purpose of carrying out this agreement.
9. EMPLOYER, and agents and employees of EMPLOYER in the performance of the agreement, shall act in an independent capacity and not as officers, employees or agents of RCCD.
10. EMPLOYER agrees to abide by the CalWORKs Work Study (CWWS) assurances incorporated herein by this reference and appended hereto as Attachment C.
11. This agreement is contingent upon the fact that the STUDENT/EMPLOYEE is enrolled in at least 3 units of approved academic courses. If this STUDENT/EMPLOYEE should withdraw from RCC, or be enrolled in less than 3 units, this contract will terminate. The employer will be given a 14-day notice of contract termination in this instance.

APPROVED BY EMPLOYER

APPROVED BY RCCD

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

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

\_\_\_\_\_  
Name and Title

Shelagh Camak, District Dean  
Workforce Development

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_

### CalWORKs WORK STUDY ASSURANCES

1. EMPLOYER will comply with all requirements of the CalWORKs Work Study Program and with all related Laws, Regulations and Policies.
2. EMPLOYER will comply with Titles IV and VII of the Civil Rights Act of 1964 (PL 88-354) which prohibits discrimination on the grounds of race, age, handicap, color, national origin, sex, political affiliation or beliefs.
3. The programs will not involve political activities.
4. STUDENT/EMPLOYEE will not be employed in the construction, operation or maintenance of any part of any facility which is used for religious instruction or worship.
5. The program will not result in the displacement of employed workers or impair existing contracts for service.
6. Job openings under this program do not result from the termination of other employees in anticipation of receiving subsidies under this program.
7. No STUDENT/EMPLOYEE shall be placed in a position affected by a labor dispute involving a work stoppage, and no payment shall be made to the EMPLOYER for the training and employment of STUDENT/EMPLOYEE during the period of work stoppage.
8. STUDENT/EMPLOYEE shall be compensated by the EMPLOYER at such rates, including periodic increases, as are reasonable considering such factors as industry, geographic region and STUDENT/EMPLOYEE proficiency. In no event shall the rate be less than the highest of the following:
  - (a) the minimum wage rate specified in Section 6(a)( 1 ) of the Fair Labor Standard Acts
  - (b) the minimum wage rate prescribed by applicable state or local law
  - (c) the CalWORKs Work Study Program agreement.
9. EMPLOYER will invoice RCCD for reimbursement of STUDENT/EMPLOYEE'S earnings on a monthly basis, providing RCCD copies of STUDENT/EMPLOYEE'S pay stubs and EMPLOYER'S earnings record for STUDENT/EMPLOYEE.
10. The EMPLOYER will maintain workers' compensation insurance to cover the STUDENT/EMPLOYEE for any injuries sustained while employed by the EMPLOYER. The EMPLOYER will provide evidence of such insurance to RCCD.
11. The EMPLOYER will maintain commercial general liability insurance, auto liability insurance and/or garage liability insurance, as appropriate, to cover any claims damages, losses, causes of action or demands, or any other liability in connection with or in any manner arising out of the EMPLOYER'S performance of the work contemplated by the CWWS agreement.
12. The CWWS agreement may be terminated or funds suspended in whole or in part for cause, including failure of the EMPLOYER to comply with the terms or conditions of the agreement.
13. If the CWWS position is covered by a collective bargaining agreement, EMPLOYER shall obtain written concurrence of the appropriate labor organization.
14. All records pertinent to the program, including payroll records, shall be maintained for a period of five (5) years from the expiration date of the CWWS agreement. Records pertaining to unresolved audit findings must be maintained until final resolution of the audit.
15. EMPLOYER agrees to indemnify and hold harmless RCCD CalWORKs and its' employees and agents from all claims, damages, losses, causes of action and demands, or any other liability in connection with or in any manner arising out of the EMPLOYER'S performance of the work contemplated by the CWWS agreement.

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Signature of Employer

Date

ON-THE-JOB TRAINING PRE-AWARD REVIEW

EMPLOYER:	
ADDRESS:	
CONTACT PERSON:	TELEPHONE NO.:
FEDERAL I.D.:	STATE I.D.:
WORKERS COMPENSATION CARRIER:	
WORKERS COMPENSATION POLICY #:	
STUDENT/EMPLOYEE NAME:	JOB TITLE:
STUDENT/EMPLOYEE SOCIAL SECURITY #:	

CHECKLIST

	YES *	NO
Are there any working conditions that would endanger the health/safety of an employee?		
Is the CWWS position under a lay-off or hiring freeze?		
Is the CWWS position seasonal or intermittent?		
Is the training wage based on commission or piece work?		
Does the CWWS position require a license or certification?		

\*All YES responses require explanations in the comments section

COMMENTS

\_\_\_\_\_  
 Signature of CalWORKs Representative

\_\_\_\_\_  
 Date

CONTRACT#
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ON-THE-JOB-TRAINING  
REQUEST FOR REIMBURSEMENT SHEET

COMPANY:	CONTACT PERSON:
ADDRESS:	PHONE
STUDENT/EMPLOYEE:	SOCIAL SECURITY:
OCCUPATION:	CONTRACT ENDING DATE:

The Student/Employee named above has completed \_\_\_\_\_ hours of training for the month of \_\_\_\_\_.

I certify that the above information is correct and have attached payroll records to verify the training hours and wages paid.

I request payment of \$ \_\_\_\_\_ according to the terms of the OJT agreement.

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

I certify that I have worked the number of hours and received the training as indicated above.

\_\_\_\_\_  
Student/Employee Signature

\_\_\_\_\_  
Date



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING

Report No.: VI-A-3

Date: February 20, 2007

Subject: Scholarship for Student Trustee

Background: Presented for the Board's review and consideration is a proposal that the Riverside Community College District Student Trustee be awarded a \$300.00 scholarship at the end of each fall and spring term (totaling \$600.00/year) in recognition of his/her service to the Riverside Community College District as a Student Trustee. A 2005 survey of student board members, which was conducted by the Community College League of California, demonstrates that a large majority of the California Community Colleges compensate their Student Board Member in some manner. Funding source: General Fund.

Recommended Action: It is recommended that the Board of Trustees approve awarding a \$300.00 scholarship, at the end of each fall and spring term, for a total amount of \$600.00, to the Student Trustee in recognition of his/her service to the Riverside Community College District.

Salvatore G. Rotella  
Chancellor

Prepared by: Debbie DiThomas  
Associate Vice-Chancellor, Student Services and Operations



Community College League of California  
 2017 O Street, Sacramento CA, 95814  
 916.444-9841 / 916.444-2854 (fax)

## Student Board Member Survey 2005

District	Number of St. Trustees	Selection Process	Student Trustee = ASB Pres.	Selected	Seated	Makes Motions	Attends Closed Sessions*	Advisory Vote	Staff Contact	Compensation
Allan Hancock	1	Student Body Elects	No	May	July	Yes	No	Yes	CEO	Yes - \$250/semester book stipend
Antelope Valley	1	Student Body Elects	No	May	June	Yes	No	Yes	Dean, Student Development	Yes - \$120/meeting
Barstow	1	Student Body Elects	No	May	June or July	No	No	No	CSSO	Yes - \$60/Month
Butte	1	Student Body Elects	No	May	June	No	No	Yes	SAA	No - same as board
Cabrillo	1	Student Body Elects	No	May	July	Yes	No	Yes	Dean Student Affairs	No - same as board
Cerritos	1	Student Body President	Yes	April	June	Yes	Yes	Yes	Dean, Student Activities	Yes - \$400/month same as board
Chabot/Las Positas	2	Student Body Elects	No	April	May	Yes	No	No	CEO	Yes - \$100/month
Chaffey	1	Student Body Elects	Yes	April	July	Yes	Yes	Yes	CEO	Yes - \$250/semester book/supply stipend
Citrus	1	Student Body Elects	No	May	May	No	No	No	CEO & SAA	Yes - \$40/meeting

September 2005 \* By law, students may not attend closed sessions on collective bargaining or personnel.

District	Number of St. Trustees	Selection Process	Student Trustee = ASB Pres.	Selected	Seated	Makes Motions	Attends Closed Sessions *	Advisory Vote	Staff Contact	Compensation
Coast	1	Student Committee Selects	No	May	June	Yes	No	No	Chancellor's Assistant	Yes - \$200/month
Compton	1	Student Body Elects	No	April	June	No	No	No		Yes - \$120/month
Contra Costa	1	Student Body Elects	No	March or April	June	No	No	Yes	CEO	Yes - \$400/month
Copper Mountain	1	Student Body Elects	No	May	August	No	No	No	CEO's Assistant	Yes - 1/2 of board
Desert	1	Student Body Elects	No	May	June	No	No	No	CSSO	Yes - 1/2 of board
El Camino	1	Student Body Elects	No	May	June	Yes	No	Yes	VP Student & Community Advancement	Yes - \$200/month
Feather River	1	Student Body Elects	No	May	May or June	Yes	No	Yes	CEO	Yes - \$25/meeting
Foothill/De Arza	2	Student Body Elects	No	May	June	Yes	No	Yes	Special assist to the Chancellor	Yes - \$450/each
Gavilan	1	Student Body Elects	No	May	June	Yes	No	Yes	SAA	Yes - \$240/month same as board
Glendale	1	Student Body President	Yes	April	June	No	No	Yes		Yes - \$150/month

September 2005 \* By law, students may not attend closed sessions on collective bargaining or personnel.

District	Number of St. Trustees	Selection Process	Student Trustee = ASB Pres.	Selected	Seated	Makes Motions	Attends Closed Sessions *	Advisory Vote	Staff Contact	Compensation
Grossmont/Clayton	2	Student Body Elects	No	May	June	No	No	Yes	CEO	Yes - \$275/month
Harnell	1	Student Body Elects	No	April	June	No	No	Yes	CEO	Yes - same as board
Imperial	1	Student Body Elects	Yes	March	April	No	No	No	CEO, SAA	No - same as board
Kern	1	Rotates among 3 colleges, (from student reps)	No	March	June	No	No	Yes	Chancellor's Assistant	Yes - same as board
Lake Tahoe	1	Student Body Elects	No	May	June	Yes	No	No	CEO	Yes - same as board
Lassen	1	Student Body Elects	No	May	July	No	No	Yes		Yes - same as board
Long Beach	1	Student Body Elects	No	April	June	Yes	No	Yes	SAA	Yes - \$100/month
Los Angeles	1	Student Body Elects	No	May	June	Yearly decision	No	Yes	Assoc VC Instruct & SS	Yes - \$500/month
Los Rios	1	Student Body Elects	No	April	May	Yes	No	Yes	CEO, CSSO	Yes - 75% of board.
Martin	1	Student Body Elects	Yes	May	June	Yes	No	Yes	SAA	Yes - \$120/month

September 2005 \* By law, students may not attend closed sessions on collective bargaining or personnel.

District	Number of St. Trustees	Selection Process	Student Trustee = ASB Pres.	Selected	Seated	Makes Motions	Attends Closed Sessions *	Advisory Vote	Staff Contact	Compensation
Mendocino-Lake	1	Student Body Elects	No	May	June	Yes	Yes	Yes	SAA	Yes - \$25/meeting
Merced	1	Student Body President	Yes	May	June	Yes	No	Yes	CSSO	Yes - same as board
MiraCosta	1	Student Body President	Yes	May	June	Yes	No	Yes	CEO	Yes - \$120/month
Monterey Peninsula	1	Student Body Elects	No	April	July	Yes	No	Yes	CSSO	No - same as board
Mt. San Antonio	1	Student Body Elects	No	March or April	June	Yes	No	Yes	CEO	Yes - \$400/month
Mt. San Jacinto	1	Student Body Elects	No	April	June	No	No	No	SAA	Yes - \$50/month
Napa Valley	1	Student Body Elects	No	March or April	May	Yes	No	Yes	SAA	Yes - same as board
North Orange	2	Student Body elect	No	April	June	Yes	No	Yes	SAA	Yes - 25% of board
Oklone	1	Student Body Elects	No	April	July	No	No	Yes	SAA	Yes - \$252/month same as board
Palo Verde	1	Student Body Elects	No	May	June	No	No	Yes	CSSO	No

District	Number of St. Trustees	Selection Process	Student Trustee = ASB Pres.	Selected	Seated	Makes Motions	Attends Closed Sessions *	Advisory Vote	Staff Contact	Compensation
Palomar	1	Student Body President	Yes	April	May	Yes	No	Yes	SAA	Yes - \$400/month, same as board
Pasadena Area	1	Student Body Elects	No	May	June	No	No	Yes		Yes - \$250/month
Peralta	2	Student Body Elects	No	April	June	No	No	Yes	Dean of A & R	Yes - \$200/month maximum
Rancho Santiago	1	Selected by committee of student assoc. officers	No	May	June	Yes	No	Yes	CEO	Yes - same as board
Redwoods	1	Student Body Elects	No	April	June	Yes	No	Yes	Assoc. VPSS	Yes - 1/2 of brd 1st term; same as brd subsequent terms
Rio Hondo	1	Student Body Elects	No	May	June	Yes	No	Yes	CEO	Yes - \$100/month
Riverside	1	Student Body President	Yes	May	June	No	No	No	Assoc. VPSS	No
San Bernardino	2	Student Body Elects	No	April	June	No	No	Yes	CEO	Yes - \$50/month
San Diego	3	Student Body Elects	Yes	April	June	No	No	No	SAA	Yes - \$100/month each. (All 3 attend all meetings. 1 sits at
San Francisco	1	Student body committee selects	No	April	June	No	No	Yes	CEO, SAA	Yes - \$450/month

September 2005 \* By law, students may not attend closed sessions on collective bargaining or personnel.

District	Number of St. Trustees	Selection Process	Student Trustee = ASB Pres.	Selected	Seated	Makes Motions	Attends Closed Sessions *	Advisory Vote	Staff Contact	Compensation
San Joaquin Delta	1	Selected by committee of student assoc. officer	No	May	May	Yes	No	Yes	CEO's Admin Assist	Yes - \$400/month, same as board, no benefits
San Jose-Evergreen	1	Student Body Elects	No	May	June	Yes	No	Yes	Student Advisor	Yes - 1/2 of board
San Luis Obispo County	1	Student Body Elects	Yes	May	June	Yes	Not regularly	Yes	CSSO	Yes - \$240/month, same as board
San Mateo County	1	One rep elected at each college; panel of 7 SB officers selects one	No	May	June	Yes	No	Yes		Yes - ST recvs one payment annually on 5/31. ST must have
Santa Barbara	1	Student Body Elects	No	May	July or August	No	No	Yes	CEO	Yes - \$250/semester book store credit
Santa Clarita	1	Student Body Elects	No	May	June	Yes	No	Yes	CEO	Yes - \$100/month plus \$1000/year book store credit
Santa Monica	1	Student Body Elects	No	May	June	Yes	No	Yes	CEO & CSSO	Yes - same as board
Sequoias	1	Student Body Elects	No	May	June	No	No	No	SAA	Yes - same as board
Shasta-Tehama-Trinity, JL	1	Student Body Elects	Yes	May	May	No	No	Yes	Director of Student Development	Yes - \$100/month
Sierra Joint	1	Student Body Elects	Can be	May	June	Yes	No	Yes	CEO	Yes - same as board

September 2005 \* By law, students may not attend closed sessions on collective bargaining or personnel.

District	Number of St. Trustees	Selection Process	Student Trustee = ASB Pres.	Selected	Seated	Makes Motions	Attends Closed Sessions *	Advisory Vote	Staff Contact	Compensation
Siskiyou It.	1	Student Body Elects	No	May	July	No	No	Yes	SAA	No
Solano County	1	Student Body Elects	No	May	May	No	No	Yes	CEO	Yes - \$75/meeting
Sonoma County	1	Student Body Elects	No	April	June	No	No	Yes	CEO	No - same as board
South Orange	1	Student Body Elects	No	April	May	Yes	No	Yes	VC, Education Services	Yes - 1/2 of board
Southwestern	1	Student Body President	Yes	May	June	Yes	No	Yes	CEO & CSSO	Yes - same as board
State Center	2	One elected from each college by Student Body	No	May	August	Yes	No	No	CEO	No
Ventura County	1	Student Body Elects	No	April	June	Yes	No	Yes	VC for Student Learning	Yes - \$400/month plus full benefits
Victor Valley	1	Student Body President or Designee	No	Feb, Mar, Apr or May	July	Yes	No	Yes	SAA	Yes - \$600/Semester
West Hills	1	Student Body Elects	No	May	June	No	No	No	CSSO	No
West Kern	1	Student Body Vice President	No	April	July	Yes	No	No	SAA	No - same as board

September 2005 \* By law, students may not attend closed sessions on collective bargaining or personnel.



District	Number of St. Trustees	Selection Process	Student Trustee = ASB Pres.	Selected	Seated	Makes Motions	Attends Closed Sessions *	Advisory Vote	Staff Contact	Compensation
West Valley-Mission	2	Student Body Elects	No	May	June	Yes	No	Yes		Yes - \$200/month, plus benefits
Yosemite	1	Selected by student committee	No	May	June	No	No	No	CEO	No - same as board
Yuba	1	Student Body Elects	No	May	June	Yes	No	No	CSSO	Yes - \$47/meeting plus \$300/year scholarship

September 2005 \* By law, students may not attend closed sessions on collective bargaining or personnel.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING

Report No.: VI-A-4

Date: February 20, 2007

Subject: Agreement with Adventureland Safari Travel LLC

Background: Attached for the Board's review and consideration is an agreement between Riverside Community College District and Adventureland Safari Travel LLC to provide classroom facilities, faculty and student housing, transfer transportation, academic guide, group airfare and insurance for the summer session study abroad program in Greece from July 24, 2007 through August 10, 2007. Funding source: No cost to the District.

This agreement has been reviewed by Sylvia Thomas, Associate Vice Chancellor of Instruction, and Ruth Adams, Director, Contracts, Compliance and Legal Services.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, for July 24, 2007 through August 10, 2007, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella  
Chancellor

Prepared by: Jan Schall  
Coordinator, International Education/Study Abroad Programs

Adventureland/Safari LLC, National/International Student Programs

PROGRAM CONTRACT  
*RIVERSIDE COMMUNITY COLLEGE DISTRICT*  
Greece Educational Tour  
*Athens, Delphi, Meteora, Piraes, Hania, Agios Nikolaos, Santorini, Crete*  
July 24 to August 10, 2007

1. What is Adventureland/Safari Travel Programs and what services does it provide?

Adventureland/Safari Travel, LLC will provide the following services:

- a. Travel and living accommodations for students and faculty members participating in the Greece Educational Tour to Athens, Delphi, Meteora, Piraes, Hania, Agios Nikolaos, Santorini, and Crete
- b. Assistance through its travel contractors in Greece to students having medical and logistical problems or needing individual travel arrangements.
- c. Escort services and assistance by one of its representatives for the duration of the program.
- d. Orientation meetings both prior to departure from the U.S. as well as on arrival in Greece.
- e. Arrangements for English speaking guides to lead the group in each location and to speak on subjects related to the culture, history, politics and economics of Greece throughout the entire tour.

2. Dates for Program

- Depart LAX for Athens: Tuesday, July 24, 2007
- Depart Athens for LAX: Friday, August 10, 2007

3. Itinerary of Program

The following itinerary was negotiated between the Riverside Community College District and Adventureland/Safari Travel, LLC:

JULY 24      Los Angeles International Airport - Departure  
JULY 25      ATHENS, GREECE - Arrival. Transfer to hotel  
Welcome dinner and orientation at *Plaka* restaurant

- JULY 26      ATHENS. Tour of *Acropolis* (guide) and visit to *Archeological* museum.
- JULY 27      Drive to DELPHI Transfer to hotel – Evening drive to *Temples of Apollo and Athena* (guide) plus museum. Delphi is renowned as the dwelling place of Apollo. In ancient times, people would consult the oracle of Delphi for guidance.
- JULY 28      *Drive to METEORA. Morning at leisure then drive across the Thessaly Plains* to the spectacular *Meteora* region, through *Amphissa, Lamia* and *Trikala*.
- JULY 29      METEORA. - Tour the *monasteries of Meteora* and marvel at the towering rocky pinnacles that the region is famous for. Meteora is an ancient religious retreat and home of twenty-four monasteries.
- JULY 30      Bus drive to ATHENS / PIRAEUS - night ferry to CRETE on [ANEK Line ferry](#)
- JULY 31      HANIA. - Transfer to hotel
- AUGUST 1    HANIA. Free day to do optional *Samaria Gorge* walk, one of the most spectacular natural parks in Europe. Haunted by the Kri-Kri, the chin-bearded wild goat of Crete. The lucky ones may catch a glimpse of one of these curved, ridged horned creatures.
- AUGUST 2      Drive to AGIOS NIKOLAOS Day visit to museum and Knossos (guided tour)
- AUGUST 3    AGIOS NIKOLAOS The sea in Agios Nikolaos is superb in this city surrounded by beautiful beaches and bays. This is a day to enjoy the open air cafes along the bank of one of the most picturesque landmarks of the city--Lake “Voulismeni”, which according to Mythology, was the bathing place of the goddess Athena.

- AUGUST 4 Ferry to SANTORINI. ([Flying Cat](#)) and transfer to hotel  
Late afternoon excursion to see the island's most spectacular view and sunset in *Oia*.
- AUGUST 5 SANTORINI. Day sailboat excursion to *Caldera (Nea Kamini, Palea Kamini)*.
- AUGUST 6 SANTORINI. Free day to explore the complex overlapping *shield volcanoes*, on this island related to the myth of Atlantis. Amazing views.
- AUGUST 7 Ferry to MYKONOS ([Sea Jet](#)) Transfer to hotel
- AUGUST 8 MYKONOS the most famous of the Greek islands, since the sixties, a haven for jet-setters and bohemians, beautiful beaches and dazzling white houses worked their magic on Shirley Valentine in the movie of the same name.
- AUGUST 9 ATHENS. Ferry from Mykonos to Pireus ([High Speed](#)) - transfer to Athens hotel  
Farewell dinner
- AUGUST 10 Return to LAX

#### 4. Air and land transportation

- Adventureland/Safari Travel, LLC will be responsible for all transportation related to the tour program throughout Greece. Adventureland/Safari Travel, LLC will make arrangements for smooth departures, transfers, and arrivals related to the study tour.
- Adventureland/Safari Travel, LLC will provide peak-season, round-trip air transportation from Los Angeles to Greece on a regularly scheduled carrier. Preference will be given to airlines with only one change of planes and with the shortest possible layover between flights, in any case no less than two

hours. Due to recent events and their impact on air travel, airlines have been reducing the number of flights and changing schedules on short notices.

- Land transportation from town to town will be by air-conditioned motorcoach and ferry. Stops will be made, as requested, at gas stations or markets with restroom facilities.
- Adventureland/Safari Travel, LLC will provide airport transfers in Athens on arrival and departure.

#### 5. Living accommodations for students

- Hotels throughout the program will be three or four star, centrally located, twin-bedded rooms..
- In all hotels an abundant, Swedish style buffet breakfast is served daily.
- 24-hour receptionists will relay messages received by telephone or fax. In case of emergency the receptionist will promptly contact the Adventureland/Safari Travel, LLC representative and/or the Adventureland/Safari Travel, LLC office, as well as designated faculty.

#### 6. Social programs / orientations

- Adventureland/Safari Travel, LLC will conduct a pre-departure orientation meeting to cover such general aspects as Greek culture and social customs, as well as practical information concerning how to exchange money, how to get laundry service, how to send and receive faxes and e-mail, and how to find inexpensive but good restaurants. Students holding passports other than USA will be required to bring their passports with the appropriate visas for Greece.
- A second orientation meeting will take place on the day of arrival in Athens along with a complimentary welcome dinner.
- In Athens, participants will be given detailed instructions in case of medical emergencies and Police assistance in case either should be needed.

#### 7. Local Staff Assistance

- An Adventureland/Safari Travel, LLC representative will meet the group at the LAX airport on departure and any other time during the program, as requested by the Director of the Program. The representative will be available to instructors and participants throughout the program.

#### 8. Safety / crisis management plan

- A 24-hour English speaking receptionist will be instructed to promptly report to the Adventureland/Safari Travel LLC, representative as well as the

Adventureland/Safari Travel LLC office any emergency or other situation requiring prompt attention and assistance

- The Adventureland/Safari Travel LLC representative will be available for help and assistance seven days a week until late evening hours; he/she are instructed to provide immediate assistance in case of accidents, medical emergencies, or situations requiring police intervention.
- A list of local pharmacies and Medical Clinics with English-speaking doctors will be provided by Adventureland/Safari Travel LLC for participants wishing to seek care for non-emergency medical problems.
- The Riverside Community College District Coordinator of the International Education Program will be promptly notified of any bona-fide emergency situation and will be informed about the steps being taken to control it.

9. Entrance fees and sites of cultural interest

- Adventureland/Safari Travel LLC will provide some entrance fees.
- If requested by the Riverside Community College District Program Coordinator, Adventureland/Safari Travel LLC will arrange for short lectures at sites of cultural and historical significance

10. Meals

- Welcome dinner
- Daily breakfast.
- Farewell dinner

11. Insurance for students and Faculty

- Students who carry no insurance in the United States can, for a reasonable fee, buy extra coverage through Adventureland/Safari Travel LLC.

12. Contractor's Insurance and Registration.

- Adventureland/Safari Travel LLC holds foreign general liability and errors and omissions insurance policies to the amount of \$1,000,000 - 3,000,000.
- Through ADVENTURELAND SAFARI, LLC, National/International Student Programs is registered with the California Seller of Travel Program, CST #2018845-10, and is a participant in the Travel Consumer Restitution Fund (TCRC). Registration as a Seller of Travel does not constitute approval by the State of California.

- Passengers may request reimbursement from TCRC if they are owed a refund of more than \$50 for transportation or travel services which was not refunded in a timely manner by a Seller of Travel who was registered and participating in the TCRC at the time of the sale. The maximum amount that may be paid by the TCRC to any one passenger is the total amount paid on behalf of the passenger to the Seller of Travel, not to exceed \$15,000. A claim must be submitted to the TCRC within six months after the scheduled completion date of the travel. A claim must include sufficient information and documentation and a \$35 processing fee. Passenger must agree to waive his/her right to other civil remedies against a registered participating Seller of Travel for matters arising out of a sale for which the claim is filed with the TCRC, if claimant was located in California at the time of the sale. A claim form can be requested by writing to:

Travel Consumer Restitution Corporation  
P.O. Box 6001  
Larkspur, CA 94977-6001

or by faxing a request to: (415) 927-7698

- Passengers purchasing travel outside of California are not covered by the California Travel Consumer Restitution Corporation.

