

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Board of Trustees – Regular Meeting –
April 19, 2011– 6:00 p.m. – Center for Student Success, Room 217
Norco College, 2001 Third Street, Norco, 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 March 1, 2011
Regular Meeting of March 13, 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 - “Diversity Awareness Month - Norco Legacy”
– Dr. Monica Green, Dean, Student Services, Norco College
 - 2. Special Presentation – “Talented Tenth Program (T3p)” – Dr. Lisa Nelson, Associate Professor, English Communications, Norco College
 - 3. Special Presentation – “Academic Rank – Full Professors” –
Chancellor Gregory W. Gray

 - B. Resolution in Recognition of Monte Perez – Resolution No. 54-10/11
- Recommend approval of a resolution recognizing Monte Perez for his service as president of Moreno Valley College.
Recommended Action: Request for Approval

- C. Presentation of Reorganization Plan Implementation for College Safety and Police
-Chief Miyashiro to provide demographic information on the College Safety and Police reorganization plan.
Information Only
- D. Presentation of Less Lethal Electronic Control Device (Taser)
-Chief Miyashiro to provide information on the X26 Tasers which will be used by the sworn police personnel.
Information Only
- E. Collective Bargaining – Proposal for Early Retirement Plan
-Recommend receiving and sunshining the letter of intent to negotiate early retirement plan for fiscal year 2010-2011, and schedule a public hearing on the proposal at the next regular Board of Trustees meeting schedule for Tuesday, May 3, 2011.
Recommended Action: Receive and Sunshine Letter of Intent and Schedule Public Hearing for May 3, 2011

III. Student Report

IV. Comments from the Public

V. Consent Items

A. Action

- 1. Personnel
- Appointments and assignments of academic and classified employees.
 - a. Academic Personnel
 - 1. Appointments
 - (a) Management
 - (b) Contract Faculty
 - (c) Long-Term, Temporary Faculty
 - 2. Salary Placement Adjustment
 - 3. Salary Reclassification
 - 4. Request for Tenure
 - 5. Academic Rank
 - 6. Request for Participation in Reduced Employment Program

7. Separations
 - b. Classified Personnel
 1. Appointments
 - (a) Management/Supervisory (None)
 - (b) Management/Supervisory – Categorically Funded
 - (c) Classified/Confidential
 - (d) Classified/Confidential – Categorically Funded
 2. Requests to Adjust Effective Date of Employment
 3. Request for Childcare Leave Without Pay
 4. Requests for Leave Under the California Family Rights Act (CFRA) and/or the Federal Family and Medical Leave Act (FMLA)
 5. Elimination of Position Due to Lack of Funds
 6. Request to Rescind Appointment
 7. Separation(s)
 - 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
 4. Request to Extend Health Leave Without Pay
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. 44-10/11
2010-2011 Social Innovation Generation: Student Leadership Initiative Grant
- 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. 45-10/11
2010-2011 CSUSB Bridges Stem Cell Research
- Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said Resolution.
3. Resolution to Amend Budget – Resolution No. 48-10/11
2010-2011 Equal Employment Opportunity Faculty and Staff Diversity Program
- Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said Resolution.
4. Resolution to Amend Budget – Resolution No. 49-10/11
2010-2011 Riverside Aquatics Complex
- Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said Resolution.
5. Resolution to Amend Budget – Resolution No. 50-10/11
2010-2011 RCOE Foster Youth Independent Living/Emancipation Program
- Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said Resolution.
6. Resolution to Amend Budget – Resolution No. 52-10/11
2010-2011 Faculty Entrepreneurship Project
- Recommend adopting a resolution to add revenue and expenditures to the adopted budget and authorize signing of said Resolution.

c. Contingency Budget Adjustments (None)

4. Bid Awards
 - a. Using Competitively Bid Amerinet, Inc. Contracts for the Purchase of Healthcare Supplies and Equipment from Multiple Vendors
 - Recommend approving the use of competitively bid contracts on file with Amerinet, Inc., in accordance with Public Contract Code Section 20652
 - b. Award of Bid Ratification – Bid Number 2010/11-09 – MVC Dental Education Center – Demolition/Grading (Category 01)
 - Recommend ratifying an award of bid for demolition/grading of the MVC Dental Education Center.
 - c. Approval to Utilize the California Multiple Award Schedule (CMAS) Contract No. 4-09-71-0075B to Purchase Furniture, Filing and Modular Systems from KI/Krueger Commercial, Inc.
 - Recommend approving the use of CMAS KI/Krueger Commercial, Inc. to purchase furniture, filing and modular systems.
 - d. Approval to Purchase Medical Education Technologies Inc. (METI) iSTAN Human Patient Simulator for the RCRMC/MVC Physician Assistant Program Utilizing the Sole Sourcing Provision
 - Recommend approving the purchase of a iSTAN human patient simulator as a single-source procurement as provided by Public Contract Code 3500(c)(3).
5. Out-of State Travel
 - Recommend approving out-of-state travel requests.
6. Grants, Contracts and Agreements
 - a. Contracts and Agreements Report Less than \$78,900 – All District Resources
 - Recommend ratifying the listing of the District’s contracts and agreements that are less than \$78,900, pursuant to Public Contract Code Section 20650.
 - b. Subgrantee Agreement for Customized Training Solutions
 - Recommend approving the agreement to provide training for San Bernardino Community College District under the Southern California Logistic Technology Collaborative Department of Labor grant fund program in which Riverside Community College District Customized Training Solutions is a subgrantee.

- c. Amendment to Subcontract between Riverside Community College District, Norco College and the Foundation for California State University, San Bernardino
 - Recommend approving the revised subcontractor agreement and memorandum of understanding for a cooperative agreement to implement a U.S. Department of Education Title V Hispanic-Serving Institutions Education Grant.
- d. California State University Fullerton Auxiliary Services Corporation Agreement
 - Recommend ratifying a subcontractor agreement for counseling and training services at Riverside Community College District's Tri-Tech Small Business Development Center.

7. Other Items

- a. Notices of Completion
 - Recommend accepted listed trade projects as complete, approving the executing of the Notices of Completion and authorizing signing of the Notices.
- b. 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.
- c. Authorization to Encumber Funds – Resolution No. 53-10/11
 - Recommend adopting resolution authorizing the encumbrance of funds for fiscal year 2011-12.

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 March 31, 2011.

Information Only

VI. Board Committee Reports

A. Governance Committee

- 1. Revised and New Board Policies – First Reading
 - Recommend accepting Administrative Procedure 2710 and Board Policies 4250, 5500 and 5900 for first reading.

Recommended Action: Accept for First Reading

B. Teaching and Learning Committee

1. Office of Economic Development Mission Statement
- Recommend approving the proposed mission statement.
Recommended Action: Request for Approval
2. Proposed Curricular Changes
- Recommend approving the curricular changes for inclusion in the catalog and in the schedule of class offerings.
Recommended Action: Request for Approval
3. Accountability Reporting for Community Colleges
- Recommend accepting the findings of the report issued by the California Community College's Chancellor's Office in March 2011.
Recommended Action: Request for Approval

C. Planning and Operations Committee (None)

D. Facilities Committee

1. Learning Gateway Building at Moreno Valley College – Recommendation to Award Bids for Two Construction Categories
- Recommend approving award bids for two construction project categories; authorize the issuance of notices to proceed, permit project bid ratification at subsequent meeting; and authorize signing of associated agreements.
Recommended Action: Request for Approval
2. Riverside Aquatics Complex and Wheelock Gymnasium, Seismic Retrofit at Riverside City College – Emergency Resolution No. 46-10/11
- Recommend approving a resolution to enter into a takeover contract to ensure completion of the Riverside Aquatics Complex and Wheelock Gymnasium, Seismic Retrofit projects.
Recommended Action: Request for Approval

E. Resources Committee

1. Phase III Student Academic Services Facility at the Moreno Valley College – Project Budget Augmentation
- Recommend approving a project budget augmentation.
Recommended Action: Request for Approval
2. Development of District Design Standards – Amendment No. 1 to Agreement with HMC Architects
- Recommend approving an amendment to an architectural agreement for revisions to the development of District Design Standards using Measure C funds.
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

XI. Closed Session

- Pursuant to Government Code Section 54957, discuss safety issues with regard to the College Safety and Police Department.

Recommended Action: To be Determined

- Pursuant to Government Code Section 54957.6, conference with labor negotiator: Chancellor Gregory Gray.

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 RESOURCES COMMITTEE MEETING
OF MARCH 1, 2011

President Green called the Board of Trustees meeting to order at 6:01 p.m., in Student Services Room 101, Moreno Valley College, 16130 Lasselle Street, Moreno Valley California.

CALL TO ORDER

Trustees Present

Ms. Virginia Blumenthal (arrived at 6:09 p.m.)
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 (arrived at 7:05 p.m.)
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
Dr. Monte Perez, President Moreno Valley College
Ms. Chris Carlson, Chief of Staff
Mr. Aaron Brown, Associate Vice Chancellor, Finance
Mr. Jim Parsons, Associate Vice Chancellor, Strategic Communications
And Relations

Ms. Nancy Melendez, Assistant Director, Foundation and Alumni Affairs, led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Mr. Rick Hernandez addressed the Board regarding his termination of employment and alleged that violations of the Brown Act had occurred.

COMMENTS FROM THE PUBLIC

RCCD students Ms. Hazel Reed, Ms. Cindy Fajardo, Ms. Victoria Strelow, Ms. Katrina Garcia, Ms. Antoinette Varela, and Ms. Bailey Strelow discussed their concerns that Honors classes may be cut during the budget dilemma, and encouraged the Board to maintain the classes.

CHANCELLOR’S REPORTS

Mr. Takano, seconded by Ms. Figueroa, moved that the Board of Trustees approve the Moreno Valley College Dental Education Center project with All American Inspection, Inc., in the amount of \$88,400 for DSA Inspector of Record services at tonight’s meeting rather than at the March 15th regular meeting of the Board of Trustees, note the urgency; and authorize the Vice Chancellor, Administration and Finance, to sign the agreement. Motion carried. (5 ayes)

Moreno Valley College Dental Education Center – Inspection Agreement with All American Inspection, Inc.

The committee adjourned at 6:30 p.m.

Adjournment

The Resources Committee Chair Mark Takano convened the meeting at 6:33 p.m. Committee members in attendance: Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources; Academic Senate Representatives: Dr. Richard Davin (Riverside City College) Mr. Sal Soto (Moreno Valley College); CTA Representative: Ms. Cynthia Mahon (Moreno Valley College); CSEA Representatives: Mr. Gus Segura (Moreno Valley College); Confidential Representative: Ms. Angie Arballo; and Management Representative: Ms. Cid Tenpas.

RESOURCES COMMITTEE

Mr. Brown presented information on the borrowing of funds for fiscal year 2011-2012 and the issuance and sale of a 2011-2012 Tax and Revenue Anticipation Note that will be presented to the Board of Trustees on March 15, 2011. Discussion followed.

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

Mr. Brown discussed a recommendation that will be made to the Board on March 15th regarding contract extensions with Vavrinek, Trine, Day and Co., LLP, and Vicenti, Lloyd & Stutzman, LLP, to cover the June 20, 2011 District and Foundation audits and the Proposition 39 audit, respectively. Discussion followed.

Extension of Contracts – Audit Engagements

Mr. Brown briefed the Board on staff’s exploration of a parcel tax as a possible tool to assist the District in addressing the severe economic challenges being presented by the State’s fiscal crisis. Discussion followed.

Parcel Tax Briefing

The committee adjourned at 7:20 p.m.

Adjournment

The Board of Trustees adjourned the meeting at 7:22 p.m.

ADJOURNMENT

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OF MARCH 15, 2011

President Green called the regular meeting of the Board of Trustees to order at 6:00 p.m., in Student Services, Room 101, Moreno Valley College, 16130 Lasselle Street, Moreno Valley, California

CALL TO ORDER

Trustees Present

Ms. Virginia Blumenthal
Dr. Sam Davis
Ms. Mary Figueroa (arrived at 6:09 p.m.)
Mrs. Janet Green
Mr. Mark Takano
Mr. Alexis Amor, Student Trustee

Staff Present

Dr. Gregory W. Gray, Chancellor
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. Aaron Brown, Associate Vice Chancellor, Finance
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

Student Trustee Alexis Amor 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 February 8, 2011. Motion carried. (4 ayes, 1 absent [Ms. Figueroa])

MINUTES OF THE BOARD OF TRUSTEES
REGULAR/COMMITTEE
MEETING OF FEBRUARY 8, 2011

Ms. Blumenthal, seconded by Mr. Takano, moved that the Board of Trustees approve the minutes of the regular meeting of February 22, 2011. Motion carried. (4 ayes, 1 absent [Ms. Figueroa])

MINUTES OF THE REGULAR
MEETING OF FEBRUARY 22,
2011

Ms. Blumenthal, seconded by Mr. Takano, moved that the Board of Trustees approve the minutes of the special meeting of February 23, 2011. Motion carried. (4 ayes, 1 absent [Ms. Figueroa])

MINUTES OF THE SPECIAL MEETING OF FEBRUARY 23, 2011

CHANCELLOR'S REPORTS

Presentations

Mr. Allan Lovelace, associate professor, Journalism English and Speech Communication, Mr. Dan Evans, Journalism Adjunct, and Viewpoints' students were recognized for receiving the "Best of Show" 4th place award that is awarded to a two-year college by the Associate Collegiate Press National College Journalism Convention and held in Hollywood.

Special Presentation
"Recognition of RCC
Viewpoints Newspaper"

Moreno Valley College student, Raymond Ortiz, gave a presentation on the Hands Across California event taking place on April 17th. The goal is to raise funds for scholarships for community colleges by forming a human line that will stretch 1,500 miles joining nearly all of the 112 community colleges in California.

Special Presentation "Hands
Across America"

Dr. Lisa Conyers, Vice President, Academic Affairs, introduced Dr. Joanna Werner-Fraczek, associate professor of biology and Fulbright Scholar. Ms. Werner-Fraczek is serving as a scholar-in residence and spoke of her research and teaching experiences at the University of Concepcion, in Concepcion, Chile.

Special Presentation
"Introduction of Fulbright
Scholar – Dr. Joanna Werner-
Fraczek"

Ms. Blumenthal, seconded by Dr. Davis, moved that the Board of Trustees approve 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. Motion carried. (5 ayes)

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

Ms. Blumenthal, seconded by Dr. Davis, moved that the Board of Trustees approve Resolution No. 42-10/11 declaring the District's support for the 2020 Vision for Student Success for California Community Colleges. Motion carried. (5 ayes)

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

Mr. Takano, seconded by Ms. Figueroa, moved that the Board of Trustees approve Resolution No. 43-10/11 in Support of the State of California placing a revenue extension measure on the June 2011 ballot. Motion carried. (5 ayes)

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

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

STUDENT REPORT

RCCD students Ms. Rikki Hix, Ms. Victoria Strelow, Mr. Sean Robledo, Ms. Monique Childs, Mr. Josua Landa, Ms. Italia Garcia, Mr. Ryan Sendejas, Mr. Mark Fisher and Mr. Francisco Lopez discussed budget cuts and the impact on students. Mr. Lopez also spoke about a student program at Riverside City College that educates people in the community regarding HIV and STDs and also provides health screenings for cancer, diabetes and other illnesses.

COMMENTS FROM THE PUBLIC

Ms. Michelle Christenson, Moreno Valley College student, discussed the televisions for students and their locations in the Lion's Den and the patio at Moreno Valley College.

