

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Board of Trustees – Regular Meeting –
March 15, 2011– 6:00 p.m. – Student Services Room 101
Moreno Valley College, 16130 Lasselle Street, Moreno Valley, California

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 any meeting should contact the Chancellor’s Office at (951) 222-8801 as far in advance of the meeting as possible.

Any public record relating to an open session agenda item that is distributed within 72 hours prior to the meeting is available for public inspection at the Riverside Community College District Chancellor’s Office, Suite 210, 1533 Spruce Street, Riverside, California, 92507.

- I. Approval of Minutes – Regular/Committee Meetings of February 8, 2011
Regular Meeting of February 22, 2011
Special Meeting of February 23, 2011

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. Special Presentation – “Recognition of RCC Viewpoints Newspaper”
– Chancellor Gregory Gray
2. Special Presentation – “Hands Across America – Associated Students
Moreno Valley College” – Dr. Monte Perez
2. Special Presentation “Introduction of Fulbright Scholar – Dr. Joanna
Werner-Fraczek” – Chancellor Gregory Gray

B. Moreno Valley College Dental Education Center – Award Bids for Multiple
Construction Categories

- Recommend approval of award of bids for four construction project
categories; authorize issuance of notices; permit project bid ratification at
subsequent meeting; and authorize signing of associated agreements.

Recommended Action: Request for Approval

- C. Resolution No. 42-10/11 in Support of a 2020 Vision for Student Success for California Community Colleges
 - Recommend approval of a resolution declaring District support for policy and practice changes for California Community Colleges.

Recommended Action: Request for Approval

- D. Resolution No. 43-10/11 in Support of the State of California Placing a Revenue Extension Measure on the June 2011 Ballot
 - Recommend approving a resolution in support of the measure.

Recommended Action: Request for Approval

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 (None)

- (c) Long-Term, Temporary Faculty (None)

- 2. Salary Reclassification

- 3. Salary Placement Adjustment

- 4. Request for Leave Under the California Family Rights Act (CFRA) and the Federal Family and Medical Leave Act (FMLA)

- 5. Separation

- b. Classified Personnel

- 1. Appointments

- (a) Management/Supervisory (None)

- (b) Management/Supervisory – Categorically Funded (None)
 - (c) Classified/Confidential
 - (d) Classified/Confidential – Categorically Funded
- 2. Request for Permanent Increase in Workload for Categorically Funded Management Position
- 3. Request for Temporary Increase in Workload for Categorically Funded Management Position
- 4. Riverside Community College District (RCCD) and Riverside Community College District Employees, Chapter 535, CSEA – MOU Concerning New Expiration of Contract
- 5. Riverside Community College District (RCCD) and Riverside Community College District Employees, Chapter 535, CSEA – MOU Concerning Cesar Chavez Holiday
- 6. Riverside Community College District (RCCD) and Riverside Community College District Employees, Chapter 535, CSEA – MOU Concerning Flexible Work Schedules
- 7. Separations
- c. Other Personnel
 - 1. Substitute Assignments
 - 2. Short-Term Positions
 - 3. Full-Time Students Employed Part-Time and Part-Time Students Employed Part-Time on Work Study
- 2. Purchase Order and Warrant Report—All District Resources
 - Recommend approving/ratifying Purchase Orders, Purchase Order Additions, and District Warrant Claims issued by the Business Office.
- 3. Budget Adjustments
 - a. Budget Adjustments
 - Request approval of various budget transfers between major object codes within the approved budget concerning supplies, services, equipment and personnel as requested by administrative personnel.

- b. Resolution(s) to Amend Budget
 - 1. Resolution to Amend Budget – Resolution No. 39-10/11 2010-2011 Tri-Tech Small Business Development Center
 - Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said Resolution.
 - 2. Resolution to Amend Budget – Resolution No. 40-10/11 2010-2011 NetBooks Pilot Project – Moreno Valley College
 - Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said Resolution.
- c. Contingency Budget Adjustments
 - Recommend approving by a two-thirds vote of the Board, a contingency budget transfer as presented.
- 4. Bid Awards
 - a. Using Competitively Bid National Joint Powers Alliance (NJPA) Contract for the Purchase, Lease, or Cost per Copy for Copiers, Printers, Facsimiles, Other Imaging Equipment and Related Accessories and Supplies to Sharp Electronic Corporation
 - Recommend approving the use of competitively bid contract number 021808-SP with Sharp Electronic Corporation on file with NJPA in accordance with Public Contract Code Section 20652
 - b. Approval to Utilize the U.S. General Services Administration Contract Numbers GS-35F-0511T and GS-35F-0245J with NEC Corporation of America for the Purchase of District Telephone System (PBX) Upgrade Equipment
 - Recommend approving GSA contracts with NEC Corporation of America for the purchase of District telephone system upgrade.
- 5. Out-of State Travel
 - Recommend approving out-of-state travel requests.
- 6. Grants, Contracts and Agreements
 - a. Contracts and Agreements Report Less than \$78,500 – All District Resources
 - Recommend ratifying the listing of the District’s contracts and agreements that are less than \$78,500, pursuant to Public Contract Code Section 20650.

- b. Subcontract Between Riverside Community College District, Norco College and the Foundation for California State University, San Bernardino
 - Recommend approving the subcontract for a cooperative agreement to implement a U.S. Department of Education Title V Hispanic-Serving Institutions Educational grant.
 - c. Agreement with Ramona Munsell and Associates Consulting, Inc.
 - Recommend ratifying the agreement to provide eligibility establishment and award development services to Norco College for a HSI grant program.
 - d. Title V – Hispanic-Serving Institutions Education Grants Subcontractor Agreement – Norco College
 - Recommend approving a subcontractor agreement for implementation of a Title V grant program.
7. Other Items
- a. Surplus Property
 - Recommend declaring listed property as surplus; finding the property does not exceed \$5,000, and authorizing the property be sold on behalf of the District.
 - b. State of California Office of Emergency Services Form 130 – Designation of Applicant’s Agent Resolution for Non-State Agencies – Resolution No. 41-10/11
 - Recommend approving District authorized agents to pursue federal and state financial assistance for all matters pertaining to District facilities damaged in the December 2010 floods.

Recommended Action: Request for Approval and Ratification

B. Information

- 1. Monthly Financial Report
 - Informational report relative to financial activity for the period from July 1, 2010 through February 28, 2011.

Information Only

VI. Board Committee Reports

A. Governance Committee

- 1. Revised and New Board Policies – Second Reading
 - Recommend approving Board Policies 6150, 6250, 6320, and 6400 for second reading.

Recommended Action: Request for Approval

B. Teaching and Learning Committee (None)

- C. Planning and Operations Committee (None)
- D. Facilities Committee (None)
- E. Resources Committee
 - 1. 2011-2012 – Tax and Revenue Anticipation Note (TRAN) – Resolution No. 38-10/11
- Recommend approving the issuance and sale of a Tax and Revenue Anticipation Note (TRAN).
Recommended Action: Request for Approval
 - 2. Extension of Contracts – Audit Engagements
- Recommend approving extension of audit contracts.
Recommended Action: Request for Approval

VII. Administrative Reports

- A. Vice Chancellors
- B. Presidents

VIII. Academic Senate Reports

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

IX. Bargaining Unit Reports

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

X. Business from Board Members

- A. Board members will briefly share information about recent events/conferences they have attended since the last meeting.
Information Only
- B. CCCT Board of Directors Election – 2011
- Recommend re-electing Board Secretary Mary Figueroa to the CCCT Board of Directors for a three-year term, included with the vote for each of the eight vacancies on the CCCT Board.
Recommended Action: Request for Approval

XI. Closed Session

- Pursuant to Government Code Section 54956.9(a), conference with legal counsel- Existing Litigation – HP Construction vs. Riverside Community College District; ASR Construction vs. Riverside Community College District

Recommended Action: To be Determined

- Pursuant to Government Code Section 54957, public employee performance evaluation: Professor.

Recommended Action: To be Determined

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

Recommended Action: To be Determined

XII. Adjournment

MINUTES OF THE BOARD OF TRUSTEES REGULAR MEETING
AND COMMITTEE MEETINGS OF THE GOVERNANCE,
TEACHING AND LEARNING, PLANNING AND OPERATIONS,
FACILITIES AND RESOURCES COMMITTEES
OF FEBRUARY 8, 2011

President Green called the Board of Trustees meeting to order at 6:00 p.m., in Board Room AD122, Riverside City College, O. W. Nobel Administrative Center, 4800 Magnolia Avenue, Riverside, California.

CALL TO ORDER

Trustees Present

Ms. Virginia Blumenthal
Mr. Sam Davis
Ms. Mary Figueroa
Mrs. Janet Green
Mr. Mark Takano
Mr. Alexis Amor, Student Trustee

Staff Present

Dr. Gregory W. Gray, Chancellor
Dr. James Buysse, Vice Chancellor, Administration and Finance
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Services
Dr. Ray Maghroori, Provost/Vice Chancellor, Educational Services
Dr. Brenda Davis, President, Norco College
Dr. Tom Harris, Acting President, Riverside City College
Ms. Chris Carlson, Chief of Staff
Mr. Jim Parsons, Associate Vice Chancellor, Strategic Communications
And Relations
Dr. Lisa Conyers, Vice President, Educational Services,
Moreno Valley College

Dr. Daria Burnett, Dean, Student Services, Moreno Valley College, led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

CHANCELLOR'S REPORTS

Mr. Kennett presented an update on the federal activities, as well as the agenda that has been developed for the Trustees legislative visit in conjunction with the Association of Community College Trustees Conference in Washington, DC, February 13-17, 2011.

Special Presentation – “Update on Federal Activities for 2011-2012” – Mr. Dave Kennett, Capital Alliance Consulting, LLC

The Board thanked and officially recognized Mr. Israel Landa for his service to the public and to Riverside Community College District as a member of the RCCD Measure C Citizens’ Bond Oversight Committee.

Recognition of Former Citizens’ Bond Oversight Committee Member

By consensus the Board of Trustees selected Mr. Nick Ferguson as the College Support Organization representative; Ms. Nikki Marie Hix as the Student Organization representative; and Mr. Jeff Kraus, as the Taxpayer Organization representative, on the Measure C Citizens' Bond Oversight Committee.

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

Dr. Davis, seconded by Ms. Blumenthal, moved that the Board of Trustees approve superseding the second agreement with HMC Architects dated June 17, 2009 and approve Agreement No. 3 with HMC Architects, in an amount not to exceed \$503,850, for design services for the Moreno Valley College Dental Education Center; approve using Construction Management Multiple Prime contracting for the Moreno Valley College Dental Education Center project; approve the agreement with Rudolph and Sletten, Inc. for construction management services, in an amount not to exceed \$546,842, for the Moreno Valley College Dental Education Center project; and authorize the Vice Chancellor, Administration and Finance, to sign the agreement and future amendments. Motion carried. (5 ayes)

Moreno Valley College Dental Education Center – Design Services Agreement with HMC Architects and Construction Management Agreement with Rudolph and Sletten, Inc.

The Governance Committee was called to order by Ms. Figueroa at 6:45 p.m. Committee Members in attendance: Chancellor Gregory Gray; Academic Senate Representatives: Ms. Sharon Crasnow (Norco), Dr. Travis Gibbs (Moreno Valley), and Dr. Richard Davin (Riverside City College); ASRCCD Representative: Mr. Courtney Davis (Moreno Valley College); CTA Representative: Dr. Dariush Haghighat (Riverside City College); CSEA Representative: Mr. Gustavo Segura (Moreno Valley College); Confidential Representative: Ms. Debra Creswell; and Management Representative: Ms. Chani Beeman.

GOVERNANCE COMMITTEE

Ms. Adams led the review of Board Policies 6150, 6250, 6320, and 6400, that will be presented to the Board for first reading at the February 22, 2011 regular meeting. Discussion followed.

Revised and New Board Policies – First Reading

The committee adjourned at 6:50 p.m.

Adjournment

The Teaching and Learning Committee was called to order by Dr. Davis at 6:53 p.m. Committee Members in attendance: Dr. Ray Maghroori, Provost/Vice Chancellor, Educational Services; Academic Senate Representatives: Mr. Sal Soto (Moreno Valley) and Dr. Richard Davin

TEACHING AND LEARNING COMMITTEE

(Riverside City College); ASRCCD Representative: Mr. Alexis Amor (Moreno Valley College); CSEA Representative: Ms. Jonell Guzman (Moreno Valley College); Confidential Representative: Ms. Debra Creswell; and Management Representative: Ms. Terry Welker.

Mr. Daniel Martinez, Associate Director, Institutional Research, led the committee review of the results of a replication of a study titled, “Divided We Fail,” (published by Colleen Moore and Nancy Shulock in 2010) as it applies to data from RCCD. This study looks at completion (certificates, degrees, and transfers) and the “milestones” that influence completions by ethnicity, starting with a cohort of students from 2003, the same cohort used in the original study. Discussion followed. Board member Mary Figueroa asked that the District develop a resolution to address for-profit institutions.

Divided We Fail at RCCD

The committee adjourned at 7:45 p.m.

Adjournment

The Planning and Operations Committee Chair Janet Green convened the meeting at 7:48 p.m. Committee members in attendance: Ms. Chris Carlson, Chief of Staff; Academic Senate Representatives: Dr. Travis Gibbs (Moreno Valley College), Dr. Sharon Crasnow (Norco College) and Richard Davin (Riverside City College); ASRCCD Representative: Alexis Amor (Moreno Valley College); CTA Representatives: Dr. Dariush Haghghat and Ms. Shari Yates (Riverside City College); Confidential Representative: Ms. Debra Creswell; and Management Representative: Mr. Henry Bravo.

PLANNING AND OPERATIONS
COMMITTEE

Mr. Bart Doering, Capital Program Administrator, Facilities Planning, Design and Construction, led the Committee review, explaining that the project, with mitigation measures incorporated, will have no significant adverse effect on the environment and are reviewing the declaration and recommended action that will be presented to the Board at the February 22nd regular Board meeting. Discussion followed.

Moreno Valley College Dental Education Center – Mitigated Negative Declaration

Mr. Orin Williams, Associate Vice Chancellor, Facilities Planning, Design and Construction, led the Committee review of the requests for approval of two final project proposals with HMC Architects for the Library Learning Center located at Moreno Valley College and the Student Services and Workforce Development Building project located at Riverside City College; and approval of design services agreements with Steinberg Architects and HMC

Final Project Proposal Design Services Agreements for Moreno Valley College and Riverside City College for State Capital Outlay Funding

Architects for the Moreno Valley College Center for Human Performance, RCC Cosmetology Building and RCC Life Science/Physical Science Reconstruction, that will be presented for Board approval at the February 22nd regular Board meeting. Discussion followed.

The committee adjourned at 8:02 p.m.

The Facilities Committee Chair Virginia Blumenthal convened the meeting at 8:03 p.m. Committee members in attendance: Mr. Orin Williams, Associate Vice Chancellor, Facilities Planning, Design and Construction; Academic Senate Representatives: Dr. Travis Gibbs (Moreno Valley College), Dr. Sharon Crasnow (Norco College) and Dr. Richard Davin (Riverside City College); ASRCCD Representative: Mr. Alexis Amor; CTA Representative: Dr. Dariush Haghighat; Confidential Representative: Ms. Debra Creswell; and Management Association Representative: Mr. Ralph Perez (Riverside City College).

Mr. Michael Stephens, Capital Program Administrator, Facilities Planning, Design and Construction, reviewed with the Committee an agreement using District allocated Measure C funds that will be considered by the Board on February 22nd. Discussion followed.

The committee adjourned at 8:05 p.m.

The Resources Committee Chair Mark Takano convened the meeting at 8:06 p.m. Committee members in attendance: Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources; Academic Senate Representatives: Dr. Travis Gibbs (Moreno Valley College) and Dr. Richard Davin (Riverside City College); CTA Representative: Mr. Ward Schinke and Ms. Shari Yates (Riverside City College); CSEA Representatives: Ms. Tamara Caponetto (Norco College); Confidential Representative: Ms. Debra Creswell; and Management Representative: Ms. Cid Tenpas.

Mr. Williams reviewed with the Committee the agreements that will be presented to the Board for their consideration at the February 22nd regular meeting. Discussion followed.

Adjournment

FACILITIES COMMITTEE

Riverside City College Facilities Master Plan Update – Professional Services Agreement with MDA Johnson Favaro

Adjournment

RESOURCES COMMITTEE

Norco College Secondary Effects Project – Inspection and Testing Services Agreements with Inland Inspections and Consulting and River City Testing

Dr. Buysse led the Committee review of the requested declaration that an emergency exists and authorizing entering into contracts on behalf of the District for the performance of labor and furnishing of materials and supplies without advertising for or inviting bids for the repair, replacement and clean-up of the flooding damage that occurred at Riverside City College, the Alumni House, Norco College, Moreno Valley College, and the Riverside Community College District Office of Economic Development in Corona, approving funding for the emergency repairs and replacement in the approximate amount of \$1.5 million from Resource 6100, self-insurance liability and health fund, as well as approving the resolution authorizing the emergency repairs and replacement that will be submitted to the Board for consideration at the February 22nd regular meeting. Discussion followed.

Emergency Repairs and Replacement Associated with December 2010 Flood Damage at Riverside Community College District Facilities – Resolution No. 32-10/11

The committee adjourned at 8:28 p.m.

Adjournment

The Board of Trustees adjourned the meeting at 8:28 p.m.

ADJOURNMENT

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OF FEBRUARY 22, 2011

President Green called the regular meeting of the Board of Trustees to order at 6:00 p.m., in Board Room AD122, O. W. Noble Administrative Center, 4800 Magnolia Avenue, Riverside, California.

CALL TO ORDER

Trustees Present

Ms. Virginia Blumenthal (left at 8:40 p.m.)
Dr. Sam Davis
Ms. Mary Figueroa
Mrs. Janet Green
Mr. Mark Takano
Mr. Alexis Amor, Student Trustee (arrived at 6:04 p.m.)

Staff Present

Dr. Gregory W. Gray, Chancellor
Dr. James Buysse, Vice Chancellor, Administration and Finance
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Dr. Ray Maghroori, Provost/Vice Chancellor, Educational Services
Dr. Brenda Davis, President, Norco College
Dr. Tom Harris, Acting President, Riverside City College
Dr. Monte Perez, President, Moreno Valley College
Ms. Chris Carlson, Chief of Staff
Mr. Jim Parsons, Associate Vice Chancellor, Strategic Communications and Relations
Dr. Sharon Crasnow, President, Academic Senate, Norco College
Dr. Richard Davin, President, Academic Senate, Riverside City College and District
Dr. Travis Gibbs, President, Academic Senate, Moreno Valley College

Guest Present

Attorney Brad Neufeld, Gresham Savage Nolan and Tilden
Mr. Mark Berg, Project Manager, PlanNet
Mr. Gary Davis, Project Principal, PlanNet

Dr. Tom Harris led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Ms. Blumenthal, seconded by Mr. Takano, moved that the Board of Trustees approve the minutes of the Board of Trustees Regular/Committee meeting of January 18, 2011. Motion carried. (5 ayes)

MINUTES OF THE BOARD OF TRUSTEES REGULAR/COMMITTEE MEETING OF JANUARY 18, 2011

Ms. Blumenthal, seconded by Dr. Davis, moved that the Board of Trustees approve the minutes of the regular meeting of January 25, 2011. Motion carried. (5 ayes)

MINUTES OF THE REGULAR MEETING OF JANUARY 25, 2011

CHANCELLOR’S REPORTS

Mr. Takano, seconded by Ms. Blumenthal, moved that the Board of Trustees adopt the resolution recognizing the heroic action taken by the RCC Water Polo team members. Motion carried. (5 ayes)

Resolution No. 35-10/11 – Honoring the RCC Water Polo Coaches and Players for Heroic Action

Ms. Blumenthal, seconded by Dr. Davis, moved that the Board of Trustees approve the lease and authorize funding for the lease from the CAA/DO Project, Measure C funds; authorize a budget estimate, in the amount not to exceed \$154,500, from the CAA/DO Project, Measure C funds, to prepare the facility to serve as project swing space; and authorize the Vice Chancellor, Administration and Finance, to sign all associated agreements. Motion carried. (5 ayes)

Swing Space Lease and Budget for Downtown Riverside Culinary Arts Academy (RCC)/District Office (RCCD) Project

Mr. Mark Berg and Mr. Gary Davis presented an overview of the key findings and recommendations to implement the recommendations from the audit.

IT Audit

Mr. Amor presented the report about recent and future student activities at Moreno Valley College, Norco College and Riverside City College.

STUDENT REPORT

Mr. George Escutia, Jr. requested that the scholarship application due date be moved later in the school year.

COMMENTS FROM THE PUBLIC

Mr. Eric Naranjo presented a petition of concern regarding class cuts and education opportunities.

The Board adjourned to closed session at 7:23 p.m., to confer with legal counsel regarding anticipated litigation: significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: one (1) potential case.

CLOSED SESSION

The Board reconvened to open session at 7:45 p.m., announcing no action.