13. Cost of program: \$3,000 per person, which includes:

- Air transportation from / to LAX
- Airport transfers
- Accommodations on a double-occupancy basis in 3 and 4-star hotels
- Motorcoach and ferry transportation from town to town
- Daily breakfast
- Welcome dinner and farewell dinner
- Escort / Guide services throughout entire study tour
- Some entrance fees
- Adventureland/Safari Travel Escort representative

14. Payment schedule and procedures

1 <sup>st</sup> payment	of \$500 (non-refundable deposit)	due April 15, 2007
2 <sup>nd</sup> payment	of \$1,250	due May 21, 2007
Balance	\$1,250	due June 20, 2007

*Checks are payable to Adventureland/Safari Travel, LLC. VISA and MASTERCARD payments are accepted: there is a 4% processing fee. There will be a \$25 per person service fee for any final payment received*



*after the due date, and a \$25 fee for each returned check.*

#### 15. Withdrawal from Program

##### Cancellation Policy:

From May 22 to June 15, 2007	\$1,400 (incl. deposit of \$500)
From June 16 to July 10, 2007	\$1,800 (incl. deposit of \$500)
On or after July 11	no refund

*Notification of withdrawal from the program must be made in writing, with proof of mailing, to ADVENTURELAND TRAVEL LLC, 10738 Riverside Drive, Suite D, North Hollywood, CA 91602. Refunds will be calculated according to the post office date on the certificate of mailing.*

#### 16. Subcontracting and responsibilities

- Adventureland/Safari Travel LLC will perform the services listed above, subcontracting with other entities (airlines, hotels, tour companies, etc.) as required. Adventureland/Safari Travel LLC is not responsible for airline delays of any kind, or for expenses or loss incurred as a result of such delays. In regard to transportation/travel, regardless of the type of vehicle, Adventureland/Safari Travel LLC acts as passenger agent only. Adventureland/Safari Travel LLC assumes no liability for accident, injury, damage, or loss in any transportation conveyance, or as a result of default by any person or company engaged in transporting the passenger.
- Adventureland/Safari Travel LLC will not be responsible for losses due to acts of negligence, replacement of lost items (such as passports, conveyance tickets, etc.), for items of a personal nature (such as use of mini-bar, personal telephone calls, faxes and e-mail, personal laundry) or for damages to furniture, etc.
- Adventureland/Safari Travel LLC, not the Riverside Community College District, is responsible for all travel arrangements and any liability arising therefrom. The Riverside Community College District is NOT liable for any damages arising out of the services described herein, including, but not limited to any promises or representations, whether expressed or implied. Nothing contained herein shall be construed to in any way bind Riverside Community College District, the Riverside Governing Board, any of its agents, employees, or representatives to any promises, obligations, covenants or duties, whether expressed or implied herein.

17. Indemnification

It is mutually agreed and understood that, during the term of this Agreement, the Riverside Community College District shall indemnify and hold Adventureland /Safari Travel LLC, and its officers, directors, agents, affiliates and employees, harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the Riverside Community College District, the instructors, employees and students, arising out of, under, pursuant to or in connection with this Agreement.

It is mutually agreed and understood that, during the term of this Agreement, Adventureland/Safari Travel LLC shall indemnify and hold the Riverside Community College District, its Board of Trustees, officers, employees and students harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of Adventureland/ Safari Travel LLC, its officers and employees, arising out of, under, pursuant to or in connection with this Agreement.

For the Riverside Community College District

\_\_\_\_\_Date\_\_\_\_\_

For Adventureland/Safari Travel LLC

\_\_\_\_\_Date\_\_\_\_\_

Dr.Luigi M. De Lucia

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-1

Date: February 20, 2007

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 October 1, 2004. Since that time, personnel and other costs at the Center have risen and fees at other child centers in the Riverside area have increased. A survey of ten separate regional child center agencies, including centers run by community colleges (3), churches (3), nonprofit organizations (1), universities (1), and a for-profit business (2) reveals that RCC's fees are now on average significantly lower than market rates. A fee increase of 6% would enable RCC to offer students and the community fees that are comparable to, but on average lower than, fees obtainable elsewhere. The proposed 2007-08 through 2010-11 fee schedule (Attachment A) includes summary data on rates at other centers by category of children served.

It is also recommended that the Board of Trustees allow management to reserve the right to change the fees on an annual basis not to exceed 6% per fiscal year on the following dates: July 1, 2007; July 1, 2008; July 1, 2009, July 1, 2010, and July 1, 2011.

Recommended Action: It is recommended that the Board of Trustees approve a 6% annual fee increase for the College's three child centers to begin on July 1, 2007 and annually on July 1 through June 30, 2012.

Salvatore G. Rotella  
Chancellor

Prepared by: Debbie Whitaker-Meneses  
Associate Dean, Early Childhood Programs

ATTACHMENT A

Proposed 6% Fee Increase Structure  
(Effective July 2007)

Registration Fee: \$60.00 for the first child and \$30.00 for concurrently enrolled siblings.  
Start dates during mid-month are calculated at the daily rate.

Preschool Program - Community Tuition Rates

Full Day: 6:30 a.m.-5:30 p.m. @ \$22.25/day (Includes Breakfast and Afternoon Snack) Parent provides lunch.					
Days per Week	Current Monthly Rate (05/06)	Current Daily Rate	Proposed Monthly Rate (06/07)	Comparison to 05/06 Tuition	
				Private Centers	College Lab Schools
5	\$ 460.00	\$ 22.25	\$488	\$470 - \$620	\$628 - \$683

Preschool Program - Community Tuition Rates

Half Day: 6:30 a.m.-12:30 p.m. @ \$19.00/day (Includes Breakfast) Parent provides lunch.					
Days per Week	2005/06 Monthly Rate	Current Daily Rate	Proposed Monthly Rate (06/07)	Comparison to 05/06 Tuition	
				Private Centers	College Lab Schools
5	\$ 396.00	\$ 19.00	\$420	\$344 - \$457	\$477 - \$542

Preschool Program - Concurrently Enrolled RCC Student Parent

Full Day: 6:30 a.m.-5:30 p.m. @ \$19.25/day (Includes Breakfast and Afternoon Snack) Parent provides lunch.					
Days per Week	2005/06 Monthly Rate	Current Daily Rate	Proposed 2006/07 Monthly Rate	Comparison to 05/06 Tuition	
				Private Centers	College Lab Schools
5 Days (Mon. thru Fri.)	\$ 400.00	\$ 19.25	\$424	No college student discount	N/A
3 Days (M W F)	\$ 266.00		\$282		
2 Days (T Th)	\$ 190.00		\$201		

Preschool Program - Concurrently Enrolled RCC Student Parent

Half Day: 6:30 a.m.-12:30 p.m. @ \$16.50/day (Includes Breakfast) Parent provides lunch.					
Days per Week	2005/06 Monthly Rate	Current Daily Rate	Proposed 2006/07 Monthly Rate	Comparison to 05/06 Tuition	
				Private Centers	College Lab Schools
5 Days (Mon. thru Fri.)	\$ 341.00	\$ 16.50	\$361	No college student discount	N/A
3 Days (M W F)	\$ 217.00		\$230		
2 Days (T Th)	\$ 155.00		\$164		

Toddler Program (No RCC Student Discount)

Full Day: 6:30 a.m.-5:30 p.m. @ \$31.50/day (Includes Breakfast and Afternoon Snack) Parent provides lunch.					
Days per Week	2005/06 Monthly Rate	Current Daily Rate	Proposed Monthly Rate (06/07)	Comparison to 05/06 Tuition	
				Private Centers	College Lab Schools
5 Days (Mon. thru Fri.)	\$ 650.00	\$ 31.50	\$689	\$492 - \$794	\$867 - \$975
3 Days (M W F)	\$ 427.00		\$453		
2 Days (T Th)	\$ 305.00		\$323		

Toddler Program (No RCC Student Discount)

Half Day: 6:30 a.m.-12:30 p.m. @ \$19.50/day (Includes Breakfast) Parent provides lunch.					
Days per Week	2005/06 Monthly Rate	Current Daily Rate	Proposed 2006/07 Monthly Rate	Comparison to 05/06 Tuition	
				Private Centers	College Lab Schools
5 Days (Mon. thru Fri.)	\$ 407.00	\$ 19.75	\$431	\$360 - \$395	\$596 - \$700
3 Days (M W F)	\$ 259.00		\$275		
2 Days (T Th)	\$ 185.00		\$196		

Infant Program (No RCC Student Discount)

Full Day: 6:30 a.m.-5:30 p.m. @ \$32.75/day

Parent provides food/diapers.

Days per Week	2005/06 Monthly Rate	Current Daily Rate	Proposed 2006/07 Monthly Rate	Comparison to 05/06 Tuition	
				Private Centers	College Lab Schools
5 Days (Mon. thru Fri.)	\$ 680.00	\$ 32.75	\$721	\$715 - \$826	\$867
3 Days (M W F)	\$ 441.00		\$467		
2 Days (T Th)	\$ 315.00		\$334		

Infant Program (No RCC Student Discount)

Half Day: 6:30 a.m.-12:30 p.m. or 12:30-5:30 p.m. @ 21.25/day

Parent provides food/diapers.

Days per Week	2005/06 Monthly Rate	Current Daily Rate	Proposed 2006/07 Monthly Rate	Comparison to 05/06 Tuition	
				Private Centers	College Lab Schools
5 Days (Mon. thru Fri.)	\$ 440.00	\$ 21.25	\$467	\$741	\$596
3 Days (M W F)	\$ 280.00		\$297		
2 Days (T Th)	\$ 200.00		\$212		

**\* Infant and Toddler Rates listed above are identical to the RCC community rates.**

Student parent discounts for all age groups listed above can be sought through CCAMPIS/SHINE funding.

Qualifications are:

- a.) current Pell Grant Awardee
- b.) concurrently enrolled RCC student
- c.) at least one semester of successful completion of college units
- d.) participation in at least three self-selected (Self-Help Initiates Necessary Education) workshops per term
- e.) next in line for available funded slots at the **Riverside** Campus Children's Center.

Child Care Access Means Parents in School (CCAMPIS) Grant  
 Department of Education, Washington D.C.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-2

Date: February 20, 2007

Subject: Riverside City College Quadrangle Modernization Project Budget – Proposed  
\$1,019,622 Measure C Budget Augmentation

Background: On August 8, 2002, the Board of Trustees approved the hiring of the Steinberg Group for architectural services for the Riverside City Campus Quadrangle Modernization Project. An amendment to the Steinberg Group Agreement for additional services was approved subsequently by the Board of Trustees on November 21, 2006. The additional services included the redesign of the Quadrangle irrigation system and Quadrangle landscape.

Staff is now requesting a budget augmentation in the amount of \$519,622 for the replacement of the irrigation system, landscape repair and replacement. The irrigation installation will include a new irrigation system with controller, soil prepping, fine grading, planting of new shrubs and trees, new turf and ground cover and repairing and replacing pedestrian sidewalks throughout the Quad complex.

Additionally, on February 21, 2006, the Board of Trustees approved Measure C funds for furniture, fixtures and equipment for the Quad Project. Due to the office to classroom changes approved by the Board of Trustees on June 20, 2006, staff is requesting additional funds in the amount of \$500,000 to provide additional furniture, fixtures and equipment, as well as information technology infrastructure to accommodate the changes.

Recommended Action: It is recommended that the Board of Trustees approve a budget augmentation using Measure C funds, not to exceed \$1,019,622 for the Quadrangle Modernization Project.

Salvatore G. Rotella  
Chancellor

Prepared by: Aan Tan  
Associate Vice Chancellor  
Facilities Planning, Design and Construction

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-3

Date: February 20, 2007

Subject: Riverside City College Parking Structure Project Budget – Change Order No. 3  
Phase II, Change Order No. 1 Phase III, and Proposed \$711,082 Measure C  
Budget Augmentation

Background: On January 25, 2005, the Board of Trustees approved a budget in the amount of \$19,638,093 for the Riverside City College Parking Structure Project. The entire project consisted of three phases. Phase I included mass grading, constructing retaining walls and preparing the site for the actual Structure. Phase II was the construction of the Structure. Phase III included the periphery improvements around the Structure and along the Magnolia Avenue banks and street upgrades at the corner of Terracina and Magnolia. On November 10, 2005, the budget was adjusted in the amount of \$591,721 due to additional requirements from the City and the Division of the State Architect (DSA), additional information technology requirements, and cleaning up and improving the landscaping and irrigation system along the Magnolia Avenue banks, bringing the total project budget to \$20,229,814.

On February 22, 2005, the Board of Trustees awarded a contract to Bomel Construction Co., Inc. for the design and construction of the Parking Structure (Phase II) in the amount of \$13,672,000. On August 29, 2006, the Board approved Change Order No. 1 for Phase II in the amount of \$532,163. On October 17, 2006, the Board approved Change Order No. 2 for Phase II in the amount of \$167,358. These change orders were funded out of the project contingency.

Staff is now bringing forward for the Board's review and consideration Change Order No. 3 for Phase II in the amount of \$285,203. Work associated with this Change Order is itemized in Attachment A. This Change Order will close out the contract with Bomel Construction Co., Inc.

Additionally staff is bringing forward for the Board's review and consideration Change Order No. 1 for Phase III of the project. On January 24, 2006 the Board of Trustees awarded a contract to ASR Constructors for the construction of Phase III of the Parking Structure Project – the periphery improvements – in the amount of \$2,055,000. Staff is requesting approval of Change Order No. 1 for Phase III in the amount of \$350,879. Work associated with this Change Order is itemized in Attachment B. This Change Order will close out the contract with ASR Constructors. In addition to the funding for Change Order 1, funding is needed for additional architectural services in the amount of \$60,000 and additional DSA plan check services in the amount of \$15,000.



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-3

Date: February 20, 2007

Subject: Riverside City College Parking Structure Project Budget – Change Order No. 3  
Phase II, Change Order No. 1 Phase III, and Proposed \$711,082 Measure C  
Budget Augmentation (continued)

The total funding needed for the above items is \$711,082. These additional funds are required to cover costs for additional full time inspection required by DSA, additional city requirements and inspection fees, District scope changes for additional information technology infrastructure and unforeseen conditions. Staff is requesting that this budget augmentation be funded from Measure C.

Recommended Action: It is recommended that the Board of Trustees 1) approve Change Order No. 3, Phase II, in the amount of \$285,203, 2) approve Change Order No. 1, Phase III in the amount of \$350,879, 3) approve additional funding for architectural services in the amount of \$60,000, 4) approve additional funding in the amount of \$15,000 for DSA plan check fees, 5) approve a project budget augmentation in the amount of \$711,082 funded by Measure C funds, and 6) authorize the Vice Chancellor, Administration and Finance to sign the Change Orders.

Salvatore G. Rotella  
Chancellor

Prepared by: Aan Tan  
Associate Vice Chancellor  
Facilities Planning, Design and Construction

# ATTACHMENT A CHANGE ORDER

BOMEL CONSTRUCTION  
8195 E. Kaiser Blvd.  
Anaheim Hills, CA 92808

PROJECT:	<u>Parking Structure</u>	CHANGE ORDER #	<u>3</u>
	<u>Riverside Community College District</u>	DATE:	<u>February 20, 2007</u>
CONTRACTOR:	<u>BOMEL Construction</u>	D.S.A. #	<u>A-04-107494</u>
	<u>8195 Kaiser Blvd.</u>		
	<u>Anaheim Hill, CA 92808</u>		

ORIGINAL CONTRACT AMOUNT:		\$ <u>13,672,000.00</u>
Previous Change Orders:	\$ <u>699,521.00</u>	
This Change Order:	\$ <u>285,203.00</u>	
Total Change Order:	\$ <u>984,724.00</u>	\$ <u>984,724.00</u>
REVISED CONTRACT AMOUNT:		\$ <u>14,656,724.00</u>

ORIGINAL CONTRACT COMPLETION DATE:

Previous Change Order:	_____	Calendar Days
This Change Order:	_____	Calendar Days
Total Change Orders:	_____	Calendar Days

REVISED CONTRACT COMPLETION DATE:

Upon signing by the Owner and the Contractor, the above noted Contract is hereby changed per the terms of the contract and this Change Order including attached exhibit "A".

This change represents full and complete compensation for all cost, direct and indirect, associated with the work and time agreed herein, including but not limited to, all costs incurred for extended overhead, disruption or suspension of work, labor inefficiencies, and the change's impact on the unchanged work.

APPROVALS:

_____	DATE _____
Higginson + Cartozian Architects, Inc.	
_____	DATE _____
BOMEL Construction Company Inc.	
_____	DATE _____
Riverside Community College District	

Change Order #3 - Parking Structure – Riverside CCD  
BOMEL/IPD Architect DSA # A-04-107494  
February 20, 2007

- #1 DESCRIPTION: PCO 04  
Delete sidewalk.  
REASON: The exit sidewalk required by DSA on the north side of the building was credited back by the contractor and added to the scope of work of the periphery contractor due to scheduling constraints.  
REQUESTED BY: Riverside Community College  
COST: <\$7,795.00>  
TIME EXTENSION: 0 days
- #2 DESCRIPTION: PCO 21  
Modify conduits feeding switchgear  
REASON: The City Utility Inspector requested modifying the conduit from that shown on the City's layout plans between the transformer and the switchgear.  
REQUESTED BY: City of Riverside  
COST: \$2,377  
TIME EXTENSION: 0 days
- #3 DESCRIPTION: PCO 24  
Add concrete wall North East Corner of practice field  
REASON: The wall as called out in the periphery bid documents was a gravity wall which was not compatible with the ultimate design of the north field area. The wall was changed to be consistent with the balance of the retaining walls in this area.  
REQUESTED BY: Riverside Community College  
COST: \$18,500  
TIME EXTENSION: 0 days
- #4 DESCRIPTION: PCO 29  
IT equipment and installation  
REASON: Provide labor and material for the installation of the most current design and expanded Information Technology system.  
REQUESTED BY: Riverside Community College  
COST: \$69,108  
TIME EXTENSION: 0 days
- #5 DESCRIPTION: PCO 31  
Add windscreen for tennis courts  
REASON: Windscreen was added to the perimeter fencing of the upper deck as requested by the Athletic Department.  
REQUESTED BY: Riverside Community College  
COST: \$58,987  
TIME EXTENSION: 0 days

Change Order #3 - Parking Structure – Riverside CCD  
BOMEL/IPD Architect DSA # A-04-107494  
February 20, 2007

- #6 DESCRIPTION: PCO 37  
Modify existing drainage system in parking lot ‘Y’  
REASON: The existing storm drain system was modified to correct the poor drainage conditions in parking lot ‘Y’.  
REQUESTED BY: Riverside Community College  
COST: \$31,803  
TIME EXTENSION: 0 days
- #7 DESCRIPTION: PCO 42  
Correction of previous PCO  
REASON: The incorrect amounts previously shown on PCO 7R1 and PCO 27 are corrected here.  
REQUESTED BY: Riverside Community College  
COST: \$17,766  
TIME EXTENSION: 0 days
- #8 DESCRIPTION: PCO 43  
Add IT fire treated backboards  
REASON: Fire treated backboards were added to the MDF room when the IT requirements were expanded  
REQUESTED BY: Riverside Community College  
COST: \$1,879  
TIME EXTENSION: 0 days
- #9 DESCRIPTION: PCO 44  
Add IT conduit  
REASON: 3” conduit was added between the MDF room and Security with the expanded IT requirements.  
REQUESTED BY: Riverside Community College  
COST: \$61,584  
TIME EXTENSION: 0 days
- #10 DESCRIPTION: PCO 45  
Add two pull boxes for IT  
REASON: Two large pull boxes were added in-line for the IT system due to the excessive length of run.  
REQUESTED BY: Riverside Community College  
COST: \$12,717  
TIME EXTENSION: 0 days

Change Order #3 - Parking Structure – Riverside CCD  
BOMEL/IPD Architect DSA # A-04-107494  
February 20, 2007

- #11 DESCRIPTION: PCO 46  
Change locksets  
REASON: The design build locksets, which were manufactured by Dorma, were changed to Schlage to be compatible with other City Campus locks.  
REQUESTED BY: Riverside Community College  
COST: \$1,848  
TIME EXTENSION: 0 days
- #12 DESCRIPTION: PCO 47  
Additional grading for north field  
REASON: Modify grading at north field to be compatible with the latest modified grading plans providing revised drainage against the north side of the structure.  
REQUESTED BY: Riverside Community College  
COST: \$7,000  
TIME EXTENSION: 0 days
- #13 DESCRIPTION: PCO 48  
Upgrade handrail  
REASON: Modify proposed hand rail at Terracina Bridge to be compatible with that used for the periphery project on Terracina.  
REQUESTED BY: Riverside Community College  
COST: \$4,200  
TIME EXTENSION: 0 days
- #14 DESCRIPTION: PCO50  
Add IT rack at security  
REASON: Original rack was to be shared with CCTV equipment but design space was inadequate so a second rack was added.  
REQUESTED BY: Riverside Community College  
COST: \$2,030  
TIME EXTENSION: 0 days
- #15 DESCRIPTION: PCO 54  
Add pavement markings  
REASON: Vehicle striping was modified after initial installation for safety reasons.  
REQUESTED BY: Riverside Community College  
COST: \$997  
TIME EXTENSION: 0 days

Change Order #3 - Parking Structure – Riverside CCD  
BOMEL/IPD Architect DSA # A-04-107494  
February 20, 2007

#16	DESCRIPTION:	<u>PCO 56</u> Provide tennis court signage
	REASON:	Tennis court signage was added for court numbering and rules and regulations.
	REQUESTED BY:	Riverside Community College
	COST:	\$2,202
	TIME EXTENSION:	0 days
Total Amount		\$285,203.00

## ATTACHMENT B CHANGE ORDER

PROJECT: Periphery Improvements ( Phase III ) CHANGE ORDER # 1  
Riverside Community College District DATE: February 20, 2007  
CONTRACTOR: ASR Constructors  
5230 Wilson Street  
Riverside, CA 92506

ORIGINAL CONTRACT AMOUNT: 2,055,000.00  
Previous Change Order: \$ 0  
This Change Order: \$ 350,879.00  
Total Change Order: 350,879.00  
REVISED CONTRACT AMOUNT: \$ 2,405,879.00

ORIGINAL CONTRACT COMPLETION DATE: -  
Previous Change Order: 0 Calendar Days  
This Change Order: 0 Calendar Days  
Total Change Orders: 0 Calendar Days

REVISED CONTRACT COMPLETION DATE:

Upon signing by the Owner and the Contractor, the above noted Contract is hereby changed per the terms of the contract and this Change Order including attached exhibit "A".

This change represents full and complete compensation for all cost, direct and indirect, associated with the work and time agreed herein, including but not limited to, all costs incurred for extended overhead, disruption or suspension of work, labor inefficiencies, and the change's impact on the unchanged work.