CONSENT ITEMS

Ms. Green, seconded by Mr. Takano, moved that the Board of Trustees amend the agenda to pull Item No. V-A-6-d, Title V- Hispanic-Serving Institutions Education Grants Subcontractor, from the agenda. Motion carried. (5 ayes)

MOTION TO AMEND AGENDA

Action

Approve the amended listed academic and classified appointments, and assignment and salary adjustments; (Appendix No. 51)

Academic and Classified Personnel

Approve/ratify the Purchase Orders and Purchase Order Additions totaling \$3,757,517 and District Warrant Claims totaling \$3,819,809; (Appendix No. 52)

Purchase Order and Warrant Report – All District Resources

Approve the budget transfers as listed; (Appendix No. 53)

Budget Adjustments

Approve adding the revenue and expenditures of \$9,000 to the budget and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;

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

Approve adding the revenue and expenditures of \$21,067 to the budget and authorize the Vice Chancellor, Administration and Finance, to sign the resolution;

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

Approve the contingency budget transfers, by a two-thirds vote of the members, as listed; (Appendix No.54)

Contingency Budget Adjustments

Approve using the Sharp Electronic Corporation competitively bid contract for the purchase, lease, or cost per copy for copiers, printers, facsimiles, other imaging equipment and related accessories and supplies;

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

Approve the use of the U.S. General Services Administration contract 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;

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

Grant out-of-state travel requests; (Appendix No. 55)

Out-of-State Travel

Ratify the contracts totaling \$577,917; (Appendix No. 56)

Contracts and Agreements
Report Less than \$78,900 – All
District Resources

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;

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

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;

Agreement with Ramona
Munsell and Associates
Consulting, Inc.

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. 57)

Surplus Property

Approve 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;

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

Motion carried. (5 ayes)

Information

In accordance with Board Policy 7350, the Chancellor has accepted the resignations of the following: Ms. Annebelle Nery, Dean, Student Success/Project Director, Title V, effective March 18, 2011; Ms. Lauren Clark, Administrative Assistant II; effective February 16, 2011; and Mr. John Thrower, Cashier/Clerk, effective March 30, 2011.

Separations

The Board received the summary of financial information for the period July 1, 2010 through February 28, 2011.

Monthly Financial Report

BOARD COMMITTEE REPORTS

Governance Committee

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

Revised and New Board
Policies – Second Reading

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

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

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

Resources Committee

Mr. Takano, seconded by Ms. Figueroa, moved 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.. Motion carried. (5 ayes)

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

Mr. Takano, seconded by Ms. Figueroa, moved 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. Motion carried. (5 ayes)

Extension of Contracts – Audit Engagements

ACADEMIC SENATE REPORTS

Dr. Travis Gibbs presented the report on behalf of the Moreno Valley College.

Moreno Valley College

Dr. Sharon Crasnow presented the report on behalf of the Norco College.

Norco College

Dr. Richard Davin presented the report on behalf of the Riverside City College.

Riverside City College

BARGAINING UNIT REPORTS

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

CTA – California Teachers Association

Ms. Angela Thomas, Vice President, CSEA, presented the report on behalf of the CSEA.

CSEA – California School Employees Association

BUSINESS FROM BOARD MEMBERS

Ms. Blumenthal, seconded by Mr. Takano, moved that the Board of Trustees cast their vote for the re-election of Board Member Mary Figueroa to the CCCT Board of Directors for a three-year-term. Motion carried. (5 ayes)

CCCT Board of Directors Election - 2011

Ms. Figueroa, seconded by Ms. Blumenthal, moved to cast their votes for Ms. Laura Casas Frier, Foothill-DeAnza Community College District, and Mr. Paul J. Gomez, Chaffey Community College District for election to the CCCT Board of Directors. Motion carried. (5 ayes)

Ms. Figueroa, seconded by Ms. Blumenthal, moved to cast their votes for Ms. Nancy C. Chadwick, Palomar Community College District; David Wheeler, Yuba Community College District; and Greg Bonaccorsi, Ohlone Community College District, for election to the CCCT Board of Directors. Motion carried.
(5 ayes)

The Board adjourned to closed session at 8:05 p.m. 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; Government Code Section 54957, public employee performance evaluation: Professor; and Government Code Section 54957, public employee discipline/dismissal/release.

CLOSED SESSION

The Board reconvened to open session at 9:18 p.m., announcing no action, and adjourned the meeting.

OPEN SESSION/ADJOURNMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S REPORTS

Report No.: II-B

Date: April 19, 2011

Subject: Resolution in Recognition of Monte Perez – Resolution No. 54-10/11

Background: A resolution has been prepared for the Board of Trustees to recognize Moreno Valley College President Monte Perez for his service from July 2008 to May 2011. During his tenure, President Perez guided the evolution of that institution from being a campus of Riverside City College to a separate, accredited college within the Riverside Community College District. Through his involvement in the community and organizations such as the Moreno Valley Chamber of Commerce and the Moreno Valley College Community Advisor Group, he has raised the profile of Moreno Valley College as an outstanding liberal arts and science and career technical institution, particularly in the health, human and public service. The partnerships Dr. Perez helped develop and strengthen have brought opportunities and benefits to the 9,200 students attending Moreno Valley College, including pending designation of center status for the college's operations at the Ben Clark Public Safety Training Center.

Dr. Perez's efforts on behalf of under-represented students earned him election to the Hispanic Association of Colleges and University Governing Board of Directors. His efforts in the area of workforce development benefitted students and Moreno Valley College when he was appointed to the Board of Directors of the National Association of Workforce boards. Dr. Perez is continuing that work to improve workplace opportunities for young people through his service on the U.S. Department of Labor Advisory Committee on Apprenticeship.

Recommended Action: It is recommended that the Board of Trustee approve Resolution No. 54-10/11 recognizing Moreno Valley College President Monte Perez for his service as president of Moreno Valley College and wish him every success as president of Los Angeles Mission College.

Gregory W. Gray
Chancellor

Prepared by: Gregory W. Gray
Chancellor

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION NO 54-10/11

RESOLUTION FOR THE BOARD OF TRUSTEES OF
RIVERSIDE COMMUNITY COLLEGE DISTRICT
IN RECOGNITION OF MONTE PEREZ

WHEREAS, Monte Perez, Ph.D., served as president of Moreno Valley College from July 2008 through May 2011; and,

WHEREAS, during his tenure, President Perez guided the evolution of that institution from being a campus of Riverside City College to a separate, accredited college within the Riverside Community College District; and

WHEREAS, as president of Moreno Valley College, Dr. Perez served both the college community and the community-at-large in a dedicated and noteworthy manner; and

WHEREAS, through his involvement in the community and organizations such as the Moreno Valley Chamber of Commerce and the Moreno Valley College Community Advisory Group he sought to build town and gown relations; and,

WHEREAS, those efforts involved raising the profile of Moreno Valley College as an outstanding liberal arts and science and career technical institution—particularly in the health, human and public service sectors; and,

WHEREAS, the partnerships he helped develop and strengthen have brought opportunities and benefits to the 9,200 students attending Moreno Valley College, including pending designation of center status for the college’s operations at the Ben Clark Public Safety Training Center; and,

WHEREAS, those opportunities continue with the construction of the first Measure C-funded buildings, which will improve classroom, laboratories, and student service facilities on campus; and,

WHEREAS, as Moreno Valley College president, Dr. Perez championed the involvement of students in the shared governance process; and,

WHEREAS, his support for students encompassed solutions directed toward improving the success of under-represented and under-served students; and,

WHEREAS, his efforts on behalf of under-represented students earned him election to the Hispanic Association of Colleges and Universities Governing Board of Directors; and,

WHEREAS, his efforts in the area of workforce development benefitted students and Moreno Valley College when he was appointed to the Board of Directors of the National Association of Workforce Boards; and,

WHEREAS, he is continuing that work to improve workplace opportunities for young people through his service on the U.S. Department of Labor Advisory Committee on Apprenticeship;

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE RIVERSIDE COMMUNITY COLLEGE DISTRICT DOES HEREBY RESOLVE TO RECOGNIZE AND THANK MONTE PEREZ FOR HIS SERVICE AS PRESIDENT OF MORENO VALLEY COLLEGE AND WISH HIM EVERY SUCCESS AS PRESIDENT OF LOS ANGELES MISSION COLLEGE.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S REPORTS

Report No.: II-C

DATE: April 19, 2011

Subject: Presentation of Reorganization Plan Implementation for College Safety and Police

Background: To reflect a multi-college system, Riverside Community College District initiated a reorganization plan for the District and its three, independently accredited colleges. The Chancellor presented this reorganization plan at the May 18, 2010 Board meeting; whereby the Board of Trustees approved such plan to reorganize the District to support a multi-college system.

Since action by the Board, District and college administration has been undertaking efforts to implement the reorganization plan. As such, the report "*The Shaping of the Future, Riverside Community College District Reorganization*" has been produced. This report reflected the organizational changes implemented throughout the District and its colleges. At the time of this report, College Safety and Police demographic distribution was not included because of recruitments for openings that needed to be filled, before final assignments of officers to each college could be made.

Information Only

Gregory W. Gray
Chancellor

Prepared by: Jim Miyashiro
Chief of Police

RCCD

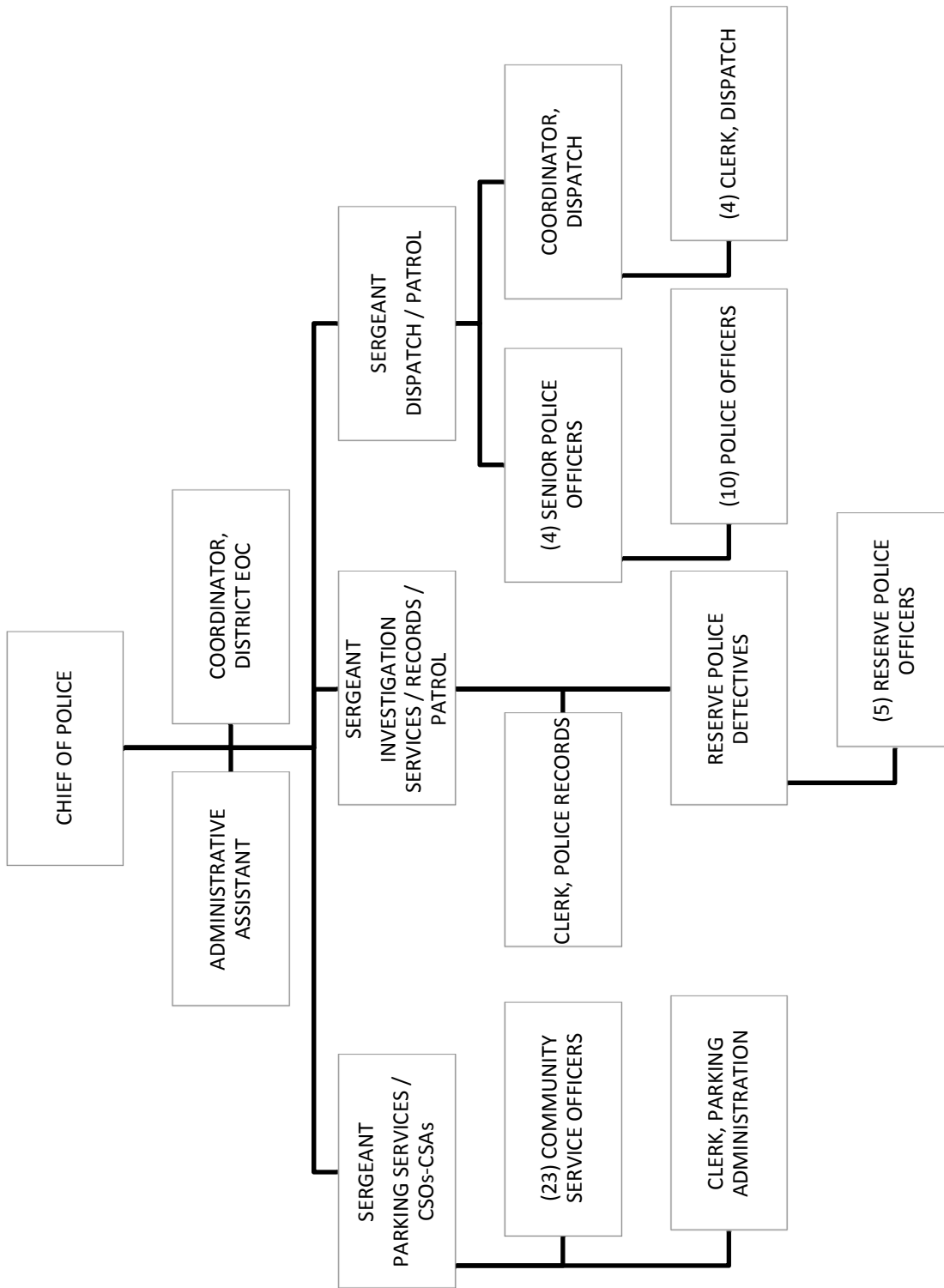
**RIVERSIDE COMMUNITY
COLLEGE DISTRICT**

POLICE DEPARTMENT

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

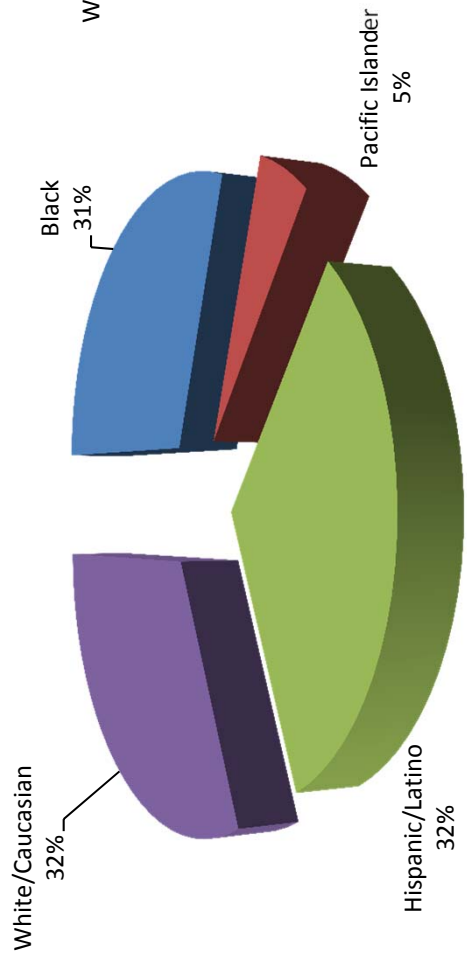
College Safety and Police Decentralization