RECONVENE TO OPEN SESSION

CONSENT ITEMS

Ms. Figueroa, 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. 44)

Academic and Classified Personnel

Approve/ratify the Purchase Orders and Purchase Order Additions totaling \$6,269,236 and District Warrant Claims totaling \$8,828,058; (Appendix No. 45)

Purchase Order and Warrant Report – All District Resources

Approve the budget transfers as listed; (Appendix No. 46)

Budget Adjustments

Approve adding the revenue and expenditures of \$238,000 to the budget and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 33-10/11 2010-2011 Moreno Valley College Student/Academic Services Facility Project – Working Drawings

Approve adding the revenue and expenditures of \$1,000 to the budget and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 34-10/11 2010-2011 Youth Empowerment Strategies for Success – Independent Living Program – Riverside City College

Approve adding the revenue and expenditures of \$12,914 to the budget and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 36-10/11 2010-2011 Bulletproof Vest Partnership

Approve adding the revenue and expenditures of \$10,000 to the budget and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;

Resolution to Amend Budget – Resolution No. 37-10/11 2010-2011 Active Minds/Mental Health Education and Awareness Program – Riverside City College

Approve the contingency budget transfers, by a two-thirds vote of the members, as listed; (Appendix No. 47)

Contingency Budget Adjustments

Award Bid Number 2010/11-01, in the total amount of \$5,782,000, to PCN3, Inc., and authorize the Vice Chancellor, Administration and Finance, to sign the associated agreement;

Bid Award – Bid Number 2010/11-01 – Norco College Secondary Effects Project – Interior/Exterior Improvements (Category 03)

Award Bid Number 2010/11-02, in the total amount of \$2,215,500, to West Tech Mechanical, and authorize the Vice Chancellor, Administration and Finance, to sign the associated agreement;

Bid Award – Bid Number 2010/11-02 – Norco College Secondary Effects Project – HVAC – (Category 07)

Award Bid Number 2010/11-03, in the total amount of \$1,977,000, to PCN3, Inc., and authorize the Vice Chancellor, Administration and Finance, to sign the associated agreement;

Approve using the Silver Creek Industries, Incorporated competitively bid piggyback Bid. No. 16-04/05 contract from the San Gabriel Unified School District for the Riverside Community College District for the purchase, installation and transfer of DSA approved classroom buildings;

Award the bid, in the amount of \$244,979, to Atom, Inc., and authorize the Vice Chancellor, Administration and Finance, to sign the associated agreement;

Award the bid, in the total amount of \$110,950, to Johnson Power Systems, Inc., and authorize the Vice Chancellor, Administration and Finance, to sign the associated agreement;

Grant out-of-state travel requests; (Appendix No. 48)

Ratify the contracts totaling \$605,875; (Appendix No. 49)

Ratify the agreement, for \$97,398.10, to provide professional and administrative services to the President of Norco College and other College and District personnel in matters pertaining to the financial and administrative services of Norco College from February 7, 2011 through August 31, 2011;

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; (Appendix No. 50)

Approve the amended unused balance from the original agreement with WWCOT Architecture, in the amount of \$483,247.75, to \$450,724.90, with

Bid Award – Bid Number 2010/11-03 – Norco College Secondary Effects Project – Electrical (Category 09)

Using Competitively Bid Piggyback Contract for the Purchase, Installation and Transfer of DSA Approved Classroom Buildings from Silver Creek Industries, Incorporated

Bid Award Riverside Community College District – Bid Number 2010/11-04 – Quad Basement Remodel

Bid Award Riverside Community College District – Bid Number 2010/11-06 – Engine Generator – Norco College Secondary Effects Project

Out-of-State Travel

Contracts and Agreements Report Less than \$78,500 – All District Resources

Agreement with Professional Personnel Leasing, Inc.

Surplus Property

Phase III Student Academic Services Facility at the Moreno Valley College – Amend Unused

said revised amount returned to the District Measure C project account for the project.

Balance of Architect Agreement

Motion carried. (5 ayes)

Information

The Board received the summary of financial information for the period July 1, 2010 through January 31, 2011.

Monthly Financial Report

The Board received the quarterly financial status report for the quarter ended December 31, 2010.

CCFS-311Q – Quarterly Financial Status Report for the Quarter Ended December 31, 2010

BOARD COMMITTEE REPORTS

Governance Committee

Ms. Figueroa, seconded by Ms. Blumenthal, moved that the Board of Trustees accept Board Policy 6150 for first reading. Motion carried. (5 ayes)

Revised and New Board Policies – First Reading

Ms. Figueroa, seconded by Ms. Blumenthal, moved that the Board of Trustees accept Board Policy 6250 for first reading. Motion carried. (5 ayes)

Ms. Figueroa, seconded by Ms. Blumenthal, moved that the Board of Trustees accept Board Policy 6320 for first reading. Motion carried. (5 ayes)

Ms. Figueroa, seconded by Ms. Blumenthal, moved that the Board of Trustees accept Board Policy 6400 for first reading. Motion carried. (5 ayes)

Planning and Operations Committee

Ms. Green, seconded by Mr. Takano, moved that the Board of Trustees adopt a Mitigated Negative Declaration based on the findings incorporated in the Initial Study and the conclusion that, with the proposed mitigation measures, the project will not have a significant effect on the environment; approve the project, subject to the mitigation measures and conditions of approval based upon the findings and conclusions incorporated in the Environmental Initial Study/Mitigated Negative Declaration (Exhibit A) and the Mitigation Monitoring and Reporting Program (Exhibit B);

Moreno Valley College Dental Education Center – Mitigated Negative Declaration

approve the Associate Vice Chancellor, Facilities Planning and Development, to sign the Notice of Determination; direct staff to post the Notice of Determination and Mitigated Negative Declaration with the Riverside County Clerk's Office; and direct staff to post the Notice of Determination in the Riverside Community College District Facilities Planning and Development Office. Motion carried. (5 ayes)

Ms. Green, seconded by Ms. Blumenthal, moved that the Board of Trustees approve the agreement with HMC Architects for the Moreno Valley College Library Learning Center, in an amount not to exceed \$127,000; approve the agreement with HMC Architects for the Riverside City College Student Services and Workforce Development Building, in an amount not to exceed \$142,000; approve the agreement with Steinberg Architects for the Moreno Valley College Center for Human Performance, in an amount not to exceed \$7,800; approve the agreement with HMC Architects for the Riverside City College Cosmetology Building, in an amount not to exceed \$6,000; approve the agreement with HMC Architects for the Riverside City College Life Science/Physical Science Reconstruction, in an amount not to exceed \$6,000; approve the use of Measure C funds as the funding source for the agreements; and authorize the Vice Chancellor, Administration and Finance, to sign the agreements. Motion carried. (5 ayes)

Final Project Proposal Design Services Agreements for Moreno Valley College and Riverside City College for State Capital Outlay Funding

Facilities Committee

Ms. Blumenthal, seconded by Ms. Figueroa, moved that the Board of Trustees approve the agreement, in the amount not to exceed \$77,000, using District Allocated Measure C Funds; and authorize the Vice Chancellor, Administration and Finance, to sign the agreement. Motion carried. (5 ayes)

Riverside City College Facilities Master Plan Update – Professional Services Agreement with MDA Johnson Favaro

Resources Committee

Mr. Takano, seconded by Ms. Figueroa, moved that the Board of Trustees approve the agreements for the project with Inland Inspections and Consulting, in the amount of \$264,528, for DSA Inspector of Record Services; and River City Testing, in the amount of \$60,371.50, for DSA Special Inspection

Norco College Secondary Effects Project – Inspection and Testing Services Agreements with Inland Inspections and Consulting and River City Testing

and Testing Laboratory Services; and authorize the Vice Chancellor, Administration and Finance, to sign the agreements. Motion carried. (5 ayes)

Mr. Takano, seconded by Ms. Figueroa, moved that the Board of Trustees declare that an emergency exists and authorize entering into contracts on behalf of the District for the performance of labor and furnishing of materials and supplies without advertising for or inviting bids for the repair, replacement and clean-up of the flooding damage that occurred at Riverside City College, the Alumni House, Norco College, Moreno Valley College, the Riverside Community College District Office of Economic Development in Corona, approve funding for the emergency repairs and replacement in the approximate amount of \$1.5 million from Resource 6100 – Self-Insurance Liability and Health; and approve Resolution No. 32-10/11 authorizing the emergency repairs and replacement. Motion carried. (5 ayes)

Emergency Repairs and Replacement Associated with December 2010 Flood Damage at Riverside Community College District Facilities – Resolution No. 32-10/11

BARGAINING UNIT REPORTS

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

CTA – California Teachers Association

The Board adjourned the regular meeting of the Board of Trustees at 8:50 p.m.

ADJOURNMENT

MINUTES OF THE SPECIAL BOARD OF TRUSTEES
MEETING ON FEBRUARY 23, 2010

President Green called the special meeting of the Board of Trustees to order at 6:00 p.m., in Board Room AD122, O. W. Noble Administrative Center, Riverside City College, 4800 Magnolia Avenue, Riverside, California.

CALL TO ORDER

Trustees Present

Ms. Virginia Blumenthal, Member
Mr. Sam Davis, Member
Ms. Mary Figueroa, Secretary
Mrs. Janet Green, President
Mr. Mark Takano, Vice President

Trustees Absent

Mr. Alexis Amor, Student Trustee

Staff Present

Dr. Gregory W. Gray, Chancellor
Dr. James Buysse, Vice Chancellor, Administration and Finance
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Services
Dr. Ray Maghroori, Provost/Vice Chancellor, Educational Services
Dr. Brenda Davis, President, Norco College
Mr. Tom Harris, Acting President, RCC
Dr. Monte Perez, President, Moreno Valley College
Ms. Chris Carlson, Chief of Staff
Mr. Aaron Brown, Associate Vice Chancellor, Administration and Finance
Mr. Jim Parsons, Associate Vice Chancellor, Strategic Communications and Relations
Dr. Richard Davin, President, Academic Senate, Riverside City College and District
Mr. Sal Soto, Vice President, Academic Senate, Moreno Valley College

RCC Student Rikki Hix led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Mr. George Escutia, Jr. spoke about student involvement with the budget; Mr. Edison Van Vlimmeren spoke about the hiring freeze; Dr. Chris Rocco spoke about funded vs. unfunded FTES; and Dr. Richard Mahon spoke about the budget.

COMMENTS FROM THE PUBLIC

Dr. Gray and Dr. Buysse presented an information only proposal for a budget reduction plan for the 2011-2012 fiscal year.

BUDGET UPDATE

The Board adjourned the meeting at 7:56 p.m.

ADJOURNMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S REPORTS

Report No.: II-B

Date: March 15, 2011

Subject: Moreno Valley College Dental Education Center – Recommendation to Award Bids for Multiple Construction Categories

Background: On January 25, 2011, the Board of Trustees approved a tentative project budget in the amount of \$9,500,181 for the Moreno Valley College Dental Education Center (MDEC) project using Moreno Valley College Allocated Measure C funds.

Due to the importance of meeting the unusually rapid student occupancy schedule of July 1st for the Fall 2011 term, the construction activities for the Moreno Valley College Dental Education Center must begin by early April 2011. Staff is seeking every opportunity to accelerate project construction. Although an exception to District standard operating procedures, staff requests Board pre-approval of bid awards to the lowest responsive/responsible bidder within the project budget, and pre-approve issuing notices to proceed for multiple construction categories. Currently, the four (4) construction categories requesting pre-approval are listed as follows:

- Category 1 – Demolition/Grading (License A or C12)
- Category 2 – Site Utilities Electrical (License C10)
- Category 3 – Site Utilities Plumbing (License C34 or C36)
- Category 4 – Lab Casework (License C-6)

Early award of these categories will allow the project to start immediately to ensure the project remains on schedule. The scope of work starting immediately is comprised of the site demolition/grading, electrical, potable water, and lab casework shop drawings (which take a significant amount of time to process through Division of the State Architect) to meet the manufacturing lead times for delivery and installation in mid-June. Final bid results for Board review and ratification will be presented at the next regular Board of Trustees Meeting after each bid award.

Funded from the Board-approved project budget, Moreno Valley College Allocated Measure C funds.

Recommended Action: It is recommended that the Board of Trustees consider approval of the Moreno Valley College Dental Education Center award of bids for four construction project categories: Category 1 – Demolition/Grading; Category 2 – Site Utilities Electrical; Category 3 – Site Utilities Plumbing; and Category 4 – Lab Casework; and award to the lowest responsive/responsible bidders as long as bids are within the project budget; authorize the issuance of notices to proceed for the four construction categories; permit project bid ratification at a subsequent Board of Trustees meeting; and authorize the Vice Chancellor, Administration and Finance to sign the associated agreements.

Gregory W. Gray
Chancellor

Prepared by: Monte Perez, President, Moreno Valley College

Claude Martinez, Interim Vice President Business Services, Moreno Valley College

Orin L. Williams, Associate Vice Chancellor, Facilities Planning and Development

Bart L. Doering, Director of Construction, Facilities Planning and Development

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S REPORT

Report No.: II-C

Date: March 15, 2011

Subject: Resolution No. 42-10/11 in Support of a 2020 Vision for Student Success for California Community Colleges

Background: The Community College League of California (CCLC) instituted a Commission on the Future ("The Commission"). The Commission is charged with studying effective policy and practice changes that, if incorporated, could be reasonably implemented by 2020 and would enable the system to increase the number of students who have access to, and are able to complete, high-quality degrees, certificates and transfer pathways in our community colleges. The Commission is composed of 33 members including CEOs, Trustees, and faculty, staff and student members, with its work culminating the presentation of the 2020 Vision report.

The 2020 Vision of the Commission is that all California residents have the opportunity to complete a quality postsecondary education in a timely manner, through:

- Success: Programs and support services should be designed to maximize the ability of students to be successful in meeting their higher education goals (e.g., certificate or degree completion.)
- Equity: Access and success should regularly be monitored (by ethnicity and social class) and interventions to close achievement gaps between groups should be a campus priority.
- Access: California should continue to lead the nation in participation rate (i.e., the number of students per 1,000 residents) enrolled in higher education.

The reports identifies following goals to mark success of the Commission:

- Success: California's community colleges will increase completions by 1 million by 2020.
- Equity: California's community colleges will eliminate the achievement gap.
- Access: California's community colleges will close participation rate gaps.

In recognition of the Commission and 2020 Vision for Student Success Report, a resolution in support was prepared for the Boards consideration at the December board meeting. At that meeting, members of the Academic Senate expressed concerns to the resolution and the report as issue of absolutes. Consequently, the three college academic senates consulted. A copy of their review and position is attached. In light of their concerns, but in general support for the initiative, the Academic Senate proposes that the words "in the 'spirit'" be added to the resolution. The attached resolution has included that suggestion as underlined in the attached resolution for the board's consideration

Recommended Action: It is recommended that the Board of Trustees consider Resolution No. 42-10/11 declaring the District's support for the 2020 Vision for Student Success for California Community Colleges.

Gregory W. Gray
Chancellor

Prepared by: Chris Carlson
Chief of Staff

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION IN SUPPORT OF A 2020 VISION FOR
STUDENT SUCCESS FOR CALIFORNIA COMMUNITY COLEGES

RESOLUTION NO. 42-10/11

WHEREAS, California's community colleges are serving 2.7 million students in 2009-2010, thus making it the nation's largest in total numbers and a constant leader in the nation in the percentage of the adult population in attendance;

WHEREAS, there has been a general decline in United State higher education attainment compared to other large industrialized nations;

WHEREAS, in 1960, California ranked eighth in the nation in the percentage of adults between the ages 25- to 34-year-olds holding at least a bachelor's degree; and by 2006, California ranked 23rd in its share of 25- to 34-year olds holding at least that degree and 43rd among states in the ratio of bachelor's degrees awarded compared to high school diplomas awarded five years earlier;

WHEREAS, President Barack Obama has proposed that the United States reclaim the lead in the percentage of adults earning associates' degrees or higher among developed nations which would require increasing the percentage of 25- to 34-year olds with associates degrees or higher from 40.4% to 60% by 2020;

WHEREAS, the Public Policy Institute of California (PPIC) estimates that California needs one million more baccalaureate degree holders above the state's baseline projection in 2025 to meet the workforce needs of California employers;

WHEREAS, California's community colleges are uniquely positioned to make a major contribution to increasing the success and achievement of their students which will, in turn, help California to reclaim its former level of excellence in education and economic well-being;

WHEREAS, California's community colleges recognize the need for setting ambitious goals to enable students to increase completions – of both certificates and associate degrees – which will lead to a significant increase in the number and percentage of Californians who hold an associate's degree or higher and once again exceed the national average by 2020;

NOW THEREFORE, the Board of Trustees of the Riverside Community College District hereby endorses the 'spirit' of the "2020 Vision for Student Success" report published by the Community College League of California and its "Commission on the Future" in 2010 and pledges to engage its local college(s) in efforts aimed at improving the access and success of its students while also increasing equity by closing the achievement gap among various racial groups of students.

PASSED AND ADOPTED this 15th day of March 2011, at the regular meeting of the Riverside Community College District Board of Trustees.

Janet Green
President of the Board of Trustees
Riverside Community College District

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC SENATE REVIEW AND POSITION

After a thorough review of the COTF Report, the RCCD College Senates have a number of concerns with the report itself and the resolution that was presented to the Board of Trustees on December 14, 2010. What follows is a summary of those concerns. It was noted that there was no State Academic Senate representation on the COTF. Given the magnitude of the issue and its direct relationship to the charge of Academic Senates at all levels, we believe the make-up of the committee was not optimal. Academic Senates have been working on the issue of student success for a number of years and would have had much to offer the COTF process. The COTF based most of their research, data, and recommendations on California as a "proportion" of the larger national picture. While the report did allude to the current uniqueness of California's fiscal matters in some sections, that did not dissuade them from including our state as simply a proportionate piece of a larger puzzle. In fact, the report refers to the recommended increase in "completions" by 2020 and/or 2025 as "California's share" of a national effort. We don't hold with the idea that the CCCs are simply a proportion of a national issue. California, as we all know, is quite unique in most respects, from its current budgetary matters, to its cultural diversity, population, geography, and most significantly, it is unique in its Community College System. However, we do agree that the CCC System is in dire need of repair across its spectrum, and improvement in student success is an integral part of that remedy. Toward that end, we agree with much of the COTF Report in principle, but not with at least two of the specific recommendations.

COTF employed an array of national data to conclude that the CCCs "share" of a national goal, to achieve a 60% degree attainment rate for 25-34 year olds by 2025, would be roughly 1.5 million additional Associate degrees (1 million by 2020) (p.8). Achieving this goal would require that each community college in the system increase its annual enrollment by 4500 and 7000 students with the lower number dependent on achieving the targeted completion rate of 60%. In the face of the anticipated budget cuts, the COTF goals are both ambitious and daunting (p.9).

In addition, we question the appropriateness of completions as the only meaningful target. We believe that we cannot say with any degree of accuracy that "completion" is, or should be, the only indicator of student success. And of course, classroom faculty have always known that. We hope that a more nuanced metric will result from the newly formed Student Success Task Force which does have adequate ASCCC representation.

The two recommendations from the COTF that cause us the greatest concern are the following:

- Create an additive, categorical incentive funding model that distributes money based upon improvements in institutional and student performance as measured by completion of momentum points linked to student success.
- Enrollment fee increases should be moderate and predictable, and tied to an inflationary index. Enrollment fee revenue increases should supplement the base level of resources from the prior year.

The first suggests that we should have performance-based funding which we cannot endorse without the specification of meaningful metrics for performance. The second recommends fee increases which the state academic senate is on record as opposing. While we agree with the merits of the proposed qualifications, they do presuppose the fee increases, thus we cannot support this recommendation either.

Historically and legislatively, academic senates at all levels have been charged with the academic and professional matter of student success. Overall the Senates' charge has fallen under the rubric of 10+1 and the matter of student success, as a 10+1 item, is clearly stated as a "Primarily Rely" item within RCCD Board Policy 4005.

THEREFORE:

It is the position of RCCDs three colleges at Moreno Valley, Norco, and Riverside City that the Commission on the Future (COTF) Report and all but the two recommendations noted above comport favorably with the Senates' positions. We thereby recommend a modified resolution of support of the COTF report and its other recommendations included with this position paper (attached).

In addition, the Academic Senates of Riverside Community College District believe that this resolution and similar others that are connected to the 10+1, should continue to adhere to the tradition of shared governance.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S REPORT

Report No.: II-D

Date: March 15, 2011

Subject: Resolution No. 43-10/11 in Support of the State of California Placing a Revenue Extension Measure on the June 2011 Ballot

Background: Governor Brown, after his State of the State address, proposed a State budget for the 2011/12 year. Included in this budget proposal, are further cuts to education. Education has experienced one of the most disproportionate amount of cuts throughout the past state budgets; due to the economic decline of the state's revenues and increased expenditures. Riverside Community College District, like districts throughout the state, continues to grapple with further cuts, and address unfunded increased costs to achieve a balanced budget proposal that addresses the growing budget gap. However, these efforts are done in alignment with Governor's proposed budget, which includes a five-year extension of the temporary tax measures.

A vote to place the tax extension on the June 2011 statewide election ballot was to occur by March 10th, 2011 by the California State Legislature. This did not occur and the issue continues to be discussed in Sacramento. As such, a resolution of the Board of Trustees has been prepared for the Board's consideration to support the passage of placing a revenue extension measure on the June 2011 ballot by the state legislature.

Should the board pass the proposed resolution; copies will be advanced to the offices of our state legislators encouraging positive action, as outlined in the proposed resolution.