APPROVALS:

\_\_\_\_\_  
Higginson + Cartozian Architects DATE \_\_\_\_\_

\_\_\_\_\_  
ASR Constructors DATE \_\_\_\_\_

\_\_\_\_\_  
Riverside Community College District DATE \_\_\_\_\_

Change Order #1 - Periphery Improvements – Riverside CCD  
Higginson + Cartozian Architects, Inc.  
February 20, 2007

- #1 DESCRIPTION: PCO 01
- REASON: Concrete flatwork and associated improvements on the north side of the Parking Structure.
- REQUESTED BY: DSA/Riverside Community College
- COST: \$11,805
- TIME EXTENSION: 0 days
- #2 DESCRIPTION: PCO 02
- REASON: Concrete flatwork, fencing and gates on the east side of the Parking Structure.
- REQUESTED BY: DSA/Riverside Community College
- COST: \$30,468
- TIME EXTENSION: 0 days
- #3 DESCRIPTION: PCO 03
- REASON: Modify retaining wall footing along Terracina, additional depth requested
- REQUESTED BY: Geotechnical Engineer
- COST: \$1,345
- TIME EXTENSION: 0 days
- #4 DESCRIPTION: PCO 04
- REASON: Upsize storm drain for additional structure drainage
- REQUESTED BY: Geotechnical Engineer
- COST: \$3,622
- TIME EXTENSION: 0 days
- #5 DESCRIPTION: PCO 05
- REASON: Demo, remove and replace city sidewalk along Magnolia Avenue
- REQUESTED BY: Riverside Community College/Safety hazard
- COST: \$2,195
- TIME EXTENSION: 0 days
- #6 DESCRIPTION: PCO 07
- REASON: Upsize 6 inch fire line to an 8 inch line in Parking Lot Y
- REQUESTED BY: City of Riverside
- COST: \$10,337
- TIME EXTENSION: 0 days



Change Order #1 - Periphery Improvements – Riverside CCD  
Higginson + Cartozian Architects, Inc.  
February 20, 2007

- #7 DESCRIPTION: PCO 08/PCO44  
REASON: Add pedestrian guard rail on Magnolia Avenue and east and west of Terracina Bridge  
REQUESTED BY: Riverside Community College  
COST: \$46,599  
TIME EXTENSION: 0 days
- #8 DESCRIPTION: PCO 10  
REASON: Public works street opening permit (Purchased by General Contractor)  
REQUESTED BY: City of Riverside  
COST: \$3,854  
TIME EXTENSION: 0 days
- #9 DESCRIPTION: PCO 11  
REASON: Upgrade median concrete from natural gray to colored stamped concrete  
REQUESTED BY: City of Riverside  
COST: \$16,948  
TIME EXTENSION: 0 days
- #10 DESCRIPTION: PCO 12  
REASON: Demo and remove abandoned electrical manhole on Terracina Drive and fill with concrete  
REQUESTED BY: Riverside Community College/unforeseen  
COST: \$848  
TIME EXTENSION: 0 days
- #11 DESCRIPTION: PCO 14  
REASON: Add 4 inch conduit from the Parking Structure across Terracina to the DLLRC  
REQUESTED BY: Riverside Community College  
COST: \$6,858  
TIME EXTENSION: 0 days
- #12 DESCRIPTION: PCO 15  
REASON: Upsize one 2 inch electrical conduit to 4 inch down Magnolia Avenue slope  
REQUESTED BY: City Of Riverside  
COST: \$1,352  
TIME EXTENSION: 0 days

Change Order #1 - Periphery Improvements – Riverside CCD  
Higginson + Cartozian Architects, Inc.  
February 20, 2007

- #13 DESCRIPTION: PCO 16
- REASON: Upgrade landscape irrigation system in various areas around the Parking Structure
- REQUESTED BY: Riverside Community College
- COST: \$5,487
- TIME EXTENSION: 0 days
- #14 DESCRIPTION: PCO 18
- REASON: Remove and relocate existing practice fence that encroached into construction site
- REQUESTED BY: Riverside Community College/oversight
- COST: \$8,769
- TIME EXTENSION: 0 days
- #15 DESCRIPTION: PCO 19
- REASON: Provide Rainbird couplers in lieu of Toro quick couplers
- REQUESTED BY: Riverside Community College
- COST: <\$17>
- TIME EXTENSION: 0 days
- #16 DESCRIPTION: PCO 20
- REASON: Connect Ceramic's Building roof drains to the storm drain
- REQUESTED BY: Riverside Community College/Unforeseen
- COST: \$813
- TIME EXTENSION: 0 days
- #17 DESCRIPTION: PCO 22
- REASON: Valve stem extension of existing water valve adjacent to Terracina
- REQUESTED BY: Riverside Community College
- COST: \$1,602
- TIME EXTENSION: 0 days
- #18 DESCRIPTION: PCO 23
- REASON: Upgrade Ceramics driveway from asphalt to concrete
- REQUESTED BY: Riverside Community College
- COST: \$1,875
- TIME EXTENSION: 0 days

Change Order #1 - Periphery Improvements – Riverside CCD  
Higginson + Cartozian Architects, Inc.  
February 20, 2007

- #19 DESCRIPTION: PCO 25
- REASON: Add landscape and irrigation at the original racquetball location  
REQUESTED BY: Riverside Community College/Location change  
COST: \$8,304  
TIME EXTENSION: 0 days
- #20 DESCRIPTION: PCO 26
- REASON: Plan revision to the Parking lot Y, adding additional landscape islands  
REQUESTED BY: Riverside Community College  
COST: \$3,226  
TIME EXTENSION: 0 days
- #21 DESCRIPTION: PCO 27
- REASON: Add an isolation valve and clean out box for domestic line to the restroom facility  
REQUESTED BY: Riverside Community College  
COST: \$1,069  
TIME EXTENSION: 0 days
- #22 DESCRIPTION: PCO 28
- REASON: Change Information Technology pull boxes PBG2 and PBG3 to a new vault  
REQUESTED BY: Riverside Community College  
COST: \$19,572  
TIME EXTENSION: 0 days
- #23 DESCRIPTION: PCO 29
- REASON: Change Information Technology crossing Terracina Bridge  
REQUESTED BY: Riverside Community College  
COST: \$9,426  
TIME EXTENSION: 0 days
- #24 DESCRIPTION: PCO 32
- REASON: Add conduit and pull boxes for future lighting on the north practice field  
REQUESTED BY: Riverside Community College  
COST: \$10,686  
TIME EXTENSION: 0 days

Change Order #1 - Periphery Improvements – Riverside CCD  
Higginson + Cartozian Architects, Inc.  
February 20, 2007

- #25 DESCRIPTION: PCO 34
- REASON: Modify Information Technology pathway routing conduits crossing drainage adjacent to the bridge
- REQUESTED BY: Riverside Community College
- COST: \$6,805
- TIME EXTENSION: 0 days
- #26 DESCRIPTION: PCO 35
- REASON: Traffic signal changes, longer mass arms, larger poles, footing changes and new controller
- REQUESTED BY: City of Riverside
- COST: \$57,797
- TIME EXTENSION: 0 days
- #27 DESCRIPTION: PCO 36
- REASON: Modify storm drains and grading on all surrounding practice fields
- REQUESTED BY: Riverside Community College
- COST: \$31,512
- TIME EXTENSION: 0 days
- #28 DESCRIPTION: PCO 37
- REASON: Construct concrete pad and handrail for the fire line back flow detective device on Magnolia Avenue
- REQUESTED BY: City of Riverside
- COST: \$7,747
- TIME EXTENSION: 0 days
- #29 DESCRIPTION: PCO 39/PCO 40
- REASON: Add concrete curbing to control drainage at the south east corner of the Parking Structure and construct concrete masonry wall unit for the Ceramics Road
- REQUESTED BY: Riverside Community College
- COST: \$1,181
- TIME EXTENSION: 0 days
- #30 DESCRIPTION: PCO 41
- REASON: Pour concrete approach at Terracina Bridge
- REQUESTED BY: Riverside Community College/Oversight
- COST: \$8,133
- TIME EXTENSION: 0 days

Change Order #1 - Periphery Improvements – Riverside CCD  
Higginson + Cartozian Architects, Inc.  
February 20, 2007

#31	DESCRIPTION:	<u>PCO 42</u>
	REASON:	Add fencing on the north east corner of the practice field
	REQUESTED BY:	Riverside Community College
	COST:	\$4,450
	TIME EXTENSION:	0 days
#32	DESCRIPTION:	<u>PCO 43</u>
	REASON:	Add 4 inch conduit pathway for the copper and fiber backbone through the Parking Structure, this included additional footage in copper and fiber
	REQUESTED BY:	Riverside Community College
	COST:	\$8,230
	TIME EXTENSION:	0 days
#33	DESCRIPTION:	<u>PCO 45</u>
	REASON:	Remove and replace approximately 26' x 45' of 3" AC paving at the north entrance of the Parking Structure and Parking Lot Y
	REQUESTED BY:	Riverside Community College
	COST:	\$6,505
	TIME EXTENSION:	0 days
#34	DESCRIPTION:	<u>PCO 46</u>
	REASON:	Provide new traffic barrier supports and move the existing barrier at Terracina Road
	REQUESTED BY:	Riverside Community College
	COST:	\$5,143
	TIME EXTENSION:	0 days
#35	DESCRIPTION:	<u>PCO 47</u>
	REASON:	Provide 10' square x 5" thick concrete pad with a depressed 3/4" deep x7 diameter for the new shot put ring
	REQUESTED BY:	Riverside Community College
	COST:	\$3,000
	TIME EXTENSION:	0 days
#36	DESCRIPTION:	<u>PCO 48</u>
	REASON:	Provide curb and jute mesh at south east corner of Terracina
	REQUESTED BY:	City of Riverside
	COST:	\$3,333
	TIME EXTENSION:	0 days
	Total Amount	\$350,879.00

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-4

Date: February 20, 2007

Subject: Lovekin Modularity Redistribution Project

Background: On January 29, 2007 the Committee on Resources discussed the distribution of the portables in the Lovekin Complex, which was created as a swing space during the Quad Modernization Project. The swing space provided alternative space for offices and classrooms housed in the Quad. The swing space consists of fifty-one (51) portables including two restroom facilities. As the Quad Modernization Project is nearing completion, the staff is developing a plan for a redistribution of the portables. Some units will remain on the Riverside City College campus to solve current space needs and future swing space use whereas others will be distributed to the Moreno Valley and Norco Campuses. Some are also being held in reserve for other uses such as at Ben Clark.

In preparation for moving units to the Moreno Valley and Norco campuses, staff proposes to engage Higginson + Cartozian Architects, Inc. to provide architectural design and engineering services to relocate fifteen of the modular classrooms and one restroom facility as follows:

- Moreno Valley Campus – Nine (9) modular classrooms and related site work
- Norco Campus – Six (6) modular classrooms, one restroom facility and related site work

Services provided by Higginson + Cartozian, Inc. would include design development, final design, preparation of construction documents and specifications, administering the process to obtain Division of State Architect (DSA) approval, assisting with the bidding process and monitoring quality assurance. A total project budget for the distribution of these portables will be presented at a later date. The fee for the design, architecture and engineering services is \$136,000 (\$63,000 for the Norco campus and \$73,000 for the Moreno Valley).

Finally, staff will provide additional information concerning the distribution/disposition of remaining modularity in the near future.

Recommended Action: It is recommended that the Board of Trustees approve the agreement with Higginson + Cartozian Architects, Inc for architectural design and engineering services for the distribution of fifteen modular classrooms from the Riverside City Campus, Lovekin Complex to the Moreno Valley and Norco campus and the use of Measure C funds in an amount not to exceed \$136,000 and authorize the Vice Chancellor, Administration and Finance to sign the agreement.

Salvatore G. Rotella  
Chancellor

Prepared by: Aan Tan  
Associate Vice Chancellor  
Facilities Planning, Design and Construction

**AGREEMENT BETWEEN**  
**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**And**

**HIGGINSON+CARTOZIAN ARCHITECTS, INC.**

THIS AGREEMENT is made and entered into on the 21<sup>st</sup> day of February, 2007, by and between HIGGINSON +CARTOZIAN ARCHITECTS, INC. hereinafter referred to as Consultant and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the "District."

The parties hereto mutually agree as follows:

1. Scope of services: Reference Exhibit I, attached.
2. The services outlined in Paragraph 1 will primarily be conducted at Consultants office(s), and on site at Riverside Community College Moreno Valley Campus and Norco Campus.
3. The services rendered by the Consultant are subject to review by the Associate Vice Chancellor, Facilities Planning, Design and Construction or his designee.
4. The term of this agreement shall be from February 21, 2007, to the estimated completion date of November 1, 2007, with the provision that the Vice Chancellor of Administration and Finance or his designee may extend the date without a formal amendment to this agreement with the consent of the Consultant.
5. Payment in consideration of this agreement shall not exceed \$136,000 including expenses. Invoice for services will be submitted every month for the portion of services completed on a percentage basis. Payments will be made as authorized by the Associate Vice Chancellor, Facilities Planning, Design and Construction, and delivered by U.S. Mail. The final payment shall not be paid until all of the services, specified in Paragraph 1, have been satisfactorily completed, as determined by Associate Vice Chancellor, Facilities Planning, Design and Construction.
6. All data prepared by Consultant hereunder, such as plans, drawings, tracings, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams, and calculations shall become the property of District upon completion of the Services and Scope of Work described in this Agreement, except that the Consultant shall have the right to retain copies of all such data for Consultant records. District shall not be limited in any way in its use of such data at any time provided that any such use which is not within the

purposes intended by this Agreement shall be at District's sole risk, and provided further, that Consultant shall be indemnified against any damages resulting from such use. In the event Consultant, following the termination of this Agreement, desires to use any such data, Consultant shall first obtain approval of District's representative in writing.

7. All ideas, memoranda, specifications, plans, manufacturing procedures, drawings, descriptions, written information, and other materials submitted to Consultant in connection with this Agreement shall be held in a strictly confidential manner by Consultant. Such materials shall not, without the written consent of District, be used by Consultant for any purpose other than the performance of the Services or Scope of Work hereunder, nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or Scope of Work hereunder.
8. Consultant shall indemnify and hold the District, its Trustees, officers, agents, employees and independent contractors or consultants free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of Consultant, its employees, agents or assigns, arising out of, pertaining to, or relating to the performance of Consultant services under this Agreement. Consultant shall defend, at its expense, including without limitation, attorneys fees (attorney to be selected by District), District, its officers, agents, employees and independent contractors or consultants, in any legal actions based upon such alleged negligence, recklessness or willful misconduct. The obligations to indemnify and hold District free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.
9. District shall indemnify and hold Consultant, its officers, agents, and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of the District, its employees, agents, independent contractors, consultants or assigns, arising out of, pertaining to or relating to the District's actions in the matter of this contract and District shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by Consultant), Consultant, its officers and employees in any legal actions based upon such alleged negligence, recklessness, or willful misconduct. The obligations to indemnify and hold Consultant free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligent acts are fully and finally barred by the applicable statute of limitations.
10. Consultant shall procure and maintain comprehensive general liability insurance coverage that shall protect District from 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 Consultant's activities as well as District's activities under this contract. Such insurance shall name District as an additional insured with respect to this agreement and the obligations of District hereunder. Such insurance shall provide for limits of not less than \$1,000,000.

11. Abandonment: If the project is suspended for more than three months or abandoned in whole or in part, the Consultant shall be paid compensation for services performed prior to receipt of written notice from District of such suspension or abandonments, together with reimbursable expenses then due and all termination expenses resulting from such suspension or abandonment. If the project is resumed after being suspended for more than three months, the compensation shall be subject to renegotiation.

Termination of Agreement: This agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. On the event of termination due to the fault of parties other than the Consultant, the Consultant shall be paid his compensation for services performed to termination date, including reimbursable expenses due and all termination expenses. Termination expenses are defined as reimbursable expenses directly attributed to termination, plus an amount computed as a percentage of the total compensation earned to the time of termination.

12. Consultant shall not discriminate against any person in the provision of services or employment of persons on the basis of 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.

Higginson+Cartozian Architects, Inc.

Riverside Community College District

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

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James L. Buysse  
Vice Chancellor  
Administration and Finance

## **Exhibit I**

### **Scope of Services**

#### **Scope of Project**

During the Quadrangle Modernization Project, the Lovekin Complex was created to serve as a swing space with modularity for alternate space for offices and classrooms. Fifty-one portables consist within the Lovekin Complex and due to the near completion of the Quadrangle Project the District has developed a plan to move the swing space between campuses to solve current needs and future swing space use.

Consultant has designed placement of fifteen of the modular classrooms and one toilet facility at the following sites:

Moreno Valley Campus – Nine modular classrooms and related site work.

Norco Campus – Six modular classrooms and one modular toilet facility and related site work.

#### **Scope of Services**

Services provided by Consultant would include design development, final design, construction documents and specifications, administering the process to obtain Division of State Architect (DSA) approval, assisting with the bidding process and monitoring quality assurance.

#### Services to Include:

Architectural, Landscape, Civil, Technology/Data and Electrical Engineering.

#### Planning and Design Phase:

- Review the program furnished by the client to ascertain the requirement of the project and shall confirm such requirements with governing agencies and client for design concepts and approvals.
- Assist client in processing of Design Documents through the Governing Agency.

#### Design Development, and Construction Document Phase:

- Implementation of College program requirements.
- Development and preparation of construction documents, consisting of drawings and details as required for the construction and building permits.
- Assist client with Development of Specifications.
- Make required corrections and coordinate with governmental agencies for approvals and building permits.
- Provide onsite assistance and observation as needed to ascertain that construction is in general conformance with the intent of the construction documents. Six (6) observations are included. Other billed hourly as approved by client.
- Assist the client during project bidding to determine “or-equal” and status of products. Prepare addendum as needed to clarify certain aspects or questions which may arise during bidding.
- Assist client in filing the required documents for approval of governing agencies having jurisdiction of the project for building permits.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-5

Date: February 20, 2007

Subject: FY 2007-08 Budget Development

Background: Attached for the Board's review is a copy of information presented at the January 12, 2007, ACCCA workshop concerning the Governor's "January" budget proposal for FY 2007-08. Staff will lead a discussion of this proposal and its implications for California's community colleges. Additionally, if other budgetary information, such as the First Principal Apportionment (P1) Report, becomes available on or before February 15, staff will bring same to the Committee meeting for review and discussion.

Information only.

Salvatore G. Rotella  
President

Prepared by: James L. Buysse  
Vice Chancellor  
Administration and Finance

## Preface

The Governor's Budget Proposal for 2007-08 proposes to limit General Fund spending to the amount of revenue the state will collect, with the exception that it proposes to use \$840 million of funds available from previous years to pre-pay debt. By eliminating the state's net operating deficit (\$5 billion), setting aside a total reserve of \$2.1 billion, and eschewing tax increases and new budgetary borrowing, the Administration believes this Budget puts California on the path to full fiscal recovery.

The education budget can still be characterized as "a starting point;" it does not provide community colleges with increases in funding similar to the 2006-07 Budget. The System received more than \$700 million in ongoing funding in 2006-07, while the starting point for 2007-08 is \$377 million. The System's budget request for 2007-08 totaled more than \$700 million in ongoing funds.


Governor Schwarzenegger's Budget Proposal for 2007-08 funds the Proposition 98 minimum funding level. But, due to relatively slow growth in Proposition 98 funding—and the continuing decline in statewide ADA/FTES—there is only enough new money to fund the 4.04% estimated statutory cost-of-living adjustment (COLA) for 2007-08, and little else. Outside of the funded COLA and growth funding, there appears to be very little in the way of new, ongoing funding being proposed for 2007-08.

Nonetheless, while California's economy continues to improve, the demands on government in terms of expenditures are still increasing faster than revenues. The Governor has laid out an ambitious plan to provide health insurance coverage for California's children and families, as well as improving prison facilities. The "devil" will be in the details to accomplish these goals.

Keep in mind, the COLA percentage could change a bit between now and the ultimate Budget adoption. And both the revenue and expenditure numbers for the current year will continue to change, necessitating a change in the state's projected ending balance for the current year.

Since, this year's starting point is not quite as good as last year's, we do urge caution. The 2007-08 Budget proposal could be defined as a "status-quo" budget. Thus, we advise districts to plan their budgets consistent with the Governor's proposals (according to the System's new funding formulas in SB 361), but to avoid making final commitments until all of the votes have been cast. The dynamics of the Governor's budget proposal, combined with a new Legislature and the changing economic environment, make the adoption of the Governor's Proposed Budget far less than a sure thing. Just as the Legislature will look for some room to maneuver, community colleges would be wise to do the same.

While we applaud efforts to maintain programs for students and hope that the reduction in student fees will provide greater access, it is important to realize that the work has only just begun.



ARNOLD BRAY

Legislative Representative

## Overview of the Proposed Community College Budget for 2007-08

The Governor's Budget continues the state's commitment to funding increases for enrollment growth, basic budget support, financial aid, and expansion of recent initiatives in career-technical education and nursing. Additionally, the Governor's Budget proposes a new initiative to address pressing state needs—focusing on increasing the rate of meaningful educational outcomes for the most at-risk community college students.

For the California Community Colleges, the Budget includes \$8.6 billion (\$6.6 billion from General Fund and Proposition 98 sources), which reflects an increase of \$322.3 million (\$362.3 million General Fund and Proposition 98 sources) above the revised 2006-07 Budget. These amounts reflect a 3.9% total funding increase, including a 5.9% General Fund and Proposition 98 increase over the current year.

The overall increase in Proposition 98 funding for K-14 education is \$1.8 billion. The community college share of Proposition 98 is at 11.06%, a level that has been attained only once since Proposition 98 was established—compared to the current-year share of 10.74%.

### Community College Fees

The Budget proposes no fee increase. Community college fees for credit courses will remain at \$20 per credit unit pursuant to an agreement reached in negotiations on the 2006 Budget Act. Community college fees remain the lowest in the nation and are 24% of the national average.

### Major Adjustments

#### Budget Year

- \$224.9 million for a cost-of-living increase (4.04%) for general-purpose Apportionments.
- \$109.1 million for enrollment growth for apportionments (2%). This funding will enable community colleges to enroll an additional 23,000 full time equivalent (FTES) students. This level exceeds the 1.65% change in the adult population, and is in addition to the funding that is already in the system for the unrestored FTES from the prior three years. When the \$109.1 million is added to the restoration funding that is already in the system, there will be the potential for at least 4% growth over the estimated level of current year FTES. The amount of actual restoration dollars available in 2007-08 will not be known until the First Principal Apportionment (P-1) in February.
- \$19.6 million increase for Categorical Program enrollment growth (2%) and COLA (4.04%). These programs include basic skills, matriculation, disabled students programs and services, campus childcare tax bailout, and extended opportunity programs and services.

- \$33.1 million redirection of surplus basic skills overcap incentive funding to support additional matriculation and support services for community college students. Of this amount, \$19.1 million is specifically dedicated to additional counseling and tutoring services for those students most at risk of failing to complete a program.
- \$9 million one-time current-year funding and \$9 million in ongoing funding to support additional nursing program investments in community colleges. These funds are available in the community college base from the 2006 Budget Act set-aside actions and are now proposed to assist colleges in expanding enrollments by providing startup funding for new nursing programs, funding new clinical simulation laboratories, expanding services that will reduce attrition, and funding incentives to add more prerequisite science courses.
- \$33.2 million increase to offset the remaining revenue reduction incurred by colleges in the budget year due to the reduction in student fees from \$26 to \$20 per unit in the spring of 2007 and other workload adjustments.
- \$197.2 million reduction to apportionments to reflect estimated growth in local property taxes of an identical amount.
- \$350,000 in ongoing funds for the Fiscal Crisis and Management Assistance Team (FCMAT) to ensure resources are available to respond to financial instability indicators.

## Capital Outlay

The Governor's Budget proposes funding 60 projects at a cost of \$479.4 million from 2006 bond funds (Proposition 1D). In addition, the Governor is proposing that a new education facilities bond measure be placed on the 2008 and 2010 ballots that would generate approximately \$6 billion earmarked for community college capital outlay projects. The Governor's proposal would provide community colleges with more than 50% of the total amount (\$11 billion).

## State Bond Proposal for 2008

AB 100 (Núñez, D-Los Angeles) is working its way through the legislative process. The bill would enact the Kindergarten-University Public Education Facilities Bond Act of 2008. The bond act, if approved by the voters at the November 4, 2008, statewide general election, would provide for the issuance of \$9,087,000,000 of state general obligation bonds to provide aid to school districts, county superintendents of schools, county boards of education, the California Community Colleges, the University of California, the Hastings College of the Law, and the California State University to construct and modernize education facilities.

## Left Outs

The System Office requested funds for Career Development and College Preparation, Student Services allocation for newly accredited colleges, Basic Skills Initiative, Part-Time Faculty Office Hours/Health Insurance, Increase for Full-Time Faculty Positions, Compensation Equity for Part-Time Faculty, Mathematics Engineering Science Achievement (MESA), Economic Development, Technology, Reimbursement of State Mandates, Physical Plant/Instructional Equipment—none of these items were provided any new funding in the 2007-08 Budget.

## Proposition 98

Proposition 98, adopted by voters in 1988, is a complex set of formulas that set the minimum funding level for K-14 education from year to year. Because of its dominant role in carving out state resources and setting budget priorities, it is often the subject of controversy and litigation.

In 2006, the Governor made peace with the education community by agreeing to restore funding for Proposition 98 that had been in dispute since 2004-05. Reaching this agreement was a major reason behind the sizable increases that schools received in 2006-07 in both ongoing and one-time funds. But, in addition, this agreement provided for allocating another \$2.9 billion owed under Proposition 98 for 2004-05 and 2005-06 in annual payments over the next seven years, starting in 2007-08.

One would have thought that, after just settling this dispute with the education community, the Governor wouldn't make any controversial proposals regarding Proposition 98 funding in 2007-08. But he did—and, in fact, his Budget Proposal includes the following two controversial proposals:

- First, the Budget proposes to shift all state support for Home-to-School Transportation from Proposition 98 to the Public Transportation Account (PTA), a state account funded from the sales tax on gasoline. This shift of \$627 million would be followed by a downward rebenching of the minimum guarantee. The Budget asserts that “this proposal does not result in a reduction to Home-to-School Transportation nor any other Proposition 98 funded program.” This proposed shift does not appear to have any immediate impact on school funding, in that the Budget does include funding for the 4.04% (est.) COLA for transportation. But we expect that this proposal will be opposed by other agencies that would have otherwise received more funding from the PTA for mass transit construction and operation.
- Second, the Administration has proposed that \$269 million in funding for the Stage II CalWORKs Child Care Program be paid for with Proposition 98 dollars rather than other state General Fund revenues, as in previous years. This shift clearly reduces resources that would be available to other K-14 education programs, and uses up virtually all of the growth in Proposition 98 funds beyond the amount needed to fund the COLA. It is likely that this proposal will be contested in the Legislature—and certainly will be protested by the Education Coalition.

It is interesting to note that the Administration states that current law provides for the downward rebenching of Proposition 98 when an entire program, namely Home-to-School Transportation, is shifted outside of Proposition 98. But since some of the Stage II CalWORKs Child Care Program is already funded through Proposition 98, the Administration asserts there is no need to rebench Proposition 98 upwards for this proposed shift.

### **Proposition 98 Details**

For 2006-07, the Governor's Budget estimates the Proposition 98 guarantee at \$55.022 billion, an increase of 3.1% over the prior year. The guarantee is based on the application of Test 3, which adjusts funding based on the change in state General Fund revenues per capita and the change in ADA, with Test 3 being operative usually in times of weak revenue growth.

For 2007-08, the Governor's Budget proposed to fully fund Proposition 98 based on Test 2, which reflects growth in the state economy more broadly. Specifically, this test increases prior-year funding based on the change in per capita personal income and the change in ADA. The Test 2 increase is estimated to be 4.58% under the Governor's plan.

While in years of statewide ADA growth the Proposition 98 guarantee also is adjusted for that rate of growth, there were no downward adjustments when statewide ADA declined—for the first two years of such decline. In 2007-08, with this being the third consecutive year of ADA decline, the Proposition 98 minimum guarantee was reduced to reflect the estimated 0.39% statewide decline in ADA.

The Proposition 98 guarantee was also increased by \$144 million in 2007-08 under the Maintenance Factor formula, wherein prior reductions to Proposition 98 get restored when state taxes grow faster than personal income (such as is the case for 2007-08). After factoring in this payment, there is still \$310 million of Maintenance Factor remaining, meaning that Proposition 98 funding could increase by up to this amount if state taxes come in higher than currently expected.

Finally, the resulting Proposition 98 funding level for 2007-08 was reduced by the \$627 million noted above to reflect the shift of Home-to-School Transportation to outside of Proposition 98. Total Proposition 98 funding in 2007-08 is proposed at \$56.835 billion, with the General Fund contributing \$41.190 billion, or 72.5%, and the balance funded from local property taxes.

The budget year's Proposition 98 funding is certainly impacted by the two proposed funding shifts. Had the transportation shift not occurred, the K-12 portion of Proposition 98 would have increased by \$2.063 billion and the community college share of Proposition 98 would have been less than 11.06%.



## Budget Proposals for Non-Proposition 98 Programs

While this report is focused on the Proposition 98 portion of the Governor's Budget, it is also important to consider what the Administration is proposing for other programs supported by the state's General Fund, since decisions on funding levels for K-12 programs will not be made in a vacuum. Rather, they will be weighed against the other competing demands for state General Fund resources. Thus, this section examines the other areas of the State Budget.

The Governor's Budget proposes an overall increase of only \$50 million for Health and Human Services programs, an increase of 0.2%. The state's three major programs in this area include CalWORKs, which assists low income families; SSI/SSP, which provide supplemental income for the aged, blind, and disabled; and Medi-Cal, the state's primary health assistance program.