College Safety & Police Before Reorganization District-wide

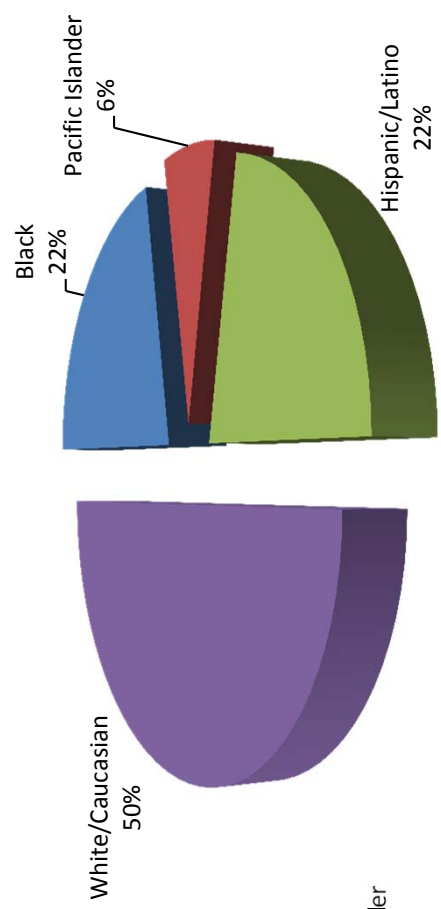


COLLEGE SAFETY & POLICE DEMOGRAPHIC BEFORE REORGANIZATION DISTRICT-WIDE

FULL-TIME & PART-TIME POSITIONS



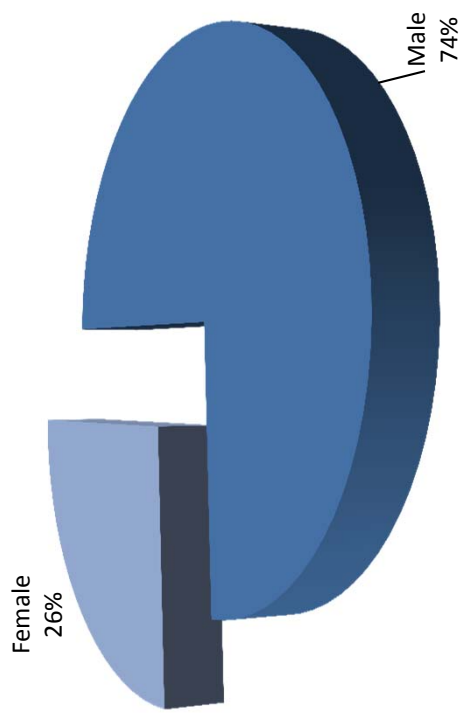
FULL-TIME POSITIONS ONLY



FULL-TIME & PART-TIME POSITIONS



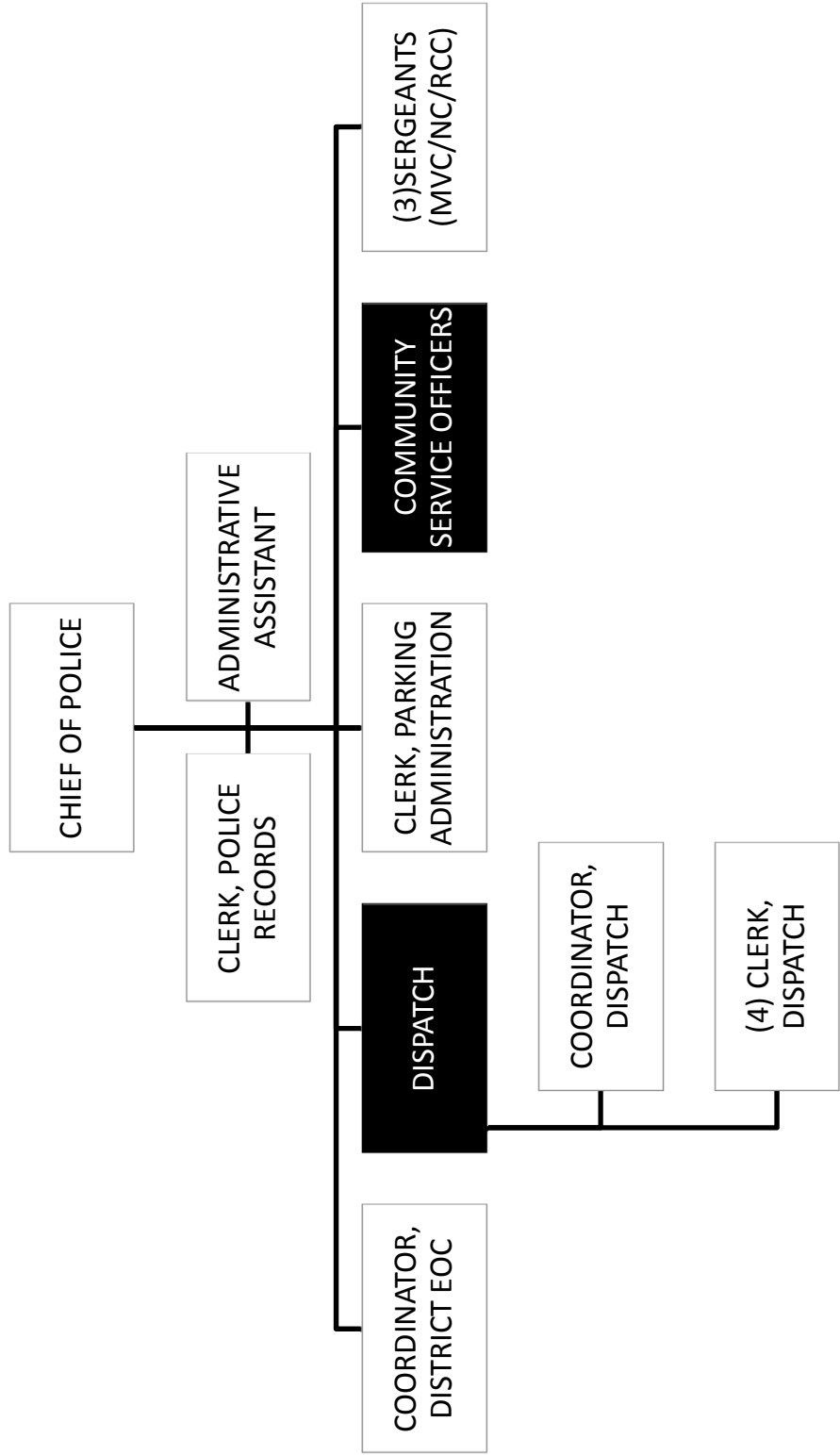
FULL-TIME POSITIONS ONLY



College Safety and Police Before Reorganization								
Position	Total	Gender M/F	Black M/F	Pacific Islander M/F	Hispanic/Latino M/F	White M/F	Location	
Chief	1	1/0	0	1/0	0	0	District	
Sergeant	3	3/0	1/0	0	0	2/0	District	
Senior Police Officer	4	3/1	0	0	1/1	2/0	District	
Police Officer	10	9/1	2/0	1/0	1/0	5/1	District	
Reserve Police Officer	5	5/0	1/0	0/0	3/0	1/0	District	
Technical	1	0/1	0	0	0	0/1	District	
Clerical	2	0/2	0/1	0	0	0/1	District	
Dispatcher Supervisor	1	0/1	0/1	0	0	0	District	
Dispatcher	4	2/2	0/1	0	1/0	1/1	District	
Hourly CSO's	23	11/12	6/4	0/1	5/6	0/1	District	

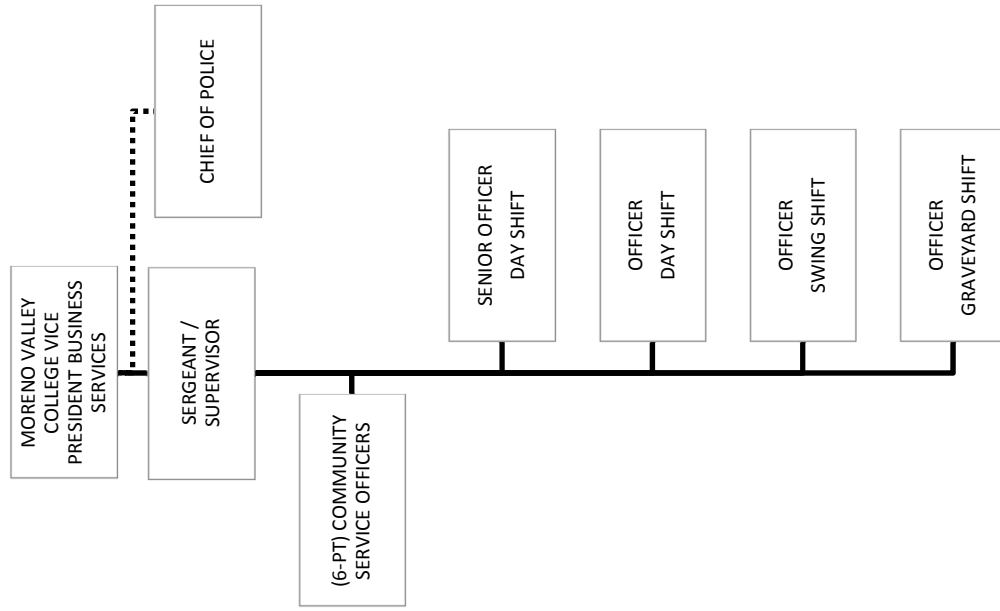
College Safety and Police After Reorganization								
Position	Total	Gender M/F	Black M/F	Pacific Islander M/F	Hispanic/Latino M/F	White M/F	Location D/RCC/MV/NC	
Chief	1	1/0	0	1/0	0	0	1/0/0/0	
Sergeant	3	3/0	1/0	0	0	2/0	0/1/1/1	
Senior Police Officer	4	3/1	0	0	1/1	2/0	0/2/1/1	
Police Officer	10	9/1	2/0	1/0	1/0	5/1	0/4/3/3	
Reserve Police Officer	5	5/0	1/0	0/0	3/0	1/0	0/2/1/2	
Technical	1	0/1	0	0	0	0/1	1/0/0/0	
Clerical	2	0/2	0/1	0	0	0/1	2/0/0/0	
Dispatcher Supervisor	1	0/1	0/1	0	0	0	1/0/0/0	
Dispatcher	4	2/2	0/1	0	1/0	1/1	4/0/0/0	
Hourly CSO's	23	11/12	6/4	0/1	5/6	0/1	4/7/6/6	

College Safety & Police After Reorganization
 Riverside Community College District – Centralized Services/Operations



Key
 • Black, represents a function/operation
 Changes
 • Decentralized sergeants and officers to colleges, with dedicated sergeants and officers to serve each college. Due to POST requirements, Sergeants are supervised by the Chief of Police with daily operations coordinated by college VP-Business
 • Community Services Officers are District, but assigned/deployed to colleges as needed for service levels and other scheduling demands, and supervised by college sergeants during their assignment period.
 April 2011

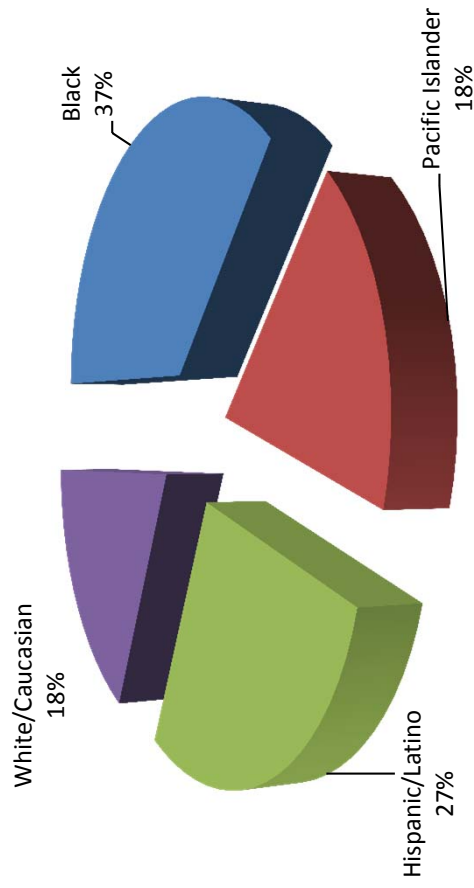
COLLEGE SAFETY & POLICE AFTER REORGANIZATION MORENO VALLEY COLLEGE



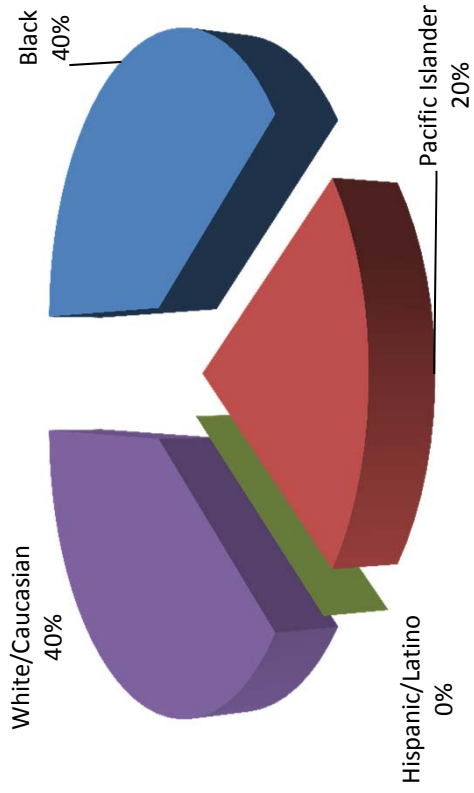
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 April 2011