Recommended Action: It is recommended that the Board of Trustees consider Resolution No. 43-10/11 in Support of the State of California placing a revenue extension measure on the June 2011 ballot.

Gregory W. Gray
Chancellor

Prepared by: Chris Carlson
Chief of Staff

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION OF THE BOARD OF TRUSTEES OF
RIVERSIDE COMMUNITY COLLEGE DISTRICT IN
SUPPORT OF THE STATE OF CALIFORNIA PLACING
A REVENUE EXTENSION MEASURE ON THE JUNE 2011 BALLOT

RESOLUTION NO. 43-10/11

WHEREAS, Governor Brown's 2011-12 budget proposal is a balanced approach using revenues and new spending cuts to solve the deficit and provides for an extension of temporary revenues to support programs our community and students need and deserve; and

WHEREAS, over the last several years, education funding has taken a disproportionate amount of budget cuts; and

WHEREAS, State funding for California community colleges has been reduced by more than \$800 million from the 2009/10 fiscal year to the upcoming 2011/12 fiscal year; and

WHEREAS, ongoing statewide cuts to education funding have forced Riverside Community College District to address a \$40 million budget gap from the 2009/10 fiscal year to the upcoming 2011/12 fiscal year; and

WHEREAS, the proposed State education cuts to the 2011/12 budget would further limit access to community colleges, preventing an estimated 150,000 students across California--including 3,000 living in communities served by Riverside Community College District--from enrolling in college classes.

WHEREAS, California community colleges offer the workforce development training programs and higher education transfer programs required to prepare and advance a knowledgeable and skilled workforce for the state; and

WHEREAS, the State of California continues to experience high unemployment and a growing educational and skills gap, making strong workforce education and training programs imperative to meeting requirements of available jobs; and

WHEREAS, preparing Californians to successfully compete for these skill- and knowledge-based jobs will help advance the overall economy of the state of California by increasing the revenue base; and

WHEREAS, to begin to reverse this downward spiral, Californians must retain existing revenues that enable us to invest in our schools and students; and

WHEREAS, the Governor's budget proposal to limit further cuts to K-14 schools in 2011-12 is dependent upon voter approval of an extension of existing temporary tax increases; and

WHEREAS, a ballot measure to extend temporary revenues will help prevent further cuts to community colleges and, without this extension, the Legislative Analyst's Office reports that funding for community colleges will fall by at least \$1.09 billion for the upcoming 2011/12 fiscal year; and

WHEREAS, Riverside Community College District expects all legislators to work with the Governor to protect schools and community colleges from further cuts and to ensure the continued investment our students and communities deserve; and

WHEREAS, Riverside Community College District opposes a cuts-only budget and supports a budget that is balanced through a combination of cuts and revenue extensions;

NOW, THEREFORE, BE IT RESOLVED that the Riverside Community College District supports placing a measure on the June 2011 ballot calling for a five-year revenue extension to preserve our communities by making education and workforce development a priority in our State for the gainful employment and advancement of our people and economy.

PASSED AND ADOPTED this 15th day of March 2011, at the regular meeting of the Riverside Community College District Board of Trustees.

Janet Green
President of the Board of Trustees
Riverside Community College District

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Report No.: V-A-1-a

Date: March 15, 2011

Subject: Academic Personnel

1. Appointments

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

The Chancellor recommends approval for the following appointments:

a. Management

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
RIVERSIDE CITY COLLEGE			
Lorraine Anderson	Interim Dean, Enrollment Services	02/26/11-3/15/11	Contract Extension

b. Contract Faculty
(None)

c. Long-Term, Temporary Faculty
(None)

2. Salary Reclassification

Board Policy 7160 establishes the procedures for professional growth and salary reclassification. It is recommended the Board of Trustees grant a salary reclassification to the following faculty members effective April 1, 2011:

<u>Name</u>	<u>From Column</u>	<u>To Column</u>
Donna Lesser	E	F
Angie Fawson	G	H
Estrella Romero	F	H
Yuri Ulloa	E	F

Subject: Academic Personnel

3. Salary Placement Adjustment

At their meeting of January 25, 2011, the Board of Trustees approved the appointment of the following faculty members. The employees have provided appropriate verification of experience and/or coursework completed that will affect their salary placement.

It is recommended the Board of Trustees approve the adjustment of salary placement for the faculty members listed below, effective during the spring semester 2011.

<u>Name</u>	<u>From Column/Step</u>	<u>To Column/Step</u>
Marissa Iliscupidez	D-2	D-4
John Moore	D-3	D-5

4. Request for Leave Under the California Family Rights Act (CFRA) and the Federal Family and Medical Leave Act (FMLA)

It is recommended the Board of Trustees approve/ratify the request for leave under the California Family Rights Act and/or the Federal Family and Medical Leave Act. A maximum of 12 weeks (480 hours) of combined CFRA/FMLA will be reduced concurrently, as indicated below, for the following employee:

<u>Name</u>	<u>Title</u>	<u>Leave Type</u>	<u>Effective/ Retroactive to:</u>
John Young	Associate Professor, Economics	FMLA/CFRA	02/25/11

5. Separation

Board Policy 7350 authorizes the Chancellor to officially accept the resignation of an employee; and the Chancellor has accepted the following resignation.

It is recommended the Board of Trustees approve the resignation of the individual listed below:

<u>Name</u>	<u>Title</u>	<u>Last Day of Employment</u>	<u>Reason</u>
Annebelle Nery	Dean, Student Success/ Project Director, Title 5	03/18/11	Resignation

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Report No.: V-A-1-b

Date: March 15, 2011

Subject: Classified Personnel

1. Appointments

In accordance with Board Policy 2200, the Chancellor recommends approval for the following:

- a. Management/Supervisory
(None)
- b. Management/Supervisory – Categorically Funded
(None)
- c. Classified/Confidential

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
MORENO VALLEY COLLEGE				
TBA	Enrollment Services Assistant (Part-time, 48.75%)	TBA	TBA	TBA
TBA	Enrollment Services Assistant (Part-time, 48.75%)	TBA	TBA	TBA
TBA	Learning Center Assistant (Part-time, 40.0%)	TBA	TBA	TBA
TBA	Medical Office Receptionist (Part-time, 47.50%)	TBA	TBA	TBA
NORCO COLLEGE				
April Coke	Learning Center Assistant (Part-time, 47.5%)	3/16/11	A-1	Appointment
TBA	Learning Center Assistant (Part-time, 47.50%)	TBA	TBA	TBA
TBA	Instructional Production Specialist	TBA	TBA	TBA
TBA	Medical Office Receptionist (Part-time, 47.5%)	TBA	TBA	TBA

Subject: Classified Personnel

1. Appointments (Continued)

c. Classified/Confidential

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
RIVERSIDE CITY COLLEGE				
Constantino Gonzalez	Admissions & Records Operations Assistant (Part-time, 48.75%)	03/16/11	C-1	Appointment
Ruben Leyva	Admissions & Records Operations Assistant (Part-time, 48.75%)	03/16/11	C-1	Appointment
TBA	International Student & Programs Specialist	TBA	TBA	TBA

d. Classified/Confidential – Categorically Funded

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
DISTRICT				
TBA	Procurement Specialist	TBA	TBA	TBA
MORENO VALLEY COLLEGE				
TBA	Outreach Specialist	TBA	TBA	TBA
NORCO COLLEGE				
James Bow	Microcomputer Support Specialist (Part-time, 47.50%)	03/21/11	N-1	Appointment
TBA	Educational Advisor (EOPS) (Part-time, 75.0%)	TBA	TBA	TBA
TBA	Educational Advisor (TRIO/SSS) (Part-time, 75.0%)	TBA	TBA	TBA

2. Request for Permanent Increase in Workload for Categorically-Funded Management Position

The President of Norco Campus has requested a permanent increase in workload for the categorically-funded, part-time management position of Outcomes Assessment Specialist. This position is currently held by Gregory Aycock.

It is recommended the Board of Trustees approve the permanent increase in workload for the categorically-funded, management position of Outcomes Assessment Specialist from 50% to 100%, retroactive to March 1, 2011.

Subject: Classified Personnel

3. Request for Temporary Increase in Workload for Categorically-Funded Management Position

The Vice President of Student Services – Riverside City College has requested a temporary increase in workload for the categorically-funded, part-time management position of Director, Student Support Services. This position is currently held by Tenisha James.

It is recommended the Board of Trustees approve the temporary increase in workload for the categorically-funded, management position Student Support Services from 75% to 100%, effective April 1, 2011 – June 30, 2011.

4. The Riverside Community College District (District) and the Riverside Community College District Employees, Chapter 535 of the California School Employees Association (CSEA) Memorandum of Understanding Concerning New Expiration of Contract

The District and CSEA hereby agree that in the interest of the District and CSEA to have stability during the July 1, 2011 to June 30, 2012 period, the parties agree to create a new collective bargaining agreement between CSEA and the District with a term of July 1, 2011 to June 30, 2012. The above referenced collective bargaining agreement shall embody all of the specific terms of the agreement due to expire on June 30, 2011, the parties agree to be bound by all language and provisions with the exception of the duration clause. The Memorandum of Understanding was ratified by CSEA membership on March 4, 2011.

5. The Riverside Community College District (RCCD) and the Riverside Community College District Employees, Chapter 535 of the California School Employees Association (CSEA) Memorandum of Understanding Concerning Cesar Chavez Holiday

RCCD and CSEA agree to observe March 31st 2012, and thereafter, as a day of recognition and remembrance of Cesar Chavez birthday as a paid holiday. It is further agreed between the parties stated above, to incorporate into this Memorandum of Understanding, Article XVIII- HOLIDAYS, Sections A., C., D. and E. The Memorandum of Understanding was ratified by CSEA membership on March 4, 2011.

6. The Riverside Community College District (RCCD) and the Riverside Community College District Employees, Chapter 535 of the California School Employees Association (CSEA) Memorandum of Understanding Concerning Flexible Work Schedules

RCCD and CSEA agree that RCCD has the right to set the work schedule with respect to the days per week and/or starting and ending times for specific limited number of classified positions. For this purpose, RCCD and CSEA, Chapter 535 agree those classifications will require the hours to be flexible. It is further agreed only those classifications referenced on the addendum that is signed by both parties shall be subject to the terms of this memorandum. The Memorandum of Understanding was ratified by CSEA membership on March 4, 2011.

Report No.: V-A-1-b

Date: March 15, 2011

Subject: Classified Personnel

7. Separations

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

It is recommended the Board of Trustees approve/ratify the resignation of the individuals listed below:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Reason</u>
Lauren Clark	Administrative Assistant II (Initially on 39-Month Rehire List)	02/16/11	Resignation
John Thrower	Cashier/Clerk	03/30/11	Resignation

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Report No.: V-A-1-c

Date: March 15, 2011

Subject: Other Personnel

1. Substitute Assignments

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

2. Short-term Positions

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

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

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

Report No.: V-A-1-c

Date March 15, 2011

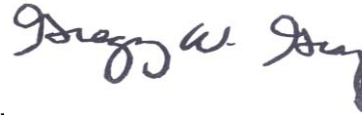
Subject: Classified Personnel

Submitted by:



Melissa Kane
Vice Chancellor, Diversity and Human
Resources

Transmitted to the Board by:



Gregory W. Gray
Chancellor

Concurred by:



Chris Carlson
Chief of Staff/Executive Assistant to
the Chancellor

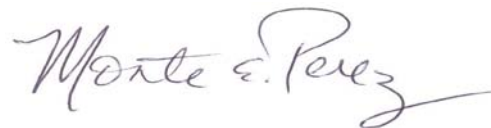
Concurred by:



Brenda Davis
President, Norco Campus



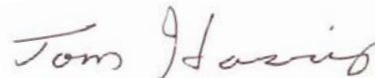
Ray Maghroori
Provost/Vice Chancellor, Educational Services



Monte Perez
President, Moreno Valley Campus



James Buysse
Vice Chancellor, Administration and Finance
and Finance



Tom Harris
Acting President, Riverside City College

RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 535
MEMORANDUM OF UNDERSTANDING
CONCERNING
NEW EXPIRATION OF CONTRACT
DECEMBER 16, 2010

The Riverside Community College District (District) and the Riverside Community College District Employees, Chapter 535 of the California School Employees Association, (CSEA) hereby agree that in the interest of the District and CSEA to have stability during the July 1, 2011 to June 30, 2012 period, the parties agree to the following terms:

1. To enter into a new collective bargaining agreement between CSEA and the District with a term of July 1, 2011 to June 30, 2012.
2. The above referenced collective bargaining agreement shall embody all of the specific terms of the agreement due to expire on June 30, 2011, the parties agree to be bound by all language and provisions with the exception of the duration clause.
3. ARTICLE XXVII –DURATION AND TERMINATION- the District and CSEA agree to forego the right to re-open two articles each as stated in Article XXVII Section B.
4. Nothing in this agreement shall be construed as limiting any rights the parties otherwise retain under the provisions of the Educational Employment Relations Act.

This agreement is subject to ratification by CSEA membership and the approval of the Board of Trustees.

For the CSEA:

Date 2/8/11
Signed [Signature]
Signed _____

For the District:

Date 2/8/11
Signed [Signature]
Signed _____

**RIVERSIDE COMMUNITY COLLEGE DISTRICT AND THE CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION, CHAPTER 535
MEMORANDUM OF UNDERSTANDING
CONCERNING
CESAR CHAVEZ HOLIDAY
DECEMBER 16, 2010**

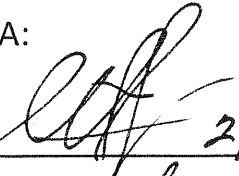
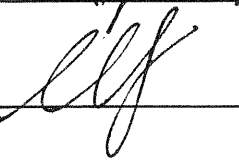
Riverside Community College District (RCCD) and The Riverside Community College District Employees, Chapter 535 of the California School Employees Association hereby agree to the following terms as it relates to March 31st 2012, and thereafter, to observe as a day of recognition and remembrance of Cesar Chavez birthday as a paid holiday.

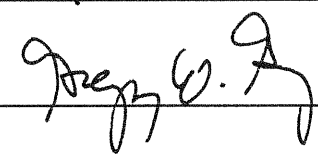
It is further agreed between the parties stated above, to incorporate into this Memorandum of Understanding, Article XVIII- HOLIDAYS, Sections A., C., D. and E.

This agreement shall be subject to Education Code 88204 employees shall be entitled to the paid holiday, provided they are in paid status during the working day of normal assignment immediately preceding or succeeding the holiday.

This agreement and its terms shall become effective on March 31, 2012 and shall remain in effect thereafter. This Memorandum of Understanding and its terms shall be incorporated into the subsequent successor collective bargaining agreement between the parties stated above.

This agreement is subject to ratification by CSEA membership and the approval of the Board of Trustees.

For CSEA:
Date  2/8/11
Signed 
Signed _____

For the District:
Date 2/8/11
Signed 
Signed _____

**RIVERSIDE COMMUNITY COLLEGE DISTRICT AND THE CALIFORNIA SCHOOL
EMPLOYEES ASSOCIATION, CHAPTER 535
MEMORANDUM OF UNDERSTANDING
CONCERNING
FLEXIBLE WORK SCHEDULES
DECEMBER 16, 2010**

Riverside Community College District (RCCD) and The Riverside Community College District Employees, Chapter 535 of the California School Employees Association hereby agree to the following terms as it relates to the work schedules of a limited number of classified positions for the purpose of meeting the operational needs of the District.

This agreement will afford RCCD the right to set the work schedule with respect to the days per week and/or starting and ending times for specific limited number of classified positions. For this purpose, RCCD and CSEA, Chapter 535 agree those classifications will require the hours to be flexible. It is further agreed only those classifications referenced on the addendum that is signed by both parties shall be subject to the terms of this memorandum. The job posting will state that the position is subject to a flexible work schedule.

The daily starting and ending times of Unit Members in these classifications may vary from day-to-day where support of the assigned program or service requires fluctuation in the daily schedule. The Unit Member will be notified of any time changes as soon as possible and be given no less than 40 hours notification, before the change is effective. Schedule variations shall be distributed and rotated as equally as is practical among qualified Unit Members within each department. The District shall determine the qualification required for any given daily schedule change.

In accordance with program or service requirements, the District or CSEA may propose additions or deletions of classifications for exemption from regular starting and ending times. The District and CSEA will meet to negotiate the

proposal. Any additions or deletions of classifications will be set forth in writing and signed by both the District and CSEA.

This agreement is not intended to deny any of the terms and conditions of the collective bargaining agreement, with the exception of **ARTICLE X, SECTION B.HOURS OF WORK.**

This agreement is subject to ratification by CSEA membership and the approval of the Board of Trustees.

For CSEA:

Date 2/8/11
Signed [Signature]
Signed _____

For the District:

Date 2/8/11
Signed [Signature]
Signed _____

Addendum (A)

It is agreed the following classified positions listed below, hired after December 1, 2010, represent in its entirety the positions which shall be subject to the terms and conditions as set forth in the Memorandum of Agreement between Riverside Community College District and the California School Employees Association Chapter 535 concerning Flexible Work Schedules. The District or CSEA may propose additions or deletions of classifications for exemption from regular starting and ending times. If either the District or CSEA does not agree with a proposal, the District and CSEA will meet to negotiate the proposal.

1. Piano Accompanist (Music, Theater, Dance)
2. Background Investigator
3. Community Service Aides I (3 positions)
4. Any Photographers
5. Art Gallery Coordinator/Curator

SUBSTITUTE ASSIGNMENTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
TBA	Payroll Technician Substitue	Accounting Services	03/16/11-06/30/11	\$22.72
MORENO VALLEY COLLEGE				
Sandra Goulsby	Director, Enrollment Services Substitute	Admissions & Records	03/16/11-05/15/11	T-5
NORCO COLLEGE				
RIVERSIDE CITY COLLEGE				
Cottingham, Susan	Clerical, Substitute	Cosmetology	01/02/11-02/07/11	\$18.51
TBA	TBA	TBA	TBA	TBA

SHORT-TERM POSITIONS

Backup V-A-1-c-2

March 15, 2011

Page 1 of 1

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
Vaga-Castillo, Jose	Dispatch Clerk	Warehouse	01/07/11-06/17/11	\$8.00
MORENO VALLEY COLLEGE				
Murillo, Vannia	Tutor I	Center	03/16/11-06/10/11	\$8.00
		Health Human Pub		
Santa Cruz, Elena	Grant Project Technician	Svc	03/16/11-04/21/11	\$20.00
NORCO COLLEGE				
Acoff, Christina	Special Projects Employee	Title V Coop	03/16/11-06/30/11	\$0.00
Ahmu, Jannica	Special Projects Employee	Title V Coop	03/16/11-06/30/11	\$0.00
Alcantar, Cynthia	Grant Facilitator	TRIO	03/01/11-06/30/11	\$40.00
Arredondo, Janice	Office Assistant IV	TRIO/Upward Bound	03/01/11-04/30/11	\$14.00
Coke, April	Office Assistant IV	Tutorial Services	03/01/11-03/15/11	\$14.00
Tsuha, Shigueru	Special Projects Employee	Title V Coop	03/16/11-06/30/11	\$0.00
RIVERSIDE CITY COLLEGE				
Alvarez-Jamarillo, Alejandr	Tutor IV	RCC STEM	03/16/11-06/30/11	\$10.00
Barber, Debbie	Interpreter III	Srvs	02/15/11-06/30/11	\$27.00
Blessum, Froke	Office Assistant IV	Academic Senate	03/01/11-06/30/11	\$14.00
Blood, Dawn	Supplemental Inst. Leader	Academic Support	02/16/11-06/30/11	\$12.00
Guerrero, Cristobal	STEM Mentor	STEM	03/16/11-06/30/11	\$12.50
Rader, Marilyn	Accompanist III	Performing Arts	03/16/11-06/08/11	\$30.00
Six, Charissa	STEM Mentor	RCC STEM	03/16/11-06/30/11	\$12.50
Velez, Chris	Special Project Employee	Marching Band	03/01/11-05/01/11	\$0.00
TBA	TBA	TBA	TBA	TBA