The Budget expands health care coverage by \$36 million for a program established in 2006 that creates a two-county pilot program to allow parents to self-certify income and assets when enrolling their children into Medi-Cal and during the annual eligibility review process. The Budget proposes a reduction of \$324 million related to reforming the CalWORKs program. One hundred and forty million dollars is also saved by suspending the July 1, 2007, CalWORKs cost-of-living adjustment.

Higher education, which includes the University of California (UC), the California State University (CSU), the California Community Colleges, and the state's financial aid programs for those institutions, receives significant increases in the Governor's Budget. The budget honors the "compact" with the higher education segments, providing full funding for the base and full enrollment growth. The Budget proposes a 7% fee increase for UC and 10% for CSU students, unlike last year, when the Budget proposed to buy out the scheduled fee increases.

This Budget offers something that is at least somewhat positive in nearly every area, with the exception of CalWORKs. While every public agency will likely make the case that it could and should have received more, gone are the massive cuts of yesteryear. We think the real debate is not over the merits of funding programs either within or outside of Proposition 98—the real debate will be about the economics and politics of the Budget itself. It will also be a test of leadership for both the Governor and the Legislature.

### Mandates

One year ago, the Governor released his proposed Budget for the state that included partial funding for mandate claims, a slight improvement over the prior years that saw the vast majority of claims go unpaid, as the state elected to defer payment to an unspecified future year. These deferrals were estimated to exceed \$1 billion.

By the May Revise, General Fund revenues had improved so significantly that the Governor proposed to eliminate the accumulated mandate debt entirely. Ultimately, the adopted 2006-07 Budget contained \$4 million to reimburse community college mandate claims.

The Governor's Budget for 2007-08 unfortunately returns to the years of the recent past, deferring payment on mandate claims. Like 2004-05 and 2005-06, the Budget proposes to defer payment on 38 specific mandates. The Governor's Budget contains a token \$1,000 for each of the 38 mandates, which is insufficient to pay the claims but requires districts to carry out the mandate without added state funding nonetheless. Based on the 2006-07 estimate of annual new claims, the Budget Proposal would result in unfunded mandates totaling \$290 million, roughly \$130 million from 2006-07 and \$160 million from 2007-08.

The Budget also reflects the fiscal consequences of actions taken by the Commission on State Mandates last summer to eliminate reimbursement for three previously funded mandates—the Mandate Reimbursement Process, the Open Meetings Act, and the School Accountability Report Cards. At the direction of the Legislature, in language contained in a trailer bill to the 2005 Budget Act, the Commission revisited these mandates and reversed its prior decision, finding them no longer reimbursable. School districts, however, are not relieved of carrying out these duties, as they are required to by the State Constitution or sections of state law that do not require reimbursement, according to the Commission's decision.

Again, like last year, during the May Revision we expect the Governor to reassess his priorities in light of the current economic projections. We are hopeful that mandates will be given favorable consideration at that time. In the meantime, we recommend that districts continue to file claims.

## **Lottery Funding**

Lottery funding is a particularly volatile funding source. We saw the last significant increase in Lottery funding in the 2003-04 fiscal year. In the most recent years, the Lottery Commission had assumed that the new "Mega Millions" game would increase sales, thereby increasing revenues to school agencies. Revenue increased only slightly, but since ADA/FTES decreased from year to year, revenues per ADA/FTES actually increased.

The first quarter of 2006-07 is showing a 12% decline in Lottery sales. This is the very characteristic of Lottery funding, which references the idea that school agencies should be prudent in the use of these dollars for ongoing expenditures. As a result, the 2006-07 first quarter Lottery payment was \$34.12 per ADA/FTES (unrestricted). This is approximately \$4.59 less than the first quarter of 2005-06.

While there is still time for revenues to materialize for the entire year as originally projected, just as we have seen in prior years, the drop in first quarter payments is cause for concern. Therefore, at this time, we are projecting a per-ADA/FTES amount of \$148 per annual ADA/FTES, down from our earlier estimate of \$154 per ADA/FTES. The \$148 would be allocated as \$123.25 per annual ADA/FTES unrestricted and \$24.75 per annual ADA/FTES for Proposition 20 restricted funding. The 2006-07 projected amounts may be revised as the year progresses and updates will be made based on any changes in revenues and/or annual ADA/FTES.

For the 2007-08 fiscal year, the estimated projections have not yet been made available from the Lottery Commission. Based on our reduced estimates for 2006-07, we estimate that funding will again be a total of \$148 per annual ADA/FTES in 2007-08, but with a slight change to the distribution between unrestricted and Proposition 20 funding. The estimated per annual ADA/FTES unrestricted amount is \$123.20 and the per annual ADA/FTES for Proposition 20 is \$24.80. We recommend that districts budget for these amounts. The Governor's Budget funds 2007-08 Lottery at the same amount as 2006-07 (\$173.9 million).

## **STRS AND PERS**

Prior to the release of the proposed State Budget, the Governor issued an executive order to establish the Public Employee Post-Employment Benefits Commission to address the issue of unfunded liabilities faced by California's public employers for other postemployment benefits, mainly health benefits for retirees.

The commission consists of 12 members, six of whom are appointed by the Governor and three by the leader of each house. The Governor appoints a chairperson. The Commission is to identify the amount of unfunded liabilities for all of California's public agencies for other postemployment benefits, identify various approaches for addressing the unfunded liabilities, compare the advantages and disadvantages for each approach, and propose a plan or plans for addressing the unfunded benefits. This work is to be completed and submitted to the Governor and the Legislature by January 1, 2008.

### **STRS**

- Combined unfunded portion of future liability for pensions is \$49 billion
- STRS intends to increase member contributions by one-half of 1% (for a total contribution of 8.5%) starting July 1, 2009
- STRS intends to increase employer contributions by one-half of 1% per year starting July 1, 2009, to a maximum of 13% to 14.25%

### **PERS**

- PERS board will adopt employer contribution rate for 2007-08 in May 2007, as usual
- No long term plan announced yet to address unfunded liability

# **Community College Local Assistance Budget**

# California Community Colleges

## Local Assistance Budget (in thousands)

*Per Governor's Proposed Budget for 2007-08*

COLA (4.04%) on Apportionments	224,900
Growth (2%) and COLA (4.04%) on Selected Categorical Programs	19,600
Growth (2%)	109,132

Academic Senate	467
Baccalaureate Pilot Program	100
Basic Skills and Apprenticeship*	15,229
Career Technical Education	20,000
Childcare Tax Bailout Funds	6,804
Disabled Students Programs and Services	114,472
Economic Development	46,790
Extended Opport. Programs and Services and Special Services	119,827
Faculty and Staff Diversity	1,747
Fiscal Crisis and Management Assistance Team	350
Foster Care Education	4,754
Fund for Student Success	6,158
Matriculation	134,436
Nursing Program Support**	25,886
Part-time Faculty Compensation	50,828
Part-time Faculty Health Insurance	1,000
Part-time Faculty Office Hours	7,172
Scheduled Maint./Special Repairs/Instructional Equip./Library Materials	27,345
Special Services for CalWORKs	43,580
Student Financial Aid Administration	51,308
Telecommunications & Technology Infrastructure	26,197
Transfer Education and Articulation	1,424

\* \$33,110 shifted from surplus Basic Skills overcap incentive to Matriculation, counseling, and tutoring

\*\* Plus \$9 million in one-time funds

**2007-08 System Budget Request  
And  
Governor's Budget Comparison**

**California Community Colleges  
2007-08 System Budget  
Summary of Recommended Funding Increases**  
*(Dollars in Thousands)*

<b>Strategic Plan Goal Areas/ Budget Items</b>	<b>Ongoing Funds</b>	<b>One-Time Funds</b>
<b>College Awareness and Access</b>		
Fee reduction backfill	\$ 40,000	
COLA (5%)	298,000	
Enrollment growth (3%)	170,000	
Career Development and College Preparation	30,000	
Establish COLA and growth for CalWORKs, financial aid administration and Foster Care Education/Training	5,635	
Student Services allocations for newly accredited colleges	873	
<b>Student Success and Readiness</b>		
Basic skills initiative*	*	
Matriculation/ counseling/placement	14,000	
Part-time faculty office hours/health insurance	12,000	
Increase full-time faculty positions	45,000	
Compensation equity for part-time faculty	50,000	
Mathematics Engineering Science Achievement (MESA)	2,200	
<b>Partnerships for Economic and Workforce Development</b>		
Career Technical Education Equipment		\$ 20,000
Economic Development -- regional clearinghouses**	2,000 **	
<b>System Effectiveness</b>		
Academic Senate – COLA	23	
Technology items	14,300	9,650
Professional and staff development	10,000	
<b>Resource Development</b>		
Fiscal Crisis Management Assistance Team (FCMAT)	570	
Reimbursement of state mandates	16,000	20,000
Instructional Equipment/ Facilities Maintenance		50,000
<b>Total</b>	<b>\$710,601</b>	<b>\$99,650</b>

\* “Convert” funds that otherwise would be budgeted in 2007-08 for basic skills “over-cap” (about \$33 million) to cover start-up and partial-year costs of new Basic Skills Initiative, with understanding that an infusion of a similar amount of new funds will be needed in 2008-09 to meet annualized costs.

\*\* Assumes approximately \$1.1 million of match from non-Proposition 98 sources, for total of \$3.1 million.

**2007-08 California Community College Budget**  
**Comparison of System Budget Request to Governor's Budget - Preliminary Draft**

(dollars in thousands)

Budget Items	System Request		Governor's Budget	
	On-Going Funds	One-Time Funds	On-Going Funds	One-Time Funds
Fee Reduction Backfill	\$40,000		\$33,200	
COLA (System Request 5%; 4.04% GB), includes categoricals	298,000		238,152	
Growth (System Request 3%; 2% GB), includes categoricals	170,000		115,457	
Career Development and College Preparation	30,000			
COLA & Growth for categorical programs	5,635			
Student services allocations for newly accredited colleges	873			
<b>Student Success and Readiness</b>				
Basic Skills Initiative		*		
Matriculation/Counseling/Placement**	14,000		33,110	
Part-Time Faculty Office Hours/Health Insurance	12,000			
Increase Full-Time Faculty Positions	45,000			
Compensation Equity for Part-Time Faculty	50,000			
Mathematics Engineering Science Achievement (MESA)	2,200			
<b>Partnership for Economic &amp; Workforce Development</b>				
Career Technical Education Equipment		20,000		32,000
Economic Development -- Regional Clearinghouses	2,000			
<b>System Effectiveness</b>				
Academic Senate - COLA	23			
Technology Items	14,300	9,650		
Professional Development	10,000			
<b>Resource Development</b>				
Fiscal Crisis Management Assistance Team (FCMAT)	570		350	
Reimbursement of state mandates	16,000	20,000		
Physical Plant/Instructional Equipment		50,000		
Nursing Initiative***			9,000	9,000
CalPASS				1,000
<b>Total****</b>	<b>\$ 710,601</b>	<b>\$ 99,650</b>	<b>\$ 377,080</b>	<b>\$ 42,000</b>

\* Convert funds that otherwise would be budgeted in 2007-08 for basic skills overcap (\$33.1 million) to cover start-up costs of new basic skills initiative.

\*\*Redirects basic skills over-cap funds (\$33.1 million) to matriculation and counseling services. This does not represent new funds.

\*\*\*Redirects the \$9 million in funds made available 2006-07 for career technical education for nursing initiative. One-time funds of \$9 million are also made available for nursing. This does not represent new funds.

\*\*\*\*Governor's Budget, on-going funds, is adjusted by \$10 million to tie to Prop. 98 split



# **2007 SSC Community College Financial Projection Dartboard**

## 2007 SSC Community College Financial Projection Dartboard Governor's Budget Version

This initial 2007 version of SSC's Financial Projection Dartboard is based on the Governor's Budget Proposal for 2007-08. We have updated the COLA, CPI, and 10-year T-bill factors per the latest economic forecasts, and this resulted in changes to virtually every factor for 2007-08 and thereafter. SSC staff relies on various state agencies and outside sources in developing these factors, but we assume responsibility for them with the understanding that they are, at best, general guidelines.

<b>Factor</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
Statutory COLA	5.92%	4.04%	2.7%	2.5%	2.7%	2.9%
California CPI	3.2%	2.6%	2.4%	2.5%	2.6%	2.7%
California Lottery <sup>1</sup>	\$123.25 \$24.75	\$123.20 \$24.80	\$123.05 \$24.95	\$123.00 \$25.00	\$123.00 \$25.00	\$123.00 \$25.00
PERS Employer Rate <sup>2</sup>	9.124%	9.0%	9.0%	9.0%	9.0%	9.0%
Interest Rate for 10-Year Treasuries	4.6%	5.1%	5.4%	5.4%	5.4%	5.4%

<sup>1</sup> The forecast for Lottery funding per FTES includes both base (unrestricted) funding and the amount restricted by Proposition 20 for instructional materials. Lottery funding is based on prior year actual annual FTES.

<sup>2</sup> We expect future PERS rates to increase, but do not have estimates at this time.

# **Governor's Proposed Initiatives**

## Governor's Proposed Budget Background Information - Initiatives

### Career Technical Education Initiative

In an ever-evolving economy, California students need multiple pathways to rewarding and productive careers. The Administration remains committed to expanding opportunities for high school and community college students to take high-quality, academically rigorous career technical education (CTE) courses.

Since the Governor launched his CTE initiative in 2005, the state has made significant investments aimed at reinvigorating CTE programs. Chapter 352, Statutes of 2005 (SB 70) marked the beginning of the Governor's CTE Initiative, providing \$20 million for CTE courses in high schools and Community Colleges. At the heart of this initiative are "2 + 2" programs that offer articulated series of courses beginning in a high school and continuing at a community college.

As a result of the investments in the 2005-06 budget and those described for the current year budget, the state has begun to restore the capacity and vitality that many CTE programs had lost due to decades of erosion in these programs. California is making significant progress in building CTE programs that will provide students with additional options and opportunities and help to meet the evolving demands of California business and industry.

The Governor's Budget proposes \$52 million to expand CTE course offerings and programs. These resources include \$20 million in the CCC's base funding for SB 70 programs as well as \$32 million in new funding provided pursuant to Chapter 751, Statutes of 2006 (SB 1133). The Administration proposes that these funds be used for the following activities:

- Expanding the number of CTE courses offered in middle schools, high schools, and community colleges.
- Building stronger partnerships between the business sector and educational institutions.
- Planning and implementing CTE curriculum for emerging industries.
- Expanding internship opportunities for students.
- Establishing career exploration opportunities for middle school students.
- Creating career-themed high schools.
- Establishing streamlined pathways for becoming a CTE teacher.
- Creating several pilot career academies for young adults and high school dropouts who are unable to maintain living wage employment due to academic deficiencies.

### CCC Student Success Initiative

The Governor's Budget proposes to redirect \$33.1 million in underutilized, ongoing funds for improving student outcomes. These funds are currently dedicated for student instruction that exceeds district funding limits and are not projected to be needed in the foreseeable future. Instead, this amount is proposed to help the most at-risk, first time students that are in transition from high school to define and complete specific academic goals with the following services:

- \$14 million is provided for additional core Matriculation Program services, which includes orientations, counseling and academic assessment, referrals to specialized services, evaluation of study skills, and advising on course selection.
- \$19.1 million is provided for targeted counseling services to help assess career options, evaluate aptitudes, and form an academic plan of study for career preparation for those students that are most at risk of failing to complete a meaningful education program. This funding would provide hands on tutoring to assist these young adults in progressing through

their plan and achieving their goals. Accountability measures for improved outcomes for these students are proposed to be incorporated into the new CCC accountability system.

### **Nursing Initiative**

Building on investments made in the current year budget described previously, the Governor's Budget proposes \$9 million in ongoing funding and \$9 million in one-time current year funding to support additional nursing instructional capacity in community colleges. The CCC, with 74 existing nursing programs, are the leaders in training and educating the nursing workforce. Recognizing their mission and capacity to provide additional training and services to meet the documented clinical nursing shortage, the Budget proposes:

- \$9 million in ongoing funding for additional services to reduce enrollment attrition (\$5.2 million) and for incentives to increase costly science course sections that are prerequisite to enrolling in nursing programs (\$3.8 million).
- \$9 million in one-time funding for start up costs for five new nursing programs (\$5 million) and development of four new regional clinical simulation laboratories (\$4 million).

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
PLANNING COMMITTEE

Report No.: VI-C-1

Date: February 20, 2007

Subject: Approval of Professional Design Services and Educational Planning Consultants to Develop Long Range Educational Program, Growth, and Capital Plans for Norco, Riverside and Moreno Valley Campuses

Background: On February 21, 2006, the Board of Trustees adopted a planning process that included the development of Long Range Educational Program, Growth, and Capital Plans for the District's three campuses in preparation for the move to a three college system. On August 1, 2006, the District sent out Requests for Proposals (RFP) (attached) for Consultants to assist the Office of Facilities Planning, Design and Construction and the District's Norco, Riverside and Moreno Valley campuses in preparing campus long range educational program, growth, and capital plans. The plans will include an examination of potential academic program development, potential for maximum growth at build out for each of the campuses, and a capital program that will identify preferred land use, potential building sites, circulation plans, ADA accessibility plans, as well as capacity and massing plans to support the academic program needs of each campus.

The District subsequently received ten responses. Each of the three campuses received a set of the ten submittals for review by the campus screening committee. The same four firms were invited for interviews by the Norco, Riverside, and the Moreno Valley Campuses with Moreno Valley Campus inviting an additional firm. The firms were selected to be interviewed based on their team profiles and team experiences within the California community college system and the Division of State Architect.

Interviews were held at the Norco and Riverside Campuses on October 27, 2006, and at the Moreno Valley Campus on November 3, 2006. After presentations and discussions, the screening committees from each campus recommended that the following firms be approved for hire to assist in the development of the Long Range/Master Plan project for particular campuses. Attached are draft contracts reflecting their assignments (final contracts will be available for Board Committee review on February 15, 2007).

Norco Campus: MDA Johnson Favaro – Culver City, CA,  
Fee: \$362,867

Riverside Campus: Steinberg Architects – Los Angeles, CA  
Fee: \$807,532

Moreno Valley Campus: Maas Companies, Inc. – North Fork, CA  
Fee: \$289,985

The Funding Source: Measure C

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
PLANNING COMMITTEE

Report No.: VI-C-1

Date: February 20, 2007

Subject: Approval of Professional Design Services and Educational Planning Consultants to Develop Long Range Educational Program, Growth, and Capital Plans for Norco, Riverside and Moreno Valley Campuses (continued)

Recommended Action: It is recommended that the Board of Trustees approve 1) the attached agreement and fee of \$362,867 with MDA Johnson Favaro to prepare a long range educational program, growth, and capital plan for the Norco Campus; 2) the attached agreement and fee of \$807,532 with Steinberg Architects to prepare a long range educational program, growth, and capital plan for the Riverside Campus; 3) the attached agreement and fee of \$289,985 with Maas Companies, Inc. to prepare a long range educational program, growth, and capital plan for the Moreno Valley Campus; 4) funding of the agreements with Measure C Funds; and 5) authorize the Vice Chancellor, Administration and Finance to sign the agreements.

Salvatore G. Rotella  
Chancellor

Prepared by: Aan Tan  
Associate Vice Chancellor  
Facilities Planning, Design and Construction

**MacIntyre schedule has outside scan done by February request  
that they can still keep to the schedule.**

**August 1, 2006**

**Riverside Community College District**

**Request for Proposals**

**Consultant(s) for the Development of Campus  
Educational Plans, Long Range-Program, Growth, and Capital Plans**

**Riverside Campus  
Moreno Valley Campus  
Norco Campus**

**Responses Due 2:00 PM, September 15, 2006**

**1. BACKGROUND AND INTRODUCTION:**

The Riverside Community College District (RCCD) Office of Facilities Planning, Design and Construction on behalf of the RCCD Board of Trustees and the District's three campuses requests proposals from qualified consultants to assist the Office of Facilities Planning, Design and Construction and the District's three campuses in preparing campus long range educational program, growth, and capital plans for the District's three campuses. The plans will include an examination of potential academic program development, potential for maximum growth at build out for each of the campuses and a capital program that will identify preferred land use, potential building sites, circulation plans, as well as capacity and massing plans to support the academic program needs of each of the campuses.

The Riverside Community College District is located in the County of Riverside, in what is referred to as the Inland Empire, the fastest growing area in California. In the past decade the District has grown by fifty percent in Weekly Student Contact Hours (WSCH). The District operates three separate campuses: Riverside City Campus, Moreno Valley Campus, and Norco Campus, and four other Learning Centers in the surrounding communities, and maintains a system office building and district office building in downtown Riverside. The District serves 32,000 students each semester.

The Riverside City Campus is the oldest of the campuses and is the site of the original college. Located on 118 acres in the City of Riverside, the campus opened in 1916 and is known for its historic A.G. Paul Quadrangle. Today it serves more than 18,000 students each semester and has 36 buildings.



Located in the City of Moreno Valley, the 132 acre Moreno Valley Campus opened in 1991, it is known for its growing numbers of health, human, and public service programs and serves more than 7,000 students each semester in 11 buildings. It is also operates three off site learning centers.

Since opening in March 1991, the 141 acre Norco Campus has grown to serve more than 8,400 students, it has 10 buildings, and is in the planning stages for Phase III expansion in order to accommodate more students.

Currently the District is in transition from a single college with multiple campuses to a District with three autonomous colleges. This transition period is expected to be completed within the next 2-3 years. The above referenced planning effort will assist the campuses to move toward college status by looking at the potential for program development and expansion, planning for additional growth to maximum capacity, and planning for the ultimate capital expansion of each of the campuses/colleges.

In 2003 the District initiated a planning process that would update the “Educational Master Plan of the District 1997-2005 and Beyond.” The intent of the process was to build upon a learner-centered curriculum framework, focusing on planning that would help shape the direction of the emerging colleges. This effort produced the “Riverside Community College District Academic Master Plan 2005-2010.” The Academic Master Plan is an aggregation of academic department plans, which serves as the foundation for additional and ongoing planning at the campus/college and District levels. It is intended to be flexible in adjusting to changing times, capable of responding to internal and external challenges and opportunities, and dynamic in meeting the educational goals of students. To that end, it is intended to be a fluid document, undergoing regular department review, update and change.

The District and its three campuses/colleges are ready to move to the next level of planning which will examine the potential of additional educational program development, growth and capital development. With the passage of its Measure “C” Bond in March 2004 the District can now seriously consider the potential for full capital development of its campuses/colleges.

## **2. PROPOSED PROJECT:**

The selected consultant(s) will be required to produce written, graphic, and digital documentation of updated educational plans, growth plans to ultimate build out, and capital plans to accommodate maximum student enrollment. The consultant(s) will assist the campuses/colleges in the planning process through adoption of the plans by the District’s Board of Trustees.

The consultant(s) will work with the campus/college leadership, Academic Planning Council and Strategic Planning Committee, and the District’s Strategic Planning Executive Committee to develop and/or revise educational plans, growth plans, and

capital plans through participation in open forums, committee meetings and public review.

The final product will include, but not be limited to: a planning document that will outline each campus/college educational plan, provide a capital plan that illustrates the potential building and infrastructure capacity of each of the campuses/colleges to accommodate potential education plan expansion, and potential maximum growth.

The educational plan component will include but not be limited to: College/Campus background and history, mission, vision, description/assessment of existing conditions, external influences, internal influences, analysis of current program status to preferred future program status, and responses to move from current situation to future programs.

The capital plans will include, but not be limited to: site analyses, site utilities, appropriate land use designations and placement; maximum buildable areas available; appropriate massing, building height and constraints for each available building site; allocation of building areas to maintain an open space structure; a density appropriate to pedestrian oriented campuses/colleges; building and landscape design standards; pedestrian and vehicular circulation (including bicycle, service and emergency) and parking locations; recreation and athletic facilities, child care facilities, and performing arts venues; synergistic uses and potential adjacencies for program interaction and facility efficiency.

The plans will include, but not be limited to: an Education Plan, a Land Use Map, a Building and Massing Plan, a Utility Infrastructure Plan and a Circulation Plan for each of the campuses/colleges.

The campuses/colleges will be open to suggestions by the consultant(s) to additional and/or modified areas of analysis based on their review of the project.

#### Planning Team and Process:

The consultant(s) team should include appropriate individuals familiar with educational program planning in the California Community Colleges and technical planning expertise in landscape planning, facility planning and design, long range planning and design and infrastructure engineering, planning and design. The consultant's proposal should include a description of the recommended approach to developing the planning process and outcomes that are described above. The planning process will require interactive meetings, planning charettes, open forums, workshops and presentations.

The proposal submitted by prospective consultant(s) should anticipate a minimum start-up period of two to three weeks for orientation meetings with the Office of Facilities Planning, Design, and Construction staff and campus/college leadership before the formal planning process begins.

During the course of the process the consultant(s) will be responsible for producing all meeting minutes and associated handouts in an electronic format consistent with RCCD standards for review and distribution by the RCCD Office of Planning, Design, and Construction.

### **3. SCOPE OF REQUIRED SERVICES:**

**Program Definition/Data Collection:** Through meetings with the campus/college leadership, faculty and staff, and through the review of existing program documents, data and other applicable sources the consultant(s) will obtain necessary program information and help to refine that program information into an educational plan and examine the potential for maximum campus/college enrollment within the context of available buildable space. The educational plan information and growth capacity information will be used to determine the type and amount of building space that would be needed as the campus/college matures to final build out. The information will translate into space requirements, land use, adjacencies, capacity/massing, circulation, infrastructure and utility requirements.

**Site Analysis including Massing Analysis and Future Expansion:** The consultant(s) will examine campus physical attributes and constraints, surrounding context, and existing and potential future program needs. As part of the capacity/massing study, potential building sites would be identified and would show utility service connections and identify potential site issues. The study will provide total site capacity information for potential development.