COLLEGE SAFETY & POLICE DEMOGRAPHIC AFTER REORGANIZATION MORENO VALLEY COLLEGE

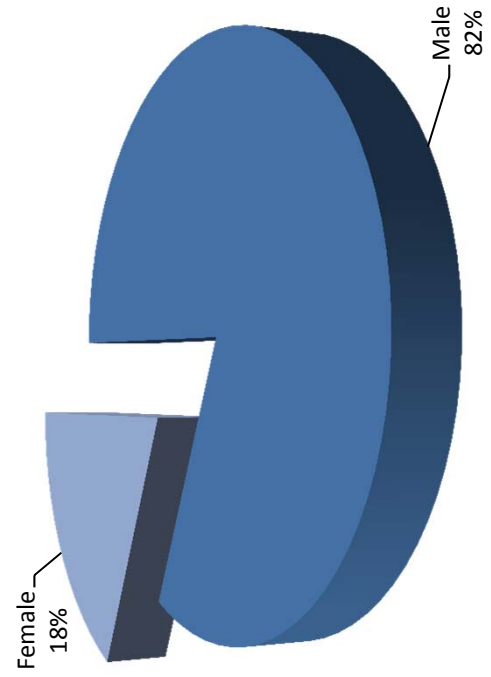
FULL-TIME & PART-TIME POSITIONS



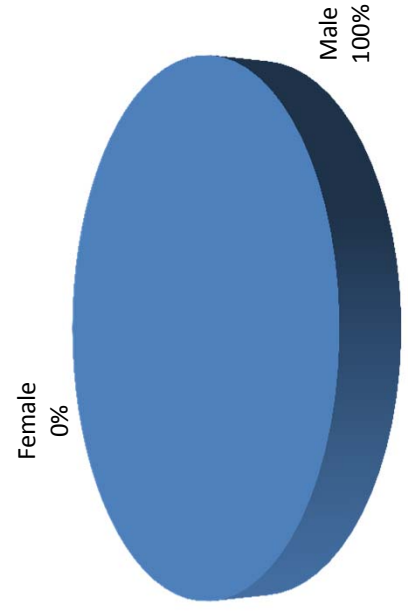
FULL-TIME POSITIONS ONLY



FULL-TIME & PART-TIME POSITIONS



FULL-TIME POSITIONS ONLY



COLLEGE SAFETY & POLICE TEAM FOR MORENO VALLEY COLLEGE



Sergeant Richard Henry



Senior Officer Clint Sandusky
Day Shift



Police Officer Steve Vaipulu
Day Shift

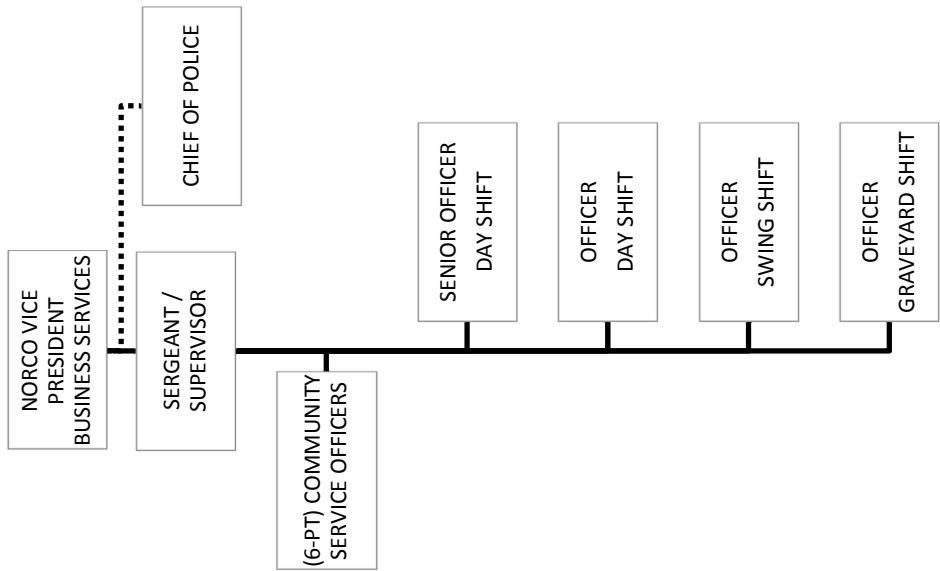


Police Officer Angelo Jackson
Swing Shift



Police Officer Rich Goldstein
Graveyard Shift

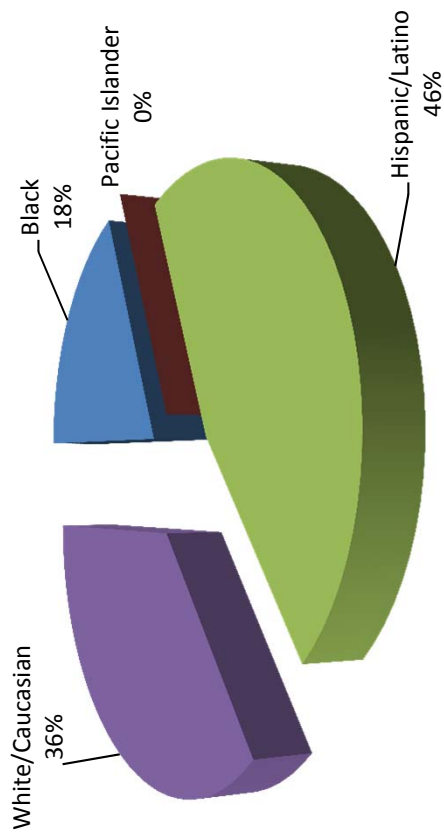
COLLEGE SAFETY & POLICE AFTER REORGANIZATION NORCO COLLEGE



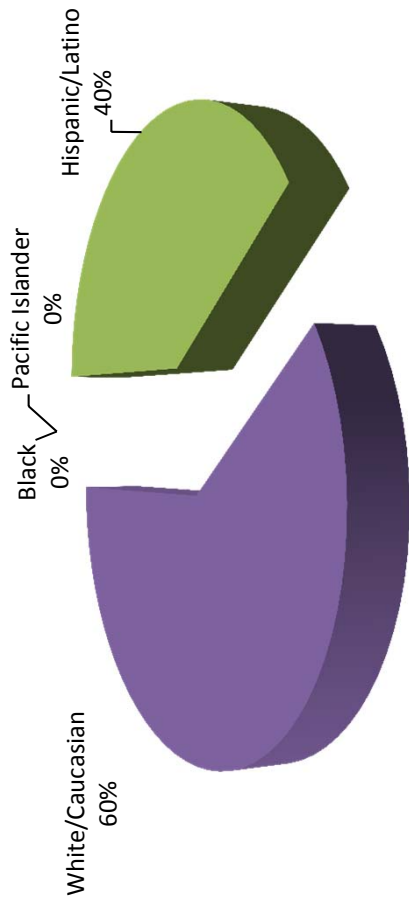
Changes
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April 2011

COLLEGE SAFETY & POLICE DEMOGRAPHIC AFTER REORGANIZATION NORCO COLLEGE

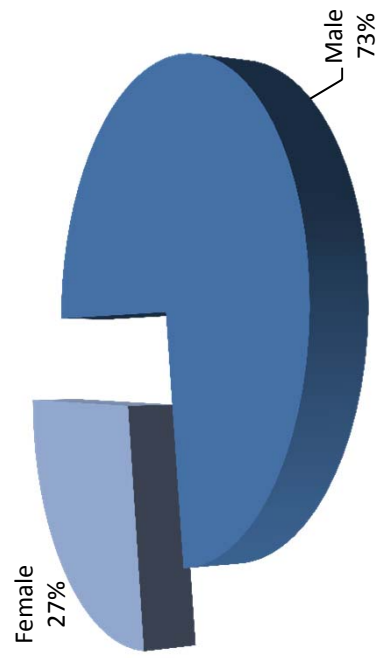
FULL-TIME & PART-TIME POSITIONS



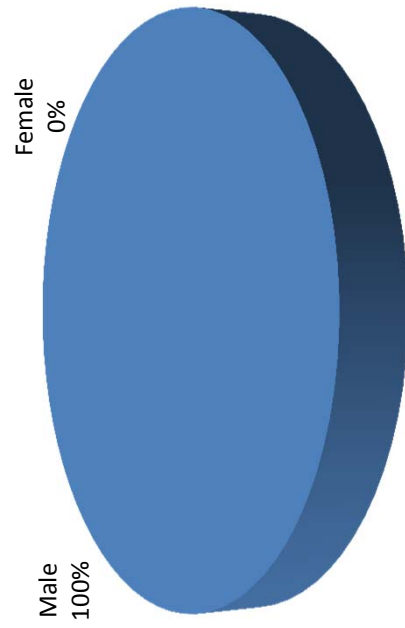
FULL-TIME POSITIONS ONLY



FULL-TIME & PART-TIME POSITIONS



FULL-TIME POSITIONS ONLY



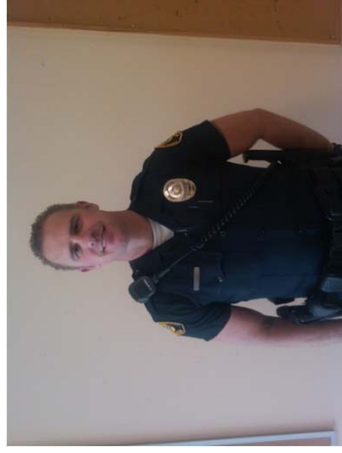
COLLEGE SAFETY & POLICE TEAM FOR NORCO COLLEGE



Sergeant Bob Kleveno



Senior Officer Shaun Frantz
Day Shift



Police Officer Chad Price
Day Shift

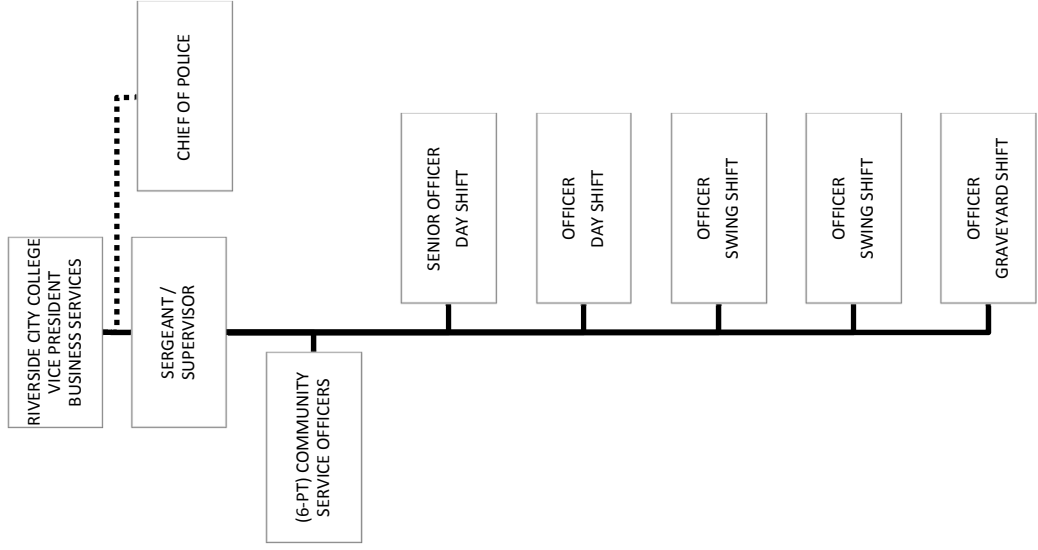


Police Officer Ray Placencia
Swing Shift



Police Officer Arlen Verdehyou
Graveyard Shift

COLLEGE SAFETY & POLICE AFTER REORGANIZATION RIVERSIDE CITY COLLEGE



Changes

- Decentralized sergeants and officers to colleges, with dedicated sergeants and officers to serve each college. Due to POST requirements, Sergeants are supervised by the Chief of Police with daily operations coordinated by college VP-Business
- Community Services Officers are District, but assigned/deployed to colleges as needed for service levels and other scheduling demands, and supervised by college sergeants during their assignment period.

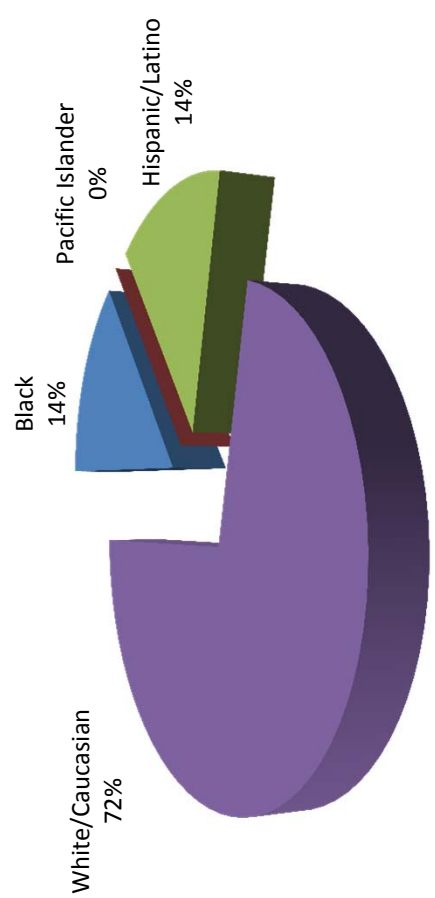
April 2011

COLLEGE SAFETY & POLICE DEMOGRAPHIC AFTER REORGANIZATION RIVERSIDE CITY COLLEGE

FULL-TIME & PART-TIME POSITIONS



FULL-TIME POSITIONS ONLY



FULL-TIME & PART-TIME POSITIONS



FULL-TIME POSITIONS ONLY



COLLEGE SAFETY & POLICE TEAM FOR RIVERSIDE CITY COLLEGE



Sergeant Jack Kohlmeier



**Senior Officer Jim Beckham
Day Shift**



**Police Officer Don Anderson
Day Shift**



**Police Officer Loriann Williams
Swing Shift**



**Police Officer Jason Johnson
Swing Shift**



**Police Officer Sam Weston
Graveyard Shift**

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S REPORTS

Report No.: II-D

Date: April 19, 2011

Subject: Presentation of Less Lethal Electronic Control Device (Taser)

Background: Since 1999 law enforcement agencies across the United States have been utilizing electronic control devices to assist them in reducing injuries to both police officers and arrestees. Some agencies have reported an 80% reduction in officer injuries, and equally, an 80% reduction in arrestee injuries based on the implementation of this device.

College Safety and Police has purchased new X26 TASERS for use by all sworn police personnel. These new Less Lethal Electronic Control Devices will help to reduce injuries to suspects and police officers, and offer additional, less lethal alternatives. A new policy has also been developed for the use of these devices by the Chief of Police, College Safety and Police. The new TASER X26 ECD uses a replaceable TASER cartridge containing a compressed nitrogen propulsion system to deploy two small probes that are attached to the TASER X26 ECD by insulated wires. The TASER X26 ECD transmits NMI impulses through these wires into the remote target at distances from direct contact up to 35 feet (10.6 meters). The TASER X26 ECD is transforming law enforcement and becoming a vital tool for patrol level law enforcement officers around the world.

Information Only

Gregory W. Gray
Chancellor

Prepared by: Jim Miyashiro
Chief of Police

College Safety and Police Policy and Procedure Manual

Section 305: Use of Electronic Control Device “TASER”

305.1 Purpose and scope

The TASER device is considered a non-deadly control device intended to control a violent or potentially violent individual. The properly applied use of the device will result in fewer serious injuries to officers and suspect.

305.2 Policy

Only personnel who have completed department-approved training may use a TASER. Return of the TASER in good working order at the end of an officer's assignment/shift is expected.

Officers shall only use the TASER and cartridges that have been issued by the Department. The device shall be carried as part of a uniformed officer's equipment in an approved holster, so that it is readily accessible at all times.

- a. When the TASER is carried as part of a uniformed officer's equipment, the TASER shall be carried on the side opposite the duty weapon.
- b. The TASER shall be clearly and distinctly marked to differentiate it from the duty weapon and any other device.
- c. Officer should carry two or more TASER cartridges on their person at all times when carrying a TASER.
- d. The Officer is responsible for ensuring that the TASER in their possession is in good working order at all times.
- e. An Officer should never hold a firearm and TASER at the same time unless lethal force is justified.

305.4 Verbal and visual warnings.

When practical, a verbal warning of the intended use of the TASER should precede its application. The purpose of the warning is for the following:

- a. Provide the individual with a reasonable opportunity to voluntarily comply.
- b. Provide other officers and individuals with a warning that a TASER may be deployed.

The TASER should never be intentionally directed into the eyes of another as it may permanently impair his/her vision.

The fact that a verbal and/or other warning was given, or the reason it was not given shall be documented by the officer deploying the TASER in the related report.

305.5 Use of the TASER

The Officer shall know the limitations and restrictions on the use of the TASER before using the device. The TASER should only be used when the Officer can safely approach the subject within the operational range of the TASER.

305.6 Factors to determine reasonableness of force.

The application of the TASER is likely to cause intense, but momentary, pain. The Officer should consider and balance the totality of circumstances available prior to using the TASER including, but not limited to, the following factors:

- a. The conduct of the individual being confronted.
- b. Officer/subject factors (i.e., age, size, relative strength, skill level, injury/exhaustion, number of officer vs. subjects)
- c. Influence of drugs/alcohol (mental capacity)
- d. Proximity of weapons
- e. The degree to which the subject has been effectively restrained and his/her ability to resist despite being restrained.
- f. The availability of other options and their reasonable availability to the officer.
- g. Seriousness of the offense.
- h. Training and experience of the officer.
- i. Potential for injury to officer(s), suspect(s) or others.
- j. Risk of escape.
- k. Other exigent circumstances.

305.7 Application of the TASER

The use of the TASER is authorized when circumstances known to the officer at the time indicate that such application is reasonable to control a person in any of the following circumstances.

- a. The subject is violent or physically resisting.
- b. A subject who by words or action has demonstrated an intention to be violent or to physically resist and who reasonably appears to present the potential to harm officers, himself/herself or others.
- c. The officer must be able to articulate a reasonable belief that other available options appeared ineffective, impractical or would have presented a greater danger to the officer, the subject or others.
- d. The officer must have a reasonable belief that an individual has committed or threatened to commit a serious offense. Mere flight from a pursuing officer shall not serve as good cause for the use of the TASER to apprehend an individual unless the officer believes the escape of the individual would pose a threat to others

305.8 Special deployment considerations.

The use of the TASER should be avoided in the following situations unless the totality of the circumstances indicate that other available options reasonably appear to be ineffective, impractical, or would present a greater danger to the officer, the subject or others. The officer must reasonably believe the use of the TASER outweighs the risk of using the TASER.

- a. Pregnant females
- b. Elderly individual or obvious juveniles.
- c. Individual who are handcuffed or otherwise restrained.

- d. Individuals who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any flammable material.
- e. Individual whose close position or activity may result in collateral injury (e.g., falls from height, operating vehicles)

The application in drive-stun mode should be limited to brief applications in which pain compliant would reasonably appear necessary to achieve control.

The TASER shall not be used to torture, psychologically torment, and elicit statements or to punish any individual.

305.9 Multiple applications of the TASER

If the first application of the TASER appears to be ineffective in gaining control, the officer should consider the following circumstances before additional applications are made:

- a. Whether the probes or darts are making proper contact.
- b. Whether the application of the TASER is interfering with the ability of the individual to comply.
- c. Whether verbal commands, others options or tactics may be more effective.

This shall not preclude any officer from deploying multiple, reasonable applications of the TASER on an individual.

305.10 Report of use

All TASER discharges shall be documented in the related arrest/crime report. Notification shall be made to a supervisor as soon as practical.

Reporting the accidental discharge of a TASER will be made to a sergeant in compliance with the policy outlined in section 302.5 of this manual.