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

DISTRICT FUNDS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
RIVERSIDE COMMUNITY COLLEGE DISTRICT				
Davis, Sharon	Office Assistant II	DSPS	03/02/11	\$ 10.50
Marshall, Daniel	Lab Aide II	BEIT	02/24/11	\$ 10.00
NORCO COLLEGE				
Corpuz, Sean	Tutor	Tutorial Services	02/28/11	\$ 8.00
Crawford, Cabonia	Tutor	Tutorial Services	02/24/11	\$ 8.00
Domen, Letrishauna	Office Assistant	Admissions & Records	02/23/11	\$ 8.00
Fox, Cory	Office Assistant	Admissions & Records	02/24/11	\$ 8.00
Lujan, Loreen	Office Assistant	Admissions & Records	02/22/11	\$ 8.00
McCabe, Matthew	Educational Assistant	BEIT	02/24/11	\$ 8.00
Miller Jr., Jeffrey	Office Assistant	Title V	02/24/11	\$ 10.00
Miller Jr., Jon	Tutor	Tutorial Services	02/15/11	\$ 8.00
Newell, Adam	Tutor	Tutorial Services	03/02/11	\$ 8.00
Smith Jr., Robert	Tutor	Tutorial Services	02/24/11	\$ 8.00
Williams, Darryl	Tutor	Tutorial Services	02/28/11	\$ 8.00
RIVERSIDE CITY COLLEGE				
Benesh, Danielle	CCE Student Worker	CCE	02/25/11	\$ 8.00
Briguglio, Mathew	Tutor	Tutorial Services	03/07/11	\$ 8.00
Bryant, London	Midi Lab Monitor	Performing Arts / Music	02/23/11	\$ 8.00
Coe, Marielle	Educational Assistant	Performing Arts / Dance	02/25/11	\$ 8.00
Cortes-Gonzalez, Casty	Receptionist	STEM Program	02/28/11	\$ 8.00
Fletcher, Amber	Std Food Services Worker	Food Services	02/23/11	\$ 8.00
Jones, Michael	Tutor	Tutorial Services	03/01/11	\$ 8.00
Lin, Jia	Tutor	Tutorial Services	03/07/11	\$ 8.00
Ng, Yukching	Tutor	Tutorial Services	02/23/11	\$ 8.00
Pantoja, Mario	Midi Lab Monitor	Performing Arts / Music	03/01/11	\$ 8.00
Sandoval, Stacy	Educational Assistant	CCE	03/01/11	\$ 8.00
Suchoknand, Gail	Tutor	STEM Program	02/25/11	\$ 10.00
Trujillo, Nicolas	CCE Student Worker	CCE	02/25/11	\$ 8.00
Urzua, Cindy	Tutor	Tutorial Services	03/07/11	\$ 8.00
Vasquez, Marcus	Tutor	STEM Program	03/01/11	\$ 10.00
Zhong, Yi	Lab Aide	Business Admin / IST	03/01/11	\$ 8.00
Zubillaga, Ryan	Recital Assistant	Performing Arts / Music	02/23/11	\$ 8.00

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

CATEGORICAL FUNDS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
COMMUNITY SERVICE PROGRAM				
Hamren, Keegan	Student Office Assistant	Riverside Housing Auth.	02/15/11	\$ 8.50
MORENO VALLEY COLLEGE				
Assria, Nadia	Office Assistant	Student Support Services	03/03/11	\$ 8.50
Franklin, Jaysmine	Student Worker	Counseling	03/04/11	\$ 8.00
Lara, Alicia	RSP Assistant	RSP	03/04/11	\$ 8.50
Sorapuru, Lorena	Student Worker	Counseling	03/04/11	\$ 8.00
NORCO COLLEGE				
Amaya, Alan	Office Assistant	Customized Solutions	02/17/11	\$ 8.00
Fletcher, Paul	Accommodations Aide	DRC/DSPS	02/28/11	\$ 9.00
Lara, Dimitri	Office Assistant	Customized Solutions	02/17/11	\$ 8.00
Pena, Janice	Office Assistant	Procurement Assist. Ctr.	02/17/11	\$ 8.25
Villareal Jr., Fernando	Office Assistant	Career Transfer Center	02/28/11	\$ 8.00
RIVERSIDE CITY COLLEGE				
Carr, Brittany	Office Receptionist	Workforce Preparation Business Admin /	02/09/11	\$ 8.50
Mendez, Laura	Education Assistant	Paralegal	02/17/11	\$ 10.50
Salcido, Gerardo	Accommodations Aide	DSPS	02/28/11	\$ 8.00
Sedillo, Mitzi	Accommodations Aide	DSPS	02/28/11	\$ 8.00

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-2

Date: March 15, 2011

Subject: Purchase Order and Warrant Report-All District Resources

Background: The attached Purchase Order and Warrant Report-All District Resources is submitted to comply with Education Code Sections 81656 and 85231. The Purchase Orders and Purchase Order Additions, totaling \$3,757,517 requested by District staff and issued by the District Business Office have been reviewed to verify that budgeted funds are available in the appropriate categories of expenditure.

District Warrant Claims (numbers 170190-171243) totaling \$3,819,809 have been reviewed by the Business Office to verify that monies are available in the appropriate funds for payment of these warrants. These claims also have been reviewed, on a sample basis, by the Riverside County Office of Education through its claim audit program.

Recommended Action: It is recommended that the Board of Trustees approve/ratify the Purchase Orders and Purchase Order Additions totaling \$3,757,517 and District Warrant Claims totaling \$3,819,809.

Gregory W. Gray
Chancellor

Prepared by: Majd S. Askar
Purchasing Manager

Report of Purchases-All District Resources
Purchases Over \$78,900
2/01/11 thru 2/25/11

PO#	Department	Vendor	Description	Amount
C0003309	FPD&C	Padilla & Associates, Inc	Moreno Valley College Dental Ed Center	\$94,050
C0003310	FPD&C	HMC Architects	District Design Standards	150,000
C0003311	FPD&C	Padilla & Associates, Inc	MVC Parking Structure-Learning Gateway Building	292,040
C0003321	FPD&C	River City Testing	MVC Parking Structure-Learning Gateway Building	517,928
C0003322	FPD&C	Inland Inspections & Consulting	MVC Parking Structure-Learning Gateway Building	257,055
C0003324	FPD&C	March Joint Powers Authority	Relocation of MDEC Utilities	250,000
P0026864	Facilities	American Technologies Inc	Repairs - Service	125,000
P0027495	Board of Trustees	County of Riverside Registrar	Elections	589,333
<hr/>				
Additions to Approved/Ratify Purchases of \$78,900 and Over				
C0002714	FPD&C	Meadows Construction Services, Inc.	Norco Campus Safety & Site Improvement Project	104,000
Total				<u>\$2,379,406</u>
<hr/>				
All Purchase Orders, Contracts, and Additions for the Period of 2/01/11 - 2/25/11				
<hr/>				
Contracts- C3308 - C3330				\$577,917
Contract Additions- C2520 - C3263				
Purchase Orders- P27266 - P27590				756,405
Purchase Order Additions- P25245 - P27192				
Blanket Purchase Orders- B8192 - B8229				43,789
Blanket Purchase Order Additions- None				
Total				<u>\$1,378,111</u>
Grand Total				<u><u>\$3,757,517</u></u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: March 15, 2011

Subject: Budget Adjustments

Background: The 2010-11 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 budget transfers between major object code expenditure classifications within the approved budget to allow for needed purchases of supplies, services, equipment and hiring of personnel. Unless otherwise noted, the transfers are within the unrestricted General Fund (Fund 11, Resource 1000). The following budget transfers have been requested:

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Riverside</u>		
R1. Transfer to purchase projectors and supplies.		
From: VP, Academic Affairs	Administrative Contingency	\$ 4,433
To: Learning Resource Center	Equipment	\$ 3,739
	Supplies	694
R2. Transfer to reallocate the Basic Skills/ESL 2009/2010 grant budget. (Fund 12, Resource 1190)		
From: Basic Skills/ESL 2009/2010	Classified FT Administrator	\$ 1,594
	Supplies	126
To: Basic Skills/ESL 2009/2010	Academic Special Project	\$ 1,475
	Copying and Printing	42
	Instructional Aides, Hourly	30
	Student Help - Instructional	168
	Employee Benefits	5

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: March 15, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R3. Transfer to provide for conferences.		
From: Riverside Honors Program	Supplies	\$ 113
	Copying and Printing	77
To: Riverside Honors Program	Conferences	\$ 190
R4. Transfer to provide for repairs.		
From: Information Systems & Technology	Student Help - Instructional	\$ 337
To: Information Systems & Technology	Repairs	\$ 337
R5. Transfer to purchase playground signs for the Innovative Learning Center.		
From: Early Childhood Studies - Lrng Ctr	Supplies	\$ 54
To: Early Childhood Studies - Lrng Ctr	Fixtures & Fixed Equipment	\$ 54
R6. Transfer to purchase computers. (Fund 12, Resource 1190)		
From: SFAA - Augmentation Grant	Other Services	\$ 23,000
To: SFAA - Augmentation Grant	Equipment	\$ 23,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: March 15, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R7. Transfer to provide for student help. (Fund 12, Resource 1190)		
From: EOPS	Supplies	\$ 6,331
To: EOPS	Student Help - Non-Instr	\$ 2,000
	Academic FT Non-Instr	829
	Classified FT	3,120
	Employee Benefits	382
R8. Transfer to reallocate the Community Learning in Partnership grant budget. (Fund 12, Resource 1190)		
From: Community Learning in Partnership	Short Term Temporary	\$ 76,102
To: Community Learning in Partnership	Academic Special Project	\$ 8,000
	Classified FT Administrator	6,163
	Classified FT	22,030
	Classified Special Project	10,500
	Employee Benefits	22,062
	Food	1,114
	Meeting Expenses	1,500
	Equipment	4,733
R9. Transfer to reallocate the Gateway to College Tech Prep Demo grant budget. (Fund 12, Resource 1190)		
From: Gateway to College Tech Prep Demo	Other Services	\$ 2,266
To: Gateway to College Tech Prep Demo	Transportation/Bus Passes	\$ 2,266

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: March 15, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R10. Transfer to provide for temporary pool services until the Swimming Pool Maintenance Technician position is filled.		
From: Facilities	Classified FT	\$ 15,600
To: Facilities	Other Services	\$ 15,600

Norco

N1. Transfer to provide for repairs and computer software maintenance and licensing.

From: Student Services	Supplies	\$ 621
To: Student Services	Repairs	\$ 595
	Comp Software Maint/Lic	26

N2. Transfer to provide for office furniture.

From: Counseling	Comp Software Maint/Lic	\$ 16
To: Counseling	Equipment	\$ 16

N3. Transfer to reallocate the CalWorks budget. (Fund 12, Resource 1190)

From: CalWorks	Academic PT Non-Instr	\$ 4,541
To: CalWorks	Short-Term Temporary	\$ 2,000
	Mileage	300
	Conferences	100
	Equipment	2,141

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: March 15, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N4. Transfer to reallocate the Title V Coop grant budget. (Fund 12, Resource 1190)		
From: President - Title V Coop	Employee Benefits	\$ 15,001
	Instructional Supplies	511
	Copying and Printing	198
	Supplies	22,285
	Food	452
	Postage	50
	Lecturers	5,000
	Mileage	200
	Conferences	802
	Cellular Telephone	206
	Comp Software Maint/Lic	35
To: President - Title V Coop	Short-Term Temporary	\$ 16,584
	Student Help-Non-Instr	8,274
	Classified Special Project	1,700
	Academic PT Non-Instr	14,850
	Academic Special Project	3,332
N5. Transfer to reallocate the Title V HSI Coop grant budget. (Fund 12, Resource 1190)		
From: President – Title V HSI Coop	Classified FT Administrator	\$ 87,990
To: President – Title V HIS Coop	Academic FT Non-Instr	\$ 47,648
	Academic PT Non-Instr	20,000
	Short-Term Temporary	6,000
	Student Help Non-Instr	6,000
	Employee Benefits	5,715
	Repairs	2,627

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: March 15, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N6. Transfer to reallocate the Disable Student Services budget. (Fund 12, Resource 1190)		
From: Disabled Student Services	Academic PT Non-Instr	\$ 4,141
To: Disabled Student Services	Classified FT	\$ 1,079
	Student Help-Non-Instr	2,182
	Copying and Printing	100
	Supplies	500
	Mileage	280
N7. Transfer to purchase a computer software license. (Fund 12, Resource 1190)		
From: Matriculation	Supplies	\$ 979
To: Matriculation	Comp Software Maint/Lic	\$ 979
N8. Transfer to provide for a classified full time administrator and benefits.		
From: Business Operations	Administrative Contingency	\$ 15,682
To: Student Success	Classified FT Administrator	\$ 9,119
	Employee Benefits	6,563

Moreno Valley

M1. Transfer to reallocate the WIA Allied Health Program Expansion grant.
(Fund 12, Resource 1190)

From: Health, Human and Public Services	Academic PT Teaching	\$ 101,025
	Employee Benefits	7,905
To: Health, Human and Public Services	Instructional Supplies	\$ 51,371
	Equipment	20,559
	Comp Software Maint/Lic	37,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: March 15, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M2. Transfer to provide for consultants, mileage and cell phone service.		
From: Health Science Programs	Short-Term Temporary	\$ 8,951
To: Health Science Programs	Consultants	\$ 1,362
	Mileage	389
	Cellular Telephone	7,200
M3. Transfer to purchase computer netbooks. (Fund 12, Resource 1190)		
From: FIPSE, Public Sfty, Ed & Training	License Fees	\$ 2,738
To: FIPSE, Public Sfty, Ed & Training	Equipment	\$ 2,738
M4. Transfer to provide for a special project.		
From: President	Administrative Contingency	\$ 2,072
To: Dean of Instruction	Academic Special Project	\$ 2,072
M5. Transfer to provide for conference fees.		
From: Dean of Instruction, Honors Program	Office Supplies	\$ 450
To: Dean of Instruction, Honors Program	Conferences	\$ 450
M6. Transfer to purchase a scanner. (Fund 12, Resource 1190)		
From: Matriculation	Office Supplies	\$ 1,120
To: Matriculation	Equipment	\$ 1,120

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: March 15, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>District Office and District Support Services</u>		
D1. Transfer to provide for accreditation expenses.		
From: Finance	Classified FT	\$ 3,500
To: Nursing	Travel Expenses	\$ 3,500
D2. Transfer to provide for computer equipment. (Fund 12, Resource 1190)		
From: Procurement Assistance	Supplies	\$ 3,000
To: Procurement Assistance	Equipment	\$ 3,000
D3. Transfer to provide for employee benefits. (Fund 12, Resource 1190)		
From: CTE – Perkins Title 1C	Student Help-Non-Instr	\$ 6,343
To: CTE – Perkins Title 1C	Employee Benefits	\$ 6,343
D4. Transfer to reallocate the Perkins Title IIC grant budget. (Fund 12, Resource 1190)		
From: CTE – Perkins Title II C	Meeting Expense	\$ 5,114
To: CTE – Perkins Title II C	Academic Special Project	\$ 150
	Classified Overtime	4,500
	Employee Benefits	464

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: March 15, 2011

Subject: Budget Adjustments (continued)

	<u>Program</u>	<u>Account</u>	<u>Amount</u>
D5. Transfer to provide for academic part time teaching and employee benefits. (Fund 11, Resource 1170)			
From:	Customized Solutions	Other Services	\$ 2,692
To:	Customized Solutions	Academic PT Teaching Employee Benefits	\$ 2,595 97
D6. Transfer to provide for photographic equipment. (Fund 41, Resource 4130)			
From:	College Relations MineOkubo Collection	Consultants	\$ 1,150
To:	College Relations MineOkubo Collection	Equipment	\$ 1,150
D7. Transfer to provide for consultants and conferences.			
From:	Finance	Classified FT	\$ 17,149
To:	Chancellor College Relations	Consultants Conferences	\$ 15,337 1,812
D8. Transfer to provide for classified overtime and consulting services.			
From:	Chancellor	Academic Special Project	\$ 4,828
To:	Chancellor	Classified Overtime Consultants	\$ 2,000 2,828

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: March 15, 2011

Subject: Budget Adjustments (continued)

Program

Account

Amount

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

Gregory W. Gray
Chancellor

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-b-1

Date: March 15, 2011

Subject: Resolution to Amend Budget - Resolution No. 39-10/11
2010-2011 TriTech Small Business Development Center

Background: The Riverside Community College District TriTech Small Business Development Center has received additional funding for 2010-2011 in the amount of \$9,000 from cash match sponsors. The funds will be used for operational expenses of the program.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$9,000 to the budget and authorize the Vice Chancellor, Administration and Finance to sign the resolution.

Gregory W. Gray
Chancellor

Prepared by: John Tillquist
Dean, Economic Development and Community Education

Mark Mitchell
Director, TriTech SBDC

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 39-10/11

2010-2011 TriTech Small Business Development Center

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$9,000 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 March 15, 2011.

Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 39-10/11
 2010-2011 TriTech Small Business Development Center**

Year	County	District	Date	Fund
11	33	07	3/15/2011	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	000	1190	0	0000	0132	8890	3,690 00	Local Revenue
12	000	1190	0	0000	0110	8890	5,310 00	Local Revenue
								EXPENDITURES
12	AXD	1190	0	7012	0132	5110	3,690 00	Consultants
12	AXD	1190	0	7012	0110	5110	5,310 00	Consultants
							9,000 00	TOTAL INCOME
							9,000 00	TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-b-2

Date: March 15, 2011

Subject: Resolution to Amend Budget - Resolution No. 40-10/11
2010-2011 NetBooks Pilot Project - Moreno Valley College

Background: The Riverside Community College District, Moreno Valley College, has received two donations for the 2010-2011 NetBooks Pilot Project in the amounts of \$20,000 from the Riverside County Board of Supervisors and \$1,067 from Tao Creative, passed through from the Riverside Community College District Foundation. The funds will be used for monthly internet access fees for classes/students utilizing the NetBooks as part of a class curriculum.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$21,067 to the budget and authorize the Vice Chancellor, Administration and Finance to sign the resolution.

Gregory W. Gray
Chancellor

Prepared by: Monte E. Perez
President, Moreno Valley College

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 40-10/11

2010-2011 NetBooks Pilot Project - Moreno Valley College

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$21,067 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 March 15, 2011.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 40-10/11
 2010-2011 NetBooks Pilot Project - Moreno Valley College

Year	County	District	Date	Fund
11	33	07	3/15/2011	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	000	1190	0	0000	0512	8890	21,067 00	REVENUE
								EXPENDITURES
12	FMD	1190	0	6130	0512	5541	21,067 00	Cell Phone/Broadband Access
							21,067 00	TOTAL INCOME
							21,067 00	TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-c

Date: March 15, 2011

Subject: Contingency Budget Adjustments

Background: The 2010-11 adopted budget represents our best estimate of anticipated expenditures necessary to address the educational needs of students pursuant to the District's mission, goals and objectives. New initiatives and projects and unanticipated needs may be identified subsequent to budget adoption, requiring that additional funds be established in the budget. The additional funds can be provided by transferring budget from available contingency balances. The following contingency budget adjustments have been requested:

	<u>Program</u>	<u>Account</u>	<u>Amount</u>
1.	Transfer to provide for the Riverside City College Facilities Master Plan Update; approved by the Board of Trustees on February 22, 2011, Board Report No. VI-D-1. (Fund 41, Resource 4160)		
	From: GO Bond Capital Project	Contingency	\$ 77,000
	To: Facilities Planning	District	\$ 77,000

Recommended Action: It is recommended that the Board of Trustees, by a two-thirds vote of the members, approve the contingency budget transfer as presented.

Gregory W. Gray
Chancellor

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: March 15, 2011

Subject: Using Competitively Bid National Joint Powers Alliance (NJPA) Contract for the Purchase, Lease, or Cost per Copy for Copiers, Printers, Facsimiles, Other Imaging Equipment and Related Accessories and Supplies to Sharp Electronic Corporation

Background: The NJPA maintains lists of contracts for goods and services awarded to vendors. The NJPA is approved by the state of California for use by all governmental entities that are empowered to expend public funds for the acquisition of goods and services. Piggybacking is considered a best practice for public agencies to reduce the cost of procurement and is allowed in California under Public Contract Code 20652.

Staff recommends use of NJPA awarded contract number 021808-SP to Sharp Electronic Corporation for the purchase, lease, or cost per copy for copiers, printers, facsimiles, other imaging equipment and related accessories and supplies. The term of the contract is from March 21, 2008 through March 20, 2012. District staff has reviewed available cooperative purchasing agreements and other formal purchasing options and found that this subject contract best meets the needs of the District.

Recommended Action: It is recommended that the Board of Trustees approve using the Sharp Electronic Corporation competitively bid contract number 021808-SP, on file with NJPA, for the purchase, lease, or cost per copy for copiers, printers, facsimiles, other imaging equipment and related accessories and supplies.

Gregory W. Gray
Chancellor

Prepared by: Majd S. Askar
Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-b

Date: March 15, 2011

Subject: Approval to Utilize the U.S. General Services Administration Contract Numbers GS-35F-0511T and GS-35F-0245J with NEC Corporation of America for the Purchase of District Telephone System (PBX) Upgrade Equipment

Background: The District is utilizing a NEC PBX for its telephone system. The current system has reached the manufacture end of life. The required hardware refresh was placed on the PlanNet Technology Audit roadmap as a priority one item. NEC offers an upgrade solution that allows the District to preserve its investment in the current system while also extending the service life of the system for six years.

US General Services Administration (GSA) maintains lists of contracts for goods and services with competitive pricing awarded to vendors. The GSA Schedule is approved for use by all governmental entities that are empowered to expend public funds for the acquisition of goods and services. Piggybacking is considered a best practice for public agencies to reduce the cost of procurement, and is allowed in California under Public Contract Code 20652.

Riverside Community College District desires to utilize existing U.S. General Services Administration Contract Numbers GS-35F-0511T and GS-35F-0245J for the purchase of information technology equipment, software and services, to support the District's NEC PBX telephone equipment. NEC Corporation of America was awarded Contract Numbers GS-35F-0511T and GS-35F-0245J, which allows for cooperative purchasing agreements between public agencies. The contract is valid through June 26, 2012. District staff has reviewed available cooperative purchasing agreements and other formal purchasing options for the purchase of information technology equipment, software and services, and found that this subject contract best meets the needs of the District.