**Final Product:** The consultant(s) will prepare a draft and final planning document which will include, but not be limited to, the following elements:

- Executive Summary
- Introduction
- Planning Context and Determinants
- Education Plan and Academic Program Development
  - Background Campus/College
    - History
    - Status/Dynamics
    - Explanation for the Educational Plan Effort
  - Mission of the Campus/College
  - Vision of the Campus/College
  - Description/Assessment of Existing Conditions
    - External Conditions
  - Campus/College Programs (the internal community)
  - Analysis of Current Status in Relation to Identified and Preferred Future Responses to Move from Current Situation to Future Programs
  - Objectives for Each Major Program (growth, stabilization, reduction, or development)

Future Activities  
Reports  
Revisions of Educational Plans  
Goals of Physical Development  
Planning Principles  
Building and Landscape Design Standards  
Landscape and Open Space  
Land Use  
Capacity and Massing  
Transportation and Circulation  
Recreation, Performance, and Athletics Facilities  
Parking  
Infrastructure and Utilities

#### **4. PROPOSED SCHEDULE**

It is anticipated that the following schedule will be maintained:

Project Orientation (1)	October, 2006
Planning Meetings (2)	October 2006-February 2007
Draft Plans Developed (3)	February, 2007, April 2007
Public Forums and Comment (4)	April 2007, - May, 2007
Final Plans Developed (5)	May, 2007-June, 2007
Individual Campus/College Presentations (6)	June 2007
Individual Campus/College Presentations (7)	July 2007
Plan Adoption by the Board of Trustees (8)	August 2007

- (1) Orientation Meetings with Facilities Planning, Design, and Construction staff and campus/college leadership.
- (2) Planning sessions with campus/college leadership, academic planning councils, strategic planning committees, and others as required.
- (3) Draft Plans developed and available for campus/college review and comment.
- (4) Draft Plans revised and made available for public review and comment.
- (5) Final Plans developed and made available for campus/college review and approval.
- (6) Individual campus/college presentations to Strategic Planning Executive Committee.
- (7) Individual campus/college presentations to the Board of Trustees.
- (8) Board Action

#### **5. SUBMITTAL FORMAT AND SELECTION CRITERIA**

##### Available Documents:

The following documents are available for review through the RCCD Office of Facilities Planning, Design, and Construction

Riverside Community College District Academic Master Plan 2005-2010  
Riverside Community College District College District Facilities Master Plan  
October 2001  
Riverside Community College District Strategic Plan 2003-04  
Riverside Community College District Strategic Initiatives 2005  
Program Review Documents (These are academic program reviews that are taking  
place in preparation for the campuses/college accreditation review. Currently 15  
of these are complete the remainder are to be completed by the end of the current  
academic year.  
Measure “C” Bond Documentation  
Internal Scan done in preparation for Measure “C”  
External Scan done in preparation for Measure “C”

Qualifications:

Prospective consultant(s) should assemble a planning team that has the following qualifications:

1. Outstanding credentials in Community College campus/college educational program planning, long range planning and master planning.
2. Significant experience in the preparation of education plans, long range and master plans for California Community Colleges.
3. Exceptional qualifications in large scale site planning and development including capacity and massing study experience.
4. Nationally recognized expertise in sustainable development (green facilities) and livable campus environments.
5. Public involvement and communications expertise.

Highest consideration will be given to consultants with demonstrated understanding of campus/college educational planning, master planning and long range development plans, experience with academic program development, academic facilities requirements, capacity and massing studies, planning and architectural data gathering, analytical methodologies, familiarity with California Community Colleges, and responsiveness to the needs of the District’s three campuses/colleges.

Proposal Format:

Consultant(s) proposals should be concise and contain the following sections in order as shown:

1. **Introduction** – Describe philosophy of consultant/firm and areas in which consultant/firm excels. Describe what is unique about the consultant/firm as it relates to this specific engagement.
2. **Approach** – Describe specific techniques to be employed. Outline anticipated work plan and schedule. Describe how your team will work with the campus/college leadership, faculty and staff to manage and conduct the planning process and keep the project on schedule to present results to the Board of Trustees in August 2007.
3. **Statement of Qualifications/Team Description and Relevant Professional Experience** – Provide names and educational background of each team member, including sub consultants, if applicable. Describe experience of each team member relative to college/campus long range and master planning and the proposed role for each team member.
4. **Project Experience** – List projects in chronological order in which team members were involved. Indicate whether project was done by firm or by team member when employed in another firm.
5. **Client Relationships and References** – Provide names, addresses, telephone numbers, and email addresses of at least four clients who can evaluate work that has been completed by the consultant(s)/firm in the past five years.
6. **Illustrative Materials** – Provide a limited representation of promotional photos and drawings, and examples of educational program materials, that illustrate long range and master planning work of the consultant(s)/firm with California Community Colleges.

#### Fee Proposal:

Provide one copy of the total fee proposal with supporting details in a separate, clearly identified envelope. Estimates should be provided for time and work effort required, hourly billing rates, and estimated reimbursable expenses, (e.g., printing and copying expenses) not covered by fees. Please provide the fee proposal for servicing one, two or all three of the campuses/colleges. Identify the fee by campus/college: Riverside City Campus, Moreno Valley Campus, Norco Campus.

#### **6. SELECTION PROCESS**

All proposals will be examined for merit and ranked by a screening committee according to quality and responsiveness. The top proposals will be placed on a short list of finalists and will be called for interviews. Each of the District's campuses/colleges will be engaged in selecting the consultant(s) that will work with that specific campus/college.

Team members giving the presentation shall consist of those who will actually direct and complete the planning process. Upon completion of the interviews, fee proposals will be evaluated. The firm or firms selected as first choice will be notified and asked to negotiate final terms of the contract with the Vice Chancellor Administration and Finance or his representative. Contracts will be forwarded to the Board of Trustees for approval and authorization to proceed.

Schedule for Consultant(s)/Firm(s) Selection:

Announcement of RFP	August 1, 2006
Proposals Due	September 15, 2006
Shortlist	September 29, 2006
Interviews	October 2, 2006-October 13, 2006
Final Selection	October, 2006
Board Approval	October 2006

RCCD has the sole authority to select the final consultant(s)/firm(s) and reserves the right to reject any and all submittals.

**7. SUBMISSION OF PROPOSALS**

Interested consultants should submit six (6) copies of their bound proposal, including one original with original signatures, to RCCD by the due date. Proposals should be clearly labeled “**RESPONSE: REQUEST FOR PROPOSALS CONSULTANT(S) FOR THE DEVELOPMENT OF CAMPUS LONG RANGE PROGRAM, GROWTH, AND CAPITAL PLANS RIVERSIDE CAMPUS/MORENO VALLEY CAMPUS/NORCO CAMPUS**” and delivered to RCCD in the following manner:

By U.S. Mail or other delivery service such as UPS, FedEx, etc., to

Purchasing Office  
Riverside Community College District  
4800 Magnolia Avenue  
Riverside, CA 92506-1299

**ALL RESPONSES MUST BE RECEIVED BY September 15, 2006, 2:00 PM**

No oral, telegraphic, electronic, facsimile or telephone statements will be considered. Any Proposals received after **2:00 PM, September 15, 2006** will not be considered and will be returned unopened.

All submittals become the property of the Riverside Community College District.

Questions regarding this RFP may be directed to:

Rick Hernandez, Director Capital Planning  
Office of Facilities Planning, Design, and Construction  
Riverside Community College District  
Phone 951 222-8471  
email: Rick.Hernandez@rcc.edu.



**DRAFT**

**AGREEMENT BETWEEN**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**And**

**MDA JOHNSON FAVARO**

THIS AGREEMENT is made and entered into on the 21<sup>st</sup> day of February, 2007, by and between MDA JOHNSON FAVARO hereinafter referred to as Consultant and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the "District."

The parties hereto mutually agree as follows:

1. Scope of services: Reference Exhibit I, attached.
2. The services outlined in Paragraph 1 will primarily be conducted at Consultant's office(s), and on site at Riverside Community College Norco Campus.
3. The services rendered by the Consultant are subject to review by the Associate Vice Chancellor, Facilities Planning, Design and Construction or his designee.
4. The term of this agreement shall be from February 21, 2007, to the estimated completion date of February 29, 2008, with the provision that the Vice Chancellor of Administration and Finance or his designee may extend the date without a formal amendment to this agreement with the consent of the Consultant.
5. Payment in consideration of this agreement shall not exceed \$362,670 including expenses. Invoice for services will be submitted every month for the portion of services completed on a percentage basis. Payments will be made as authorized by the Associate Vice Chancellor, Facilities Planning, Design and Construction, and delivered by U.S. Mail. The final payment shall not be paid until all of the services, specified in Paragraph 1, have been satisfactorily completed, as determined by Associate Vice Chancellor, Facilities Planning, Design and Construction.
6. All data prepared by Consultant hereunder, such as plans, drawings, tracings, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams, and calculations shall become the property of District upon completion of the Services and Scope of Work described in this Agreement, except that the Consultant shall have the right to retain copies of all such data for Consultant records. District shall not be limited in any way in its use of such data at any time provided that any such use which is not within the

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purposes intended by this Agreement shall be at District's sole risk, and provided further, that Consultant shall be indemnified against any damages resulting from such use. In the event Consultant, following the termination of this Agreement, desires to use any such data, Consultant shall first obtain approval of District's representative in writing.

7. All ideas, memoranda, specifications, plans, manufacturing procedures, drawings, descriptions, written information, and other materials submitted to Consultant in connection with this Agreement shall be held in a strictly confidential manner by Consultant. Such materials shall not, without the written consent of District, be used by Consultant for any purpose other than the performance of the Services or Scope of Work hereunder, nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or Scope of Work hereunder.
8. Consultant shall indemnify and hold the District, its Trustees, officers, agents, employees and independent contractors or consultants free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of Consultant, its employees, agents or assigns, arising out of, pertaining to, or relating to the performance of Consultant services under this Agreement. Consultant shall defend, at its expense, including without limitation, attorneys fees (attorney to be selected by District), District, its officers, agents, employees and independent contractors or consultants, in any legal actions based upon such alleged negligence, recklessness or willful misconduct. The obligations to indemnify and hold District free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.
9. District shall indemnify and hold Consultant, its officers, agents, and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of the District, its employees, agents, independent contractors, consultants or assigns, arising out of, pertaining to or relating to the District's actions in the matter of this contract and District shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by Consultant), Consultant, its officers and employees in any legal actions based upon such alleged negligence, recklessness, or willful misconduct. The obligations to indemnify and hold Consultant free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligent acts are fully and finally barred by the applicable statute of limitations.
10. Consultant shall procure and maintain comprehensive general liability insurance coverage that shall protect District from claims for damages for personal injury,

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including, but not limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from Consultant's activities as well as District's activities under this contract. Such insurance shall name District as an additional insured with respect to this agreement and the obligations of District hereunder. Such insurance shall provide for limits of not less than \$1,000,000.

11. Consultant shall not discriminate against any person in the provision of services or employment of persons on the basis of 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.

MDA Johnson Favaro

Riverside Community College District

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Jim Favaro  
5898 Blackwelder Street  
Ground Floor  
Culver City, Ca 90232

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James L. Buysse  
Vice Chancellor  
Administration and Finance

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**Exhibit I**



**Riverside Community College District Norco Campus Master Plan**

Our approach is founded upon a three phase parallel process for both the Educational Master Plan and the Facilities and Open Space Master Plan. The total process spans not less than eight months nor more than ten. The first phase, Reconnaissance and Analysis, consists of research, interviews and analysis of the existing campus and its context, assessment and analysis of existing facilities and review of all existing College data and documents. In the next phase, Option Development, options for a comprehensive campus master plan that integrate technical and qualitative requirements and characteristics of the campus and include phase I, five-year and thirty-year plan options are hypothesized, revised, refined and finalized. Based on approvals from both the College and District senior administration and their respective Strategic Planning Executive Committees the final preferred campus master plan is documented in comprehensive form, both written and graphic, for presentation to and approval from the RCCD Board of Trustees. The following is an overview of the project schedule. A detailed work plan outlining tasks and deliverables for both MDA Johnson Favaro and Stratus follows. The work plan will be refined in consultation with the District and the College in the orientation/mobilization phase and finalized upon commencement of the project.

**Facilities & Open Space Master Plan Schedule**

(MDA Johnson Favaro)

<i>Phase</i>	<i>Duration</i>	<i>Start</i>	<i>Finish</i>
Project Kick-Off Meeting <sup>1</sup>		<u>02/06/07</u>	02/06/07
Project Orientation	(2) weeks	02/07/07	02/20/07
Reconnaissance & Analysis <sup>2</sup>	(12) weeks	02/215/07	05/16/07
<i>Preliminary Report Issued May 16, 2007<sup>3</sup></i>			
Option Development <sup>4</sup>	(18) weeks	05/17/07	09/20/07
<i>Draft Report Issued September 20, 2007<sup>5</sup></i>			
Final Documentation	(4) weeks	10/01/06	<u>10/16/07</u>
<i>Final Report Issued October 16, 2007<sup>6</sup></i>			

**Total Project Duration: (36 weeks)**

<sup>1</sup> College President and senior administration, District facilities management team.

<sup>2</sup> Includes completion and submittal to DSA of " Existing Campus Designated Accessibility Plan" in March, 2007

<sup>3</sup> Presented to both College and District Senior Administration, both College and District Strategic Planning Executive Committees, College students, faculty and staff and the Norco community

<sup>4</sup> Includes periodic updates with College and District Senior Administration, College and District Strategic Planning Executive Committees, College students, faculty and staff and the Norco community, and completion and submittal to DSA of "Proposed Campus Master Plan Designated Accessibility Plan" in September, 2007

<sup>5</sup> Presented to College & District Senior Administration and College & District Strategic Planning Executive Committees for Approval.

<sup>6</sup> Presented to RCCD Board of Trustees for Final Approval

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**Facilities & Open Space Master Plan Program of Outreach**  
 (MDA Johnson Favaro)

	<i>Project Orientation Weeks 1 -2</i>	<i>Reconnaissance &amp; Analysis Weeks 3 - 14</i>	<i>Option Development Weeks 15-32</i>	<i>Final Documentation Weeks 33-36</i>	<i>Meeting Subtotals Per Group</i>
RCCD Board of Trustees	0	0	0	1	<u>1</u>
District Administrative Leadership	1	1	1	0	<u>3</u>
District Strategic Planning Executive Committee	0	1	2	0	<u>3</u>
District Office of Facilities Planning and Construction	1	2	2	1	<u>6</u>
Norco Campus Administrative Leadership	1	1	2	0	<u>4</u>
Norco Campus Strategic Planning Executive Committee	0	2	3	0	<u>5</u>
Norco Campus User Groups, Stakeholders & Interest Groups <sup>7</sup>		9	9	0	<u>18</u>
City of Norco/County of Riverside Departments <sup>8</sup>		3	3	0	<u>6</u>
College Wide Community Forums/Meetings		1	1	0	<u>2</u>
Community of Norco Community Meetings <sup>9</sup>		1	1	0	<u>2</u>
<b><i>Meetings Subtotal per Phase</i></b>	<u>3</u>	<u>21</u>	<u>24</u>	<u>2</u>	<u>50</u>

<sup>7</sup> Academic Deans, Athletics and Recreation, Performing Arts, Maintenance and Operations, Student Services, Special Programs, Student Life/Activities & Organizations etc.

<sup>8</sup> Departments of Public Works, Transportation, Fire and Police, etc.

<sup>9</sup> Norco Neighbors, Community-at-Large and Service Area Constituencies

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**Facilities & Open Space Master Plan Work Plan: Tasks & Deliverables**  
(MDA Johnson Favaro)

**I. MOBILIZATION**

**Weeks 1-2**

1. Kick-off Meeting with College President & Senior Administration (February 6, 2007)
2. Identify User Groups, Stakeholders and Interest Groups
3. Create outreach and decision-making hierarchy organization chart
4. Finalize and distribute project schedule
5. Finalize and distribute work plan and outreach plan

**II. RECONNAISSANCE & ANALYSIS**

**Weeks 3-14**

**Assemble & Review Existing Documents**

1. Review relevant existing County-wide City-wide, District-wide and College demographic data and projections as available. ( Including especially Norco Campus projections: Student head counts, FTES, WSCH, etc)
2. Collect, review and assess existing RCCD data
  - Riverside Community College District Academic Master plan 2005-2010
  - Riverside Community College District Facilities Master Plan , October 2001
  - Riverside Community College District Strategic Plan 2003-4
  - Riverside Community College District Strategic Initiative 2005
  - Program Review Documents
  - Measure "C" Bond Documentation
  - Internal Scan Prepared for Measure "C"
  - External Scan Prepared for Measure "C"

3. Collect and Assess Existing Campus Data

- Inventory of Existing Facilities ( Based on State of California Title V Standards: Instructional discipline classifications, room use standards, station occupancy standards, space classifications, TOP Codes, CapLoad Ratios, etc)
- RCCD 3D/International Facilities Assessment Report
- Campus Land Survey (Property Boundaries Topography, Building Footprints, Pavement, Curbs and Ramps, Utilities, Trees, , etc)
- Existing Facilities AS-Built Documents
- Campus Planning History
- Existing City/County Planning and Zoning (Codes, Covenants, Deed Restrictions)
- Existing Geotechnical and Environmental Data
- Existing Traffic and Parking Studies, Parking Inventory

**Document Graphically Existing Campus and Facilities**

4. Photograph existing campus and facilities and assemble into coherent format
5. Create existing conditions campus base plan (To include surrounding properties, open space streets and neighborhoods. Assemble and incorporate previously completed campus site documentation and adopted plans.)
6. Create existing conditions 3-D computer generated site model (To include surrounding properties, open space, streets and neighborhoods)
7. Create existing conditions physical site model (To include surrounding properties, open space, streets and neighborhoods)

#### Analyze and Document Analysis of Existing Campus

8. Create campus existing conditions diagrams.
  - *Figure-ground*
  - *Vehicular traffic and parking*
  - *Service and emergency vehicle access*
  - *Bicycle and pedestrian circulation*
  - *Permeable and impermeable surfaces*
  - *Landscape and open space*
  - *Topography*
  - *Utilities (Based on District provided survey)*
9. Create campus analysis diagrams
  - *Land-use*
  - *Description of basic site physical features*
  - *Campus wide departmental program distribution*
  - *Site constraints and opportunities*
  - *Facilities opportunities*
  - *Basic observations on operation, adjacencies, etc.*
  - *Planning principles*
10. Create campus adjacent and nearby properties, open space, streets and neighborhoods existing conditions and analysis diagrams *(Same as items #10 and #11 above)*

#### Analyze and Document the Analysis of Facilities Use Patterns and Their Physical Status

11. Assemble inventory of facilities and relate to campus *(Building areas, heights, FAR's, massing, site coverage, service access and security requirements)*
12. Confirm physical status of all existing facilities: Removal and/or replacement, renovation and/or addition, repair and/or upgrade.  
*(Based on 3D/1 Facilities Assessment Report, visual observation and District/College input)*
13. Assemble preliminary inventory of existing facilities to remain, ones suitable for addition, renovation and/or replacement .

#### Document Near Term and Long Term Facilities Needs

14. Review, document graphically and analyze current use patterns of existing facilities. *(Describe how departments & programs fit or do not fit in their facilities, how they are used & relate one to another, circulation patterns, load capacity based on Title V State Standards, current & past educational master plan documentation, etc.)*
15. Summarize basic facilities assets and needs. *(Understand conceptually and record facilities needs for the future based on preliminary college educational plan findings)*

#### Consultant and Regulatory Coordination

16. Create " Existing Campus Designated Accessibility Plan" for submittal to DSA in March of 2007. *(Based on up-to-date College/District provided campus land survey with topography, building and parking lot footprints, paved and unpaved areas.)*
17. Coordinate with educational master plan on preliminary information regarding internal/external scans, future program development, enrollment projections, and preliminary read on facilities needs.



18. Coordinate with traffic consultant in the comprehensive assessment and documentation of campus access and on campus traffic, service and emergency vehicular circulation, parking conditions, candidate parking sites and the traffic circulation network and patterns of surrounding streets and neighborhoods.
19. Coordinate with District facilities management team, civil engineering and MEP consultants on understanding and documenting existing utility infrastructure, and challenges and opportunities for its future development (*Wet and dry utilities, sanitary sewer, storm sewer and site drainage*)

#### **Summarize Findings**

20. Articulate observations, opportunities and challenges for the campus and the facilities it must accommodate.
21. Conduct campus wide review of, articulate and illustrate graphically key campus planning principles guiding the future development of campus facilities and open space.
22. Assist the College in the creation of and articulate in written and graphic form a comprehensive long term vision for the campus and clearly stated goals for the fulfillment of the vision.
23. Submit in the form of a Preliminary Report written and graphic summary of findings of Reconnaissance & Analysis phase. (May 16, 2007)

### **III. OPTION DEVELOPMENT**

**Weeks 15-32**

#### **Site Capacity Studies , Preliminary Facilities Program Development and Distribution Alternates**

1. Based on preliminary assessment of needs, facilities assets and their physical status and preliminary findings of the educational master plan assemble facilities summary outline program descriptions, including major components and their space needs into consolidated Excel spreadsheet format
2. Based on outline program spreadsheets create space metric diagrams illustrating preliminary floor area requirements of major high priority facilities.
3. Create Alternate campus-wide and site-specific program/departmental distribution diagrams (*Overall facilities dimensional & operational requirements; basic adjacency requirements; basic blocking and stacking* )
4. Alternate campus site capacity studies (*Building heights, footprint coverage including , performance venue(s) recreational and athletic outdoor courts and fields and parking*)

#### **Facilities Site Area Needs and Configuration Alternates**

5. Analysis of facilities area needs compared to site capacities (*The sizes of things : Site coverage, building massing, especially regarding footprint needs of department, administration, student community and services, performance venue(s) and indoor athletic/recreation facilities.*)
6. Alternate departmental, student life and administration facilities location and configuration studies.
7. Alternate performance venue(s) outdoor athletic and recreation fields and courts location and



configuration studies

8. Alternate parking facilities location and configuration studies; alternate vehicular access and circulation studies.

#### **Master Plan and Master Plan Implementation Alternates**

9. Create preliminary overall facilities master plan diagram based on previously completed plans and studies and analysis cited above.
10. Alternate 2-d site specific and campus wide regulating and illustrative master plan studies  
*Phase I, five year and thirty year plans.*
11. Alternate site specific and campus wide circulation plan diagrams: auto, public transit, pedestrian, bicycle, service and emergency vehicles.  
*Phase I, five year and thirty year plans.*
12. Alternate site-specific and campus wide landscape and open space studies  
*Phase I five year and thirty year plans. Same sites as #3 above.*
13. Alternate 3-d site specific and campus wide computer generated massing diagrams  
*Phase I, five year and thirty year plans.*
14. Alternate 3-d site and campus wide specific physical massing models  
*Phase I, five year and thirty year plans.*
15. Alternate cost of construction and implementation scenarios  
*Phase I and five year plans only: Topography, site access, construction lay down and staging area, minimization of facilities surge space and/or temporary facilities requirements, construction phasing, etc.*

#### **Qualitative Matters and Design Standards**

16. Compile imagery to assist the College in establishing overall character and aesthetic direction of future campus development.
17. Alternate perspective views with emphasis on open space and relationships with surrounding neighborhoods.  
*Phase I, five year and thirty year plans.*
18. Prepare campus building and landscape design standards based on preliminary College consensus on desired overall campus character and aesthetic direction of future campus development.

#### **Consultant & Regulatory Coordination**

19. Create "Proposed Campus Master Plan Designated Accessibility Plan" for submittal to DSA in September, 2007.
20. Coordinate with City/County transportation department and traffic and parking consultant in assessment of traffic and parking impacts and site plan options to address parking and circulation needs..  
*Phase I, five year and thirty year plans.*
21. Coordinate with sustainability consultant to develop campus wide sustainable design guidelines.

22. Coordinate with District facilities management team, civil engineering and MEP consultants on alternate plans for extension and expansion of existing utility infrastructure based on alternate campus master plans options developed above. *(Wet and dry utilities, sanitary sewer, storm sewer and site drainage)*
  23. Coordinate with cost estimating consultant in the creation of alternate cost of construction and master plan implementation scenarios  
*Removal, replacement, renovation, repair, additions and new facilities and associated site development . Phase I and five year plans only.*
  24. Alternate Measure "C" bond project definition and State financing scenarios  
*Coordinate with Educational Master Planner, District and College on strategic funding plans for high priority projects using Measure "C", funds or State funding or both.*
- Summarize Findings**
25. Written and graphic summary of results of "vision" sessions, retreats, workshops, meetings and interviews
  26. Draft report summarizing in written and graphic form the findings and conclusions of this phase . *(Including but not limited to: Facilities outline programs and program distribution plan , preferred master plan option, campus landscape and building design guidelines, assessment of project implementation and phasing for phase I, five-year and thirty-year plans; opinion of probable construction costs and strategic funding plan for phase I projects based on preliminary findings of updated Educational Master Plan.)*

#### IV FINAL DOCUMENTATION

Weeks 33-36

##### **Finalize and Document Master Plan Regulating & Illustrative Plans**

1. Final campus facilities and open space illustrative master plan  
*(Phase I, Five-Year and Thirty-Year Plans)*
2. Final campus facilities and open space regulating plan  
*(Phase I, Five-Year and Thirty-Year Plans)*
3. Final campus landscape illustrative master plan.  
*(Phase I, Five-Year and Thirty-Year Plans)*
4. Final campus circulation plan: auto, pedestrian, bicycle, public transit, service and emergency vehicles.  
*(Phase I, Five-Year and Thirty-Year Plans)*
5. Facilities removal, renovation and repair plan  
*(Phase I, Five-Year and Thirty-Year Plans)*
6. Campus master plan implementation and construction phasing plan  
*(Phase I, Five-Year and Thirty-Year Plans)*
7. Pre-schematic plans and outline building programs for high priority Phase I Measure C and/or State funded projects.  
*(As supported by Educational Master Plan and opinion of probable construction costs)*



#### Qualitative Matters and Design Guidelines

8. Basic illustrative 3-d computer generated model  
*(Phase I, Five-Year and Thirty-Year Plans)*
9. Basic illustrative 3-d physical model  
*(Phase I, Five-Year and Thirty-Year Plans)*
10. Perspective views  
*(Phase I, Five-Year and Thirty-Year Plans)*
11. Prepare campus building and landscape design standards based on College consensus on desired overall campus character and aesthetic direction of future campus development.
12. Illustrative 3-d building typology & construction type diagrams for identified high priority projects.  
*(Phase I, and Five-Year plans only)*

#### Consultant Coordination

13. Coordinate as needed with City/County transportation department and parking and traffic consultant in the documentation of a comprehensive circulation and parking plan
14. Coordinate as needed with District facilities assessment consultant in the documentation of a comprehensive facilities removal, upgrade and/or renovation and/or addition plan
15. Coordinate with District facilities management team, civil engineering and MEP consultants on final plans for extension and expansion of existing utility infrastructure based on alternate campus master plans options developed above. *(Wet and dry utilities, sanitary sewer, storm sewer and site drainage)*
16. Coordinate as needed with cost estimating consultant in the documentation of a detailed opinion of probable construction costs of facilities in the Phase I and five year plan
17. Coordinate with Educational Master Plan in identifying high priority phase I and five year facilities construction projects and strategies to fund them, including Measure "C" and State funds.
18. Coordinate with sustainability consultant in the integration of sustainability concepts into the final campus master plan.