305.11 Medical treatment

Only qualified personnel, including certified paramedics, should remove TASER darts from a person's body. Used TASER darts shall be considered a sharp biohazard, similar to a used hypodermic needles and should be treated and disposed of accordingly.

All subjects struck by TASER darts or who have been subjected to the electric discharge of the device shall be medically assessed prior to booking.

Any person who falls under the following categories should be examined by paramedics or other qualified medical personnel as soon as practicable.

- a. The person is suspected of being under the influence of a controlled substance and/or alcohol.
- b. The person may be pregnant.
- c. The person reasonably appears to be in need of medical attention.
- d. The TASER darts are lodged in a sensitive area (e.g., groin, female breast, near the eyes).
- e. Person requesting medical treatment.

Any person exhibiting signs of distress after an encounter shall be medically cleared prior to booking.

The transporting officer shall inform any person receiving custody or any person placed in a position of providing care that the individual has been subjected to the application of the TASER.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Report No.: II-E

Date: April 19, 2011

Subject: Collective Bargaining – Proposal for Early Retirement Plan

Background: The Board of Trustees is being asked to receive and sunshine the joint letters of intent (to be walked in at the time of the meeting) to negotiate an early retirement plan between the District, the Faculty Association, and Riverside Community College District Employees, Chapter #535, and schedule a public hearing on the proposal at the next regular Board of Trustees Meeting scheduled for Tuesday, May 3, 2011, at 6:00 p.m., in Board Room AD122, Riverside City College.

Recommended Action: It is recommended that the Board of Trustees receive and sunshine the letters of intent to negotiate an early retirement plan for fiscal year 2010-2011 from the Riverside Community College District, Riverside Community College District Faculty Association CTA/CCA/NEA, and Riverside Community College District Employees, Chapter #535, and schedule a public hearing on the proposal at the next regular Board of Trustees Meeting scheduled for Tuesday, May 3, 2011.

Gregory W. Gray
Chancellor

Prepared by: Melissa Kane
Vice Chancellor, Diversity and Human Resources

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Report No.: V-A-1-a

Date: April 19, 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>Term of Employment</u>	<u>Salary Placement</u>
RIVERSIDE CITY COLLEGE			
* Joy Chambers	Dean, Enrollment Services	06/01/11 - 6/30/11	Y-1

b. Contract Faculty

<u>Name</u>	<u>Discipline</u>	<u>Effective Date</u>	<u>Salary Placement</u>
MORENO VALLEY COLLEGE			
ASSISTANT PROFESSOR			
Michael Estrada	Physician Assistant	08/25/11	H-8
* Michael Schwartz	English	08/23/11	G-6

RIVERSIDE CITY COLLEGE

ASSISTANT PROFESSOR

*Nicole Abbate	Counseling	05/02/11	E-3
*Karyn Magno	Counseling	05/09/11	D-8
*Chau Wong	Mathematics	08/23/11	H-1

INSTRUCTOR

Richard Gabriel	Culinary Arts	05/02/11	D-6
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c. Long-Term, Temporary Faculty

MORENO VALLEY COLLEGE

VISITING ASSISTANT PROFESSOR

* Bonnie Montes	Counseling (EOPS)	04/20/11	C-4
* Rosaline Martinez- Culpepper	Healthcare Technician	08/23/11	F-6

Report No.: V-A-1-a

Date: April 19, 2011

Subject: Academic Personnel

2. Salary Placement Adjustment

At their meeting of February 22, 2011, the Board of Trustees approved the appointment of the following faculty member. The employee has provided appropriate verification of experience and/or coursework completed that will affect their salary placement.

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

<u>Name</u>	<u>From Column/Step</u>	<u>To Column/Step</u>
Cynthia Ovard	C-3	C-6

3. 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 May 1, 2011:

<u>Name</u>	<u>From Column</u>	<u>To Column</u>
Joan Gibbons Anderson	F	G
Antonio Curtis	C	D

4. Request for Tenure

The Agreement between Riverside Community College District and the Riverside Community College Chapter CCA/CTA/NEA provides for tenure by the fall semester of the fourth year.

It is recommended the Board of Trustees grant tenure to the faculty as specified on the attached list.

5. Academic Rank

Board Policy 4000 establishes guidelines for academic rank; and the Professional Growth and Sabbatical Leave Committee reviewed the attached listing of academic rank changes for the 2011-2012 academic year.

It is recommended the Board of Trustees approve the 2011-2012 academic rank changes as specified on the attached list.

Report No.: V-A-1-a

Date: April 19, 2011

Subject: Academic Personnel

6. Request for Participation in Reduced Employment Program

The Agreement between Riverside Community College District and the Riverside Community College Chapter CCA/CTA/NEA provides for faculty participation in the Reduced Employment Program; and the Vice President has reviewed and supports the following request.

It is recommended the Board of Trustees approve the request of Dr. Achinta Chatterjee, Associate Professor of English, and allow him to participate in the Reduced Employment Program with a teaching load of 50% for the 2011-12 academic year.

7. Separations

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

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

<u>Name</u>	<u>Title</u>	<u>Last Day of Employment</u>	<u>Reason</u>
Monte Perez	President, Moreno Valley College	04/30/11	Resignation
Teresa Thetford	Associate Professor, Physician Assistant	04/29/11	Resignation

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Report No.: V-A-1-b

Date: April 19, 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

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
NORCO COLLEGE				
*Hortencia Cuevas	Program Director, Student Support Services	05/09/11	S-1	Appointment

c. Classified/Confidential

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
DISTRICT				
Christopher Horeczko	Computer Technician (Part-time, 47.5% - Information Services)	04/20/11	E-1	Appointment
MORENO VALLEY COLLEGE				
*Albert Edwards	Custodian	04/20/11	C-1	Appointment
*Julia Buckley	Instructional Department Specialist	05/02/11	K-LS2	Transfer
NORCO COLLEGE				
*Steven Gonzalez	College Receptionist (Part-time, 47.5% – Career/Transfer Center)	05/02/11	C-1	Appointment
*Ruth Jones	College Receptionist (Part-time, 47.5% – Student Activities)	05/02/11	C-1	Appointment
*Daniel Landin	College Receptionist (Part-time, 47.5% – Counseling)	05/02/11	C-1	Appointment

Report No.: V-A-1-b

Date: April 19, 2011

Subject: Classified Personnel

1. Appointments (Continued)

<u>Effective Name</u>	<u>Position</u>	<u>Date</u>	<u>Salary</u>	<u>Action</u>
NORCO COLLEGE (Continued)				
*Janice Arredondo	College Receptionist (Part-time, 47.5% – Counseling)	05/02/11	C-1	Appointment
Elizabeth Parra	Medical Office Receptionist (Part-time, 47.5% - Health Services)	04/20/11	F-1	Appointment
RIVERSIDE CITY COLLEGE				
Susan Cottingham	Cosmetology Operations Assistant (11-month, Part-time, 50%)	04/20/11	G-1	Appointment

d. Classified/Confidential – Categorically Funded

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Action</u>
DISTRICT				
*Alaadin Elgendy	Procurement Specialist	04/20/11	O-1	Appointment
NORCO COLLEGE				
*Sylvia Retamoza	Assistant to the Director UB	05/02/11	K-1	Promotion
RIVERSIDE CITY COLLEGE				
* Natalie Chipman	Administrative Assistant II (Student Financial Services)	04/25/11	G-1	Appointment
Olayide Coston	Student Financial Svcs Support Specialist (Student Financial Services)	04/22/11	G-2	Appointment

2. Requests to Adjust Effective Date of Employment

On February 22, 2011, the Board of Trustees approved the appointments for Norco College of Admissions and Records Operations Assistant (Part-time, 48.75%), namely Vanessa Acosta, effective February 23, 2011; and Jacquelynn Warren, effective February 28, 2011.

It is recommended the Board of Trustees adjust Ms. Acosta's effective date from February 23, 2011 to February 28, 2011; and adjust Ms. Warren's effective date from February 28, 2011 to February 23, 2011.

Report No.: V-A-1-b

Date: April 19, 2011

Subject: Classified Personnel

3. Request for Childcare Leave Without Pay

It is recommended the Board of Trustees approve/ratify the following request for child care leave without pay for classified employee, Nicole LeDuff, emancipation coach, effective March 31, 2011 through September 30, 2011. The employee has exhausted the 12 weeks (480 hours) of leave under the Family and Medical Leave Act/California Family Rights Act and has requested an additional non-paid child care leave provided under the bargaining unit agreement between CSEA Riverside Community College District Employees and the Riverside Community College District.

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

It is recommended the Board of Trustees approve/ratify a 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 employees:

<u>Name</u>	<u>Title</u>	<u>Leave Type</u>	<u>Effective/ Retroactive to:</u>
Victoria Diaz	Gymnasium Attendant	CFRA/FMLA	April 1, 2011
Carlos Garza	Maintenance Mechanic (Elec.)	CFRA/FMLA	April 8, 2011
Debra Miller	Administrative Assistant III	CFRA/FMLA	April 27, 2011
Juan Santana Zavala	Custodian	CFRA/FMLA	March 15, 2011
Gustavo Segura	Inst Media/Broadcast Coordinator	CFRA/FMLA	March 24, 2011
Ann Tewahaftewa	Human Resources Specialist II	CFRA/FMLA	March 28, 2011
Heather Yates	Student Employment Personnel Specialist	CFRA/FMLA	April 6, 2011

Report No.: V-A-1-b

Date: April 19, 2011

Subject: Classified Personnel

5. Elimination of Position Due to Lack of Funds

Board Policy and Administrative Procedure 7110 authorizes the Vice Chancellor, Diversity and Human Resources, to perform personnel actions, subject to final approval by the Board of Trustees. The position elimination and bumping rights are the result of previous elimination of TRIO funds at the Norco College.

It is recommended the Board of Trustees approve the reduction in staffing through the elimination of this position, effective at the end of the work day on May 1, 2011. The employee has bumping rights into the same position but at 75% and will be placed on the 39 month reemployment list for the position currently held at 100%

ELIMINATION OF POSITION DUE TO LACK OF FUNDS

<u>Position Title</u>	<u>District/College</u>
Education Advisor (100%)	Riverside

PLACEMENT ON 39-MONTH REEMPLOYMENT LIST – Effective May 2, 2011

Briana Boykin Education Advisor – 12 Months @ 100%

BUMPING DUE TO SENIORITY RIGHTS – Effective May 2, 2011

Briana Boykin Education Advisor – 12 Months @ 75% Norco College

6. Request to Rescind Appointment

On March 15, 2011, the Board of Trustees approved the appointment for Joseph Frank, Procurement Specialist, effective April 25, 2011. Mr. Frank has decided to withdraw his initial acceptance of the position.

It is recommended the Board of Trustees rescind the appointment of Joseph Frank as Procurement Specialist.

7. Separation(s)

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

In 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>
Gail Byrne	Student Services Specialist	April 29, 2011	Retirement

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Report No.: V-A-1-c

Date: April 19, 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.

4. Request to Extend Health Leave Without Pay


On February 22, 2011 the Board of Trustees granted a leave of absence for health reasons to Sheri Corral for illness or injury which extends beyond the expiration of all other paid leaves. The leave was approved effective December 22, 2010 through March 18, 2011. Ms. Corral has requested that the leave be extended through May 8, 2011. It is recommended that the Board of Trustees approve/ratify the request for leave.

Report No.: V-A-1-c

Date April 19, 2011

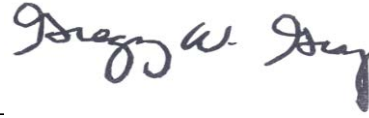
Subject: Classified Personnel

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:

Cynthia Azari
Acting President, Riverside City College



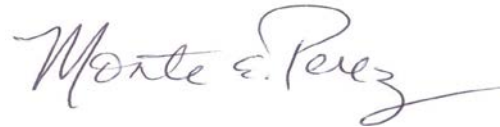
Ray Maghroori
Provost/Vice Chancellor, Educational Services



Brenda Davis
President, Norco Campus



James Buysse
Vice Chancellor, Administration and Finance
and Finance



Monte Perez
President, Moreno Valley Campus

MORENO VALLEY COLLEGE

Name

LaTonya Parker

Discipline

Counseling

RIVERSIDE CITY COLLEGE

Name

Sharon Alexander

Veasna Chiek

Rebecca Kessler

Gabriela Mendoza

Steven Schmidt

Discipline

Nursing

Mathematics

Cosmetology

Mathematics

Music

RANK CHANGE TO ASSISTANT PROFESSOR, CAREER AND TECHNICAL
EDUCATION

RIVERSIDE CITY COLLEGE

<u>Name</u>	<u>Discipline</u>
Rebecca Kessler	Cosmetology
John Seniguar	Cosmetology

RANK CHANGE TO ASSOCIATE PROFESSOR

MORENO VALLEY COLLEGE

<u>Name</u>	<u>Discipline</u>
LaTonya Parker	Counseling
Donna Lesser	Dental Hygiene

RIVERSIDE CITY COLLEGE

<u>Name</u>	<u>Discipline</u>
Sharon Alexander	Nursing
David Avalos	Culinary Arts
Veasna Chiek	Mathematics
Gabriela Mendoza	Mathematics
Richard Rodman	Automotive Technology
Steven Schmidt	Music
Yuri Ulloa	Automotive Technology

RANK CHANGE TO PROFESSOR

MORENO VALLEY COLLEGE

<u>Name</u>	<u>Discipline</u>
Daniel Clark	English
Jose Duran	Business Administration
Diane Marsh	Chemistry

NORCO COLLEGE

<u>Name</u>	<u>Discipline</u>
Catherine Brotherton	Computer Information Systems
Deborah Makin	Political Science
Robert Prior	Mathematics
Charles Sternburg	Anatomy & Physiology
Jim Thomas	Construction Technology
Tom Wagner	Business Administration

RIVERSIDE CITY COLLEGE

<u>Name</u>	<u>Discipline</u>
Tim Brown	Reading
Marie Colucci	Nursing
Tammy DiBenedetto	English
Jo Dierdorff	Dance
Anita Kinser	Nursing
Mary Legner	Mathematics
Richard Mahon	Humanities
Dayna Mason	Art
Susan Mills	Mathematics
Charles Richard	Music
Donna Schutte	Nursing
Oliver Thompson	Administration of Justice
Kristi Woods	History

SUBSTITUTE ASSIGNMENTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
	Payroll Technician			
Felix, Elizabeth	Substitute	Accounting Services	04/04/11-06/30/11	\$22.72
MORENO VALLEY COLLEGE				
	Inst. Media Assist.			
Gomez, Raul	Substitute	Instructional Media Ctr	04/20/11-06/30/11	\$22.28
	Inst. Media Assist.			
Martinez, Jimmy	Substitute	Instructional Media Ctr	04/20/11-06/30/11	\$22.28
	Inst. Media Assist.			
McLaughlin, Ian	Substitute	Instructional Media Ctr	04/20/11-06/30/11	\$22.28
NORCO COLLEGE				
	Acct Serv Clerk,			
Gill, Patricia	Substitute	TRIO Programs	04/01/11-06/01/11	\$27.12
RIVERSIDE CITY COLLEGE				
(None)				
TBA	TBA	TBA	TBA	TBA