This request is being placed ahead of the completed IT Implementation Plan so the District can save 40% over the previously quoted price by placing the order before March 31, 2011. Riverside City College houses the main PBX system, while Moreno Valley and Norco Colleges house remote secondary systems. The cost of this upgrade is \$251,760 with the distribution for each college based on the specific hardware configuration at each location as follows:

Riverside City College	\$132,366
Moreno Valley College	59,194
Norco College	<u>60,200</u>
Total	<u>\$251,760</u>

The upgrade will be funded from Measure C funds set-aside for Utility/IT Upgrades.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-b

Date: March 15, 2011

Subject: Approval to Utilize the U.S. General Services Administration Contract Numbers GS-35F-0511T and GS-35F-0245J with NEC Corporation of America for the Purchase of District Telephone System (PBX) Upgrade Equipment (continued)

Recommended Action: It is recommended that the Board of Trustees approve the use of the U.S. General Services Administration Contract Numbers GS-35F-0511T and GS-35F-0245J for the purchase of the NEC PBX telephone system upgrade in the amount of \$251,760 using Measure C funds set-aside for Utility/IT Upgrades.

Gregory W. Gray
Chancellor

Prepared by: Steve Gilson
Associate Vice Chancellor
Information Services

Majd S. Askar
Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: March 15, 2011

Subject: Out-of-State Travel

Board Policy 6900 establishes procedures for reimbursement for out-of-state travel expenses; and the Board of Trustees must formally approve out-of-state travel beyond 500 miles; It is recommended that out-of-state travel be granted to:

Retroactive

- 1) Ms. Debbie Whitaker-Menses, associate dean, early childhood, to travel to Washington, D.C., March 6-9, 2011, to attend the Assessor Role for National Association for the Education of Young Children Associates Degree Accreditation Programs. There is no cost to the District. (The travel arrangements were not finalized until after the February Board meeting. Therefore, the travel request could not be included in the February Board report.)
- 2) Ms. Natalie Hannum, assistant professor, fire technology, to travel to Baltimore, Maryland, March 10-14, 2011, to attend the American Association of Public Administration Annual Conference. There is no cost to the District. (The travel arrangements were not finalized until after the February Board meeting. Therefore, the travel request could not be included in the February Board report.)

Current:

Moreno Valley College

- 1) Ms. Maureen Chavez, associate dean, grants and college support programs, to travel to Washington, D.C., April 18-21, 2011, to attend the 2011 Project Directors Meeting. Estimated Cost: \$2,355.09. Funding source: Title V (COOP) Grant funds.
- 2) Dr. Monte Perez, president, to travel to New Orleans, Louisiana, April 8-11, 2011, to attend the 91st American Association of Community Colleges Annual Convention. Estimated cost: \$2,009.69. Funding: The general fund.
- 3) Dr. Bonavita Quinto-Maccallum, associate professor, Spanish, to travel to Washington, D.C., April 18-21, 2011, to attend the 2011 Project Directors Meeting. Estimated Cost: \$2,245.09. Funding source: Title V (Ben Clark Training Center) Grant funds.
- 4) Ms. LeAnn Schoepflin, adjunct instructor, dental hygiene, to travel to San Antonio, Texas, May 12-14, 2011, to attend the 12th Annual Dental Hygiene Clinical Teaching Workshop "Transformative Teaching and Learning Styles to Strategies." Estimated cost: \$1,255.00. Funding source: Perkins Title I-C Grant funds.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: March 15, 2011

Subject: Out-of-State Travel (continued)

- 5) Ms. Sandra Schneidewind, adjunct faculty, dental hygiene, to travel to San Antonio, Texas, May 12-14, 2011, to attend the 12th Annual Dental Hygiene Clinical Teaching Workshop "Transformative Teaching and Learning Styles to Strategies." Estimated cost: \$1,255.00. Funding source: Perkins Title I-C Grant funds.

Norco College

- 1) Mr. Kevin Fleming, associate dean, career and technical education, to travel to Washington, D.C., April 18-22, 2011, to attend the Title V Project Directors Meeting Advancing Education Achievement. Estimated cost: \$2,416.83. Funding source: Title V Grant funds.
- 2) Ms. Dina Humble, associate professor, music, to travel to Washington, D.C., April 18-22, 2011, to attend the Title V Project Directors Meeting Advancing Education Achievement. Estimated cost: \$2,419.49. Funding source: Title V Grant funds.
- 3) Mr. Gustavo Ocegura, associate dean, grants and college support programs, and Cynthia Alcantar, grant facilitator, to travel to New York, Pennsylvania and Washington, D.C., March 27-April 2, 2011, to accompany nine (9) Upward Bound students to the east coast to tour various colleges/universities (New York University, Columbia University, Temple University, University of Pennsylvania, and George Washington University) and educational/historical tours. Estimated cost: \$14,439.50. Funding source: Upward Bound Corona-Norco Unified School District funds.
- 4) Mr. Gustavo Ocegura, associate dean, grants and college support programs, to travel to Washington, D.C., April 18-22, 2011, to attend the Title V Project Directors Meeting Advancing Education Achievement. Estimated cost: \$2,420.20. Funding source: Title V (COOP) Grant funds.

Riverside City College

- 1) Mr. Henry Bravo, instructional media center manager, to travel to Emmitsburg, Maryland, May 15-21, 2011, to attend the Department of Homeland Security/Federal Emergency Management Agency Training at the National Emergency Training Center for Community Emergency Response Team Train-the-Trainer and Community Emergency Response Team Program Manager training. There is no cost to the District.
- 2) Ms. Laneshia Judon, associate professor, business administration, to travel to Chicago, Illinois, April 7-11, 2011, to accompany six (6) students participating in the John Marshall Law School National Diversity Mock Trial Competition. Estimated cost: \$1,700.00. Funding source: ASRCC fund.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: March 15, 2011

Subject: Out-of-State Travel (continued)

- 3) Mr. Gary Locke, associate professor, music, and Ms. Sheila Locke, music specialist, performing arts, to travel to Dayton, Ohio, April 5-10, 2011, to accompany the marching band flag team participating in the Winter Guard International Championships Pageantry Competition and Expo (world's largest flag team contest). There is no cost to the District.
- 4) Mr. Gary Locke, associate professor, music, and Ms. Sheila Locke, music specialist, performing arts, to travel to Dayton, Ohio, April 13-17, 2011, to accompany the marching band drum line participating in the Winter Guard International Championships (world's largest drum line competition and pageantry expo). There is no cost to the District.
- 5) Ms. Terry Welker, library/learning resources, administrative manager, to travel to Emmitsburg, Maryland, May 15-21, 2011, to attend the Department of Homeland Security/Federal Emergency Management Agency Training at the National Emergency Training Center for Community Emergency Response Team Train-the-Trainer and Community Emergency Response Team Program Manager training. There is no cost to the District.

Riverside Community College District

- 1) Mr. Jeffrey Williamson, statewide director for the center for international trade development, to travel to Washington, D.C., March 30-April 1, 2011, to attend the Export-Import Bank's 2011 Annual Conference – Government at the Speed of Business. Estimated cost: \$1,203.00. Funding source: Statewide Leadership Center for International Trade Development Grant funds.
- 2) Mr. Jeffrey Williamson, statewide director for the center for international trade development, to travel to Hannover, Germany, April 1-9, 2011, to attend the United States Commerce Department to lead United States Trade and Investment Program to Hannover Messe 2011-Global Marketing Promotion. Estimated cost: \$3,708.00. Funding source: Statewide Leadership Center for International Trade Development Grant funds.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: March 15, 2011

Subject: Out-of-State Travel (continued)

- 3) Mr. Jeffrey Williamson, statewide director for the center for international trade development to travel to Washington, D.C., April 26-30, 2011, to attend the State International Development Organization (SIDO) Washington Forum 2011. Estimated cost: \$1,850.00. Funding source: Statewide Leadership Center for International Trade Development Grant funds.

Gregory W. Gray
Chancellor

Prepared by: Kathryn Tizcareno
Administrative Assistant

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-6-a

Date: March 15, 2011

Subject: Contracts and Agreements Report Less than \$78,900-All District Resources

Background: On September 11, 2007, the Board of Trustees authorized delegating authority to the Chancellor to enter into contractual agreements and the expenditure of funds pursuant to the Public Contract Code Section 20650 threshold, currently set at \$78,900. The attached listing of contracts and agreements under \$78,900 requested by campus and District staff has been reviewed and verified that budgeted funds are available in the appropriate categories of expenditure. Unless otherwise noted, the period covered by the contract or agreement is within fiscal year 2010-2011. The contracts and agreements have been executed pursuant to the Board's delegation of authority and are presented on this agenda for ratification.

Recommended Action: It is recommended that the Board of Trustees ratify contracts totaling \$577,917.

Gregory W. Gray
Chancellor

Prepared by: Majd S. Askar
Purchasing Manager

Contracts and Agreements Report-All District Resources
\$78,900 and Under
2/01/11 thru 2/25/11

PO#	Department	Vendor	Business Location	Description	Amount
C0003308	Workforce Preparation	UC Regents	Riverside	Clip Program	\$20,000
C0003312	Campus Student Services - Norco	American Youth Hostels, Inc	Washington, DC	Lodging	2,160
C0003313	Community Ed & Senior Citizen Education	Riverside Unified School District	Riverside	Rent	1,500
C0003314	Customized Solutions	Softskills	Chatsworth	Training	400
C0003315	Performance Riverside	California Theatre Center	Sunnyvale	The Ugly Duckling Production	3,000
C0003316	Chancellor's Office	Erickson, James	Riverside	Special Advisor to the Chancellor	76,000
C0003317	FPD&C	RC Interior Design Group Inc	Phoenix, AZ	Design Services	20,500
C0003318	Workforce Preparation - Moreno Valley	Hamed, Sherry	Perris	CPR Workshop	1,800
C0003319	Health, Human & Public Svcs-Moreno Valley	Klein Educational Systems, Inc	Davis	Software Subscription	67,500
C0003320	FPD&C	Rudolph and Sletten, Inc.	Redwood City	Moreno Valley College Dental Ed Center	53,782
C0003323	Administration & Finance	Magnon Property Management	Riverside	Property Management of District Offices	76,815
C0003325	Community Ed & Senior Citizen Education	Nicholson, Kellie R	Sherman Oaks	Community Ed Presenter	2,000
C0003326	Community Ed & Senior Citizen Education	Lopez, Jonathan	Murrieta	Community Ed Presenter	100
C0003327	Customized Solutions	Rogers, Henry	Riverside	Training	2,400
C0003328	Facilities - Norco	Comtech Infrastructure Solutions, Inc	Ontario	Norco Secondary Effects-Low Voltage Bid Award	29,980
C0003329	Board of Trustees	Titan Empire Inc	Redlands	Investigation Services	10,000
C0003330	Campus Student Services - Norco	American Youth Hostels, Inc	Riverside	Other Travel Expenses	2,160
N/A	Workforce Preparation	Riverside County Office of Education	Riverside	Provided Educational Services to Foster Youth	No Cost
N/A	DSPS	Riverside County Department of Mental Health	Riverside	Start up of Active Minds/Mental Health Ed Club	No Cost
N/A	Nursing	Community Care & Rehabilitation Center, LLC	Riverside	Clinical Rotation Sites for SON Students	No Cost
N/A	Customized Solutions	Ben Hudnall Memorial Trust	Riverside	Nursing for Credit Classes	No Cost
N/A	Purchasing	Office Depot	San Bernardino	Participation Agreement for Office Supplies	No Cost
N/A	Performing Arts	Musical Theatre International	New York, NY	Summer Conservatory Performance of "Les Miserables"	No Cost
N/A	Student Activities	MTV Networks on Campus, Inc	New York, NY	MTVN Program Service and Equipment	No Cost
N/A	Legal	Western Municipal Water District	Riverside	Right of Entry	No Cost
N/A	Tri Tech	Tech Coast Venture Network	Irvine	Co-sponsorship Agreement	No Cost
N/A	Nursing	Loma Linda University Medical Center	Loma Linda	Clinical Rotation Sites for SON Students	No Cost

Additions to Approved/Ratify Contracts of \$78,900 and Under

C0002520	FPD&C	LPA Inc.	Irvine	Design Moval Parking Structure	25,500
C0002844	Campus Student Services - Norco	Greatamerica Leasing Corporation	Cedar Rapids, IA	Copier Lease	2,974
C0002929	FPD&C	Roy E Whitehead, Inc	Riverside	Nursing/Sciences Building	49,532
C0002943	FPD&C	Communication Wiring Specialists, Inc	San Diego	Nursing/Sciences Building	10,657
C0003029	FPD&C	Broeske Architects & Associates Inc	Riverside	Alumni Carriage House	8,030
C0003065	Chancellor's Office	Gresham Savage Nolan & Tilden, Apc	San Bernardino	Legal Services	15,000
C0003079	Economic Development	Kasle, Donald H	Dove Canyon	Consulting Services	2,283
C0003125	Economic Development	Irvine Incubation Center	Irvine	Facilities Use Agreement	12,000
C0003128	Public Affairs & Institutional Advancement	Regus, Margaret Elaine	San Dimas	Media Services	10,000
C0003132	Chancellor's Office	Atkinson, Andelson, Loya, Ruud	Cerritos	Legal Services	20,000
C0003139	Workforce Preparation	Williams, Michaela J	Moreno Valley	Lecturer	1,450
C0003141	Workforce Preparation	Axelrod, Lisa	Palm Desert	Lecturer	375
C0003144	Workforce Preparation	Victoriano, Eutimio	Moreno Valley	Lecturer	2,925
C0003181	Academic Affairs	OCE North America, Inc.	Louisville, KY	Maintenance Agreement	234
C0003259	Stem Center	Varga Design & Marketing	San Leandro	Website/Data Management	120

Contracts and Agreements Report-All District Resources
 \$78,900 and Under
 2/01/11 thru 2/25/11

PO#	Department	Vendor	Business Location	Description	Amount
C0003263	Community Education	Boston Reed College	Napa	Community Ed Classes	46,740
N/A	Customized Solutions	El Camino Community College District	Torrance	Amends Wording Only	No Cost
N/A	Nursing	St Bernardine Medical Center	San Bernardino	Amends Wording Only	No Cost
N/A	Customized Solutions	McLane Company, Inc	Riverside	Amends/Extends Date to 12/31/11	No Cost
N/A	Academic Support	Riverside County Superintendent of Schools	Riverside	Amends Wording Only	No Cost
N/A	Workforce Preparation	Bill & Melinda Gates Foundation	Seattle, WA	Amends/Repurpose Funds	No Cost
				Total	<u>\$577,917</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
NORCO COLLEGE

Report No.: V-A-6-b

Date: March 15, 2011

Subject: Subcontract between Riverside Community College District, Norco College and the Foundation for California State University, San Bernardino

Background: Presented for the Board's review and consideration is a subcontract with the Foundation for California State University, San Bernardino and Norco College to implement a Title V Hispanic Serving Institutions Educational Grant resulting from a cooperative agreement.

On October 1, 2010, Norco College was awarded a five-year Title V Hispanic Serving Institutions Educational Grant totaling \$3.8 million to develop programs in new media, game and mobile platform development, and commercial music and to increase access to those programs and industry careers for Latino and low-income students. Norco College will use \$2.66 million on these efforts while partner institution California State University, San Bernardino will use \$1.2 million to design complementary programs in order to provide a seamless transition to university level courses and degrees. The funds will be used for salaries, benefits, materials, equipment, travel, construction and other operational expenses from March 16, 2011 through September 30, 2015.

Recommended Action: It is recommended that the Board of Trustees approve the subcontract with the Foundation for California State University, San Bernardino in the amount of \$1,115,302, for a cooperative agreement to implement a U.S. Department of Education Title V Hispanic-Serving Institutions Educational Grant; and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Gregory W. Gray
Chancellor

Prepared by: Brenda Davis
President, Norco College

Gustavo Ocegüera
Associate Dean, Grants & College Support Programs
Title V Coop Project Director

A Subcontract Between
Riverside Community College District, Norco College
And
The Foundation for California State University, San Bernardino
Resulting from a Cooperative Agreement to Implement a
U.S. Department of Education
Title V Hispanic-Serving Institutions Education Grants Program (CFDA 10.223)
Between
The U.S. Department of Education
And
Riverside Community College District, Norco College
(Award Number P031S100123)

Grant Award Notification for Award Number P031S100123 between the U.S. Department of Education and Riverside Community College District, Norco College (RCCD/NC) is attached to this subcontract as well as the General Terms and Conditions –B and the referenced proposal and budget. These references, as well as those relating to the use of program income, and disclosing federal funding in public announcements, apply to this subcontract and are binding upon the parties to this subcontract.

I. Scope of Subcontract

Contracting Agent: Riverside Community College District (RCCD) (Lead Agency/Fiscal Agent) for Norco College (NC).

Cooperative Partner: The Foundation for California State University, San Bernardino (CSUSB)

Subcontract Amount: Up to \$1,115,302 in federal funds, unless otherwise determined by the U.S. Department of Education, will be utilized in accordance with the terms and conditions of this subcontract (including the attached budget), all applicable sections of the contract between RCCD/NC and the U.S. Department of Education, as well as the information contained within the grant application to the Department of Education written in response to the Department's request for proposals for CFDA 10.223. This sum is subject to reduction by RCCD/NC should RCCD/NC experience a reduction in funding from the U.S. Department of Education. However, any impact on services as a result of reduction will be discussed, agreed upon and approved by Norco College Project Director of the Hispanic-Serving Institutions Education Grant.

Effective Date of Subcontract: March 16, 2011

Expiration Date of Subcontract: September 30, 2015 unless terminated early by the U.S.

Department of Education; in that case the termination date of this subcontract would be the same date as the termination date given by the U.S. Department of Education.

II. Description of Work

Through this Federal Department of Education funding opportunity, Riverside Community College, Norco College and the Foundation for California State University, San Bernardino have entered into a collaborative agreement to serve Latino and low-income residents by providing access to education; support for their academic success, and opportunity to obtain skills leading to involvement in the rapidly growing field of “new media,” that is-the production of digital media incorporating sound, visual content, motion, animation, and interactive design. These skills are used for the production of video games and other entertainment media; simulations for business, industry, and education; and applications for mobile devices.

We have established this collaborative effort between Norco College and California State University, San Bernardino with the overarching goals to:

1. Creation of new 2+2 articulated programs in Commercial Music/Music Technology, Game Development/Motion Graphics, and Mobile Applications.
2. Develop shared resources in costly and highly specialized lab facilities.
3. Bring about regular interaction among faculty for training and joint planning of curricula and pedagogy.
4. Coordinate student support and transfer assistance for Latino and low-income students including awareness activities, support activities, and career education and development of success skills.

CSUSB will meet with Norco College as frequency requested by the Norco College Project Director to discuss progress made toward grant objectives, review fiscal issues, address challenges, barriers, and/or concerns regarding the grant, and coordinate activities.

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

III. Consideration

In consideration of the performance by CSUSB in administering this component of the Hispanic-Serving Institutions Education Grant, RCCD shall make payments to CSUSB totaling no more than \$161,776 in the first year, \$257,407 in the second year, \$295,268 in the third year, \$184,872 in the fourth year, and \$215,979 in the fifth year, as approved in the attached grant budget, unless modified by unanimous approval of Norco College Hispanic-Serving Institutions Education Grant Project Director and the U.S. Department of Education. These funds will be released no more frequently than quarterly and only after the delivery of services and periodic progress

reports at intervals determined by the Norco College Project Director. An invoice detailing expenses by major cost category and personnel expenses by individual line item (to correspond with line items listed in the approved budget) shall be sent to the Hispanic-Serving Institutions Education Grant Project Director at Norco College.

Payment for the delivery of services specified shall be made upon written request of CSUSB to RCCD/NC by submission of a request for reimbursement certification form. As agreed to in advance, request for reimbursement certification financial documentation must report expenses by major budget categories on an actual cost reimbursement basis. RCCD/NC will make every effort to reimburse CSUSB for services rendered within thirty days. CSUSB shall have the right to re-budget expenses as long as the re-budgeting falls within the Terms and Conditions – B guidelines. Likewise, any carry forward of funds from grant year to grant year can only be allowed by RCCD/NC if the U.S. Department of Education allows such carry forward. During the third and fourth quarters of the grant year, both parties agree to reevaluate the transfer of grant funds under this subcontract to reflect actual and anticipated grant deliverables. A subcontract amendment may increase or decrease the total amount of consideration due under this subcontract.

IV. Records/Audits

In accordance with the Terms and Conditions of the grant, in order to be in compliance with federal requirements, CSUSB must maintain records regarding the use of grant funds and progress toward grant objectives. CSUSB will maintain appropriate financial records in accordance with generally accepted accounting practices. CSUSB will make available to RCCD upon request, backup financial documentation (invoices and receipts) that clearly describe the nature of each expense, as authorized in the approved budget and as required by the terms of the U.S. Department of Education award agreement. CSUSB will submit progress reports as requested by the RCC Project Director that address progress made toward grant objectives and barriers or challenges to successful achievement of program objectives.

CSUSB shall preserve and, with advance notification, make available all records related to this Agreement for examination by Riverside Community College District, the federal government, and/or their duly authorized representative. CSUSB shall retain these records for three years after the completion of the grant program. If any audit or other action involving the records has been started before the expiration of this period, the records must be retained until completion of the action and resolution of all issues which arise from it or until the end of the three-year period, whichever is later; the retention period starts on the day the grantee submits its last expenditure report for that period or when the grant ends, whichever is later. Any costs which, upon audit, are found to be unallowable will be reduced from future claims for reimbursement, or shall be refunded if the Agreement has expired. CSUSB is subject to the uniform administrative requirements of OMB Circular A-21, A-110 and A-133 and/or other federal guidelines.