#### Summarize Findings

19. Final written and graphic summary of the campus master plan.  
*Including but not limited to: Final facilities outline programs and program distribution plan, final campus illustrative and regulating plan, campus landscape and building design guidelines, assessment of project implementation and phasing for phase I, five-year and thirty-year plans; opinion of probable construction costs and strategic funding plan for phase I projects in coordination with Educational Master Plan.*

MDA Johnson Favaro  
 DRAFT – Long Range Education Program, Norco Campus



**Educational Master Plan Project Schedule**  
 (Stratus)

<i>Phase</i>	<i>Duration</i>	<i>Start</i>	<i>Finish</i>
Project Kick-Off Meeting		<b>02/06/07</b>	02/06/07
Project Orientation	(2) weeks	02/07/07	02/20/07
Reconnaissance & Analysis <sup>10</sup>	(12) weeks	02/15/07	05/16/07
Option Development <sup>11</sup>	(4) weeks	05/17/07	06/15/07
Final Documentation	(4) weeks	06/08/07	<b>7/20/07</b>
<i>Issue Final Report: July 23, 2007</i>			

**Educational Master Plan Program of Outreach**  
 (Stratus)

	<i>Project Orientation Weeks 1 -2</i>	<i>Reconnaissance &amp; Analysis Weeks 3 - 14</i>	<i>Option Development Weeks 15-32</i>	<i>Final Documentation Weeks 33-36</i>	<i>Meeting Subtotals Per Group</i>
RCCD Board of Trustees	0	0	0	1	<u>1</u>
District Administrative Leadership	1	1	1	0	<u>3</u>
District Strategic Planning Executive Committee	0	1	1	0	<u>2</u>
District Office of Facilities Planning and Construction	0	0	0	0	<u>0</u>
Norco Campus Administrative Leadership	1	1	2	0	<u>4</u>
Norco Campus Strategic Planning Committee	1	1	3	0	<u>5</u>
Norco Campus User Groups, Stakeholders & Interest Groups		10	2	0	<u>12</u>
City of Norco/County of Riverside Departments		0	0	0	<u>0</u>
College Wide Community Forums/Meetings		1	1	0	<u>2</u>
Community of Norco Community Meetings		10	1	0	<u>11</u>
<b>Meetings Subtotal per Phase</b>	<u>3</u>	<u>25</u>	<u>11</u>	<u>1</u>	<u>40</u>



## Educational Master Plan Work Plan: Tasks & Deliverables (Stratus)

### I. MOBILIZATION

Weeks 1-2

1. Kick-off Meeting with College President & Senior Administration (2/6/07)
2. Coordinate work plan, outreach plan and project schedule with District Educational Master Plan Consultant
3. Coordinate work plan, outreach plan, and project schedule with College Facilities and Open Space Master Plan Consultant

### II. RECONNAISSANCE & ANALYSIS

Weeks 3 -14

#### Document Review

4. Individual team members examine documents and hold a team meeting to discuss them and their implications for the remainder of the project. Documents include:
  - *Current Educational Master Plan; Facilities Master Plan*
  - *Current structure/process for planning & governance*
  - *The most recent WASC self study/report*
  - *Work done to respond to last WASC report*
  - *Special studies on current issues facing District*
  - *Projects included in bond issue*
  - *Catalog; schedules of class; PR materials*
  - *Organizational structure: current and planned*
  - *Statistical Fact Book*

#### Strategic Research

5. The researcher conducts an environmental scan of the demographic, economic, workforce, educational, technological, global and other forces and trends that will impact the Colleges and the District. Research is also conducted on any issues identified in the Project Orientation phase of the project that are of special importance to one of the Colleges or to the District as a whole.
6. Interviews, focus groups and forums held with selected faculty, staff, students and community members to identify insights, ideas, concerns and opportunities for the Colleges and the District.
7. The research findings are synthesized and summarized.

### II. OPTION DEVELOPMENT

Weeks 15-32

#### Opportunity Assessment

8. Based upon the findings of above tasks, the consulting team compiles a list of ideas on how the strengths of the Colleges can be combined with external needs, trends, forces, opportunities to create strategies that will enhance learning for students, service to the community and lead to distinction for the Colleges and the District. Ideas could include new programs, services, partnerships, technology initiatives, and facilities. These will be reviewed by the College Planning Committees as a part of this planning process.



9. The consulting team also drafts statements on institutional values, vision, mission, goals, objectives, and strategies

#### **Planning Committee Retreat**

10. The consulting team holds a one-day retreat of the Campus Planning Committees to summarize the findings of the above tasks; describe how the information led to the formation of strategies and initiatives for the College; and to review draft statements on values, vision, mission, goals, objectives, and recommended strategies. Retreats will encourage active participation and include breaking into small groups to review the information and draft statements.
11. Following the retreat, the statements will be revised to reflect the discussion and advice

#### **Identify Space Implications**

12. Following revision of the key planning statements, the consulting team identifies the facilities needed to achieve the desired ends of the Campus Educational Plans.
13. The consultants also lead a workshop that applies the "Experience Engineering" approach developed by Lewis Carbone and adapted to higher education by Lawrence Manson, Diana Moore and Sandy Hajas at Ventura College. Experience Engineering is a unique approach that identifies the key characteristics that an institution wants its students to see, experience and "feel" as a result of being on the campus and touched by its faculty, staff, programs, services and facilities. Experience Engineering will lead to the space planning principles and characteristics that can be used by the architects and designers in the facilities planning portion of the project.
14. A member on the consulting team with expertise in space research will formulate the key space metrics associated with the Campus Educational Plan, including estimated campus enrollments, by headcount and FTE; FTEs and weekly student credit hours by instructional discipline; assignable square footage requirements by type of instructional space, and other factors.

## **II. FINAL DOCUMENTATION**

**Weeks 33-36**

#### **Final Review**

15. Final meetings with Campus Planning Committees held, followed by open forums to present and discuss the Campus Educational Plans.
16. A meeting is also held with a District-wide group to discuss the Campus Plans and how they, collectively, will chart the future course for the District.

#### **Final Report**

Following final review, final drafts of the Campus Educational Plans are prepared and can be used as the basis for the development of the Facilities Master Planning process.

**DRAFT**

**AGREEMENT BETWEEN**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**And**

**STEINBERG ARCHITECTS**

THIS AGREEMENT is made and entered into on the 21<sup>ST</sup> day of February, 2007, by and between STEINBERG ARCHITECTS hereinafter referred to as Consultant and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the "District."

The parties hereto mutually agree as follows:

1. Scope of services: Reference Exhibit I, attached.
2. The services outlined in Paragraph 1 will primarily be conducted at Consultant's office(s), and on site at Riverside Community College, Riverside City Campus.
3. The services rendered by the Consultant are subject to review by the Associate Vice Chancellor, Facilities Planning, Design and Construction or his designee.
4. The term of this agreement shall be from February 21, 2007, to the estimated completion date of February 29, 2008, with the provision that the Vice Chancellor of Administration and Finance or his designee may extend the date without a formal amendment to this agreement with the consent of the Consultant.
5. Payment in consideration of this agreement shall not exceed \$807,532 including expenses. Invoice for services will be submitted every month for the portion of services completed on a percentage basis. Payments will be made as authorized by the Associate Vice Chancellor, Facilities Planning, Design and Construction, and delivered by U.S. Mail. The final payment shall not be paid until all of the services, specified in Paragraph 1, have been satisfactorily completed, as determined by Associate Vice Chancellor, Facilities Planning, Design and Construction.
6. All data prepared by Consultant hereunder, such as plans, drawings, tracings, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams, and calculations shall become the property of District upon completion of the Services and Scope of Work described in this Agreement, except that the Consultant shall have the right to retain copies of all such data for Consultant records. District shall not be limited in any way in its use of such data at any time provided that any such use which is not within the

purposes intended by this Agreement shall be at District's sole risk, and provided further, that Consultant shall be indemnified against any damages resulting from such use. In the event Consultant, following the termination of this Agreement, desires to use any such data, Consultant shall first obtain approval of District's representative in writing.

7. All ideas, memoranda, specifications, plans, manufacturing procedures, drawings, descriptions, written information, and other materials submitted to Consultant in connection with this Agreement shall be held in a strictly confidential manner by Consultant. Such materials shall not, without the written consent of District, be used by Consultant for any purpose other than the performance of the Services or Scope of Work hereunder, nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or Scope of Work hereunder.
8. Consultant shall indemnify and hold the District, its Trustees, officers, agents, employees and independent contractors or consultants free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of Consultant, its employees, agents or assigns, arising out of, pertaining to, or relating to the performance of Consultant services under this Agreement. Consultant shall defend, at its expense, including without limitation, attorneys fees (attorney to be selected by District), District, its officers, agents, employees and independent contractors or consultants, in any legal actions based upon such alleged negligence, recklessness or willful misconduct. The obligations to indemnify and hold District free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.
9. District shall indemnify and hold Consultant, its officers, agents, and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of the District, its employees, agents, independent contractors, consultants or assigns, arising out of, pertaining to or relating to the District's actions in the matter of this contract and District shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by Consultant), Consultant, its officers and employees in any legal actions based upon such alleged negligence, recklessness, or willful misconduct. The obligations to indemnify and hold Consultant free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligent acts are fully and finally barred by the applicable statute of limitations.
10. Consultant shall procure and maintain comprehensive general liability insurance coverage that shall protect District from claims for damages for personal injury,



Steinberg Architects

DRAFT – Long Range Education Program, Riverside City Campus including, but not limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from Consultant’s activities as well as District’s activities under this contract. Such insurance shall name District as an additional insured with respect to this agreement and the obligations of District hereunder. Such insurance shall provide for limits of not less than \$1,000,000.

11. Consultant shall not discriminate against any person in the provision of services or employment of persons on the basis of 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.

Steinberg Architects

Riverside Community College District

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Dave Hart  
523 West 6th Street, Suite 245  
Los Angeles, CA 90014

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James L. Buysse  
Vice Chancellor  
Administration and Finance

**Exhibit I**

Steinberg Architects

**Riverside Community College District – Riverside City College  
 Facilities and Educational Master Plan**

Steinberg Architects and Maas Companies, Inc. have developed a comprehensive long range planning process that has been customized to suit the needs of Riverside City College. Per the request of the District, we have separated the efforts into a facility master plan and educational master plan. Each plan is further subdivided into four phases: mobilization, reconnaissance & analysis, option development and final documentation. Critical to the success of the project is the understanding that the major phases not only build upon one another but that the facility master plan informs the educational master plan and vice versa. This continuous dialogue ensures that all campus issues and opportunities are fully addressed.

An effective master plan is dependent upon the strong commitment and participation of the College and District. Our approach is predicated on open participation and dialogue from all levels – trustees, administrators, faculty, staff and students – with all parties encouraged to be involved as integral components of the planning process. We are sensitive to, and will be inclusive of the College’s process for shared governance. This component will be incorporated into the process methodology, knowing that it is an important aspect of decision-making within the District.

The following document outlines a proposed schedule, a program of outreach for meetings, a descriptive scope of services and a professional services fee for both the facility and educational master plans. Items that are italicized are those which are specific to the planning efforts at Riverside City College.

**Proposed Facilities and Educational Master Plan Schedule**

<b>Phase</b>	<b>Duration</b>	<b>Start Date</b>	<b>Finish Date</b>
<b>Project Kick-Off Meeting</b>	1 day	3/06/07	3/06/07
<b>Mobilization</b>	2 Weeks	3/07/07	3/19/07
<b>Reconnaissance &amp; Analysis</b>	12 Weeks	3/20/07	6/11/07
Preliminary Report Issued June 11, 2007			
<b>Option Development</b>	18 Weeks	6/13/07	10/15/07
Draft Report Issued October 15, 2007			
<b>Final Documentation</b>	4 Weeks	10/16/07	11/12/07
Final Report Issued November 12, 2007			

Total Project Duration: 36 Weeks

**Notes:**

1. *Composition of District and College Committees to be determined in consultation with R. Hernandez and M. Webster.*
2. *Educational planning and assessment of requested facility needs by stakeholders to occur simultaneously. Follow-up with stakeholders also involves both planning assumptions and justification for recommended facilities.*

**Riverside Community College District – Riverside City College  
 Facilities and Educational Master Plan**

3. *Option development assumes full participation by selected committees and stakeholders during the summer.*
4. *Proposed capital construction projects included in Master Plan to be consistent with District’s 5-Year Capital Construction Plan. Prioritization of projects to be completed via consultation with District staff.*
5. *Recommended projects in Master Plan shall be consistent with State Guidelines for capacity load ratios.*
6. *Survey to be developed, administered and evaluated by Maas Companies/Steinberg Architects personnel utilizing agreed upon site.*

**Facilities and Educational Master Plan Program of Outreach**

<b>Group</b>	<b>Project Orientation</b>	<b>Reconn. &amp; Analysis</b>	<b>Option Development</b>	<b>Final Documentation</b>	<b>Meetings Per Group</b>
RCCD Board Of Trustees				1	1
District Administrative Leadership	1	1	1		3
District Strategic Planning Executive Committee		1	2		3
District Office of Facilities, Planning & Construction	1	1	1	1	4
RCC Campus Administrative Leadership	1	1	1	1	4
RCC Campus Strategic Planning Executive Committee		2	3	1	6
RCC Campus User Groups, Stakeholders & Interest Groups		12	12		24
City of Riverside & County of Riverside Depts.		2		2	4
College-wide Community Forums/Meetings		1	1		2
Community of RCC Community Meetings			1	1	2
<i>Meetings Per Phase</i>	<b>3</b>	<b>21</b>	<b>22</b>	<b>7</b>	<b>53</b>

**Riverside Community College District – Riverside City College  
Facilities and Educational Master Plan**

**Facilities Master Plan**

**I. MOBILIZATION**

**Weeks 1-2**

1. Kick-off Meeting with College President and Senior Administration.
2. Identify User Groups, Stakeholders and Interest Groups.
3. Develop communication plan, decision-making hierarchy organization chart, and approval process.
4. Finalize project schedule and set regular meeting dates.
5. Finalize and distribute work plan.
6. *Execute project set-up functions.*

**II. RECONNAISSANCE & ANALYSIS**

**Weeks 3-14**

**Assemble and Review Existing Documents**

1. Review relevant existing County-wide, City-wide, District-wide and College demographic data and projections as available. (Including City Campus projections: Student headcounts, FTES, WSCH, etc.)
2. Collect, review and assess existing RCCD data (to be provided by owner):
  - RCCD Academic Master Plan 2005-2010
  - RCCD Facilities Master Plan, October 2001
  - RCCD Strategic Plan 2003-2004
  - RCCD Strategic Initiative 2005
  - Program Review Documents
  - Measure “C” Bond Documentation (Including City Campus Bond Plan Options)
  - Internal Scan Prepared for Measure “C”
  - External Scan Prepared for Measure “C”
  - City Campus Master Bond Plan
3. Collect and Assess Existing Campus Data (to be provided by owner):
  - Inventory of existing facilities (based on State of California Title V Standards: instructional discipline classifications, room use standards, station occupancy standards, space classifications, TOP Codes, Capacity Load Ratios, etc.)
  - RCCD 3D/International Facilities Assessment Report
  - Campus Land Survey (property boundaries, topography, building footprints, pavement, curbs and ramps, utilities, trees, etc.)
  - Existing facilities as-built documents
  - Campus planning history
  - Existing city/county planning and zoning (codes, covenants, deed restrictions)
  - Existing geotechnical and environmental data
  - Existing traffic and parking studies, parking inventory

**Document Graphically Existing Campus and Facilities**

4. Photograph existing campus and facilities and assemble into coherent format.

**Riverside Community College District – Riverside City College  
Facilities and Educational Master Plan**

5. Create existing conditions campus base plan. (To include surrounding properties, open space, streets and neighborhoods. Assemble and incorporate previously completed campus site documentation and adopted plans.)
6. Create existing conditions 3-D computer generated site model. (To include surrounding properties, open space, streets and neighborhoods.)
7. Create existing conditions physical site model. (To include surrounding properties, open space, streets and neighborhoods.)

**Analyze and Document Analysis of Existing Campus**

8. Create existing campus conditions diagrams:
  - Figure-ground
  - Vehicular traffic and parking
  - Service and emergency vehicle access
  - Bicycle and pedestrian circulation
  - Permeable and impermeable surfaces (soft vs. hard)
  - Landscape and open space
  - Topography
  - Utilities (based on District provided survey)
  - *Existing campus wayfinding and exterior signage*
9. Create campus analysis diagrams:
  - Land-use
  - Description of basic site physical features
  - Site constraints and opportunities
  - Facilities opportunities
  - Basic observations on operation, adjacencies, etc.
  - Planning principles (to be developed later into conceptual framework diagrams for long-range plan)
10. Conduct macro-level analysis of adjacent and nearby properties, open space, streets and neighborhoods existing conditions and create analysis diagrams.
11. *Conduct an existing tree survey. (Includes photographing and tagging of all trees on campus over 2-inches in diameter, documentation of species, pests and diseases, structural defects and hazards and recommendation for treatment and maintenance.)*
12. *Conduct an existing signage assessment. (Includes documentation of existing monument, vehicular directional, parking lot entry, pedestrian directional, campus maps, building signage, departmental signage, building directory, room and restroom signage.)*

**Analyze and Document the Analysis of Facilities Use Patterns and Their Physical Status**

13. Assemble inventory of facilities and relate to campus. (Building areas, heights, FAR's, massing, site coverage, service access and security requirements.)
14. Confirm physical status of all existing facilities: removal and/or replacement, renovations and/or addition, repair and/or upgrade. (Based on 3D/I Facilities Assessment Report, visual observation and District/College input.)
15. *Confirm and document campus-wide departmental program distribution. Color code existing floor plans by major department and/or usage in conjunction with Educational Master Plan's review of existing Space Inventory (Report 17).*

**Riverside Community College District – Riverside City College  
Facilities and Educational Master Plan**

16. Assemble preliminary inventory of existing facilities to remain, ones suitable for addition, renovation and/or replacement.

**Document Near Term and Long Term Facilities Needs**

17. Review, document graphically and analyze current use patterns of existing facilities. (Describe how departments and programs fit or do not fit in their facilities, how they are used and relate to one another, circulation patterns, load capacity based on Title V Standards, current and past educational master plan documentation, etc.)
18. *Create Space Use Matrix by department/use for every assignable room on campus. (Matrix to document building number, room number, room type, room name, assignable square footage and include totals by department and room type to create accurate baseline for planning efforts.)*
19. Summarize basic facilities assets and needs. (Understand conceptually and record facilities needs for the future based on preliminary college educational plan findings.)

**Consultant and Regulatory Coordination**

20. Create “Existing Campus Designated Accessibility Plan” for submittal to DSA. *Photograph and document in plan form the existing conditions at the college including:*
  - *Parking Spaces*
  - *Path of Travel – On site from public transportation and parking lots, along pedestrian ways to major building entries and through buildings*
  - *Accessible Signage*
  - *Ramps*
  - *Identify non-compliant areas, barriers, and hazards*
  - *Establish a corrective time frame to address improvements*
21. Coordinate with educational master plan on preliminary information regarding internal/external scans, future program development, enrollment projections, and preliminary read on facilities needs.
22. Coordinate with District facilities management team and District consultants on understanding and documenting existing utility infrastructure, challenges and opportunities for its future development. (Wet and dry utilities, sanitary sewer, storm sewer and site drainage.)

**Summarize Findings**

23. Articulate observations, opportunities and challenges for the campus and the facilities it must accommodate.
24. Conduct campus-wide review of, articulate and illustrate graphically key campus planning principles guiding the future development of the campus facilities and open space.
25. Assist the College in the creation of and articulate in written and graphic form a comprehensive long-term vision for the campus including clearly stated goals for the fulfillment of the vision.
26. Submit in the form of a Preliminary Report written and graphic summary of findings of Reconnaissance & Analysis phase.

**III. OPTION DEVELOPMENT**

**Weeks 15-32**

***Establish Goals and Objectives***

1. *Review mission and vision of college. Collect and document history of the College.*

**Riverside Community College District – Riverside City College  
Facilities and Educational Master Plan**

2. *Develop and prioritize goals of physical environment and future development.*
3. *Develop planning concepts that will guide and inform the option development and result in an overall conceptual plan.*

**Site Capacity Studies and Distribution Alternates**

4. Based on preliminary assessment of needs, facilities assets and their physical status and preliminary findings of the educational master plan, assemble facilities summary outline program descriptions, including major components and their space needs into consolidated Excel spreadsheet format.
5. Create alternate campus-wide program/departmental distribution diagrams. (Overall facilities dimensional and operational requirements and basic adjacency requirements.)
6. Alternate campus site capacity studies. (Building heights, footprint coverage including: performance venue(s), recreation and athletic outdoor courts and fields and parking.)

**Facilities Site Area Needs and Configuration Alternates**

7. Analysis of facilities area needs compared to site capacities. (Site coverage and building massing regarding footprint needs of departmental, administration, student services, community, performance venue(s) and indoor athletic/recreation facilities.)
8. Alternate departmental, student life and administration facilities location and configuration studies.
9. Alternate performance venue(s), outdoor athletic and recreation courts and fields location and configuration studies.
10. Alternate parking facilities location and configuration studies. Alternate vehicular access and circulation studies.

**Master Plan Alternates**

11. Create preliminary overall facilities master plan diagram based on previously completed plans, studies and analysis cited above.
12. Alternate 2-D campus-wide regulating and illustrative master plan studies.
13. Alternate campus-wide circulation plan diagrams: automobile, public transit, pedestrian, bicycle, service and emergency vehicles.
14. Alternate campus-wide landscape and open space studies.
15. Alternate 3-D campus-wide computer generated massing diagrams.
16. Alternate 3-D campus-wide specific physical massing models.
17. Prepare "rough order of magnitude" cost estimate and project phasing plan for facilities master plan.

**Qualitative Matters and Design Guidelines**

18. Compile imagery to assist the College in establishing an overall character and aesthetic direction of future campus development.
19. *Prepare overall campus renderings to illustrate final vision of master plan.*
20. Prepare campus building and landscape design guidelines based on preliminary College consensus on desired overall campus character and aesthetic direction of future campus development.

**Riverside Community College District – Riverside City College  
Facilities and Educational Master Plan**

21. *Prepare campus signage guidelines that enhances overall building and landscape guidelines and includes examples of preferred direction.*

**Consultant and Regulatory Coordination**

22. Create “Proposed Campus Master Plan Designated Accessibility Plan” for submittal to DSA.
23. Coordinate with City/County transportation department in assessment of traffic and parking impacts and site plan options to address parking and circulation needs.
24. *Develop campus-wide sustainable design guidelines. Prepare matrix based on LEED categories that outlines District expectations for sustainable building design.*
25. Coordinate with District facilities management team and District consultants on alternate plans for extension and expansion of existing utility infrastructure based on alternate campus master plan options developed above. (Wet and dry utilities, sanitary sewer, storm drain and site drainage.)
26. Alternate Measure “C” bond project definition and State financing scenarios. Coordinate with Educational Master Planning, District and College on strategic funding plans for high priority projects using Measure “C” funds, State funding or both.

**Summarize Findings**

27. Written and graphic summary of result of workshops, meetings and interviews.
28. Draft report summarizing in written and graphic form the findings and conclusions of this phase. (Including but not limited to: facilities program distribution plan, preferred master plan option, campus landscape and building design guidelines, phasing plans, and strategic funding plan based on preliminary findings of Educational Master Plan.)

**IV. FINAL DOCUMENTATION**

**Weeks 33-36**

**Finalize and Document Master Plan Regulating and Illustrative Plans**

1. Final campus facilities and open space illustrative master plan.
2. Final campus facilities and open space regulating plan.
3. Final campus landscape illustrative master plan.
4. Final campus circulation plan: automobile, pedestrian, bicycle, public transit, service and emergency vehicles.
5. Facilities removal, renovation and repair plan.
6. *Overall campus perspective renderings.*
7. Prepare campus building and landscape design guidelines based on College consensus of desired overall campus character and aesthetic direction of future campus development.
8. *Prepare campus signage guidelines based on College consensus of desired overall campus character and aesthetic direction of future campus development. Guidelines to address monument, vehicular directional, parking lot entry, pedestrian directional, campus maps, building signage, departmental signage, building directory, room and restroom signage.*
9. *Prepare campus sustainable design guidelines.*
10. Final "rough order of magnitude" facilities master plan cost and project phasing plan.



**Riverside Community College District – Riverside City College  
Facilities and Educational Master Plan**

**Consultant Coordination**

11. Coordinate as needed with City/County transportation department in the documentation of a comprehensive circulation and parking plan.
12. Coordinate as needed with District facilities assessment consultant in the documentation of a comprehensive facilities removal, upgrade and/or renovation and/or addition plan.
13. Coordinate with District facilities management team and District consultants on final plans for extension and expansion of existing utility infrastructure based on campus master plan. (Wet and dry utilities, sanitary sewer, storm sewer and site drainage.)
14. Coordinate with Educational Master Plan in identifying high priority Phase I and five year facilities construction projects and strategies to fund them, including Measure "C" and State funds.
15. Coordinate with District facilities management team in the integration of sustainability concepts into the final campus master plan.

**Summarize Findings**

16. Final written and graphic summary of the campus master plan. (Including but not limited to: final facilities program distribution plan, final campus illustrative and regulating plan, campus landscape and building design guidelines, five-year and thirty year plans, strategic funding plan.)

**Riverside Community College District – Riverside City College  
Facilities and Educational Master Plan**

**Educational Master Plan**

**I. MOBILIZATION**

**Weeks 1-2**

1. Kick-off Meeting with College President and Senior Administration.
2. Identify User Groups, Stakeholders and Interest Groups.
3. Develop communication plan, decision-making hierarchy organization chart, and approval process.
4. Finalize project schedule and set regular meeting dates.