SHORT-TERM POSITIONS

AMENDED*

Backup V-A-1-c-2

April 19, 2011

Page 1 of 1

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
Alton, Christina	Interpreter II	DSP&S	04/20/11-06/30/11	\$23.00
Creehan, Joe	Interpreter II	DSP&S	04/20/11-06/30/11	\$23.00
Gleicher, Jonathan	Interpreter III	DSP&S	04/20/11-06/30/11	\$27.00
Greenhouse, Max	Computer Operator	Edctn Svcs Office	02/01/11-02/10/11	\$15.00
Nichols, Michael	Reserve Officer	Safety & Police	04/20/11-06/30/11	\$15.65
Piper, David	Reserve Officer	Safety & Police	04/20/11-06/30/11	\$15.65
MORENO VALLEY COLLEGE				
Dennis, Tracey	Student Activities Advisor	Student Services	04/01/11-06/30/11	\$13.45
Samai, Selik	Tutor II	Center	03/01/11-06/10/11	\$8.50
*Santa Cruz, Elena	Grant Project Technician	President's Office	04/25/11-05/13/11	\$20.00
Van Gorder, Bryan	Role Player	Law Enforcement	04/20/11-06/30/11	\$8.00
NORCO COLLEGE				
Downing, Theresa	Office Assistant II	Health Services	04/01/11-04/30/11	\$10.50
Ramirez-Prieto, Lorena	Office Assistant I	Outreach/CalWorks	05/01/11-06/30/11	\$9.00
*Tsuha, Shigueru	Academy Coordinator	Coop Title V	04/20/11-06/30/11	\$25.00
RIVERSIDE CITY COLLEGE				
Groves, Sara	Interpreter III	Riverside	02/01/11-02/07/11	\$27.00
Millan, Lynsey	Interpreter II	Riverside	02/01/11-02/07/11	\$23.00
Mora, Sergio	Office Assistant IV	RCC STEM	04/20/11-06/30/11	\$14.00
Stowe, Kellie	Special Project Employee	Int'l Students & Prog	04/20/11-06/30/11	\$0.00
Taylor, Jessica	Interpreter II	Servs	04/20/11-06/30/11	\$23.00
Turk, Wendi	Accompanist III	Performing Arts	02/14/11-06/08/11	\$30.00
Watson, Rachel	Tutor IV	RCC STEM	04/20/11-06/30/11	\$10.00
Watson, Rachel	STEM Mentor	RCC STEM	04/20/11-06/30/11	\$12.50

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				
McDaniel, Patricia	Office Assistant II	DSPS	03/28/11	\$ 10.50
Rodriguez, Karina	Office Assistant II	DSPS	03/10/11	\$ 10.50
MORENO VALLEY COLLEGE				
Barajas, Karina	Tutor	Tutorial Services	03/11/11	\$ 8.25
Bravo, Stephanie	Tutor	Tutorial Services	03/15/11	\$ 8.25
Collins, Derron	Lab Aide	Writing and Reading Ctr	03/09/11	\$ 8.00
Cantrell, Karlyn	Tutor	Tutorial Services	03/09/11	\$ 8.25
Gist, Kiarra	Lab Aide	WRC	03/29/11	\$ 8.00
Hill, David	Instructional Assistant	ECE	03/11/11	\$ 8.25
McCrary, Devin	Tutor	Tutorial Services	03/15/11	\$ 8.25
McKinney, Kevon	Cashier	Food Services	02/14/11	\$ 8.00
Sieckman, Katie	Tutor	Tutorial Services	03/29/11	\$ 8.50
Simpson, Sarah	Instructional Assistant	ECE	03/11/11	\$ 8.75
Tejeda, Luis	Tutor	Tutorial Services	03/15/11	\$ 8.25
Villa, Michelle	Lab Aide	WRC	03/21/11	\$ 8.00
Wilson, Kristian	Instructional Assistant	ECE	3/29//11	\$ 8.25
NORCO COLLEGE				
		Communications /		
Arat, Evren	Editor in Chief	Journalism / Norco Voice	03/14/11	\$ 9.50
Bennett, Alexis	Student Assistant	T3P	03/18/11	\$ 9.00
Cady, David	Tutor	Tutorial Services	03/22/11	\$ 8.00
Koertz, Art	Student Lab Aide	BEIT	03/11/11	\$ 10.00
Sheckler, Carson	Tutor	Tutorial Services	03/15/11	\$ 8.00
Taylor, Bryson	Student Lab Aide	BEIT	03/17/11	\$ 8.00
Vargas, Eber	Food Services Worker	Food Services	03/22/11	\$ 8.00
RIVERSIDE CITY COLLEGE				
		Student Services/		
Allen, Jordan	Football Quality Control	PE/Football	03/11/11	\$ 8.00
Banks, Vanessa	Instructional Aide	Performing Arts / Theater	04/01/11	\$ 8.00
Bennett, Cassandra	Tutor	Tutorial Services	03/16/11	\$ 8.00
Brooks, Nina	Tutor	Tutorial Services	03/18/11	\$ 8.00
Buckley, Laquitta	Tutor	Tutorial Services	03/15/11	\$ 8.00
Burrell, Matthew	Tutor	Math Learning Center	03/15/11	\$ 10.00
Cook, Morgan	Lab Aide	English Writing Center	03/10/11	\$ 8.00
Croomes, Charity	MUN Assistant	Political Science	03/07/11	\$ 10.50
Dake, Nickolas	Tutor	Tutorial Services	03/11/11	\$ 8.00

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

RIVERSIDE CITY COLLEGE (cont'd)

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
deConinck, Cathryn	Tutor	Tutorial Services	03/18/11	\$ 8.00
Duran, Anthony	Tutor	Math Learning Center	03/16/11	\$ 10.00
Felix, Anthony	Tutor	Upward Bound Student Services/	03/23/11	\$ 10.00
Fenumiai, Lawrence	Football Quality Control	PE/Football	03/29/11	\$ 8.00
Franklin, Joshua	Tutor	Tutorial Services	03/29/11	\$ 8.00
Fukui, Koji	Tutor	Tutorial Services	03/29/11	\$ 8.00
Gesulga, Kristine	Tutor	Tutorial Services	03/16/11	\$ 8.00
Gomez, Natalie	Tutor	Tutorial Services	03/16/11	\$ 8.00
Halpin, Aron	Classroom Assistant	Math Learning Center	03/15/11	\$ 10.00
Heublein, Kelsey	Lab Aide	English Writing Center Student Services/	03/11/11	\$ 8.00
Hopper, Brian	Clerical / Field Worker	PE/Baseball Student Services/	03/22/11	\$ 8.00
Johnson, Devin	Clerical / Field Worker	PE/Baseball	03/22/11	\$ 8.00
Kim, Dong Yoon	Tutor	STEM Program	03/18/11	\$ 10.00
Lee, Djuan	Instructional Aide	Performing Arts / Theater	03/23/11	\$ 8.00
Lim, Sung Gon	Mentor	STEM Program Student Services/	03/08/11	\$ 12.50
Lipano, Joseph	Football Quality Control	PE/Football	03/29/11	\$ 8.00
Liu, Li	Tutor	Tutorial Services	03/29/11	\$ 8.00
Masi, Kyle	Tutor	Tutorial Services	03/11/11	\$ 8.00
Medlin, Rebecca	Mentor	STEM Program	03/10/11	\$ 12.50
Mitchell, Michael	Classroom Assistant	Math Learning Center	03/11/11	\$ 10.00
Moore, Casey	Tutor	Tutorial Services	03/10/11	\$ 8.00
Morales, Morgan	Tutor	Tutorial Services	03/11/11	\$ 8.00
Norman, Vernon	CCE Student Worker	CCE	03/23/11	\$ 8.00
Pena, John	Study Group Leader	Math Learning Center	04/01/11	\$ 12.00
Quartararo, Stephanie	MUN Assistant	Political Science	03/07/11	\$ 10.50
Rogers, Brandon	Mentor	STEM Program	03/10/11	\$ 12.50
Schoeman, Cara	Tutor	Tutorial Services	03/11/11	\$ 8.00
Smith, Patrick	Tutor	Tutorial Services	03/22/11	\$ 8.00
Wang, Peng	Tutor	Tutorial Services	03/18/11	\$ 8.00
Warmouth, Kimberly	CCE Student Worker	CCE Student Services/	03/18/11	\$ 8.00
Williams, Casey	Football Quality Control	PE/Football	04/01/11	\$ 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>
MORENO VALLEY COLLEGE				
Hayes, Britney	Student Ambassador	Outreach	03/22/11	\$ 8.00
Soroka, Martin	IMC Assistant Trainee	IMC	03/11/11	\$ 8.00
Viscusi, Danielle	Office Assistant	HH&PS	02/15/11	\$ 8.00
NORCO COLLEGE				
Pierre, Aaliyah	Business Associate	Tri-Tech	03/11/11	\$ 8.00
Roman, Thalia	Office Assistant	Procurement	03/30/11	\$ 8.25
RIVERSIDE CITY COLLEGE				
Chamness, Christopher	Track Assistant II	PE / Men's Track	03/31/11	\$ 10.00

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-2

Date: April 19, 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 \$17,005,461 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 171244-173211) totaling \$13,047,058 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 \$17,005,461 and District Warrant Claims totaling \$13,047,058.

Gregory W. Gray
Chancellor

Prepared by: Majd S. Askar
Purchasing Manager

Report of Purchases-All District Resources
Purchases Over \$78,900
2/26/11 thru 3/31/11

PO#	Department	Vendor	Description	Amount
B0008238	Human Resources & Diversity	International Assurance of TN, Inc.	Insurance	\$150,000
C0003335	Campus Business Operations - Norco	Professional Personnel Leasing Inc	Administrative Services	97,398
C0003336	FPDC	DLR Group WWCOT	Moreno Valley Phase III-Design Services	437,000
C0003338	FPDC	Western Municipal Water District	Lease of Premises	330,000
C0003339	FPDC	HMC Architects	MVC Dental Education Center-Design Services	503,850
C0003342	FPDC	HMC Architects	MVC Library Learning Center	127,000
C0003343	FPDC	HMC Architects	RCC Student Srv. & Workforce Development Bldg.	142,000
C0003345	FPDC	Inland Inspections & Consulting	Norco Secondary Effects	264,528
C0003346	FPDC	All American Inspection, Inc.	MVC Dental Education Center Project	88,400
C0003347	FPDC	Rudolph and Sletten, Inc.	Moreno Valley College Dental Ed Center	546,842
C0003348	FPDC	Atom, Inc	RCC Quad Basement Remodel -Bid Award	244,979
C0003359	FPDC	PCN3, Inc	Norco Secondary Effects -Bid Award	5,782,000
C0003360	FPDC	PCN3, Inc	Norco Secondary Effects -Bid Award	1,977,000
C0003362	FPDC	Silver Creek Industries, Inc	MVC Dental Education Center -Portables	3,831,712
C0003367	Administrative Support Center	Sharp Electronics Corp.	Copier Lease	101,506
P0027737	FPDC	Johnson Power Systems	Norco Secondary Effects Project	120,168
P0028122	FPDC	NEC Unified Solutions, Inc.	Telephone System Upgrade V-A-4-B	82,025
P0028124	FPDC	NEC Unified Solutions, Inc.	Telephone System Upgrade V-A-4-B	93,458
Additions to Approved/Ratify Purchases of \$78,900 and Over				
C0002932	FPDC	Advanced Systems	Nursing/Sciences Building	309,483
C0002941	FPDC	Bec, Inc	Nursing/Sciences Building	95,225
				<u>\$15,324,574</u>
All Purchase Orders, Contracts, and Additions for the Period of 2/26/11 - 3/31/11				
Contracts- C3331 - C3367				\$305,021
Contract Additions- C2486 - C3267				
Purchase Orders- P27591 - P28124				1,292,847
Purchase Order Additions- P24958 - P27577				
Blanket Purchase Orders- B82320 - B8261				83,019
Blanket Purchase Order Additions- None				
Total				<u>\$1,680,887</u>
Grand Total				<u>\$17,005,461</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 19, 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 reallocate the Foster and Kinship Care Education grant budget. (Fund 12, Resource 1190)		
From: Foster and Kinship Care Education	Classified Perm PT Lecturers	\$ 2,953 320
To: Foster and Kinship Care Education	Classified FT Employee Benefits Mileage Equipment	\$ 3,071 15 117 70
R2. Transfer to reallocate the Gateway to College Tech Prep Demo grant budget. (Fund 12, Resource 1190)		
From: Gateway to College Tech Prep Demo	Conferences Other Services	\$ 1,600 1,365
To: Gateway to College Tech Prep Demo	Equipment	\$ 2,965

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 19, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R3. Transfer to reallocate the Riverside County Emancipation Services grant budget. (Fund 12, Resource 1190)		
From: Riverside Co. Emancipation Services	Employee Benefits	\$ 2,608
To: Riverside Co. Emancipation Services	Postage	\$ 1,800
	Conferences	598
	Other Services	210
R4. Transfer to reallocate the Temporary Assistance to Needy Families grant budget. (Fund 12, Resource 1190)		
From: Temporary Asstce to Needy Families	Classified FT Administrator	\$ 3,520
	Supplies	4,781
	Other Transportation Supplies	3,000
	Equipment Replacement	5,570
To: Temporary Asstce to Needy Families	Academic PT Non-Instr	\$ 9,138
	Classified Perm PT	6,000
	Employee Benefits	1,733
R5. Transfer to purchase a large format printer.		
From: Applied Tech – Other Comm.	Repairs	\$ 2,000
	Computer Software Maint/Lic	2,500
Applied Tech – Printing/Lithography	Repairs	3,200
	Computer Software Maint/Lic	6,662
To: Applied Tech – Other Comm.	Equipment	\$ 4,500
Applied Tech – Printing/Lithography	Equipment	9,862

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 19, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R6. Transfer to purchase a printer.		
From: Applied Technology	Supplies	\$ 392
To: Applied Technology	Equipment	\$ 392
R7. Transfer to purchase intravenous pumps.		
From: Allied Health	Instructional Supplies	\$ 4,185
To: Allied Health	Equipment	\$ 4,185
R8. Transfer to purchase a defibrillator.		
From: Student Services	Administrative Contingency	\$ 1,630
To: Athletics	Equipment	\$ 1,630
R9. Transfer to provide for commencement activities.		
From: Student Services	Student Help - Non-Instr	\$ 6,260
To: Admissions and Records	Supplies	\$ 2,619
	Rents and Leases	3,641
R10. Transfer to provide for costs of writing two Upward Bound grants.		
From: Student Services	Student Help - Non-Instr	\$ 7,200
To: Student Services	Academic Special Project	\$ 1,600
	Consultants	5,600

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 19, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R11. Transfer to purchase supplies and a computer.		
From: Student Services	Short Term Temporary	\$ 1,706
To: Student Services	Supplies	\$ 127
	Equipment	1,579
R12. Transfer to provide for a copier maintenance agreement.		
From: Counseling	Tests	\$ 592
	Copying and Printing	1,200
	Supplies	500
	Mileage	178
	Other Services	155
To: Counseling	Repairs	\$ 2,625
R13. Transfer to provide for supplies.		
From: Counseling - Puente	Student Help - Non-Instr	\$ 4,388
	Short-Term Temporary	1,300
To: Counseling - Puente	Supplies	\$ 5,688
R14. Transfer to provide for a special project.		
From: International Students	Student Help - Non-Instr	\$ 5,116
	Employee Benefits	80
To: International Students	Classified Special Project	\$ 5,008
	Employee Benefits	188

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 19, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R15. Transfer to purchase a golf cart and new flooring.		
From: Health Services	Doctors/Nurses	\$ 8,000
To: Health Services	Remodel Project Equipment	\$ 1,240 6,760
R16. Transfer to purchase ballistic vests.		
From: College Safety and Police	Repair Parts	\$ 200
To: College Safety and Police	Equipment	\$ 200
R17. Transfer to purchase ballistic vests. (Fund 12, Resource 1050)		
From: College Safety and Police	Supplies	\$ 600
To: College Safety and Police	Equipment	\$ 600
R18. Transfer to purchase a locking bulletin board.		
From: Academic Senate	Supplies	\$ 490
To: Academic Senate	Equipment	\$ 490
R19. Transfer to purchase a scantron machine. (Fund 12, Resource 1190)		
From: Basic Skills/ESL 2010/2011	Supplies	\$ 11
To: Basic Skills/ESL 2010/2011	Equipment	\$ 11

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 19, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R20. Transfer to provide for student help.		
From: Art	Instructional Supplies	\$ 199
	Supplies	748
	Periodicals/Magazines	143
	Memberships	240
	Advertising	467
To: Art	Student Help - Non-Instr	\$ 1,769
	Employee Benefits	28
R21. Transfer to purchase computer equipment. (Fund 12, Resource 1190)		
From: CCRAA Step Up to Success Coop	Rents and Leases	\$ 9,029
	Mileage	536
To: CCRAA Step up to Success Coop	Equipment	\$ 9,565
R22. Transfer to provide for a classified special project.		
From: Performing Arts - Music	Repairs	\$ 3,827
To: Performing Arts - Music	Classified Special Project	\$ 3,480
	Employee Benefits	347
R23. Transfer to purchase projectors, computer equipment and supplies.		
From: Academic Affairs	Administrative Contingency	\$ 9,703
To: Academic Affairs	Equipment	\$ 1,452
Learning Resource Center	Equipment	6,099
	Supplies	2,152

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 19, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R24. Transfer to purchase furniture and supplies and provide for additional hours worked by the permanent part-time employee, academic overload and an academic special project.		
From: President	Administrative Contingency	\$ 31,471
To: World Languages	Classified Perm PT	\$ 375
	Employee Benefits	14
Food Services	Equipment	25,000
Institutional Effectiveness	Academic PT Non-Instr	753
	Employee Benefits	90
Career and Tech Ed	Supplies	3,000
President	Academic Special Project	2,000
	Employee Benefits	239
R25. Transfer to purchase a printer.		
From: English & Speech Communication	Instructional Supplies	\$ 353
To: English & Speech Communication	Equipment	\$ 353
R26. Transfer to purchase a permanent sign for the ECE program. (Fund 33, Resource 3300)		
From: Early Childhood Education Program	Supplies	\$ 600
To: Early Childhood Education Program	Fixtures & Fixed Equipment	\$ 600
R27. Transfer to purchase educational supplies. (Fund 12, Resource 1190)		
From: EOPS	Supplies	\$ 3,000
To: EOPS	Educational Supplies	\$ 3,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 19, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R28. Transfer to purchase computer equipment.		
From: Economics, Geography & Poli Sci	Student Help - Non-Instr Employee Benefits	\$ 936 15
To: Model United Nations	Equipment	\$ 951

R29. Transfer to purchase repair supplies.