V. Assurances

Acceptance of this subcontract constitutes certification that CSUSB is not presently debarred, suspended, proposed for disbarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.

Acceptance of this subcontract constitutes certification that CSUSB is not delinquent on any Federal debt.

Acceptance of this subcontract constitutes certification that CSUSB is in compliance with Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Public Law 100-960, Title V, Subtitle D).

Acceptance of this subcontract constitutes certification that CSUSB is in compliance with the Series 3000 of the Staff Diversity/Affirmative Action Policy (Americans with Disabilities Act [1990], Ed. Code 87100, Title 5, California Code of Regulations Policy Number 3010x).

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

CSUSB agrees to abide by all regulations regarding intellectual property, compliance with ADA and the FEHA/Rehabilitation Act 1973.

CSUSB agrees to notify RCCD immediately if there is any change of status in any of the above.

VI. Designation of Personnel

RCCD/NC and U.S. Department of Education have designated Gustavo Ocegüera as the Project Director of the Hispanic-Serving Institutions Education Grant Program. Mr. Ocegüera is responsible for technical and administrative management of the collaborative project. All inquiries and reports regarding this subcontract should be directed to Mr. Ocegüera. CSUSB has designated Dr. Jenny Anderson the Co-PI of the program. These designated individuals are responsible for coordinating programmatic, financial and administrative matters as they relate to this subcontract.

VII. Suspension and Termination of Funds

Pursuant to a mutual understanding that the terms of this subcontract do not encumber the Implementation of Award Number P031S100123, as granted by the U.S. Department of Education for the explicit purposes of this Hispanic-Serving Institutions Education Grants Program, either party may suspend or terminate this subcontract upon thirty (30) days written notice, when at any time in either party's determination, the other party to this subcontract violates or departs from the terms and conditions of this subcontract; or if the program would not be achieved by continuance of the existing subcontract; or if CSUSB fails to submit the reports required under this subcontract according to the established schedule. Termination of this subcontract, however, will not invalidate commitments or obligations properly incurred by CSUSB prior to the date of termination that cannot be cancelled. CSUSB also agrees to adhere to conflict of interest regulations as approved by its governing body.

VIII. Indemnification

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 subcontract, and agrees to hold the other party, its officers, employees, subcontractors, agents or representatives harmless from any such liability. All partners of the Hispanic-Serving Institutions Education Grants Program are institutions of higher education of the State of California and assume liability only to the extent allowed by the State of California.

IX. Anti-Kickback

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

X. Acknowledgement of Support

CSUSB is responsible for assuring that an acknowledgment of the U.S. Department of Education support is made during news media interviews, including popular media such as radio, television and news magazines, that discuss in a substantial way work funded by this award.

XI. Law

This contract shall be governed by and construed in accordance with the laws of the State of California.

XII. Notices

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

RCCD/NC: Mr. Gustavo Ocegüera
Associate Dean, Grants & College Support Programs
Norco College
2001 Third Street
Norco, CA 92860

CSUSB: Dr. Jennifer Andersen
Associate Dean, College of Arts & Letters
California State University, San Bernardino
5500 University Parkway
San Bernardino, CA 92407-2393

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, for
Norco College

The Foundation for California State
University, San Bernardino

James L. Buysse
Vice Chancellor, Administration and Finance

Ms. Deborah Burns
Executive Director of the Foundation
for CSUSB

Date

Date

RIVERSIDE COMMUNITY COLLEGE DISTRICT
NORCO COLLEGE

Report No: V-A-6-c

Date: March 15, 2011

Subject: Agreement with Ramona Munsell and Associates Consulting, Inc.

Background: Presented for the Board's review and consideration is an agreement with Ramona Munsell and Associates Consulting, Inc., to provide eligibility establishment and award development services to Norco College for a Hispanic-Serving Institutions Program.

The agreement covers activities beginning February 17, 2010, through submission of the grant, or until the final payment is made to the consultant in the event of an award. Compensation will equal six percent of the HSI funds received by Norco College each year during the term of the grant which may exceed \$78,900. To be funded by the general fund.

Recommended Action: It is recommended that the Board of Trustees ratify the agreement with Ramona Munsell and Associates Consulting, Inc., for providing eligibility establishment and award development services to Norco College for a HSI grant program at six percent of the grant award, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Gregory W. Gray
Chancellor

Prepared by: Brenda Davis
President, Norco College

Annebelle Nery
Dean, Student Success
Title V Project Director

Independent Contractor Agreement
Between Riverside Community College District
on Behalf of Norco College
And Ramona Munsell & Associates Consulting, Inc.

This Agreement is entered into this February 17, 2010 between Riverside Community College District, whose address is 4800 Magnolia Avenue, Riverside, California, 92506, hereinafter referred to as the "Client," and Ramona Munsell & Associates Consulting, Inc., whose address is 21 Connie Lane, Bella Vista, Arkansas 72715, hereinafter referred to as the "Contractor".

ARTICLE I. TERM OF CONTRACT

1.01 This Agreement is effective to cover activities beginning February 17, 2010, and will continue in effect until the date of the 2012 submission deadline for the U.S. Department of Education Title V Developing Hispanic-Serving Institutions Program (in the case that no award is obtained in the first or second submission cycle), or five years from the date the Title V Cooperative award period begins, in the case that an award is granted in any of the three submission cycles referenced in this agreement.

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 and by the deadline specified in "Exhibit A."
- 4.03 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.
- 4.04 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.

ARTICLE VI. TERMINATION OF AGREEMENT

6.01 Termination Upon Notice. Notwithstanding any other provision of this Agreement, either party hereto may terminate this Agreement at any time during the initial proposal development phase and up to and including thirty (30) days after submission by giving 15 days written notice to the other. After this period of time, both parties agree that there will be no termination option for the duration of the contractual relationship. In the case that this termination option is invoked in the thirty (30) day period following the initial submission and an award is secured in this first submission cycle, the termination will be deemed void and the Contractor paid all residual compensation resulting from that award. In the case the the U.S. Department of Education does not have funding available to release an RFP for the Title V Program in 2010, the subsequent submission cycle will be considered as the first of the three required of this agreement.

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.
- 7.05 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.
- 7.06 Indemnification and Hold Harmless. During the term of this Agreement, the parties shall defend, indemnify and hold the other 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.
- 7.07 Contractor shall not discriminate against any person in the provision of services, or employment of persons on the basis of race, religion, medical condition, disability, marital status, gender, age or sexual orientation.

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/Norco

Annebelle Nery
Associate Dean, Student Success
Riverside Community College District/ Norco College

2001 Third Street
Norco, CA 92860

Contractor: Ramona Munsell
Ramona Munsell & Associates Consulting, Inc.
21 Connie Lane
Bella Vista, Arkansas 72715

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.

Riverside Community College District

Ramona Munsell
Ramona Munsell & Associates
Consulting, Inc.

James L. Buysse
Vice Chancellor, Administration and Finance

Independent Contractor

Date

Date

EXHIBIT A

Independent Contractor Agreement
Between Riverside Community College District
And Ramona Munsell & Associates Consulting, Inc.

Scope of Services

With this Agreement, Contractor will perform services and produce deliverables as detailed within this scope of service.

Title V Developing Hispanic-Serving Institutions Program
Eligibility Establishment and Proposal Development Services

Contractor will provide eligibility establishment and proposal development services to Norco College that will include, but not be limited to the following:

- Assist the college in establishing both institutional and Title V Program-specific eligibility
- Perform all activities necessary to plan and develop one Title V Cooperative proposal package for Norco College, first in draft form, then in final submission format, incorporating input from college officials in all drafts. Proposal development services will include the review of all documents and attachments considered to be part of the application package.
- Confer with college officials at Norco College to develop the focus and a detailed plan for the grant application.

Contractor will not be expected to prepare or complete the Program Assurances and Certifications, the Application Face Sheet or Budget Forms, although guidance will be provided relevant to the development of the project budget. The Client will be responsible for the completion and submission of these documents as well as submission of the application electronically on Grants.gov.

The services provided by the Contractor will also include grant management assistance in establishing appropriate program and fiscal controls, technical assistance with program implementation, and assistance with annual performance reports during the term of the grant, in the case that a grant award is obtained.

If a grant is not obtained, the Client will continue working with the Consultant for at least two more annual cycles under the conditions cited herein. A funding cycle is a period in which one competition for a Title V grant occurs and in which the College establishes eligibility, submits a complete proposal on or before the application deadline, and the application is accepted and reviewed. In the event that the joint efforts of the Client and Contractor are unsuccessful after three annual cycles as defined above, and unless this agreement is renewed by joint consent, the Client and Contractor are released from further obligations of one to the other. It is agreed that the Contractor will serve only in a consultant or advisory capacity and that the Client retains its decision-making powers in both the preparation of the proposal and in the management of the grant program.

The Contractor will not name Ramona Munsell & Associates Consulting, Inc. 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 a full two weeks prior to the respective submission deadlines as a result of the provision of services described within this Scope of Services: Final documents relating to eligibility establishment and proposal development services as described above for the Title V Developing Hispanic-Serving Institutions Program. The Contractor will ensure that all rules, regulations, and legislative requirements and funding criteria are fully addressed in the final draft.

EXHIBIT B

Independent Contractor Agreement
Between Riverside Community College District
And Ramona Munsell & Associates Consulting, Inc.

Compensation

It is agreed that should the proposal be successful as a result of the joint efforts of the Contractor and Client, the Client will pay the Contractor a fee equal to six (6%) of the Title V Cooperative funds received by the Client each year during the term of the grant. Payment of the Contractor's fee will be made in equal, quarterly installments, commencing with the date the grant begins (October 1).

In the case that the termination option is invoked during the thirty (30) day period after the first submission, the Contractor will be paid a flat sum of \$15,000 for the work performed. If after paying that sum, an award is made, causing the termination option to be deemed void, \$15,000 will be deducted from the first quarterly residual payment related to the award. All fees will be paid from the general fund and will not be charged to the grant.

These agreed upon totals include all Contractor outlays (time, travel, materials, etc.).

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-6-d

Date: March 15, 2011

Subject: Title V - Hispanic-Serving Institutions Education Grants Subcontractor
Agreement - Norco College

Background: Presented for the Board's review and consideration is a subcontractor agreement between Riverside Community College District - Norco College and the Foundation for California State University, San Bernardino to implement a U. S. Department of Education Title V - Hispanic-Serving Institutions Education Grants Program. The effective date of the subcontract is March 16, 2011 thru September 30, 2015, unless terminated earlier by the U.S. Department of Education.

The total maximum amount of the subcontract will be \$1,115,302, unless otherwise determined by the U.S. Department of Education, and will be utilized in accordance with the terms and conditions of this subcontractor. This sum is subject to reduction should a reduction in funding from the U.S. Department of Education occur.

Funding source: Title V - Hispanic-Serving Institutions Education Grants Program.

Recommended Action: It is recommended that the Board of Trustees approve the subcontractor agreement between Riverside Community College District - Norco College and the Foundation for California State University, San Bernardino effective March 16, 2011 thru September 30, 2015, in the amount not to exceed \$1,115,302 and authorize the Vice Chancellor, Administration and Finance, to sign the subcontractor agreement.

Gregory W. Gray
Chancellor

Prepared by: Dr. Brenda Davis
President, Norco College

A Subcontract Between
Riverside Community College District, Norco College
And
The Foundation for California State University, San Bernardino
Resulting from a Cooperative Agreement to Implement a
U.S. Department of Education
Title V Hispanic-Serving Institutions Education Grants Program (CFDA 10.223)
Between
The U.S. Department of Education
And
Riverside Community College District, Norco College
(Award Number P031S100123)

Grant Award Notification for Award Number P031S100123 between the U.S. Department of Education and Riverside Community College District, Norco College (RCCD/NC) is attached to this subcontract as well as the General Terms and Conditions –B and the referenced proposal and budget. These references, as well as those relating to the use of program income, and disclosing federal funding in public announcements, apply to this subcontract and are binding upon the parties to this subcontract.

I. Scope of Subcontract

Contracting Agent: Riverside Community College District (RCCD) (Lead Agency/Fiscal Agent) for Norco College (NC).

Cooperative Partner: The Foundation for California State University, San Bernardino (CSUSB)

Subcontract Amount: Up to \$1,115,302 in federal funds, unless otherwise determined by the U.S. Department of Education, will be utilized in accordance with the terms and conditions of this subcontract (including the attached budget), all applicable sections of the contract between RCCD/NC and the U.S. Department of Education, as well as the information contained within the grant application to the Department of Education written in response to the Department's request for proposals for CFDA 10.223. This sum is subject to reduction by RCCD/NC should RCCD/NC experience a reduction in funding from the U.S. Department of Education. However, any impact on services as a result of reduction will be discussed, agreed upon and approved by Norco College Project Director of the Hispanic-Serving Institutions Education Grant.

Effective Date of Subcontract: March 16, 2011

Expiration Date of Subcontract: September 30, 2015 unless terminated early by the U.S.

Department of Education; in that case the termination date of this subcontract would be the same date as the termination date given by the U.S. Department of Education.

II. Description of Work

Through this Federal Department of Education funding opportunity, Riverside Community College, Norco College and the Foundation for California State University, San Bernardino have entered into a collaborative agreement to serve Latino and low-income residents by providing access to education; support for their academic success, and opportunity to obtain skills leading to involvement in the rapidly growing field of "new media," that is-the production of digital

media incorporating sound, visual content, motion, animation, and interactive design. These skills are used for the production of video games and other entertainment media; simulations for business, industry, and education; and applications for mobile devices.

We have established this collaborative effort between Norco College and California State University, San Bernardino with the overarching goals to:

1. Creation of new 2+2 articulated programs in Commercial Music/Music Technology, Game Development/Motion Graphics, and Mobile Applications.
2. Develop shared resources in costly and highly specialized lab facilities.
3. Bring about regular interaction among faculty for training and joint planning of curricula and pedagogy.
4. Coordinate student support and transfer assistance for Latino and low-income students including awareness activities, support activities, and career education and development of success skills.

CSUSB will meet with Norco College as frequency requested by the Norco College Project Director to discuss progress made toward grant objectives, review fiscal issues, address challenges, barriers, and/or concerns regarding the grant, and coordinate activities.

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

III. Consideration

In consideration of the performance by CSUSB in administering this component of the Hispanic-Serving Institutions Education Grant, RCCD shall make payments to CSUSB totaling no more than \$161,776 in the first year, \$257,407 in the second year, \$295,268 in the third year, \$184,872 in the fourth year, and \$215,979 in the fifth year, as approved in the attached grant budget, unless modified by unanimous approval of Norco College Hispanic-Serving Institutions Education Grant Project Director and the U.S. Department of Education. These funds will be released no more frequently than quarterly and only after the delivery of services and periodic progress reports at intervals determined by the Norco College Project Director. An invoice detailing expenses by major cost category and personnel expenses by individual line item (to correspond with line items listed in the approved budget) shall be sent to the Hispanic-Serving Institutions Education Grant Project Director at Norco College.

Payment for the delivery of services specified shall be made upon written request of CSUSB to RCCD/NC by submission of a request for reimbursement certification form. As agreed to in advance, request for reimbursement certification financial documentation must report expenses by major budget categories on an actual cost reimbursement basis. RCCD/NC will make every effort to reimburse CSUSB for services rendered within thirty days. CSUSB shall have the right to re-budget expenses as long as the re-budgeting falls within the Terms and Conditions – B

guidelines. Likewise, any carry forward of funds from grant year to grant year can only be allowed by RCCD/NC if the U.S. Department of Education allows such carry forward. During the third and fourth quarters of the grant year, both parties agree to reevaluate the transfer of grant funds under this subcontract to reflect actual and anticipated grant deliverables. A subcontract amendment may increase or decrease the total amount of consideration due under this subcontract.

IV. Records/Audits

In accordance with the Terms and Conditions of the grant, in order to be in compliance with federal requirements, CSUSB must maintain records regarding the use of grant funds and progress toward grant objectives. CSUSB will maintain appropriate financial records in accordance with generally accepted accounting practices. CSUSB will make available to RCCD upon request, backup financial documentation (invoices and receipts) that clearly describe the nature of each expense, as authorized in the approved budget and as required by the terms of the U.S. Department of Education award agreement. CSUSB will submit progress reports as requested by the RCC Project Director that address progress made toward grant objectives and barriers or challenges to successful achievement of program objectives.

CSUSB shall preserve and, with advance notification, make available all records related to this Agreement for examination by Riverside Community College District, the federal government, and/or their duly authorized representative. CSUSB shall retain these records for three years after the completion of the grant program. If any audit or other action involving the records has been started before the expiration of this period, the records must be retained until completion of the action and resolution of all issues which arise from it or until the end of the three-year period, whichever is later; the retention period starts on the day the grantee submits its last expenditure report for that period or when the grant ends, whichever is later. Any costs which, upon audit, are found to be unallowable will be reduced from future claims for reimbursement, or shall be refunded if the Agreement has expired. CSUSB is subject to the uniform administrative requirements of OMB Circular A-21, A-110 and A-133 and/or other federal guidelines.

V. Assurances

Acceptance of this subcontract constitutes certification that CSUSB is not presently debarred, suspended, proposed for disbarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.

Acceptance of this subcontract constitutes certification that CSUSB is not delinquent on any Federal debt.

Acceptance of this subcontract constitutes certification that CSUSB is in compliance with Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Public Law 100-960, Title V, Subtitle D).

Acceptance of this subcontract constitutes certification that CSUSB is in compliance with the Series 3000 of the Staff Diversity/Affirmative Action Policy (Americans with Disabilities Act [1990], Ed. Code 87100, Title 5, California Code of Regulations Policy Number 3010x).

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

CSUSB agrees to abide by all regulations regarding intellectual property, compliance with ADA and the FEHA/Rehabilitation Act 1973.

CSUSB agrees to notify RCCD immediately if there is any change of status in any of the above.

VI. Designation of Personnel

RCCD/NC and U.S. Department of Education have designated Gustavo Ocegüera as the Project Director of the Hispanic-Serving Institutions Education Grant Program. Mr. Ocegüera is responsible for technical and administrative management of the collaborative project. All inquiries and reports regarding this subcontract should be directed to Mr. Ocegüera. CSUSB has designated Dr. Jenny Anderson the Co-PI of the program. These designated individuals are responsible for coordinating programmatic, financial and administrative matters as they relate to this subcontract.

VII. Suspension and Termination of Funds

Pursuant to a mutual understanding that the terms of this subcontract do not encumber the Implementation of Award Number P031S100123, as granted by the U.S. Department of Education for the explicit purposes of this Hispanic-Serving Institutions Education Grants Program, either party may suspend or terminate this subcontract upon thirty (30) days written notice, when at any time in either party's determination, the other party to this subcontract violates or departs from the terms and conditions of this subcontract; or if the program would not be achieved by continuance of the existing subcontract; or if CSUSB fails to submit the reports required under this subcontract according to the established schedule. Termination of this subcontract, however, will not invalidate commitments or obligations properly incurred by CSUSB prior to the date of termination that cannot be cancelled. CSUSB also agrees to adhere to conflict of interest regulations as approved by its governing body.

VIII. Indemnification

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 subcontract, and agrees to hold the other party, its officers, employees, subcontractors, agents or representatives harmless from any such liability. All partners of the Hispanic-Serving Institutions Education Grants Program are institutions of higher education of the State of California and assume liability only to the extent allowed by the State of California.

IX. Anti-Kickback

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

X. Acknowledgement of Support

CSUSB is responsible for assuring that an acknowledgment of the U.S. Department of Education support is made during news media interviews, including popular media such as radio, television and news magazines, that discuss in a substantial way work funded by this award.

XI. Law

This contract shall be governed by and construed in accordance with the laws of the State of California.

XII. Notices

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

RCCD/NC: Mr. Gustavo Ocegüera
Associate Dean, Grants & College Support Programs
Norco College
2001 Third Street
Norco, CA 92860

CSUSB: Dr. Jennifer Andersen
Associate Dean, College of Arts & Letters
California State University, San Bernardino
5500 University Parkway
San Bernardino, CA 92407-2393

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, for
Norco College

The Foundation for California State
University, San Bernardino

James L. Buysse
Vice Chancellor, Administration and Finance

Ms. Deborah Burns
Executive Director of the Foundation
for CSUSB

Date

Date

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-7-a

Date: March 15, 2011

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.