**II. RECONNAISSANCE & ANALYSIS**

**Weeks 3-14**

**Assemble and Review Existing Documents**

5. Review relevant existing County-wide, City-wide, District-wide and College demographic data and projections as available. (Including City Campus projections: Student headcounts, FTES, WSCH, etc.)
6. Collect, review and assess existing RCCD data (to be provided by owner):
  - RCCD Academic Master Plan 2005-2010
  - RCCD Facilities Master Plan, October 2001
  - RCCD Strategic Plan 2003-2004
  - RCCD Strategic Initiative 2005
  - Program Review Documents
  - Internal Scan Prepared for Measure “C”
  - External Scan Prepared for Measure “C”
  - Technology Plan
  - Five-Year Capital Construction Plan
  - Scheduled Maintenance Plan
  - Catalog, Schedule of Classes, PR Materials
  - Statistical Fact Book

**Gather and Analyze College-wide Input**

7. Conduct on-campus interview with administrators, faculty, staff and students.
8. Gather and analyze written response opportunities for faculty and staff via Unit Planning Guide input surveys.
9. Gather and analyze written response opportunities for administrative, academic and support services dean/director level staff via Trends/Projection surveys.
10. Conduct college-wide presentations with open dialogue feedback opportunities.

**Conduct Baseline Curriculum Study**

11. *Conduct a "section level" curriculum analysis.*
12. *Conduct full data analysis of key curriculum indicators of the College. Key indicators shall include course and program productivity measures, analysis of student participation rates, evaluation of enrollments per section, weekly student contact hours (WSCH) per section, full time equivalent faculty (FTEF) load ratios, WSCH and full time equivalent student (FTES) productivity, and lecture and laboratory WSCH comparisons to assess existing efficiency levels.*

**Riverside Community College District – Riverside City College  
Facilities and Educational Master Plan**

13. *Generate a "current curriculum baseline" for the instructional programs of the District from which forecasts for space needs can be made.*

**Environmental Scans**

14. Generate a comparative demographic analysis of the service area of the college campuses.
15. Conduct a local, regional and state (external) environmental scan, identifying trends or conditions that may have an impact on the College in the future.
16. Conduct an (internal) environmental scan within the District identifying historic trends and key student characteristics with regard to gender, age and ethnic distribution, enrollment scheduling preferences, student load distribution and awards of the College.
17. Review and assess the District's existing Space Inventory Report (Report 17) and Five Year Capital Construction Plan for current status and capacity/load threshold ratios.
18. Synthesize and Summarize the research findings.

**III. OPTION DEVELOPMENT**

**Weeks 15-32**

**Opportunity Assessment**

19. *Prepare and present a projected future program of instruction using enrollment growth, class sections, weekly student contact hours (WSCH) and required lecture and laboratory hours as the basis for determination.*
20. *Determine space capacity needs for the future vis-à-vis quantifiable square foot needs.*
21. *Based on the instructional program projected for the future, outline a proposed facility/building plan that meets forecasted enrollment and WSCH and refines the existing Capital Projects Plan relative to need, prioritization, sequencing, phasing and financing demands.*

**IV. FINAL DOCUMENTATION**

**Weeks 33-36**

**Finalize and Document Educational Plan**

22. Determine and implement the financing plan/strategy and establish performance and accounting monitoring mechanisms.
23. Identify project priorities in conjunction with the facilities master plan.
24. Prepare final report that includes narratives and charts of relevant information.

**Riverside Community College District – Riverside City College  
 Facilities and Educational Master Plan**

**Facilities and Educational Master Plan Professional Services Fee**

Consultant	Professional Services Fee				
	Mobilization	Reconnaissance & Analysis	Option Development	Final Documentation	Subtotal
<b>FACILITY MASTER PLAN</b>					
<b>ARCHITECTURAL</b> Steinberg Architects	\$20,000	\$155,700	\$233,600	\$52,000	\$461,300
<b>LANDSCAPE</b> SWA Group	\$0	\$36,300	\$77,500	\$8,000	\$121,800
<b>SIGNAGE</b> SKA Design	\$0	\$12,000	\$23,000	\$5,600	\$40,600
<b>Subtotal by Phase</b>	\$20,000	\$204,000	\$334,100	\$65,600	\$623,700
<b>ESTIMATED REIMBURSABLE EXPENSES*</b>					\$62,370
<b>Facility Master Plan Total</b>					<b>\$686,070</b>

EDUCATIONAL MASTER PLAN	Professional Services Fee				
	Mobilization	Reconnaissance & Analysis	Option Development	Final Documentation	Subtotal
<b>EDUCATIONAL PLANNER</b> Maas Companies	\$6,150	\$36,800	\$55,200	\$12,270	\$110,420
<b>Subtotal by Phase</b>	\$6,150	\$36,800	\$55,200	\$12,270	\$110,420
<b>ESTIMATED REIMBURSABLE EXPENSES*</b>					\$11,042
<b>Educational Master Plan Total</b>					<b>\$121,462</b>

<b>GRAND TOTAL</b>	<b>\$807,532</b>
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\*Estimated Reimbursable Expenses to be clarified with District.

Assumptions:

1. Owner to provide Environmental Scans.
2. Owner to provide full utility mapping, assessment and recommendation for future build-out.
3. Owner to provide as-built drawings of existing conditions.
4. Owner to provide clean CAD files of existing building floor plans.
5. Owner to provide soils reports.
6. Owner to provide survey of campus.
7. Owner to coordinate CEQA process.
8. Owner to coordinate outside consultants.
9. Planning to include three horizons.

**DRAFT**

**AGREEMENT BETWEEN**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**And**

**MAAS COMPANIES**

THIS AGREEMENT is made and entered into on the 21<sup>ST</sup> day of February, 2007, by and between MAAS COMPANIES hereinafter referred to as Consultant and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the "District."

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8. Consultant shall indemnify and hold the District, its Trustees, officers, agents, employees and independent contractors or consultants free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of Consultant, its employees, agents or assigns, arising out of, pertaining to, or relating to the performance of Consultant services under this Agreement. Consultant shall defend, at its expense, including without limitation, attorneys fees (attorney to be selected by District), District, its officers, agents, employees and independent contractors or consultants, in any legal actions based upon such alleged negligence, recklessness or willful misconduct. The obligations to indemnify and hold District free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.
9. District shall indemnify and hold Consultant, its officers, agents, and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of the District, its employees, agents, independent contractors, consultants or assigns, arising out of, pertaining to or relating to the District's actions in the matter of this contract and District shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by Consultant), Consultant, its officers and employees in any legal actions based upon such alleged negligence, recklessness, or willful misconduct. The obligations to indemnify and hold Consultant free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligent acts are fully and finally barred by the applicable statute of limitations.
10. Consultant shall procure and maintain comprehensive general liability insurance coverage that shall protect District from claims for damages for personal injury,

MAAS Companies

DRAFT - Long Range Educational Program, Moreno Valley Campus including, but not limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from Consultant's activities as well as District's activities under this contract. Such insurance shall name District as an additional insured with respect to this agreement and the obligations of District hereunder. Such insurance shall provide for limits of not less than \$1,000,000.

11. Consultant shall not discriminate against any person in the provision of services or employment of persons on the basis of 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.

MAAS Companies

Riverside Community College District

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Michael Maas  
P.O. Box 897  
North Fork, CA 93643

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James L. Buysse  
Vice Chancellor  
Administration and Finance

**Exhibit I**



**Riverside Community College District Moreno Valley Master Plan**

**I. Approach**

Inherent in the process of actualizing the Riverside Community College District's Moreno Valley Master Planning Project will be a strong commitment to and reliance on participation from the College and the District. Maas Companies' approach is predicated on open participation and dialogue from all levels of the District and College - trustees, administrators, faculty, staff and students - with all parties encouraged to be involved as integral components of the planning process. Maas Companies is sensitive to, and will be inclusive of, the College's process for shared governance. This component will be incorporated into the process methodology, knowing that it is an important aspect of decision-making within the College and the District.

Maas Companies has assembled a team of experienced project specialists from its existing staff to conduct the educational and facility master planning process outlined in the *Work Plan Activities* for the Moreno Valley Master Plan Project. Architectural, engineering and technology resources will also be available for executing specific portions of the *Work Plan Activities*. Greater detail relative to these technical resources is provided under *Consultant's Staff Resources* and *Fee for Services* as part of this project proposal response.

***Process Description/Methodology Educational and Facilities Master Planning***

Maas Companies will provide services, assistance and guidance that will lead to the generation of an Educational/Facilities Master Plan and refinement of the Strategic Capital Projects Plan for the Moreno Valley Campus as well as the current or proposed educational centers assigned to the College.

The process begins with an orientation meeting during which District/College representatives clearly define reporting channels, identify responsibilities and levels of involvement for the planning process. Then, together with the District/College staff, the draft, detailed timeline is finalized for the project along with agreed upon dates for status meetings and opportunities for the District/College staff to review and offer feedback on information and analysis and finally the formal presentation to the Board of Trustees. Information gathering is done in face-to-face interviews, committee meetings, written feedback opportunities and with web-based online surveys.

The proposed activities and Scope of Work, as outlined below, is offered to clarify the work plan activities relative to this project proposal.



MAAS Companies  
 DRAFT - Long Range Educational Program, Moreno Valley Campus

**Educational/Facilities Master Plan Program of Outreach**

<b>Group</b>	<b>Project Orientation</b>	<b>Reconnaissance &amp; Analysis</b>	<b>Option Development</b>	<b>Final Documentation</b>	<b>Meetings Per Group</b>
RCCD Board Of Trustees				1	1
District Administrative Leadership	1	1	1		3
District Strategic Planning Executive Committee		1	2		3
District Office of Facilities, Planning & Construction	1	1	1	1	4
MV Campus Administrative Leadership	1	1	1	1	4
MV Campus Strategic Planning Executive Committee		1	2	1	4

DRAFT - Long Range Educational Program, Moreno Valley Campus

MV Campus User Groups, Stakeholders & Interest Groups		12	12		24
City of MV & County of Riverside Depts.		2		2	4
College-wide Community Forums/Meetings		1	1		2
Community of MV Community Meetings			1	1	2
<b><i>Meetings Per Phase</i></b>	3	20	21	7	51

DRAFT - Long Range Educational Program, Moreno Valley Campus  
**Educational/Facilities Master Plan**

**Work Plan: Tasks and Deliverables**

**I. Mobilization**

**Weeks 1-2**

A. Start-up

1. In concert with the District, layout a mutually agreed upon methodology for the planning process, including the process for College-wide participation and input.
2. Organize and facilitate on-campus meetings.

**II. Reconnaissance & Analysis**

**Weeks 3-17**

A. Baseline Curriculum Study

1. Conduct a "section level" curriculum analysis.
2. Conduct full data analysis of key curriculum indicators of the College – key indicators shall include course and program productivity measures, analysis of student participation rates, evaluation of enrollments per section, weekly student contact hours (WSCH) per section, full time equivalent faculty (FTEF) load ratios, WSCH and full time equivalent student (FTES) productivity, and lecture and laboratory WSCH comparisons to assess existing efficiency levels.
3. Generate a "current curriculum baseline" for the instructional programs of the District from which forecasts for space needs can be made.

B. External Environmental Scan

1. Generate a comparative demographic analysis of the service area of the college campuses.
2. Conduct a local, regional and state (external) environmental scan, identifying trends or conditions that may have an impact on the College in the future.

C. Internal Environmental Scan

1. Conduct an (internal) environmental scan within the District identifying historic trends and key student characteristics with regard to gender, age and ethnic distribution, enrollment scheduling preferences, student load distribution and awards of the College.
2. Review and assess the District's existing Space Inventory Report (Report 17) and Five Year Capital Construction Plan for current status and capacity/load threshold ratios.

**III. Option Development**

**Weeks 18-31**

A. Analysis

1. Prepare and present a projected future program of instruction using enrollment growth, class sections, weekly student contact hours (WSCH) and required lecture and laboratory hours as the basis for determination.
2. Determine space capacity needs for the future vis-à-vis quantifiable square foot needs.
3. Review and analyze existing building plans, infrastructure plans, traffic and pedestrian flow, ADA accessibility issues, parking counts and open-space ratios.

4. Determine development potential at all educational sites of the District.

#### **IV. Final Documentation**

**Weeks 32-36**

##### **A. Recommendations**

1. Based on the instructional program projected for the future, outline a proposed facility/building plan that meets forecasted enrollment and WSCH and refines the existing Capital Projects Plan relative to need, prioritization, sequencing, phasing and financing demands.
2. Develop – with the District's administrators, faculty, staff and students – planning options and conceptual Land Use and Building and Massing plans for each of the campuses.
3. Develop a plan for pedestrian and vehicular circulation for each of the campuses/colleges
4. Identify infrastructure needs and costs for rehabilitation and/or upgrades.
5. Develop a plan for phasing and implementation.

##### **B. Report Generation**

1. Determine and implement the financing plan/strategy and establish performance and accounting monitoring mechanisms.
2. Identify project priorities and cost estimates for new construction, reconstruction and renovation projects.
3. Conduct all production and postproduction work that will lead to the qualifying document to access the College's funding sources.

#### **V. Work Plan Activities - Detail**

##### **A. Educational Planning Component**

1. Review and assess facilities/physical plant, parking, vehicular and pedestrian circulation, ingress and egress corridors relative to the campus.
2. Review and assess pertinent documents of the District's that are related to the existing planning process, including, but not limited to, the following:
  - a. Academic Master Plan 2005-2010
  - b. Facilities Master Plan
  - c. Strategic Plan
  - d. Program Review Documents
  - e. Integrated Educational Master Plan
  - f. Technology Plan
  - g. Five-Year Capital Construction Plan
  - h. Schedule Maintenance Plan
3. In concert with Riverside Community College District and the College, establish a Steering Committee to work with Maas Companies throughout the entire master planning process.
4. Develop a process for College-wide participation and input including the following:
  - a. On-campus interviews with administrators, faculty, staff and students
  - b. Written response opportunities for faculty and staff via Unit Planning Guide  
input surveys
  - c. Written response opportunities for administrative and academic and support  
services dean/director level staff via *Trends/Projection* surveys
  - d. College-wide presentations with open dialogue feedback opportunities

5. Organize and facilitate on-campus meetings with the Steering Committee.
6. Conduct a "section level" curriculum analysis for the campus and designated education centers.
7. Conduct full data analysis of key curriculum indicators of the College - key indicators shall include the following:
  - a. Course and program productivity measures
  - b. Analysis of student participation rates
  - c. Evaluation of enrollments per section, weekly student contact hours (WSCH) per section, full time equivalent faculty (FTEF) load ratios, WSCH and full time equivalent student (FTES) productivity, and lecture and laboratory WSCH comparisons to assess existing efficiency levels.
8. Generate a "current curriculum baseline" for the instructional programs of the College from which forecasts for space needs can be made.
9. Generate a comparative demographic analysis of the service area of the College campus.
10. Conduct a local, regional and state (external) environmental scan, identifying trends or conditions that may have an impact on the District in the future.
11. Conduct an (internal) environmental scan within the District identifying historic trends and key student characteristics with regard to gender, age and ethnic distribution, enrollment scheduling preferences, student load distribution and awards of the College.
12. Review and assess the District's existing Space Inventory Report (Report 17) and Five Year Capital Construction Plan for current status and capacity/load threshold ratios.
13. Prepare and present a projected future program of instruction using enrollment growth, class sections, weekly student contact hours (WSCH) and required lecture and laboratory hours as the basis for determination.
14. Determine space capacity needs for the future (15 years) vis-à-vis quantifiable square foot needs.
15. Based on the instructional program projected for the future, outline a proposed facility/building plan that meets forecasted enrollment and WSCH and refines the existing Strategic Capital Projects Plan relative to need, prioritization, sequencing, phasing and financing demands.
16. Conduct all production and post-production work that will lead to the generation of a finished educational/facilities master plan that can be used as a qualifying document to access the College's funding sources.

**B. Facilities Planning Component**

1. Determine development potential at campus and identified satellite locations.
2. Develop – with the District/College administrators, faculty, staff and students – planning options and conceptual Land Use and Building and Massing plans for the campus.
3. Develop a plan for pedestrian and vehicular circulation including an ADA accessibility plan for the campus.
4. Identify infrastructure needs and costs for rehabilitation and/or upgrades.
5. Develop a plan for phasing and implementation.
6. Identify project priorities and cost estimates for new construction, reconstruction and renovation projects.
7. Determine and implement the financing plan/strategy and establish performance and accounting monitoring mechanisms.

### **III. Educational and Facilities Master Plan Fee Schedule**

**MAAS COMPANIES, INC.  
 RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 FEE SCHEDULE IN RESPONSE TO RFP**

**MORENO VALLEY CAMPUS  
 DETAILED SCHEDULE OF VALUES (Revised 1/28/07)**

	LOE	Rate Per Hour	Price
Direct Labor:			
Michael Maas	54	\$165	\$8,910
Ann Kennedy	112	\$130	\$14,560
Dan Rosenberg	132	\$85	\$11,220
Susan Moore	41	\$85	\$3,485
Jeffrey Kellogg	94	\$115	\$10,810
<b>Total Direct Labor</b>	<b>339</b>		<b>\$48,985</b>
Consultants:			
Joyce Black	84	\$150	\$12,600
<b>Total Consultant Labor</b>	<b>84</b>		<b>\$12,600</b>
<b>Total Labor</b>	<b>517</b>		<b>\$61,585</b>
<b>Labor</b>			
Subcontractors:			
SGPA			\$36,500
TMAD Engineers			\$11,000
<b>Total Subcontractor Expenses</b>			<b>\$47,500</b>
<b>ADA Transition Plan for the Campus</b>			<b>\$66,000</b>
<b>Coordination/Prioritization of College</b>			
<b>Master Plan with District-wide Master Plan</b>			<b>\$75,000</b>
<b>as directed by District Facilities Staff</b>			
Other Direct (Reimbursable) Expenses:			
Travel Costs (Including airfare, lodging, car rental & per diem)			\$22,400
Materials & Supplies			\$7,000
Printing & Reproduction			\$7,000
Other			\$3,500
<b>Total Other Direct Expenses</b>			<b>\$39,900</b>
<b>Total Project Cost for Moreno Valley Campus</b>			<b>\$289,985</b>

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
PLANNING COMMITTEE

Report No.: VI-C-2

Date: February 20, 2007

Subject: Proposed Agreement for Harley Ellis Devereaux to Provide Design Services for the Norco Student Support Center Project

Background: On November 21, 2006, the Board approved the Planning, Design and Construction of the Norco Student Support Center Project (NSSC) and Measure C funding for the project in the amount \$11,042,820. In preparation for the planning and design of the project, Facilities Planning, Design and Construction (FPDC) staff issued a Request for Qualifications (RFQ) (attached) for qualified architects to assist the campus with planning and designing the project. Over 100 inquiries were received, and twenty-six responses were subsequently submitted by various architectural firms. At the request of the Norco Campus Administration, FPDC staff prescreened the twenty-six submittals and did extensive reference checks. Four firms were invited for interviews.

After presentations and discussion, the NSSC Architect Review Committee, consisting of representatives from the Norco Campus faculty, staff, and administration, recommended that Harley Ellis Devereaux be selected to program and design the project. Staff therefore proposes that the District enter into an agreement with Harley Ellis Devereaux to prepare program plans, including a Final Project Proposal (FPP), detailed plans, specifications, and working drawings for the Norco Student Support Center Project (draft agreement attached, final agreement will be presented to the Board Committee on February 15, 2007). The contract term would be from February 22, 2007, to the estimated project post occupancy review in June 2010, with the provision that this date may be extended at the discretion of the Vice Chancellor, Administration and Finance or his designee. Harley Ellis Devereaux Architecture services would include but not be limited to:

- a. Project Program Plan Development and Preparation of a Final Project Proposal (FPP)
- b. Preparation of schematic design and design development documents
- c. Assist the District with the documentation required for environmental assessment and documentation
- d. Preparation of detailed cost estimates at schematic design, design development, and construction document phases
- e. Participation at design value engineering sessions
- f. Preparation of construction documents and specifications
- g. Assist the District with obtaining appropriate agency approvals, including but not limited to, State Chancellor's Office, Department of the State Architect, and District Board of Trustees design approval
- h. Assist the District with the bidding and award of construction contract(s)
- i. Provide construction phase contract administration
- j. Assist the District with a post occupancy project evaluation

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
PLANNING COMMITTEE

Report No.: VI-C-2

Date: February 20, 2007

Subject: Proposed Agreement for Harley Ellis Devereaux to Provide Design Services for the Norco Student Support Center Project (continued)

The cost for services under this agreement would not exceed 7.9% of the construction cost, (construction cost is estimated at \$8,800,000).

Recommended Action: It is recommended that the Board of Trustees approve the attached agreement between the Riverside Community College District and Harley Ellis Devereaux to prepare plans and specifications for the Norco Student Support Center Project and authorize the Vice Chancellor, Administration and Finance to sign the agreement.

Salvatore G. Rotella  
Chancellor

Prepared by: Aan Tan  
Associate Vice Chancellor  
Facilities, Planning, Design and Construction



# Riverside Community College District

September 15, 2006

## REQUEST FOR SUBMITTAL OF STATEMENT OF QUALIFICATIONS FOR DESIGN PROFESSIONALS

### **Student Support Center Norco Campus Riverside Community College District**

#### **1. Introduction:**

The Riverside Community College District (RCCD) Office of Facilities Planning, Design and Construction on behalf of the RCCD Board of Trustees is inviting written Statement of Qualifications (SOQ), including in-depth supporting material, on or before **October 13, 2006, at 5:00 PM** for consideration in the selection of Design Professionals for architectural and engineering services required for the design of the Norco Campus Student Support Center.

The Riverside Community College District is located in the County of Riverside, in what is referred to as the Inland Empire, the fastest growing area in California. In the past eight years the District has grown by 50% in Weekly Student Contact Hours (WSCH). The District operates three separate campuses: Riverside City Campus, Moreno Valley Campus, and Norco Campus, four Learning Centers in the surrounding communities and two offices in downtown Riverside, a Systems Office Building and the District Office Building. The District serves 35,000 students each semester.

The Riverside City Campus is the oldest of the District's three campuses and is the site of the original college. Located in the City of Riverside, the campus opened in 1916 and today serves more than 19,000 students each semester.

Since opening in March 1991, the Norco Campus has grown to serve more than 8,400 students, has 10 buildings, and is in the planning and design stages for Phase III expansion in order to accommodate more students.

Currently the District is in transition from a single college with multiple campuses to a District with three autonomous colleges. This transition period is expected to be completed within the next 2-3 years. The above referenced project will be designed and constructed during Norco Campus transition to an autonomous college.

The Norco Campus, through its strategic planning process, has identified the **Norco Campus Student Support Center** as a high priority project. The current facility was designed and constructed with the campus Phase I construction in 1991 when student headcount enrollment was 1,200. Current headcount enrollment exceeds 8,400 students. Initially a plan to expand the capacity of the current cafeteria was evaluated. This concept was rejected when it became apparent that the existing physical structure did not provide enough space for expansion.

The campus has identified a need for a two story structure that would have approximately 15,000 assignable square feet-22,000 gross square feet. The project has not been formally programmed yet but the campus has identified desired program space that includes:

1<sup>st</sup> floor would include cafeteria, Tiger's Den (vending machines and sitting area), staff dining room, and restrooms for students and staff.

2<sup>nd</sup> floor would house a student government office, student activities coordinator office, several small meeting rooms, a faculty innovation center, medium sized meeting rooms and a large meeting room (hopefully, to accommodate the Board of Trustees meetings that occur once per semester in fall and spring), an open "commons" area for students that can be used as a lounge with computer workstations and additional restrooms.

The District is giving strong consideration to using multiple prime contracting to encourage use of local labor, contractors, and subcontractors and to move the project through planning, design and construction as quickly as possible. The District will be seeking design professional consultation and counsel to help manage this process during the bidding and construction of the project.

Assumptions:

1. Construction Cost has been estimated at \$376 per assignable foot in 2006 dollars.
2. Escalation of construction costs have been estimated at 7% a year to mid point of construction.
3. Project Cost has been calculated at 120% of construction costs to cover architect, engineer, CEQA, DSA, construction management and contingency expenses.

Project Budget Cost—at \$376 per square feet – 15,000 assignable square feet

Total Construction Cost = \$5,640,000

Total Project Cost = \$6,768,000

Total Project Cost to mid point of construction = \$7,241,760

During the Final Programming exercise the District will expect the design professional to assist in confirming final project costs.

## **2. PROJECT SIZE AND CAPACITY:**

The total project will provide approximately 22,000 gross square feet and 15,000 assignable square feet.

### **3. SCHEDULE:**

It is anticipated that the following draft schedule will be maintained:  
(The District will look to the Design Professional for assistance in compressing this draft schedule).

Receive submittals October 13, 2006  
Review submittals October 16-24  
Schedule interviews October 24, 2006  
Negotiate contract Oct 24 – Nov 1, 2006  
Prepare board report Oct 24 – Nov 1, 2006  
Board approval November 21, 2006  
Final program development Dec 1- Feb 12, 2007  
Schematic design/Final project proposal Feb 12- May 1, 2007  
Design Development May 1 – Oct 15, 2007  
Working Drawings Oct 15 – February 15, 2008  
DSA plan review March 1 – June 1, 2008  
Bidding process July 2 – September 1, 2008  
Start construction October 2008  
Occupancy August 2009

### **4. SCOPE OF SERVICES:**

The scope of services for this project includes but is not limited to:

- a. Final Program Plan (FPP) Development
- b. Prepare schematic design and design development documents
- c. Assist the District with the documentation required for environmental assessment and documentation
- d. Preparation of project cost estimate upon completion of FFP
- e. Preparation of detailed cost estimates at schematic design, design development, and construction document phases
- f. Participation at value engineering sessions
- g. Preparation construction documents
- h. Assist the District with obtaining appropriate agency approvals, including but not limited to, State Chancellor's Office, Division of the State Architect, and District Board of Trustees design approval.
- i. Assist in bidding and award of construction contract(s)
- j. Provide construction phase contracts administration
- k. Assist the District with a post occupancy project evaluation

### **5. SELECTION CRITERIA:**

The RCCD Screening Committee will be seeking a design firm that exhibits design talent with demonstrated experience with comparable projects within a higher education setting, with particular interest in firms that have designed comparable community college facilities. Applicants should highlight such projects and their similarities with the proposed project. Major considerations in selection of the design team will be based on the following:

1. Technical Competence and Past Performance Record
2. Design philosophy
3. Client Relationships and References
4. Program Responsiveness
5. Production, Coordination, and Supervision Capability
6. Management plan/Quality control
7. Cost Control and Reporting
8. Previous Higher Education and Community College/DSA Experience
9. Community Relations

RCCD has the sole authority to select the final architectural firm and reserves the right to reject any and all submittals.