From: Information Systems & Technology	Student Help - Instructional Employee Benefits	\$ 190 3
To: Information Systems & Technology	Repair Parts	\$ 193

Norco

N1. Transfer to reallocate the TANF budget. (Fund 12, Resource 1190)

From: TANF	Academic FT Administrator Academic PT Non-Instr Employee Benefits	\$ 24,464 7,561 565
To: TANF	Classified FT Instructional Supplies	\$ 28,696 3,894

N2. Transfer to reallocate the CalWorks budget. (Fund 12, Resource 1190)

From: CalWorks	Classified Perm PT Academic PT Non-Instr	\$ 3,080 2,000
To: CalWorks	Short-Term Temporary Employee Benefits Supplies	\$ 2,000 186 2,894

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 19, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N3. Transfer to reallocate the ARRA budget. (Fund 12, Resource 1190)		
From: ARRA	Meeting Expenses	\$ 1,076
To: ARRA	Classified FT Administrator	\$ 932
	Employee Benefits	144
N4. Transfer to provide for acting Vice President of Business Services, and repairs.		
From: VP Business Services	Classified FT Administrator	\$ 50,000
	Classified FT	95,128
To: VP Business Services	Professional Services	\$ 97,399
Learning Resource Center	Repairs	47,729
N5. Transfer to provide for TruGreen grounds services.		
From: Facilities	Grounds/Garden Supplies	\$ 1,400
	Temporary Services	1,000
To: Facilities	Other Services	\$ 2,400
N6. Transfer to reallocate the Student Support Services RISE grant budget. (Fund 12, Resource 1190)		
From: Student Success - RISE	Academic Special Project	\$ 13,068
	Instructional Supplies	15,000
	Supplies	2,359
	Food	5,925
To: Student Success - RISE	Classified FT	\$ 14,014
	Employee Benefits	21,987
	Indirect Charges	351

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 19, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N7. Transfer to purchase a podium.		
From: President	Administrative Contingency	\$ 1,365
To: President	Equipment	\$ 1,365
N8. Transfer to reallocate the Coop Title V grant budget. (Fund 12, Resource 1190)		
From: President – Title V	Classified FT	\$ 8,568
	Employee Benefits	6,891
	Equipment	8,977
To: President – Title V	Academic PT Non-Instr	\$ 11,246
	Reference Books	6,736
	Lecturers	4,000
	Travel Expenses	1,000
	Conferences	1,400
	Cellular Telephone	54
N9. Transfer to reallocate the Coop Title V Habilidades Unidos grant budget. (Fund 12, Resource 1190)		
From: President – Title V	Equipment	\$ 62,000
To: President – Title V	Contract Sub Agreement	\$ 62,000
N10. Transfer to provide for mileage and a hand truck.		
From: Dean of Instruction	Supplies	\$ 1,100
To: Dean of Instruction	Mileage	\$ 600
	Equipment	500

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 19, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N11. Transfer to provide for student help.		
From: Business, Engineering & Information Systems	Conferences Comp Software Maint/Lic	\$ 1,980 4,500
To: Business, Engineering & Information Systems	Student Help Instructional Supplies	\$ 2,480 4,000
N12. Transfer to provide for repair parts.		
From: Library	Short-Term Temporary Repair Services	\$ 4,900 206
To: Library	Repair Parts Supplies	\$ 206 4,900
N13. Transfer to provide for a new computer system, copying and printing.		
From: Student Services	Administrative Contingency	\$ 1,500
To: Community Outreach Student Services	Copying and Printing Equipment	\$ 500 1,000
N14. Transfer to reallocate budget for the student identification card system.		
From: Student Services	Supplies Software	\$ 1,470 1,490
To: Student Services	Repairs Comp Software Maint/Lic Equipment	\$ 795 695 1,470

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 19, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N15. Transfer to provide for new computer equipment.		
From: Admissions & Records	Supplies	\$ 700
To: Admissions & Records	Equipment	\$ 700
N16. Transfer to provide for supplies.		
From: Counseling	Comp Software Maint/Lic	\$ 1,502
To: Counseling	Supplies	\$ 1,502
N17. Transfer to reallocate the EOPS/CARE budgets. (Fund 12, Resource 1190)		
From: EOPS/CARE	Classified FT	\$ 10,000
	Employee Benefits	7,000
	Supplies	2,800
To: EOPS/CARE	Food	\$ 500
	Conferences	2,000
	Equipment	2,000
	Meal Grants, Students	2,800
	Transportation/Bus Passes	5,500
	Educational Supplies, Students	7,000
N18. Transfer to provide for classified overtime.		
From: Campus Student Services	Conferences	\$ 640
To: Campus Student Services	Classified Overtime	\$ 609
	Employee Benefits	31

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 19, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N19. Transfer to provide for student help.		
From: Campus Student Services- Student Equity	Supplies	\$ 878
To: Campus Student Services- Student Equity	Student Help Employee Benefits	\$ 864 14

N20. Transfer to reallocate the Matriculation budget. (Fund 12, Resource 1190)

From: Matriculation	Supplies	\$ 1,646
To: Matriculation	Comp Software Maint/Lic Equipment	\$ 1,517 129

Moreno Valley

M1. Transfer to reallocate the WIA/ARRA Community College Class Size Training grant.
(Fund 12, Resource 1190)

From: Workforce Preparation	Academic Special Project Employee Benefits Instructional Supplies	\$ 46,353 16,960 165
To: Workforce Preparation	Classified FT License Fees Pre-Employment Testing Other Services Equipment	\$ 106 12,000 39,910 391 11,071

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 19, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M2. Transfer to reallocate the WIA Allied Health Program Expansion grant. (Fund 12, Resource 1190)		
From: Health, Human and Public Services	Academic PT Teaching	\$ 55,147
	Employee Benefits	10,821
Health Science Programs	Academic PT Non-Instr	43,692
	Classified FT Administrator	32,208
	Employee Benefits	18,550
To: Health, Human and Public Services	Instructional Supplies	\$ 59,413
	Comp Software Maint/Lic	30,500
	Equipment	70,505
M3. Transfer to provide for travel.		
From: Academic Affairs	Short-Term Temporary	\$ 3,628
	Employee Benefits	136
To: Academic Affairs	Travel Expenses	1,242
	Conferences	2,522
M4. Transfer to reallocate the Title V HSI COOP grant. (Fund 12, Resource 1190)		
From: President	Academic FT Administrator	\$ 900
	Short Term Temporary	4,517
To: President	Office Supplies	\$ 890
	Lecturers	1,875
	Comp Software Maint/Lic	1,928
	Equipment	724

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 19, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M5. Transfer to provide an external evaluator for the FIPSE Public Safety, Education and Training grant. (Fund 12, Resource 1190)		
From: President	Short-Term temporary	\$ 8,060
To: President	Other Services	\$ 8,060
M6. Transfer to reallocate the SSS TRIO grant budget. (Fund 12, Resource 1190)		
From: President	Employee Benefits	\$ 18,018
	Equipment	4,074
To: President	Academic PT Non-Instr	\$ 4,592
	Classified FT Administrator	9,400
	Instructional Supplies	2,800
	Conferences	5,300
M7. Transfer to provide for short-term temporary staff, overtime and supplies.		
From: President	Administrative Contingency	\$ 5,822
	Rents and Leases	5,000
To: Learning Resource Center	Short-Term Temporary	\$ 90
Health Science Programs	Short-Term Temporary	4,732
President	Classified Overtime	5,000
	Supplies	1,000
M8. Transfer to provide for repairs and license fees.		
From: Math, Science & Physical Education	Instructional Supplies	\$ 609
To: Math, Science & Physical Education	Repairs	\$ 522
	License Fees	87

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 19, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M9. Transfer to provide for the increased workload of a part-time permanent employee.		
From: Public Safety, Ed and Training	Consultants	\$ 3,189
To: Public Safety, Ed and Training	Classified Perm PT Employee Benefits	\$ 3,074 115
M10. Transfer to provide for an office remodel.		
From: Student Services	Administrative Contingency	\$ 8,190
To: Facilities	Remodel Project	\$ 8,190
M11. Transfer to provide for electrical work.		
From: Student Services	Supplies	\$ 762
To: Student Services	Fixtures & Fixed Equipment	\$ 762
M12. Transfer to provide for a permanent part-time employee.		
From: Community Outreach	Supplies Mileage	\$ 1,000 1,000
To: Community Outreach	Classified Perm PT	\$ 2,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 19, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M13. Transfer to provide for overtime and a software license for the Matriculation Program. (Fund 12, Resource 1190)		
From: Matriculation	Supplies	\$ 2,901
To: Matriculation	Classified Overtime Comp Software Maint/Lic	\$ 2,000 901
M14. Transfer to purchase computer equipment.		
From: Admissions & Records	Supplies	\$ 1,100
To: Admissions & Records	Equipment	\$ 1,100
M15. Transfer to provide for travel.		
From: Counseling, Puente Project	Supplies	\$ 3,467
To: Counseling, Puente Project	Travel Expenses	\$ 3,467
M16. Transfer to purchase a printer. (Fund 12, Resource 1190)		
From: Student Financial Services	Other Services	\$ 305
To: Student Financial Services	Equipment	\$ 305
M17. Transfer to purchase computers. (Fund 12, Resource 1190)		
From: EOP&S	Instructional Supplies	\$ 9,176
To: EOP&S	Equipment	\$ 9,176

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 19, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M18. Transfer to purchase ballistic vests.		
From: College Safety and Police	Repairs	\$ 200
To: College Safety and Police	Equipment	\$ 200
M19. Transfer to purchase ballistic vests. (Fund 12, Resource 1050)		
From: College Safety and Police	Other Transportation Sup	\$ 400
	Other Services	200
To: College Safety and Police	Equipment	\$ 600
M20. Transfer to purchase computers.		
From: Vice President, Business Services	Academic FT Administrator	\$ 6,306
	Employee Benefits	1,531
To: Business & Computer Info Systems	Equipment	\$ 7,837

District Office and District Support Services

D1. Transfer to provide for computer software maintenance & licensing.
(Fund 12, Resource 1190)

From: Educational Services	Equipment	\$ 1,400
To: Educational Services	Comp Software Maint/Lic	\$ 1,400

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 19, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D2. Transfer to provide for computer equipment.		
From: Production Printing	Repair Parts	\$ 750
	Mileage	400
	Towel Service	750
	Other Services	170
To: Production Printing	Equipment	\$ 2,070
D3. Transfer to reallocate the VTEA 1B Regional Consortia grant budget. (Fund 12, Resource 1190)		
From: CTE – VTEA 1B	Student Help-Non-Instr	\$ 900
	Employee Benefits	900
	Copying and Printing	600
To: CTE – VTEA 1B	Professional Services	\$ 2,400
D4. Transfer to reallocate the WIA/ARRA Community College Class Size Training grant budget. (Fund 12, Resource 1190)		
From: WIA/ARRA	Lecturers	\$ 2,687
To: WIA/ARRA	Classified FT	\$ 133
	Employee Benefits	34
	Reference Books	2,520
D5. Transfer to provide for copying and printing. (Fund 12, Resource 1190)		
From: DSPS - District	Academic PT Non-Instr.	\$ 1,000
To: DSPS – Riverside	Copying and Printing	\$ 1,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 19, 2011

Subject: Budget Adjustments (continued)

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D6. Transfer to purchase ballistic vests. (Fund 12, Resource 1050)		
From: College Safety and Police	Copying and Printing Supplies	\$ 400 200
To: College Safety and Police	Equipment	\$ 600
D7. Transfer to purchase ballistic vests.		
From: College Safety and Police	Supplies	\$ 200
To: College Safety and Police	Equipment	\$ 200
D8. Transfer to reallocate the District College Safety and Police budget to Norco College. (Fund 12, Resource 1050)		
From: College Safety and Police – Dist	Copying and Printing	\$ 448
To: College Safety and Police – Norco	Rents and Leases Governmental Fees	\$ 25 423
D9. Transfer to purchase a computer.		
From: Grants	Supplies	\$ 1,450
To: Grants	Equipment	\$ 1,450
D10. Transfer to purchase supplies.		
From: Purchasing	Other Services	\$ 1,122
To: Purchasing Finance	Supplies Supplies	\$ 725 397

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-a

Date: April 19, 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: April 19, 2011

Subject: Resolution to Amend Budget - Resolution No. 44-10/11
2010-2011 Social Innovation Generation: Student Leadership Initiative Grant

Background: The Riverside Community College District, Moreno Valley College has received funding for the 2010-2011 Social Innovation Generation: Student Leadership Initiative grant in the amount of \$10,000 from the California Campus Compact. The funds will be used for salaries, benefits and other operational expenses of the program.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$10,000 to the budget and authorize the Vice Chancellor, Administration and Finance to sign the resolution.

Gregory W. Gray
Chancellor

Prepared by: Dr. Lisa Conyers
Vice President of Academic Affairs
Moreno Valley College

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 44-10/11

2010-2011 Social Innovation Generation: Student Leadership Initiative Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$ 10,000 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 April 19, 2011.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT

Resolution No. 44-10/11

2010-2011 Social Innovation Generation: Student Leadership Initiative Grant

Year	County	District	Date	Fund
11	33	07	4/19/2011	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	000	1190	0	0000	0027	8190	10,000 00	REVENUE
								EXPENDITURES
12	FJA	1190	0	6010	2027	1490	3,571 00	Acad Special Project
12	FJA	1190	0	6010	2027	3130	295 00	Employee Benefits
12	FJA	1190	0	6010	2027	3335	52 00	
12	FJA	1190	0	6010	2027	3530	26 00	
12	FJA	1190	0	6010	2027	3630	56 00	↓
12	FJA	1190	0	6010	2027	4590	2,000 00	Office and Other Supplies
12	FJA	1190	0	6010	2027	5220	3,524 00	Conferences
12	FJA	1190	0	6010	2027	5910	476 00	Indirect Admin Costs
							10,000 00	TOTAL INCOME
							10,000 00	TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

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

Date: April 19, 2011

Subject: Resolution to Amend Budget - Resolution No. 45-10/11
2010-2011 CSUSB Bridges Stem Cell Research

Background: The Riverside Community College District, Moreno Valley College has received funding for the 2010-2011 CSUSB Bridges Stem Cell Research sub-award in the amount of \$24,900 from the Foundation for the California State University, San Bernardino. The funds will be used for salaries, benefits, and other operational expenses of the program.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$24,900 to the budget and authorize the Vice Chancellor, Administration and Finance to sign the resolution.