Gregory W. Gray
Chancellor

Prepared by: Bill J. Bogle, Jr.
Controller

Surplus Property

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	CPU	E6100	0034630122	026423
1	DELL	CPU	DIMENSION 4100	J30KB01	016606
1	DELL	CPU	DIMENSION 4100	5GPKB01	016630
1	GATEWAY	CPU	E4600-SE	0023730252	018017
1	GATEWAY	CPU	E4000	0029517381	020026
1	GATEWAY	CPU	E4000	0029517380	020031
1	GATEWAY	CPU	PROFILE	0030101292	021079
1	GATEWAY	CPU	PROFILE	0029585690	021084
1	GATEWAY	CPU	PROFILE 4 LS	0032615492	022663
1	GATEWAY	CPU	E6000	0028110722	019617
1	GATEWAY	CPU	E6000	0028110711	019618
1	GATEWAY	CPU	E6000	0028110713	019621
1	GATEWAY	CPU	E6000	0028110706	019622
1	GATEWAY	CPU	E6000	0028110717	019623
1	GATEWAY	CPU	E6000	0028110704	019574
1	GATEWAY	CPU	E6000	0028110710	019575
1	GATEWAY	CPU	E6000	0028110687	019613
1	GATEWAY	CPU	E6000	0028110688	019614
1	GATEWAY	CPU	E6000	0028110683	019615
1	GATEWAY	CPU	E6000	0028110684	019616
1	GATEWAY	CPU	E6000	0028110699	019625
1	GATEWAY	CPU	E6000	0028110690	019626
1	GATEWAY	CPU	E6000	0028110694	019627
1	GATEWAY	CPU	E6000	0028110702	019628
1	DELL	CPU	4100	H3MKB01	016656
1	GATEWAY	CPU	E6000	0028110550	018766
1	DELL	CPU	XPS B800	2D12701	016374
1	DELL	CPU	4100	49MKB01	016623
1	DELL	CPU	XPS B800	DDL0701	016396
1	GATEWAY	CPU	E6100	0032633905	022666
1	GATEWAY	CPU	E4650	0026959318	019060
1	GATEWAY	CPU	PROFILE 4 LS	0032615493	022662
1	GATEWAY	CPU	E6100	0034740233	024927
1	GATEWAY	CPU	PROFILE 4B	0029734899	019499
1	GATEWAY	CPU	PROFILE	0029585685	021085
1	DELL	CPU	XPS B800	6HL0701	016194
1	GATEWAY	CPU	E4000	0029468905	020032
1	DELL	CPU	XPS B800	6812701	016398
1	GATEWAY	CPU	P4LS	0032945041	022678
1	GATEWAY	CPU	PROFILE 5MX-C	0034541615	026361
1	GATEWAY	CPU	E4620S	0004484431	036786
1	DELL	CPU	GX280	97S8761	038218
1	GATEWAY	CPU	E SERIES	0029762273	020684
1	GATEWAY	CPU	E3400	02007419	020334
1	GATEWAY	CPU	PROFILE5 MXLC	0034749542	024634
1	GATEWAY	CPU	PROFILE 5.5SB	0035518010	025453
1	GATEWAY	MONITOR	FPD1965	MW862BOH06371	034810

Surplus Property

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	GATEWAY	MONITOR	FPD1520	MUL5016A0003399	018756
1	GATEWAY	MONITOR	FPD1520	MUL5009A0003341	019312
1	GATEWAY	MONITOR	FPD1730	TL8199336020380	022670
1	VIEWSONIC	MONITOR	VG800	A19024729205	021090
1	DELL	MONITOR	M991	MX049VYR478010CDH185	016631
1	DELL	MONITOR	M991	MX049VYR478010BGh0t7	016183
1	LEXMARK	PRINTER	21G8686	13480668216	031816
1	LEXMARK	PRINTER	21G8686	13480668180	031791
1	INFOCUS	PROJECTOR	LP420	2f8166838	012954
1	CANON	SCANNER	8400F	UZM182838	039841
1	LINCOLN	WELDER ARC	DC250	LY140036	006586
1	CANON	COPIER	IMAGECLASS 2300	MSTOO182	022647
1	RICOH	PRINTER	SPC210SF	Q7279001478	036601
47	DESKS	N/A	N/A	N/A	N/A
69	CHAIRS	N/A	N/A	N/A	N/A
35	TABLES	N/A	N/A	N/A	N/A
22	G.FURNITURE	N/A	N/A	N/A	N/A
1	LINCOLN	WELDER ARC	DC250	MJK157900	006592

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-7-b

Date: March 15, 2011

Subject: State of California Office of Emergency Services Form 130 - Designation of Applicant's Agent Resolution for Non-State Agencies - Resolution No. 41-10/11

Background: In connection with the flood damage that occurred at District facilities in December 2010, the State of California Office of Emergency Services requires that the Board of Trustees pass a resolution designating specific staff as authorized agents of the District for the purpose of pursuing federal financial assistance under Public Law 93-288, as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

Staff is recommending that the Board designate the following individuals as authorized agents for this purpose:

James L. Buysse	Vice Chancellor, Administration and Finance
Aaron S. Brown	Associate Vice Chancellor, Finance
Bill J. Bogle, Jr.	Controller
Sherry Colgan Stone	Emergency Planning and Preparedness Coordinator

Recommended Action: It is recommended that the Board approve the attached Resolution No. 41-10/11 - Designation of Applicant's Agent Resolution for Non-State Agencies and authorize the Board's Secretary to sign the appropriate documents.

Gregory W. Gray
Chancellor

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

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE _____ OF THE _____
(Governing Body) (Name of Applicant)

THAT _____, OR
(Title of Authorized Agent)
_____, OR
(Title of Authorized Agent)
_____, OR
(Title of Authorized Agent)
_____, OR
(Title of Authorized Agent)

is hereby authorized to execute for and in behalf of the _____, a public entity established under the
(Name of Applicant)
laws of the State of California, this application and to file it in the Office of Emergency Services for the purpose of obtaining certain federal
financial assistance under P.L. 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or
state financial assistance under the California Disaster Assistance Act.

THAT the _____, a public entity established under the laws of the State of California, hereby
(Name of Applicant)
authorizes its agent(s) to provide to the State Office of Emergency Services for all matters pertaining to such state disaster assistance the
assurances and agreements required.

- This is a universal resolution and is effective for all open and future disasters.
- This is a disaster specific resolution and is effective for only disaster number(s) _____.

Passed and approved this _____ day of _____, 20__

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of _____
(Name) (Title) (Name of Applicant)

do hereby certify that the above is a true and correct copy of a resolution passed and approved by the _____ of the
(Name of Applicant) (Governing Body)
_____ on the _____ day of _____, 20__.

(Signature) (Title)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-B-1

Date: March 15, 2011

Subject: Monthly Financial Report

Background: The Financial Report provides summary financial information, by Resource, for the period July 1, 2010 through February 28, 2011. 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: March 15, 2011

Subject: Monthly Financial Report (continued)

Information Only.

Gregory W. Gray
Chancellor

Prepared by: Bill J. Bogle, Jr.
Controller

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 28, 2011**

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 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 138,537,689	\$ 141,356,700	\$ 141,356,700	\$ 88,796,523
Inter/Intrafund Transfer from				
La Sierra Capital Fund (Resource 4130)	0	3,390,000	3,390,000	0
District Bookstore (Resource 1110)	303,000	350,426	350,426	87,606
Total Revenues	\$ 138,840,689	\$ 145,097,126	\$ 145,097,126	\$ 88,884,129
Expenditures				
Academic Salaries	\$ 65,646,759	\$ 64,566,885	\$ 64,685,145	\$ 41,283,867
Classified Salaries	31,072,446	32,118,327	32,071,450	20,076,041
Employee Benefits	26,632,748	29,367,497	29,393,568	16,964,955
Materials & Supplies	1,854,577	2,313,618	2,336,922	1,306,950
Services	11,883,115	15,777,951	15,409,614	8,526,394
Capital Outlay	972,227	840,552	1,088,131	332,048
Intrafund Transfers For:				
DSP&S Program (Resource 1190)	654,220	665,157	665,157	332,578
Federal Work Study (Resource 1190)	175,303	199,621	199,621	87,467
Instr. Equipment Match (Resource 1190)	9,002	13,002	13,002	13,002
Performance Riverside (Resource 1090)	193,257	0	0	0
ARRA Stimulus Backfill (Resource 1190)	454,608	73,434	73,434	58,361
General Fund Backfill (Resource 1190)	1,319,977	1,354,474	1,354,474	660,608
Interfund Transfer to:				
Resource 3200	0	0	0	0
Resource 3300	372,761	0	0	0
Resource 6100	250,000	250,000	250,000	125,000
Total Expenditures	\$ 141,491,000	\$ 147,540,518	\$ 147,540,518	\$ 89,767,271
Revenues Over (Under) Expenditures	\$ (2,650,311)	\$ (2,443,392)	\$ (2,443,392)	\$ (883,142)
Beginning Fund Balance	13,822,759	11,172,448	11,172,448	11,172,448
Ending Fund Balance	\$ 11,172,448	\$ 8,729,056	\$ 8,729,056	\$ 10,289,306
Ending Cash Balance				\$ 11,081,901

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 28, 2011**

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

Fund 12, Resource 1050 - Parking

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,130,642	\$ 2,144,000	\$ 2,144,000	\$ 1,215,615
Expenditures				
Classified Salaries	\$ 1,072,224	\$ 1,251,866	\$ 1,251,866	\$ 686,837
Employee Benefits	335,245	379,071	379,071	208,157
Materials & Supplies	39,302	76,700	76,700	28,388
Services	299,137	396,910	396,404	143,833
Capital Outlay	64,139	236,999	237,505	76,494
Total Expenditures	\$ 1,810,047	\$ 2,341,546	\$ 2,341,546	\$ 1,143,709
Revenues Over (Under) Expenditures	\$ 320,595	\$ (197,546)	\$ (197,546)	\$ 71,906
Beginning Fund Balance	306,710	627,305	627,305	627,305
Ending Fund Balance	\$ 627,305	\$ 429,759	\$ 429,759	\$ 699,211
Ending Cash Balance				\$ 712,892

RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED FEBRUARY 28, 2011

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

Fund 12, Resource 1070 - Student Health Services

	Prior Year Actuals <u>7-1-09 to 6-30-10</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,656,047	\$ 1,690,000	\$ 1,690,000	\$ 1,250,516
Expenditures				
Academic Salaries	\$ 257,055	\$ 343,722	\$ 329,143	\$ 218,246
Classified Salaries	546,126	536,316	589,649	276,462
Employee Benefits	183,250	216,418	216,664	104,449
Materials & Supplies	101,521	141,725	145,185	58,347
Services	194,789	407,943	365,483	180,191
Capital Outlay	23,574	45,447	45,447	12,446
Total Expenditures	\$ 1,306,315	\$ 1,691,571	\$ 1,691,571	\$ 850,141
Revenues Over (Under) Expenditures	\$ 349,732	\$ (1,571)	\$ (1,571)	\$ 400,375
Beginning Fund Balance	<u>1,673,008</u>	<u>2,022,740</u>	<u>2,022,740</u>	<u>2,022,740</u>
Ending Fund Balance	<u>\$ 2,022,740</u>	<u>\$ 2,021,169</u>	<u>\$ 2,021,169</u>	<u>\$ 2,423,115</u>
Ending Cash Balance				<u>\$ 2,374,876</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 28, 2011**

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 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 766,381	\$ 725,800	\$ 725,800	\$ 613,309
Expenditures				
Academic Salaries	\$ 4,300	\$ 4,272	\$ 4,272	\$ 2,848
Classified Salaries	301,501	271,186	271,186	220,726
Employee Benefits	74,089	78,531	78,531	47,202
Materials & Supplies	4,696	3,200	3,200	2,051
Services	411,145	363,276	363,276	305,276
Total Expenditures	\$ 795,731	\$ 720,465	\$ 720,465	\$ 578,103
Revenues Over (Under) Expenditures	\$ (29,350)	\$ 5,335	\$ 5,335	\$ 35,206
Beginning Fund Balance	(61,340)	(90,690)	(90,690)	(90,690)
Ending Fund Balance	\$ (90,690)	\$ (85,355)	\$ (85,355)	\$ (55,484)
Ending Cash Balance				\$ (52,270)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 28, 2011**

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

Fund 11, Resource 1090 - Performance Riverside

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 679,890	\$ 921,691	\$ 946,691	\$ 569,068
Intrafund Transfer from General Operating (Resource 1000)	<u>193,257</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenues	<u>\$ 873,147</u>	<u>\$ 921,691</u>	<u>\$ 946,691</u>	<u>\$ 569,068</u>
Expenditures				
Classified Salaries	\$ 312,362	\$ 324,894	\$ 324,894	\$ 208,479
Employee Benefits	112,526	122,948	122,948	71,426
Materials & Supplies	25,088	28,200	28,200	16,233
Services	<u>385,311</u>	<u>445,649</u>	<u>445,649</u>	<u>282,977</u>
Total Expenditures	<u>\$ 835,287</u>	<u>\$ 921,691</u>	<u>\$ 921,691</u>	<u>\$ 579,115</u>
Revenues Over (Under) Expenditures	\$ 37,860	\$ 0	\$ 25,000	\$ (10,047)
Beginning Fund Balance	<u>(768,842)</u>	<u>(730,982)</u>	<u>(755,982)</u>	<u>(755,982)</u>
Ending Fund Balance	<u>\$ (730,982)</u>	<u>\$ (730,982)</u>	<u>\$ (730,982)</u>	<u>\$ (766,029)</u>
Ending Cash Balance				<u>\$ (757,223)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 28, 2011**

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 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 826,496	\$ 802,394	\$ 802,394	\$ 298,344
Expenditures				
Services	\$ 43,751	\$ 43,760	\$ 43,760	\$ 21,966
Interfund Transfer to Food Services (Resource 3200)	529,809	425,753	425,753	212,876
Intrafund Transfer to General Operating (Resource 1000)	303,000	350,426	350,426	87,607
Total Expenditures	\$ 876,560	\$ 819,939	\$ 819,939	\$ 322,449
Revenues Over (Under) Expenditures	\$ (50,064)	\$ (17,545)	\$ (17,545)	\$ (24,105)
Beginning Fund Balance	96,799	46,735	46,735	46,735
Ending Fund Balance	\$ 46,735	\$ 29,190	\$ 29,190	\$ 22,630
Ending Cash Balance				\$ 22,631

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 28, 2011**

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 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 211,494	\$ 156,400	\$ 156,400	\$ 13,015
Expenditures				
Academic Salaries	\$ 0	\$ 0	\$ 2,595	\$ 0
Classified Salaries	66,418	33,801	33,801	22,846
Employee Benefits	22,936	13,169	13,266	7,938
Materials & Supplies	3,840	7,200	7,200	923
Services	130,731	86,676	83,984	17,455
Total Expenditures	\$ 223,925	\$ 140,846	\$ 140,846	\$ 49,162
Revenues Over (Under) Expenditures	\$ (12,431)	\$ 15,554	\$ 15,554	\$ (36,147)
Beginning Fund Balance	83,604	71,173	71,173	71,173
Ending Fund Balance	\$ 71,173	\$ 86,727	\$ 86,727	\$ 35,026
Ending Cash Balance				\$ 24,889

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 28, 2011**

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 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,758,909	\$ 1,738,700	\$ 1,738,700	\$ 298,472
Expenditures				
Services	\$ 133,533	\$ 200,200	\$ 200,200	\$ 107,104
Capital Outlay	147,066	4,190,484	4,440,484	411,388
Total Expenditures	\$ 280,599	\$ 4,390,684	\$ 4,640,684	\$ 518,492
Revenues Over (Under) Expenditures	\$ 1,478,310	\$ (2,651,984)	\$ (2,901,984)	\$ (220,020)
Beginning Fund Balance	7,564,112	9,042,422	9,042,422	9,042,422
Ending Fund Balance	\$ 9,042,422	\$ 6,390,438	\$ 6,140,438	\$ 8,822,402
Ending Cash Balance				\$ 8,308,273

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 28, 2011**

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

Fund 12, Resource 1190 - Grants and Categorical Programs

	Prior Year Actuals <u>7-1-09 to 6-30-10</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 21,557,659	\$ 27,629,612	\$ 32,801,318	\$ 11,175,660
Intrafund Transfers from				
General Operating (Resource 1000)				
For CITD Grant	17,029	0	0	0
For CITD Statewide Leadership Grant	24,576	0	0	0
For CITD HUB FP3	2,378	0	0	0
For DSP&S	1,289,005	1,085,618	1,085,618	542,809
For EOPS	258,954	247,807	247,807	111,634
For Federal Work Study	177,603	199,621	199,621	87,467
For Instructional Equipment	9,002	13,002	13,002	13,002
For Matriculation	702,961	637,884	637,884	340,586
For Middle College High School	90,972	103,310	90,231	47,295
For Emancipation Services	40,631	18,446	18,446	9,223
Total Revenues	<u>\$ 24,170,770</u>	<u>\$ 29,935,300</u>	<u>\$ 35,093,927</u>	<u>\$ 12,327,676</u>
Expenditures				
Academic Salaries	\$ 4,142,733	\$ 5,717,109	\$ 6,237,309	\$ 2,655,536
Classified Salaries	8,334,839	9,301,595	10,103,610	5,340,727
Employee Benefits	3,386,757	3,952,647	4,278,922	2,093,955
Materials & Supplies	1,638,151	2,932,600	2,724,039	438,770
Services	4,272,025	5,296,668	6,102,242	1,503,161
Capital Outlay	2,061,270	2,101,978	3,057,948	473,077
Scholarships	33,572	0	0	0
Student Grants (Financial, Book, Meal, Transportation)	301,423	632,703	2,589,857	220,089
Total Expenditures	<u>\$ 24,170,770</u>	<u>\$ 29,935,300</u>	<u>\$ 35,093,927</u>	<u>\$ 12,725,315</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ (397,639)
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>\$ (397,639)</u>
Ending Cash Balance				<u>\$ (589,869)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 28, 2011**

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 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 1,605,079	\$ 2,270,715	\$ 2,270,715	\$ 1,145,934
Interfund Transfers from Contractor-Operated Bookstore (Resource 1110)	<u>529,809</u>	<u>425,753</u>	<u>425,753</u>	<u>212,876</u>
Total Revenues	<u>\$ 2,134,888</u>	<u>\$ 2,696,468</u>	<u>\$ 2,696,468</u>	<u>\$ 1,358,810</u>
Expenditures				
Classified Salaries	\$ 765,199	\$ 975,654	\$ 966,328	\$ 526,951
Employee Benefits	319,147	447,827	445,903	195,505
Materials & Supplies	815,271	1,139,447	1,138,462	560,085
Services	199,941	260,590	271,840	163,144
Capital Outlay	<u>3,133</u>	<u>0</u>	<u>985</u>	<u>960</u>
Total Expenditures	<u>\$ 2,102,691</u>	<u>\$ 2,823,518</u>	<u>\$ 2,823,518</u>	<u>\$ 1,446,645</u>
Revenues Over (Under) Expenditures	\$ 32,197	\$ (127,050)	\$ (127,050)	\$ (87,835)
Beginning Fund Balance	<u>144,909</u>	<u>177,106</u>	<u>177,106</u>	<u>177,106</u>
Ending Fund Balance	<u>\$ 177,106</u>	<u>\$ 50,056</u>	<u>\$ 50,056</u>	<u>\$ 89,271</u>
Ending Cash Balance				<u>\$ 84,060</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 28, 2011**

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

Fund 33, Resource 3300 - Child Care

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,357,833	\$ 1,343,169	\$ 1,343,169	\$ 643,537
Interfund Transfer from General Operating (Resource 1000)	<u>372,761</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenues	<u>\$ 1,730,594</u>	<u>\$ 1,343,169</u>	<u>\$ 1,343,169</u>	<u>\$ 643,537</u>
Expenditures				
Academic Salaries	\$ 1,040,869	\$ 757,308	\$ 757,308	\$ 380,915
Classified Salaries	370,982	230,157	230,157	103,264
Employee Benefits	256,477	164,960	164,960	78,755
Materials & Supplies	58,519	44,542	44,542	21,571
Services	78,019	70,041	70,041	24,011
Capital Outlay	<u>649</u>	<u>2,672</u>	<u>2,672</u>	<u>1,494</u>
Total Expenditures	<u>\$ 1,805,515</u>	<u>\$ 1,269,680</u>	<u>\$ 1,269,680</u>	<u>\$ 610,010</u>
Revenues Over (Under) Expenditures	\$ (74,921)	\$ 73,489	\$ 73,489	\$ 33,527
Beginning Fund Balance	<u>115,138</u>	<u>40,217</u>	<u>40,217</u>	<u>40,217</u>
Ending Fund Balance	<u>\$ 40,217</u>	<u>\$ 113,706</u>	<u>\$ 113,706</u>	<u>\$ 73,744</u>
Ending Cash Balance				<u>\$ 80,283</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 28, 2011**

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). The State has suspended funding Scheduled Maintenance.