#### **6. SUBMITTAL FORMAT:**

*Note: If your firm has, with in the past year, submitted a proposal for design services to the Riverside Community College District the District will use those previously submitted materials for consideration for this project. If you wish to have the District use previously submitted materials please so indicate in your response to this SOQ and include a cover letter that explains your firm's specific interest in being considered for this particular project. Based on previously submitted materials and the above cited cover letter your submittal for this particular project will be considered and evaluated.*

*If you have not submitted a proposal to the District in the past year please make sure that your proposal conforms to the following format and outline.*

Proposals must conform to the following format and outline and must contain all the information requested:

Section 1: The firm's design excellence for this type of project:

- a. National design awards for academic/student services buildings
- b. Other awards the firm has earned for similar projects
- c. Experience and demonstrated excellence in providing quality design within constrained budgets

Section 2: Design philosophy and approach:

- a. How would the consultant describe good design?
- b. How would the consultant approach implementation of the Final Program Design?
- c. What do you see as the design opportunities for this project
- d. What are the physical opportunities and constraints that you see for this project?

Section 3: Experience of the firm:

- a. Describe the experience of the firm in designing projects similar to this project (indicate the year of completion, construction cost, square footage, etc.).
- b. Describe the experience and success of the firm in designing projects within a fixed budget.
- c. Describe the experience and success of the firm in meeting deadlines and producing deliverables.

Section 4: Experience of the proposed team members for this project:

- a. Describe the experience of the proposed project manager and other key members of your team.
- b. Describe the experience of the lead firm and proposed consultants as a team on past projects.

Section 5: Management Plan:

- a. Describe the management plan for the project including team organization throughout the design and construction phases.
- b. Describe your methodology for production quality control and continuity throughout the duration of the project.
- c. Describe your approach to managing document completeness, coordination, and constructability.
- d. Describe your cost control methods utilized to meet budget requirements.

Section 6: Construction Management:

- a. Describe experience in construction management phase.
- b. Describe team member organization during the construction phase.
- c. Describe the firm's approach to problems and change orders during construction.

Section 7: References:

- a. Provide references for at least three similar projects.

Section 8: Provide any other relevant information that you deem appropriate.

## 7. SELECTION PROCESS:

1. The District will solicit State of Qualifications from prospective firms.
2. The District will screen proposals and establish a short list of “finalists” (3-5) to be interviewed.
3. The District will conduct interviews of the finalists.
4. The District will negotiate fees and agreed upon services.
5. District staff will recommend appointment of the firm to the Board of Trustees.
6. Upon action by the Board, District will execute agreement with the firm.

## 8. SUBMISSION OF QUALIFICATIONS:

Interested firms should submit six (6) copies of their bound proposal, including one original with original signatures, to RCCD by the due date. Proposals should be clearly labeled “**RESPONSE TO ARCHITECTURAL SERVICES REQUEST FOR QUALIFICATIONS, Norco Campus Student Support Center**” and delivered to RCCD in the following manner:

By U.S. Mail or other delivery service such as UPS, FedEx, etc., to

Purchasing Office  
Riverside Community College District  
4800 Magnolia Avenue  
Riverside, CA 92506-1299

Personal Delivery to:  
North Hall  
Riverside Community College District  
3617 Saunders Ave.  
Riverside, Ca 92506

### **ALL RESPONSES MUST BE RECEIVED BY October 3, 2006, 5:00 PM.**

No oral, telegraphic, electronic, facsimile or telephone statements will be considered. Any Statement of Qualifications received after **October 3, 2006, 5:00 PM** will not be considered and will be returned unopened.

All submittals become the property of the Riverside Community College District.

Inquiries regarding this SOQ can be directed to:

Rick Hernandez,  
Director Capital Planning  
Riverside Community College District  
4800 Magnolia Avenue  
Riverside, CA 92506-1299  
951.222.8471  
[Rick.Hernandez@rcc.edu](mailto:Rick.Hernandez@rcc.edu)

Doretta Sowell  
Purchasing Manager  
951.222.8042  
[doretta.sowell@rcc.edu](mailto:doretta.sowell@rcc.edu)

**DRAFT**  
**AGREEMENT BETWEEN**  
**Harley Ellis Devereaux**  
**AND**  
**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

THIS AGREEMENT is made and entered into on the 28th day of February, 2007, by and between Harley Ellis Devereaux, hereinafter referred to as “Architect” and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the “District.”

The parties hereto mutually agree as follows:

- A. **General Provisions:** This agreement shall be governed by the laws of the State of California.
- B. **Services:** Architect will provide architectural and engineering services for the design of the new Student Support Center at the Riverside Community College District’s Norco Campus, hereinafter referred to as “Project.”
- C. **Project Scope:** The Architect agrees and understands the Project is a new two story structure that would have approximately 15,000 assignable square feet-22,000 gross square feet. The project has not been formally programmed yet but the campus has identified desired program space that includes:
  - 1<sup>st</sup> floor would include cafeteria, Tiger’s Den (vending machines and sitting area), staff dining room, and restrooms for students and staff.
  - 2<sup>nd</sup> floor would house a student government office, student activities coordinator office, several small meeting rooms, a faculty innovation center, medium sized meeting rooms and a large meeting room (hopefully, to accommodate the Board of Trustees meetings that occur once per semester in fall and spring), an open “commons” area for students that can be used as a lounge with computer workstations and additional restrooms.
- D. **Term:** The term of this agreement shall be from February 28, 2007, to the estimated completion date of May 1, 2009, with the provision that the Vice Chancellor of Administration and Finance or his designee may extend the date without a formal amendment to this agreement with the Consent of the Architect.

This agreement shall be governed by the laws of the State of California.

**1. Architect Services:**

- 1.2 Architect services include the use and engagement of the following

Consultants:

- 1.2.1 Structural Engineer: TBD
  - 1.2.2 Civil Engineer: TBD
  - 1.2.3 Mechanical/Plumbing/Electrical Engineer: TBD
  - 1.2.4 Cost Estimator: TBD
  - 1.2.5 Landscape Architect: TBD
  - 1.2.6 Food Service Design Architect: Webb Design, Inc.
- 1.3 Items 1.2.1 through 1.2.5 are included in Architect's Basic Services. Item 1.2.6 is considered to be outside of Basic Services. See item 10.2.
- 1.4 All consultants provided under provisions of Section B.1.2, except as otherwise noted, shall be paid by the Architect. The District has approved the list of consultants as submitted in Section B.1.2. Should the Architect wish to substitute or change one of the consultants listed in B.1.2 Architect will discuss such substitution or change and secure District's agreement to the change in writing.
- 1.5 Nothing in the foregoing shall create any contractual relationship between District and any consultants employed by the Architect under the terms of this Agreement. Architect is responsible for the performance of its consultants as it would be if it rendered these services itself.
- 1.6 District will provide Architect with a site survey and soils report.

**2.0 Pre-Design Services**

- 2.1 Architect will perform the following pre-design services:
- 2.1.1 Thoroughly review and analyze all documents, provided by District, including the Initial Program Plan (IPP) and any other pre-programming information available to date. Also review the requirements of State Chancellor's Office, Department of the State Architect, and District Board of Trustees.

**3.0 Final Program Plan (FPP)**

- 3.1 Architect will provide a Final Program Plan (FPP) in accordance with the requirements of the California Community Colleges Facilities Planning Manual, Chapter 5, including, but not limited to the following considerations:
- 3.1.1 Meet with District and campus representatives to confirm the program space needs identified from the IPP document.
  - 3.1.2 Identification and development of Assignable Square Feet (ASF) and Gross Square Feet (GSF) space requirements.



- 3.1.3 Development of circulation assumptions.
- 3.1.4 Understanding internal department adjacencies and adjacencies within departments.
- 3.1.5 Verify stacking plan.
- 3.1.6 Verify location of departments.
- 3.1.7 Visioning session to bring stakeholders together around this phase of the project and develop common vision, goals and objectives – then take them through the process of the project indicating timeframes for their individual participation in this process.
- 3.1.8 Identify opportunities for plan enhancements (i.e.: relocating specific functions to other locations in the building to be more efficient and effective).
- 3.1.9 Preparation of conceptual drawings including floor plans, site plans, elevations, renderings, etc.
- 3.1.10 Preparation of a cost model based on the conceptual drawings and provide the District supporting information to prepare the State JCAF-32 budget form.
- 3.1.11 Prepare a detailed equipment/furniture list for the building to support the State JCAF-33 form.

#### **4.0 Schematic Design Services**

- 4.1 Architect will provide the following schematic design services during this phase of the project design:
  - 4.1.1 Utilizing the plans developed through the FPP process and refine the "conceptual" site plan(s) for review by District and the State Chancellor's Office, Department of the State Architect, and District Board of Trustees.
  - 4.1.2 If the "conceptual" site plan(s) indicate substantial construction cost variance, Architect will develop the "magnitude" construction cost estimate for each concept with a professional independent cost estimator.
  - 4.1.3 Provide technical assistance to District in submitting the documents required for environmental assessment and documentation.
  - 4.1.4 Based upon the approved space program and requirements, the approved site plan, and utilizing the floor plan within the FPP prepare several conceptual floor plans for review and approval by District.
  - 4.1.5 Through conferences with District, coordinate the functional and circulation aspects of the approved conceptual floor plans. Specific emphasis will be placed on bay spacing core design and floor plate size and shape.

- 4.2 Architect will prepare a preliminary schematic design package for District review and approval including:
  - 4.2.1 Site plan.
  - 4.2.2 Floor plans.
  - 4.2.3 Exterior elevations, and/or sketches.
  - 4.2.4 Building sections.
  - 4.2.5 Interior sketches.
  - 4.2.6 Architect shall provide District with an Estimated Project Construction Cost based on documents submitted in this phase.
  
- 4.3 Upon District approval of the preliminary schematic design:
  - 4.3.1 Study alternate structural systems.
  - 4.3.2 Study alternate Heating, Ventilation and Air Conditioning (HVAC) systems and prepare an outline specification to be used by the cost estimator in establishing a construction budget.
  - 4.3.3 Study alternate plumbing systems and prepare an outline specification to be used by the cost estimator in establishing a construction budget.
  - 4.3.4 Study alternate electrical systems and prepare an outline specification to be used by the cost estimator in establishing a construction budget.
  - 4.3.5 Study alternate fire protection systems and prepare an outline specification to be used by the cost estimator in establishing a construction budget.
  
- 4.4 Through conferences with District select the appropriate building systems.
  
- 4.5 Provide technical assistance to the cost estimator in the preparation of a construction budget based upon the preliminary schematic design concept.
  
- 4.6 Upon District approval, refine the preliminary schematic design concept and upon review with the State Chancellor's Office, Department of the State Architect, and District Board of Trustees, make modifications as required.
  
- 4.7 Through conferences with District, further refine the preliminary schematic design concept and complete the final schematic design documents for final review and approval.

## **5.0 Design Development Services**

- 5.1 Architect will further refine the schematic design and the various building systems and details during design development. Services during this phase of design will include the following:

- 5.1.1 Establish the final design for all architectural systems.
- 5.1.2 Establish the final design for all structural systems.
- 5.1.3 Establish the final design for HVAC systems.
- 5.1.4 Establish the final design for plumbing systems.
- 5.1.5 Establish the final design for electrical systems.
- 5.1.6 Coordinate the requirements of Landscape Architect.
- 5.1.7 Coordinate the requirements of Civil Engineer.
- 5.1.8 Coordinate the requirements of Food Services Design Architect.
- 5.1.9 Coordinate the requirements of District security system.
- 5.1.10 Coordinate the requirements of District Building Management and Maintenance Department.
- 5.1.11 Coordinate the requirements of District Telephone/Communications and Information Technology Department.
- 5.1.12 Coordinate the requirements of the Cost Estimating Architect.
- 5.1.13 Architect shall provide District with an Estimated Project Construction Cost based on documents submitted in this phase.
- 5.1.14 Upon District approval, Architect will coordinate review of the Design Development documents with the State Chancellor's Office, Department of the State Architect, and District Board of Trustees, and make modifications as required.

## **6.0 Construction Documents Services**

- 6.1 Architect will develop documents for the bidding and construction of the Project. Architect services will include the following:
  - 6.1.1 Prepare final architectural drawings, specifications and bidding documents.
  - 6.1.2 Prepare final structural drawings, specifications and bidding documents.
  - 6.1.3 Prepare final HVAC, plumbing, electrical drawings, specifications and bidding documents.
  - 6.1.4 Prepare final landscape drawings, specifications and bidding documents.
  - 6.1.5 Prepare final civil drawings, specifications and bidding documents.
  - 6.1.6 Prepare final food service drawings, specifications and bidding documents.
  - 6.1.7 Coordinate the architectural, structural, HVAC, plumbing, electrical,

landscape, civil, and food service construction documents with the drawings, specifications and bidding documents prepared by the Interior Architect and District's other Architects.

- 6.1.7 Coordinate constructability review process at 50% drawings and 90% drawings.
- 6.1.8 Architect shall submit construction documents to the District for review and approval upon 50% completion, and upon Architect's determination that the documents are 100% complete and coordinated. Architect will resubmit the documents for back check by the District after corrections are made to the 100% submittals.
- 6.1.9 Upon 50%, 100%, and final back check completion of the Construction Documents, Architect shall submit to the District an Estimated Project Construction Cost.
- 6.1.10 The Project is subject to an independent cost estimate conducted by an estimator designated by the District and at the District's expense. Architect shall provide four copies of the current Drawings and Specifications at the following points in the design process:
  - 1. End of Schematic Design phase
  - 2. End of the Design Development phase
  - 3. Construction Document phase at 50% completion
  - 4. Construction Document phase at 100% completion of correction by Architect and back check by District.
- 6.1.11 Provide technical assistance to District in obtaining approvals from the State Chancellor's Office, Department of the State Architect, and District Board of Trustees.
- 6.1.12 Architect shall prepare Construction Documents in compliance with applicable laws, codes, rules, regulations, ordinances, and standards.
- 6.1.13 All documents, illustrations, plans, and other presentation materials developed and prepared by the Architect under this agreement will become the property of the District.

## **7.0 Bidding and Negotiation Services**

- 7.1 Architect will assist to bid and construct the Project. These services are to include:
  - 7.1.1 Provide technical assistance to District in bidding the various elements of the Construction Contract.
  - 7.1.2 Provide technical assistance to District in developing the Contract for Construction with the General Contractor.

## **8.0 Construction Administration Services**

- 8.1 Architect will assist the District in administering the construction process.

Architect services during this phase will include the following:

- 8.1.1 At a pre-construction meeting, establish with the General Contractor, the typical various subcontractors and District, the methods for administering the construction process.
- 8.1.2 Provide weekly on-site observation visits by an Architect Construction Administrator with the intention of assisting the District, and the General Contractor and in determining the General Contractor's compliance with the contract documents.
- 8.1.3 Provide periodic on-site visits by a representative of the structural, HVAC, plumbing, and electrical engineers with the intention of assisting the District and the General Contractor and in determining the General Contractor's compliance with the contract documents.
- 8.1.4 Provide periodic on-site visits by a representative of the landscape architect with the intention of assisting the District, and the General Contractor and in determining the General Contractor's compliance with the contract documents.
- 8.1.5 Provide periodic on-site visits by a representative of the civil engineer with the intention of assisting the District, and the General Contractor and in determining the General Contractor's compliance with the contract documents.
- 8.1.6 Provide periodic on-site visits by a representative of the food service design Architect with the intention of assisting the District, and the General Contractor and in determining the General Contractor's compliance with the contract documents.
- 8.1.7 Provide the General Contractor with technical assistance in reviewing shop drawings and submittals. Review up to two (2) shop drawing submittals per item.
- 8.1.8 Issue clarifications as required for the progress of the project.
- 8.1.9 Review applications for payment by the General Contractor.
- 8.1.10 Upon completion of the project, develop, with the General Contractor and District, a final punch list of all items to be completed.

## **9.0 Post-Construction Services and Post Occupancy Services**

- 9.1 Architect will assist the District in obtaining the maximum benefit and use of the new building. Architect services during this phase will include the following:
  - 9.1.1 Provide thirty-two (32) hours of meetings with District during the "debugging/commissioning" process for the purpose of assisting District in making any necessary modifications.
  - 9.1.2 Provide two (2) training sessions (including representatives of the architectural, mechanical, plumbing, and electrical staff) for the purpose of

familiarizing District staff with the operations of the building components.

- 9.1.3 Upon completion of the project, organize CADD-generated as-built drawings based upon a record maintained and drawn by the General Contractor during the course of construction.
- 9.1.4 Upon completion of the project, review the equipment and maintenance manuals prepared by the General Contractor.
- 9.1.5 Approximately six (6) months after completion of the facility, provide twenty (20) hours of meetings with District for the purpose of post occupancy review to evaluate the building's effectiveness and assist in gaining the maximum benefit of the facility.
- 9.1.6 Approximately one (1) year after completion of the building, but before the one-year warranty has expired, inspect the facility and prepare a list for repair work by the General Contractor as stipulated in the General Conditions of the Construction Contract.

#### **10.0 Fee for Architectural Services**

- 10.1 Total Fee for Basic Services – For services rendered in accordance with this Agreement, the basis for compensation shall be a lump-sum-fee of 7.5% of total construction cost (construction cost is defined as that amount identified for construction in the State JCAF 32 as \$9,200,000, which includes \$400,000 for Group 2 Equipment) in the amount of \$xxxxx. Total FPP Project cost is \$11,042,820.
- 10.2 District agrees Food Service Design Consulting is not included in basic services. District will compensate Architect \$xxxxx for a full service cafeteria design this fee.
- 10.3 All reimbursable expenses are to be included in Total Fee listed in 10.1 above.
- 10.4 Payment shall be made upon completion of each project phase, after review and approval by the District based on and in accordance with the schedule listed below. District agrees to pay directly all permit fees charged by authorities and that these permit fees will not be a reimbursable expense to Architect.

**Schedule:** Percentage of fee to be paid upon completion of each phase, monthly payments based on the percentage of completion may be made, not to exceed the total fee due for each phase.

1. Pre Design, FPP		5%
2. Schematic Design Phase	Increase to	20%
3. Design Development	Increase to	35%
4. Construction Documents	Increase to	65%
5. Bidding and Award	Increase to	70%
6. Construction Phase	Increase to	95%
7. Construction Completion	Increase to	100%

**Recap of Compensation:**

1. Pre Design, FPP
  2. Schematic Design Phase
  3. Design Development Phase
  4. Construction Documents
  5. Bidding and Award
  6. Construction Phase
  7. Construction Completion
- §

10.5 Should there be changes to the scope of the project that affects the fee, District and Architect agree to negotiate additional fees for such scope changes and it is understood that Architect will not proceed without written and signed Authorization for Additional Services from the District.

**11.0 Additional Services**

District understands and recognizes that Architect has available for additional compensation the following additional services:

- 11.1 Interior signage design package to include basic lobby, way finding and classroom or office numbering.
- 11.2 Lighting Architect.
- 11.3 Audio Visual Architect.
- 11.4 Technology Architect.
- 11.5 Acoustical Architect.
- 11.6 Security Architect.

E. **Location of Services:** The services outlined in Paragraph B 1-11, will be conducted at Architect's offices and at the District.

F. **Review of Services:** The services rendered by the Architect are subject to review by the Associate Vice Chancellor, Facilities.

G. **Suspension:** If the Project is suspended or abandoned for more than twelve consecutive months Architect shall be compensated for all authorized services performed up to the time the District informs the Architect the Project is to be suspended.

H. **Payments:** Payments in consideration of this agreement will be made as authorized by the Associate Vice Chancellor, Facilities, and delivered by U.S. Mail. The final payment shall not be paid until all of the services, specified in Paragraph B, have been satisfactorily completed, as determined by Associate Vice Chancellor, Facilities.

I. **Indemnification:** Architect shall indemnify and hold the District, its Trustees, officers, agents, employees and independent contractors or consultants free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of Architect, its employees, agents or assigns, arising out of, pertaining to, or relating to the performance of Architect services under this Agreement. Architect shall defend, at its expense, including without limitation, attorneys fees (attorney to be selected by District), District, its officers, agents, employees and independent contractors or consultants, in any legal actions based upon such alleged negligence, recklessness or willful misconduct. The obligations to indemnify and hold District free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.

District shall indemnify and hold Architect, its officers, agents, and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of the District, its employees, agents, independent contractors, consultants or assigns, arising out of, pertaining to or relating to the District's actions in the matter of this contract and District shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by Architect), Architect, its officers and employees in any legal actions based upon such alleged negligence, recklessness, or willful misconduct. The obligations to indemnify and hold Architect free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligent acts are fully and finally barred by the applicable statute of limitations.

J. **Insurance:** Architect shall procure and maintain comprehensive general liability insurance coverage that shall protect District from claims for damages for personal injury, including, but no limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from Architect's activities as well as District's activities under this contract. Such insurance shall name District as an additional insured with respect to this agreement and the obligations of District hereunder. Such insurance shall provide for limits of not less than \$1,000,000.

K. **Non Discrimination:** Architect shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national



origin or ancestry, religion, physical handicap, medical condition, marital status or sex.

- L. **Ownership:** All ideas, memoranda, specifications, plans, manufacturing procedures, drawings, descriptions, written information, and other materials submitted to Architect in connection with this Agreement shall be held in a strictly confidential manner by Architect. Such materials shall not, without the written consent of District, be used by Architect for any purpose other than the performance of the Services or Scope of Work hereunder, nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or Scope of Work hereunder.

All data prepared by Architect hereunder, such as plans, drawings, tracings, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams, and calculations shall become the property of District upon completion of the Services and Scope of Work described in this Agreement, except that the Architect shall have the right to retain copies of all such data for Architect records. District shall not be limited in any way in its use of such data at any time provided that any such use which is not within the purposes intended by this Agreement shall be at District's sole risk, and provided further, that Architect shall be indemnified against any damages resulting from such use. In the event Architect, following the termination of this Agreement, desires to use any such data, Architect shall first obtain approval of District's representative in writing.

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

Riverside Community College District

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Architect

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James L. Buisse  
Vice Chancellor  
Administration and Finance

MINUTES OF THE BOARD OF TRUSTEES  
RESOURCES COMMITTEE MEETING  
JANUARY 29, 2007

Chairperson Takano called the committee to order at 5:30 p.m. in Board Room AD122, in the O.W. Noble Administration Building, Riverside City College.

CALL TO ORDER

Committee Members Present

Mr. Mark Takano, Chairperson  
Ms. Virginia Blumenthal, Vice Chairperson  
Dr. Buysse, Vice Chancellor, Administration and Finance  
Ms. Melissa Kane, Interim Vice Chancellor, Diversity and Human Resources  
Dr. Richard Mahon, Academic Senate Representative (Riverside)  
Mr. Tom Wagner, Academic Senate Representative (District and Norco)  
Ms. Yajaira Tiscareño, ASRCC Representative  
Ms. Tamara Caponetto, CSEA Representative  
Ms. Tish Chavez, Confidential Representative

Resource Persons Present

Dr. Salvatore G. Rotella, Chancellor  
Dr. Brenda Davis, President, Norco Campus  
Dr. Linda Lacy, Interim President, Riverside City College  
Mr. Jim Parsons, Associate Vice Chancellor, Public Affairs and Institutional Advancement  
Mr. Aaron Brown, Associate Vice Chancellor, Finance  
Ms. Lorraine Anderson, District Dean, Admissions and Records  
Mr. Bill Bogle, Jr., Auxiliary Business Services Manager

Guests Present

Dr. Ray Maghroori, Vice Chancellor, Academic Affairs  
Ms. Deborah L. Crowley, C.P.A., Eadie and Payne, LLP  
Ms. Linda S. Devlin, C.P.A., Ahern-Adcock-Devlin LLP

Dr. Lacy introduced Ms. Anderson, who led the committee review of the proposed agreement with Wells Fargo Bank to provide a multi-purpose identification/ATM card for enrolled students and District employees that will be brought to the Board of Trustees for approval at the January 30, 2007 regular meeting. Discussion followed.

AGREEMENT WITH  
WELLS FARGO BANK

Mr. Takano recommended that the Committee amend the agenda to discuss the Proposal to Relocate Portables from the Lovekin Complex as the second item on the agenda.

AMEND AGENDA

Dr. Buysse led the review of the preliminary proposal for the distribution and relocation of Lovekin portables using Measure C funds. Discussion followed.

A PROPOSAL TO RELOCATE  
PORTABLES FROM THE  
LOVEKIN COMPLEX

Mr. Brown led the review of the proposal for the 2007-2008 nonresident tuition fee and capital surcharge fee rate that will be brought to the Board of Trustees for approval at the January 30<sup>th</sup> regular meeting. Discussion followed.

2007-2008 NONRESIDENT  
FEES

Mr. Bogle introduced Ms. Crowley, who led the review of the independent financial and performance audit reports of the Measure C general obligation bonds for the year ended June 30, 2006 that will be presented to the Board of Trustees for acceptance at the January 30<sup>th</sup> regular meeting. Discussion followed.

2005-2006 MEASURE C  
FINANCIAL AND  
PERFORMANCE AUDITS

Mr. Bogle introduced Ms. Devlin, who led the review of Riverside Community College District Foundation's independent audit report for the year ended June 30, 2006 that will be presented to the Board of Trustees for acceptance at the January 30<sup>th</sup> regular meeting. Discussion followed.

2005-2006 FOUNDATION  
INDEPENDENT AUDIT  
REPORT

Ms. Devlin led the review of the District's independent audit report for the year ended June 30, 2006 that will be presented to the Board of Trustees for acceptance at the January 30<sup>th</sup> regular meeting. Discussion followed.

2005-2006 DISTRICT  
INDEPENDENT AUDIT  
REPORT

The committee adjourned the meeting at 6:30 p.m.

ADJOURNMENT