Fund 41, Resource 4100 - State Construction & Scheduled Maintenance

	Prior Year Actuals <u>7-1-09 to 6-30-10</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 10,959,353	\$ 40,044,855	\$ 40,044,855	\$ 7,982,554
Expenditures				
Services	\$ 0	\$ 94,900	\$ 0	\$ 0
Capital Outlay	<u>11,921,211</u>	<u>39,949,955</u>	<u>40,044,855</u>	<u>16,570,760</u>
Total Expenditures	<u>\$ 11,921,211</u>	<u>\$ 40,044,855</u>	<u>\$ 40,044,855</u>	<u>\$ 16,570,760</u>
Revenues Over (Under) Expenditures	\$ (961,858)	\$ 0	\$ 0	\$ (8,588,206)
Beginning Fund Balance	<u>961,858</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u><u>\$ 0</u></u>	<u><u>\$ 0</u></u>	<u><u>\$ 0</u></u>	<u><u>\$ (8,588,206)</u></u>
Ending Cash Balance				<u><u>\$ (8,588,206)</u></u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 28, 2011**

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 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 7	\$ 1,662,076	\$ 1,662,076	\$ 1
Expenditures				
Capital Outlay	\$ 0	\$ 1,661,076	\$ 1,661,076	\$ 0
Total Expenditures	\$ 0	\$ 1,661,076	\$ 1,661,076	\$ 0
Revenues Over (Under) Expenditures	\$ 7	\$ 1,000	\$ 1,000	\$ 1
Beginning Fund Balance	545	552	552	552
Ending Fund Balance	\$ 552	\$ 1,552	\$ 1,552	\$ 553
Ending Cash Balance				\$ 553

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 28, 2011**

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 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 152,598	\$ 100,000	\$ 100,000	\$ 23,021
Expenditures				
Services	\$ (6,462)	\$ 50,000	\$ 48,850	\$ 8,000
Capital Outlay	98,083	1,543,535	1,544,685	69,867
Interfund Transfer to General Operating (Resource 1000)	0	3,390,000	3,390,000	0
Total Expenditures	\$ 91,621	\$ 4,983,535	\$ 4,983,535	\$ 77,867
Revenues Over (Under) Expenditures	\$ 60,977	\$ (4,883,535)	\$ (4,883,535)	\$ (54,846)
Beginning Fund Balance	12,263,980	12,324,957	12,324,957	12,324,957
Ending Fund Balance	\$ 12,324,957	\$ 7,441,422	\$ 7,441,422	\$ 12,270,111
Ending Cash Balance				\$ 11,820,111

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 28, 2011**

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 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 6,629,828	\$ 900,000	\$ 1,362,277	\$ 136,023
Proceeds from General Obligation Bond Series D	0	113,000,000	3,000,000	0
Total Revenues	<u>\$ 6,629,828</u>	<u>\$ 113,900,000</u>	<u>\$ 4,362,277</u>	<u>\$ 136,023</u>
Expenditures				
Classified Salaries	\$ 212,038	\$ 352,111	\$ 352,111	\$ 157,231
Employee Benefits	87,313	167,381	167,381	59,138
Materials & Supplies	0	0	0	0
Services	368,345	2,499,337	2,248,333	466,150
Capital Outlay	29,217,534	145,888,254	41,355,294	9,321,497
Total Expenditures	<u>\$ 29,885,230</u>	<u>\$ 148,907,083</u>	<u>\$ 44,123,119</u>	<u>\$ 10,004,016</u>
Revenues Over (Under) Expenditures	\$ (23,255,402)	\$ (35,007,083)	\$ (39,760,842)	\$ (9,867,993)
Beginning Fund Balance	<u>68,004,405</u>	<u>44,749,003</u>	<u>43,746,726</u>	<u>43,746,726</u>
Ending Fund Balance	<u>\$ 44,749,003</u>	<u>\$ 9,741,920</u>	<u>\$ 3,985,884</u>	<u>\$ 33,878,733</u>
Ending Cash Balance				<u>\$ 34,909,021</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 28, 2011**

General Obligation Series 2010D Capital Appreciation Bonds was established to account for General Obligation Bond proceeds and financial activities related to Board approved Measure C projects.

Fund 41, Resource 4170 - General Obligation Bond Series 2010D Capital Appreciation Bonds

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget *	Year to Date Activity
Revenues	\$ 0	\$ 0	\$ 40,000	\$ 1,361
Proceeds from General Obligation Bond Series D	0	0	7,700,000	7,699,278
Total Revenues	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 7,740,000</u>	<u>\$ 7,700,639</u>
Expenditures				
Classified Salaries	\$ 0	\$ 0	\$ 0	\$ 0
Employee Benefits	0	0	0	0
Materials & Supplies	0	0	0	0
Services	0	0	0	0
Capital Outlay	0	0	7,478,605	184,930
Total Expenditures	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 7,478,605</u>	<u>\$ 184,930</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 261,395	\$ 7,515,709
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>\$ 261,395</u>	<u>\$ 7,515,709</u>
Ending Cash Balance				<u>\$ 7,515,709</u>

* The budget associated with Capital Appreciation Bond funded projects as shown above was established in the accounting records in December 2010 by transferring budget from Resource 4160.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 28, 2011**

General Obligation Series 2010D Build America Bonds was established to account for General Obligation Bond proceeds and financial activities related to Board approved Measure C projects.

Fund 41, Resource 4180 - General Obligation Bond Series 2010D Build America Bonds

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget*	Year to Date Activity
Revenues	\$ 0	\$ 0	\$ 500,000	\$ 17,888
Proceeds from General Obligation Bond Series D	0	0	102,300,000	102,300,000
Total Revenues	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 102,800,000</u>	<u>\$ 102,317,888</u>
Expenditures				
Classified Salaries	\$ 0	\$ 0	\$ 0	\$ 0
Employee Benefits	0	0	0	0
Materials & Supplies	0	0	0	0
Services	0	0	402,276	131,619
Capital Outlay	0	0	100,388,637	4,724,377
Total Expenditures	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 100,790,913</u>	<u>\$ 4,855,996</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 2,009,087	\$ 97,461,892
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>\$ 2,009,087</u>	<u>\$ 97,461,892</u>
Ending Cash Balance				<u>\$ 97,461,892</u>

* The budget associated with Build America Bond funded projects as shown above was established in the accounting records in December 2010 by transferring budget from Resource 4160.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 28, 2011**

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 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 4,962,650	\$ 4,890,000	\$ 4,890,000	\$ 3,507,859
Interfund transfer from General Operating (Resource 1000)	250,000	250,000	250,000	125,000
Total Revenue	<u>\$ 5,212,650</u>	<u>\$ 5,140,000</u>	<u>\$ 5,140,000</u>	<u>\$ 3,632,859</u>
Expenditures				
Classified Salaries	\$ 163,955	\$ 177,465	\$ 177,465	\$ 100,419
Employee Benefits	58,514	63,983	63,983	34,474
Materials & Supplies	1,852	3,200	3,200	5,171
Services	4,902,593	5,606,885	5,606,885	3,216,280
Capital Outlay	3,978	40,000	40,000	48,979
Total Expenditures	<u>\$ 5,130,892</u>	<u>\$ 5,891,533</u>	<u>\$ 5,891,533</u>	<u>\$ 3,405,323</u>
Revenues Over (Under) Expenditures	\$ 81,758	\$ (751,533)	\$ (751,533)	\$ 227,536
Beginning Fund Balance	<u>1,671,197</u>	<u>1,752,955</u>	<u>1,752,955</u>	<u>1,752,955</u>
Ending Fund Balance	<u>\$ 1,752,955</u>	<u>\$ 1,001,422</u>	<u>\$ 1,001,422</u>	<u>\$ 1,980,491</u>
Ending Cash Balance				<u>\$ 4,448,927</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 28, 2011**

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 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,551,863	\$ 1,809,492	\$ 1,809,492	\$ 1,162,468
Expenditures				
Classified Salaries	\$ 78,645	\$ 89,220	\$ 89,220	\$ 42,390
Employee Benefits	29,943	33,188	33,188	16,125
Materials & Supplies	0	300	300	0
Services	1,418,714	1,404,100	1,404,100	702,937
Total Expenditures	\$ 1,527,302	\$ 1,526,808	\$ 640,276	\$ 761,452
Revenues Over (Under) Expenditures	\$ 24,561	\$ 282,684	\$ 1,169,216	\$ 401,016
Beginning Fund Balance	772,518	797,079	797,079	797,079
Ending Fund Balance	\$ 797,079	\$ 1,079,763	\$ 1,966,295	\$ 1,198,095
Ending Cash Balance				\$ 4,051,902

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 28, 2011**

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

Associated Students of RCCD

	Prior Year Actuals <u>7-1-09 to 6-30-10</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	<u>\$ 709,781</u>	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ 610,649</u>
Expenditures				
Materials & Supplies	<u>\$ 677,880</u>	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ 378,935</u>
Total Expenditures	<u>\$ 677,880</u>	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ 378,935</u>
Revenues Over (Under) Expenditures	\$ 31,901	\$ 0	\$ 0	\$ 231,714
Beginning Fund Balance	<u>898,134</u>	<u>930,035</u>	<u>930,035</u>	<u>930,035</u>
Ending Fund Balance	<u><u>\$ 930,035</u></u>	<u><u>\$ 930,035</u></u>	<u><u>\$ 930,035</u></u>	<u><u>\$ 1,161,749</u></u>
Ending Cash Balance				<u><u>\$ 2,029,241</u></u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 28, 2011**

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

Student Financial Aid

	Prior Year Actuals 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 36,424,698	\$ 38,193,303	\$ 38,193,303	\$ 31,350,995
Expenditures				
Other				
Scholarships and Grant Reimbursements	\$ 36,424,698	\$ 38,193,303	\$ 38,193,303	\$ 31,059,217
Total Expenditures	\$ 36,424,698	\$ 38,193,303	\$ 38,193,303	\$ 31,059,217
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 291,778
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	\$ 0	\$ 0	\$ 0	\$ 291,778
Ending Cash Balance				\$ 386,260

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED FEBRUARY 28, 2011**

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

RCCD Development Corporation

	Prior Year Actuals <u>7-1-09 to 6-30-10</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1	\$ 0	\$ 0	\$ 1
Expenditures				
Services	\$ 0	\$ 0	\$ 0	\$ 20
Total Expenditures	\$ 0	\$ 0	\$ 0	\$ 20
Revenues Over (Under) Expenditures	\$ 1	\$ 0	\$ 0	\$ (19)
Beginning Fund Balance	<u>16,239</u>	<u>16,240</u>	<u>16,240</u>	<u>16,240</u>
Ending Fund Balance	<u>\$ 16,240</u>	<u>\$ 16,240</u>	<u>\$ 16,240</u>	<u>\$ 16,221</u>
Ending Cash Balance				<u><u>\$ 16,221</u></u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
GOVERNANCE COMMITTEE

Report No.: VI-A-1

Date: March 15, 2011

Subject: Revised and New Board Policies – Second Reading

Background: In keeping with our current process of updating our Board Policies and Administrative Procedures, the items below come before the Board for second reading and approval.

Business and Fiscal Affairs

BP 6150 – Designation of Authorized Signatures – This is a new Policy for the District.

BP 6250 – Budget Management – This is a new Policy for the District.

BP 6320 – Investments – This is a new Policy for the District.

BP 6400 – Audits – This is a new Policy for the District.

Recommended Action: It is recommended that the Board of Trustees approve Board Policies 6150, 6250, 6320 and 6400.

Gregory W. Gray
Chancellor

Prepared by: Ruth W. Adams, Esq.
General Counsel

Riverside Community College District Policy

No. 6150

**Business and Fiscal Affairs
DRAFT**

BP 6150 DESIGNATION OF AUTHORIZED SIGNATURES

References:

Education Code Sections 81655, 85232, and 85233

The Secretary of the Board of Trustees, or the Chancellor, shall be authorized to sign official documents for the Board of Trustees (See AP 2210 titled Officers).

Authority to sign orders and other transactions on behalf of the Board of Trustees is delegated to the Chancellor. *The Chancellor delegates items related to business and fiscal affairs to the Vice Chancellor, Administration and Finance.*

The authorized signatures shall be filed with the *Riverside County Office of Education.*

NOTE: The **bold type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). There does not appear to be a current Riverside CCD Policy that addresses this issue.

Date Adopted:

(This is a new policy recommended by the CCLC and the League's legal counsel)

Riverside Community College District Policy

No. 6250

**Business and Fiscal Affairs
DRAFT**

BP 6250 BUDGET MANAGEMENT

References:

Title 5 Sections 58307 and 58308

The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

***Total* revenue accruing to the District in excess of *total* budgeted *revenue* shall be added to the District's reserve for contingencies. *It is* available for appropriation only upon a resolution of the Board of *Trustees* that sets forth the need according to major budget classifications in accordance with applicable law.**

Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board of Trustees. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

NOTE: The **bold type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). There does not appear to be a current Riverside CCD Policy that addresses this issue.

Date Adopted:

(This is a new policy recommended by the CCLC and the League's legal counsel)

Riverside Community College District Policy

No. 6320

**Business and Fiscal Affairs
DRAFT**

BP 6320 INVESTMENTS

References:

Government Code Sections 53600 et seq.

The Chancellor is responsible for ensuring that the funds that are not required for the immediate needs of the District are invested. Investments shall be in accordance with law, including California Government Code Sections 53600 et seq.

This investment policy applies to all financial assets held by the District except those, if any, that are specifically exempted by statute or local policy. This policy applies to all transactions involving the financial assets and related activity of all funds of the District.

The primary investment objectives, in priority order, shall be:

- *Safety;*
- *Liquidity;*
- *Return on investment.*

Management responsibility for the District's investment plan is hereby delegated to the Chancellor, who may designate to the Vice Chancellor, Administration and Finance, the authority to establish written procedures for the operation of the investment plan consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and the investment plan established by the Chancellor, or designee.

The Chancellor, or designee, shall prepare and annually present to the Board as information the written investment plan related to this Board Policy, and shall during the course of the year update the Board of Trustees on the status of the District's investments.

Investments shall be made based on the following criteria:

- The preservation of principal shall be of primary importance.

- **The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.**
- **Transactions should be avoided that might impair public confidence.**

NOTE: The **bold type** signifies **legally required/legally advised** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in *italic type* is additional language to consider including in this policy. There does not appear to be a current Riverside CCD Policy that addresses this issue.

Date Adopted:

(This is a new policy recommended by the CCLC and the League's legal counsel)

Riverside Community College District Policy

No. 6400

Business and Fiscal Affairs
DRAFT

BP 6400 AUDITS

References:

Education Code Sections 15278 and 84040(b);
Government Code Section 53060

There shall be an annual ~~outside~~ *external* audit of all funds, books, and accounts of the District in accordance with the regulations of Title 5. The Chancellor shall assure that an annual ~~outside~~ *external* audit is completed. The Chancellor shall recommend a certified public accountancy firm to the Board with which to contract for the annual audit.

In addition, the Chancellor shall assure that annual audits are completed in compliance with the approval of a the District's general obligation bond measure (Measure C) authorized pursuant to Section 1 of Article XIII A of the California Constitution.

NOTE: The **bold type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). There does not appear to be a current Riverside CCD Policy that addresses this issue.

Date Adopted:

*(This is a new policy recommended by the
CCLC and the League's legal counsel)*

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-E-1

Date: March 15, 2011

Subject: 2011-2012 - Tax and Revenue Anticipation Note (TRAN) - Resolution No. 38-10/11

Background: The District has periodically participated in the Cash Reserve Program sponsored by the California School Boards Association Finance Corporation since 1993, most recently in FY 2010-2011. Through the Cash Reserve Program, districts issue a Tax and Revenue Anticipation Note (TRAN). A TRAN is a short-term debt instrument used to cover cash flow shortages or create additional reserves to a district's general fund. In 2010-2011, the program issued more than \$612 million in notes to more than 139 districts.

The Program's underwriter, Piper Jaffray, sells the notes in the financial marketplace as tax-exempt securities. The notes have a maturity length of one year. The proceeds of the notes are reinvested in high quality taxable investments (AA or AAA rated entities) with a corresponding maturity length. Since both the interest cost and reinvestment rates are guaranteed, the District is not exposed to the market risk of interest rate volatility during the course of the year.

As the Board is aware, the District is subject to significant apportionment cash deferrals from the months of January through June to the month of July in the subsequent fiscal year.

The State's funding strategy of deferring monthly apportionment payments to California community colleges appears to be a permanent part the budget landscape. In FY 2010-2011, District apportionment payments totaling \$23.2 million will be deferred from the months of January through June to July 2011. In addition, another \$2.9 million will be deferred from the months of March 2011 and April 2011 to the month of May 2011. The Governor's proposed FY 2011-2012 budget includes additional apportionment deferrals totaling approximately \$2.8 million for the District on top of the deferrals already enacted.

Current projections indicate that the District will experience a cash flow shortage in July 2011 due to apportionment deferrals and in subsequent months if adoption of a State budget is delayed like it has been for the past three years. In addition, cash shortages and deficits are projected for the months of April 2012 through July 2012.

To protect the District's cash position for FY 2011-2012, the attached TRAN borrowing resolution is presented for the Board's consideration and action. The resolution establishes the District's maximum borrowing amount at \$25 million. Adoption of the attached resolution does not obligate the District to participate in the Program. The resolution delegates the authority to participate in the TRAN program to District staff based on further refinement of projected cash flow needs as we approach the end of the fiscal year and also describes the parameters of issuance.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-E-1

Date: March 15, 2011

Subject: 2011-2012 - Tax and Revenue Anticipation Note (TRAN) - Resolution No. 38-10/11
(continued)

Additionally, and similar to FY 2010-2011, the TRAN authorization includes authority to issue multiple series of TRANs, up to the resolution limit, under one resolution. In FY 2010-2011, the District issued two series of TRANs; one for \$7.4 million in July 2010 and one for \$11.8 million in March 2011.

Staff will continue to monitor cash flow closely over the ensuing months.

Recommendation: It is recommended that the Board of Trustees approve Resolution No. 38-10/11 authorizing the borrowing of funds for fiscal year 2011-2012, the issuance and sale of a 2011-2012 Tax and Revenue Anticipation Note, participation in the California School Cash Reserve Program, requesting the Board of Supervisors of the County to issue and sell said note and authorizing the Board's President and Secretary, the District Chancellor, Vice Chancellor, Administration and Finance and the Associate Vice Chancellor of Finance, to sign the appropriate documents.

Gregory W. Gray
Chancellor

Prepared by: James L. Buysse
Vice Chancellor, Administration and Finance

Aaron S. Brown
Associate Vice Chancellor, Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-E-2

Date: March 15, 2011

Subject: Extension of Contracts – Audit Engagements

Background: Each year, RCCD experiences three audits. One audit involves the annual fiscal year of the District. Typically, the audit firm that performs this audit is also engaged to do the fiscal year audit of the RCC Foundation. Additionally, a Proposition 39 financial and performance audit is performed each year relative to the use of the District's Measure C general obligation bond funds, albeit by a different audit firm.

Most recently, Vavrinek, Trine, Day and Co., LLP has been performing the District and Foundation audits and Vicenti, Lloyd & Stutzman, LLP has been performing the Proposition 39 audit. These firms recently completed their engagements. At this time, staff proposes that the contracts with these firms be extended for an additional year. This recommendation is made for the following reasons:

1. The audit fees charged by these firms would not be increased for the additional one year term. If we undertake an RFP process, it is our belief that we would experience fee increases of 3.0 -7.0 percent.
2. We would avoid the costs of two RFP processes. These savings would be in terms of both processing and staff time. With respect to the latter, it is important to note that due to budget constraints, we are currently accommodating a 31% reduction in fiscal management staff as well as a reduction of several fiscal, classified staff positions.
3. We could also avoid startup costs, as new firms would need to become familiar with us, how we operate, our financial systems, etcetera, while we in turn would need to become conversant with their own specific ways of conducting the audits.

It should also be observed, here, that the Board has taken similar action in the past when experiencing financial duress.

Recommendation: It is recommended that the Board of Trustees approve the extension of the audit contracts with Vavrinek, Trine, Day and Co., LLP and Vicenti, Lloyd & Stutzman, LLP to cover the June 30, 2011 District and Foundation audits and the Proposition 39 audit, respectively, at no additional cost to the District.

Gregory W. Gray
Chancellor

Prepared by: James L. Buysse
Vice Chancellor, Administration and Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT
BUSINESS FROM BOARD MEMBERS

Report No.: X-B

DATE: March 15, 2011

Subject: CCCT Board of Directors Election – 2011

Background: The election of members of the CCCT Board of Directors takes place between March 10-April 25, 2011. There are eight three-year vacancies on the board. As you know, Board Secretary Mary Figueroa was elected in 2007 for a one-year term, then re-elected for a two-year term in 2008. All those nominated for election are listed on the attachment for your consideration.

Recommended Action: Board consideration is requested to re-elect Board Secretary Mary Figueroa to the CCCT Board of Directors for a three-year term, included with the vote for each of the eight vacancies on the CCCT Board.

Gregory W. Gray
Chancellor

Prepared by: Heidi Wills
Executive Administrative Assistant
Office of the Chancellor and Board of Trustees



**CCCT 2011 BOARD
OFFICIAL BALLOT**

Vote for no more than eight (8) by checking the boxes next to the names

NOMINATED CANDIDATES

List order based on Secretary of State's January 25, 2011 random drawing.

- Tina Park, Los Angeles CCD
- Jim Moreno, Coast CCD
- David Wheeler, Yuba CCD
- Stephen Castellanos, San Joaquin Delta CCD
- *Laura Casas Frier, Foothill-DeAnza CCD
- Nancy C. Chadwick, Palomar CCD
- *Mary Figueroa, Riverside CCD
- Robert Jones, Los Rios CCD
- Michael Davenport, Gavilan CCD
- *Paul J. Gomez, Chaffey CCD
- Greg Bonaccorsi, Ohlone CCD
- Pauline Larwood, Kern CCD

WRITE-IN CANDIDATES

Type each qualified trustee's name and district on the lines provided below.

*Incumbent

Board Secretary and Board President or Board Vice President must sign below:

This ballot reflects the action of the board of trustees cast in accordance with local board policy.

Secretary of the Board

President or Vice President of the Board