Gregory W. Gray
Chancellor

Prepared by: Dr. Carlos Tovares
Interim Dean of Instruction
Moreno Valley College

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 45-10/11

2010-2011 CSUSB Bridges Stem Cell Research

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$24,900 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 April 19, 2011.

Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 45-10/11
 2010-2011 CSUSB Bridges Stem Cell Research**

Year	County	District	Date	Fund
11	33	07	4/19/2011	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	000	1190	0	0000	0028	8627	24,900 00	REVENUE
								EXPENDITURES
12	FMB	1190	0	6017	8028	1490	8,930 00	Acad Special Project
12	FMB	1190	0	6017	8028	3130	737 00	Employee Benefits
12	FMB	1190	0	6017	8028	3335	129 00	
12	FMB	1190	0	6017	8028	3530	64 00	
12	FMB	1190	0	6017	8028	3630	140 00	↓
12	FMB	1190	0	6017	8028	4320	10,000 00	Instructional Supplies
12	FMB	1190	0	6017	8028	6481	4,900 00	Equip Additional \$200-\$4999
							24,900 00	TOTAL INCOME
							24,900 00	TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

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

Date: April 19, 2011

Subject: Resolution to Amend Budget - Resolution No. 48-10/11
2010-2011 Equal Employment Opportunity Faculty and Staff Diversity Program

Background: The Riverside Community College District has received funding for the 2010-2011 Equal Employment Opportunity Faculty and Staff Diversity Program in the amount of \$11,079 from the California Community Colleges Chancellor's Office. The funds will be used for consultants, reference books, and supplies for the program.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$11,079 to the budget and authorize the Vice Chancellor, Administration and Finance to sign the resolution.

Gregory W. Gray
Chancellor

Prepared by: Chani Beeman
Director, Diversity, Equity and Compliance

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 48-10/11

2010-2011 Equal Employment Opportunity Faculty and Staff Diversity Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$11,079 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 April 19, 2011.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT

Resolution No. 48-10/11

2010-2011 Equal Employment Opportunity Faculty and Staff Diversity Program

Year	County	District	Date	Fund
11	33	07	4/19/2011	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	000	1190	0	0000	0170	8659	11,079 00	REVENUE
								EXPENDITURES
12	ABF	1190	0	6760	0170	4230	3,000 00	Reference Books
12	ABF	1190	0	6760	0170	4590	3,000 00	Office and Other Supplies
12	ABF	1190	0	6760	0170	5110	5,079 00	Consultants
							11,079 00	TOTAL INCOME
							11,079 00	TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

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

Date: April 19, 2011

Subject: Resolution to Amend Budget - Resolution No. 49-10/11
2010-2011 Riverside Aquatics Complex

Background: The Riverside Community College District has received funding for the 2010-2011 Riverside Aquatics Complex in the amount of \$50,000 from the City of Riverside. The funds will be used for the purchase of additional diving boards.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$50,000 to the budget and authorize the Vice Chancellor, Administration and Finance to sign the resolution.

Gregory W. Gray
Chancellor

Prepared by: Norm Godin
Vice President Business Services, Riverside City College

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 49-10/11

2010-2011 Riverside Aquatics Complex

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$50,000 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 April 19, 2011.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 49-10/11
 2010-2011 Riverside Aquatics Complex

Year	County	District	Date	Fund
11	33	07	4/19/2011	41

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
41	000	4160	0	0000	0846	8820	50,000 00	REVENUE
								EXPENDITURES
41	DDD	4160	0	7121	4846	6482	50,000 00	Equip Additional \$5000 >
							50,000 00	TOTAL INCOME
							50,000 00	TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-b-5

Date: April 19, 2011

Subject: Resolution to Amend Budget - Resolution No. 50-10/11
2010-2011 RCOE Foster Youth Independent Living/Emancipation Program

Background: The Riverside Community College District has received additional funding for the 2010-2011 RCOE Foster Youth Independent Living/Emancipation Program in the amount of \$4,034 from the Riverside County Office of Education. The funds will be used for salaries, benefits, and other operational expenses of the program.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$4,034 to the budget and authorize the Vice Chancellor, Administration and Finance to sign the resolution.

Gregory W. Gray
Chancellor

Prepared by: Shelagh Camak
Executive Dean, Workforce & Resource Development

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 50-10/11

2010-2011 RCOE Foster Youth Independent Living/Emancipation Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$4,034 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 April 19, 2011.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT

Resolution No. 50-10/11

2010-2011 RCOE Foster Youth Independent Living/Emancipation Program

Year	County	District	Date	Fund
11	33	07	4/19/2011	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	000	1190	0	0000	0157	8190	4,034 00	REVENUE
								EXPENDITURES
12	DCW	1190	0	6020	0157	2119	956 00	Classified FT
12	DCW	1190	0	6020	0157	3220	103 00	Employee Benefits
12	DCW	1190	0	6020	0157	3320	59 00	
12	DCW	1190	0	6020	0157	3325	14 00	
12	DCW	1190	0	6020	0157	3420	1 00	
12	DCW	1190	0	6020	0157	3520	7 00	
12	DCW	1190	0	6020	0157	3620	16 00	↓
12	DCW	1190	0	6020	0157	5210	2,378 00	Mileage
12	DCW	1190	0	6020	0157	5541	500 00	Cell Phones
							4,034 00	TOTAL INCOME
							4,034 00	TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-3-b-6

Date: April 19, 2011

Subject: Resolution to Amend Budget - Resolution No. 52-10/11
2010-2011 Faculty Entrepreneurship Project

Background: The Riverside Community College District has received funding for the 2010-2011 Faculty Entrepreneurship Project in the amount of \$5,000 from the Cabrillo Community College District (CCCD). The Project is funded by a grant awarded to CCCD from the California Community College Chancellor's Office. The funds will be used for salaries and benefits.

Recommended Action: It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$5,000 to the budget and authorize the Vice Chancellor, Administration and Finance to sign the resolution.

Gregory W. Gray
Chancellor

Prepared by: Ron Vito
Vice President, Career and Technical Programs

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 52-10/11

2010-2011 Faculty Entrepreneurship Project

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$5,000 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 April 19, 2011.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 52-10/11
 2010-2011 Faculty Entrepreneurship Project

Year	County	District	Date	Fund
11	33	07	4/19/2011	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	000	1190	0	0000	0212	8659	5,000 00	REVENUE
								EXPENDITURES
12	DJC	1190	0	6010	4212	1490	4,464 00	Acad Special Project
12	DJC	1190	0	6010	4212	3130	368 00	Employee Benefits
12	DJC	1190	0	6010	4212	3335	65 00	↓
12	DJC	1190	0	6010	4212	3530	32 00	↓
12	DJC	1190	0	6010	4212	3630	71 00	↓
							5,000 00	TOTAL INCOME
							5,000 00	TOTAL EXPENDITURES

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-a

Date: April 19, 2011

Subject: Using Competitively Bid Amerinet, Inc. Contracts for the Purchase of Healthcare Supplies and Equipment from Multiple Vendors

Background: Amerinet, Inc., a National Healthcare Group Purchasing Organization (GPO), maintains lists of contracts for goods and equipment awarded to multiple vendors. Amerinet Inc. assists in reducing the cost of purchased goods by pooling the purchasing power of healthcare facilities nationwide through competitively solicited contracts. Amerinet Inc. 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 Amerinet, Inc. to allow procurement from multiple vendors that have participated in a competitively bid process. 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 competitively bid contracts, on file with Amerinet Inc., for the purchase of healthcare supplies and equipment from multiple vendors.

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: April 19, 2011

Subject: Award of Bid Ratification - Bid Number 2010/11-09 - MVC Dental Education Center - Demolition/Grading (Category 01)

Background: On March 15, 2011 the Board of Trustees pre-approved bid awards to the lowest responsive/responsible bidders for the Moreno Valley College Dental Education Center project consisting of four categories: Category 1 - Demolition/Grading, Category 2 - Site Utilities Electrical, Category 3 - Site Utilities Plumbing, and Category 4 - Lab Casework; authorized the issuance of notices to proceed for the four construction categories; permitted project bid ratification at a subsequent Board of Trustees meeting; and authorized the Vice Chancellor, Administration and Finance to sign the associated agreements.

On March 18, 2011, the District received six (6) bids in response to an Invitation for Bid solicitation for the MVC Dental Education Center - Demolition/Grading (Category 01). This project consists of demolition, earthwork/grading, installation and maintenance of SWPPP, site survey and construction staking. The bid results were as follows:

<u>Contractor</u>	<u>Business Location</u>	<u>Total Bid</u>
FM & Sons, Inc.	Santa Ana	\$122,100
Southern Cal Grading, Inc.	Irvine	\$175,676
McKenna General Engineering, Inc.	Corona	\$177,000
Earth Tek Engineering, Inc.	Chino Hills	\$242,700
Dependable Grading	Hemet	\$259,160
Salsbury Engineering, Inc.	Anaheim	\$339,495

Staff issued the Notice to Proceed to the lowest bidder, FM & Sons, Inc. on April 4, 2011, for the total bid amount of \$122,100. References for FM & Sons, Inc. were checked by the Purchasing staff and found to be satisfactory. This project will be funded from the approved Measure C budget.

Recommended Action: It is recommended that the Board of Trustees ratify the award of Bid Number 2010/11-09 - MVC Dental Education Center - Demolition/Grading (Category 01), in the total amount of \$122,100 to FM & Sons, Inc.

Gregory W. Gray
Chancellor

Prepared by: Majd Askar
Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-c

Date: April 19, 2011

Subject: Approval to Utilize the California Multiple Award Schedule (CMAS) Contract No. 4-09-71-0075B to Purchase Furniture, Filing and Modular Systems from KI/ Krueger Commercial, Inc.

Background: The California Multiple Award Schedules (CMAS) offers a wide variety of products and services at prices which have been assessed to be fair, reasonable and competitive. CMAS contracts are established by the State of California, Department of General Services for use of all California State and Local Government agencies that are empowered to expend public funds for the acquisition of products and services. Public Contract Code 10298 authorizes state and local agencies to contract with suppliers awarded CMAS contracts without further competitive bidding. Utilizing CMAS contracts is considered a best practice for public agencies to reduce the cost of procurement.

Staff recommends use of the CMAS awarded contract number 4-09-71-0075B to KI/ Krueger Commercial, Inc. for the purchase of furniture, filing and modular systems. The term of the contract is from November 18, 2009 through September 30, 2014. 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 CMAS contract number 4-09-71-0075B to KI/ Krueger Commercial, Inc. for the purchase of furniture, filing and modular systems for use at the Riverside Community College District.

Gregory W. Gray
Chancellor

Prepared by: Majd S. Askar
Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-4-d

Date: April 19, 2011

Subject: Approval to Purchase Medical Education Technologies Inc. (METI) iSTAN Human Patient Simulator for the RCRMC/MVC Physician Assistant Program Utilizing the Sole Sourcing Provision

Background: Riverside Community College District currently uses METI iSTAN human patient simulators in use at the Riverside City College Nursing Program. The human patient simulators have been used for a few years with a great deal of success. The Moreno Valley College Physician Assistant Program is now looking to expand its training resources by purchasing an additional METI iSTAN human patient simulator. Approval from the Board of Trustees is requested to purchase this unit from METI.

The METI iSTAN is a tether less patient simulator with life like skin that employs multiple models of human physiology. METI iSTAN human patient simulators are the only patient simulator with Program for Nursing Curriculum Integration (PCNI) software. This software allows and simulates over 90 areas of practice, ranging from basic to advanced skills. Since these skills are pre-written, pre-programmed, and run automatically, they allow the faculty to focus on education rather than focusing on running the simulator. The METI simulator is the only simulator that automatically and appropriately simulates vital signs, treatments, and incorrect medications and dosages without instructor intervention. It is also the only simulator that has software designed to simulate biological, chemical, and radiological situations.

Public Contract Code (PCC) 3400(c) (3) permits the purchase of "...a particular material, product, thing, or service designated by specific brand or trade name..." if certain criteria are met, one of which is the following: "... In order to obtain a necessary item that is only available from one source."

Based on our evaluation, staff recommends the purchase of the METI iSTAN human patient simulator, in accordance with PCC 3400 (c) (3), utilizing the single-source provision, in order to maintain continuity of nursing patient simulators through the District.

Recommended Action: It is recommended that the Board of Trustees approve the purchase of iSTAN human patient simulator, as single-source procurement, from METI for the RCRMC/MVC Physician Assistant Program.

Gregory W. Gray
Chancellor

Prepared by: Majd S. Askar
Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: April 19, 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. Maureen Chavez, associate dean, grants and college support programs, Moreno Valley College, to travel to San Juan, Puerto Rico, February 22-26, 2011, to attend the 9th International Hispanic Association of Colleges and Universities Conference: Building Bridges for Cooperation in International Education. Estimated cost: \$2,282.50. Funding source: Title V Cooperative fund. (Employee failed to submit the travel request in time for the January Board meeting. Therefore, this travel request could not be included in the January Board report.)
- 2) Dr. Alexis Gray, associate professor, anthropology, Norco College, to travel to Atlanta, Georgia, April 6-9, 2011, to attend the Annual Service Learning Conference. Estimated cost: \$1,905.00. Funding source: the general fund. (Employee failed to submit the travel request in time for the March Board meeting. Therefore, this travel request could not be included in the March Board report.)
- 3) Ms. Carmen Perches, counselor, Title V, Moreno Valley College, to travel to Washington, D.C., February 2-6, 2011, to attend the Legislative and Regulations Seminar for New and Experienced TRIO Managers. Estimated cost: \$1,829.50. Funding source: Student Success Services grant funds. (Employee failed to submit the travel request in time for the January Board meeting. Therefore, this travel request could not be included in the January Board report.)
- 4) Ms. Debbi Renfrow, associate professor, library services, Moreno Valley College, to travel to Philadelphia, Pennsylvania, March 30-April 2, 2011, to attend the Association of College and Research Libraries Conference. Estimated cost: \$1,517.79. Funding source: Perkins Title I-C Grant funds. (Employee failed to submit the travel request in time for the March Board meeting. Therefore, this travel request could not be included in the March Board report.)
- 5) Ms. Sylvia Stone, visiting assistant professor, nursing, to travel to Salt Lake City, Utah, April 5-10, 2011, to accompany twenty-five (25) student nurses attending the National Student Nurses' Association Annual Conference and attending faculty student educational sessions at the conference. Estimated cost: \$5,315.00. Funding source: Perkins Title I-C Grant funds. (The travel arrangements were not finalized until after the March Board meeting. Therefore, the travel request could not be included in the March Board report.)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Report No.: V-A-5

Date: April 19, 2011

Subject: Out-of-State Travel (continued)

Current:

Moreno Valley College

None

Norco College

None

Riverside City College

- 1) Ms. Penny Davis, director, foster and kinship care education program, to travel to Victoria, British Columbia, Canada, May 11-13, 2011, to attend the North American Society of Adlerian Psychology 59th Conference as a speaker. There is no cost to the District.

Riverside Community College District

None

Gregory W. Gray
Chancellor

Prepared by: Kathryn Tizcareno
Administrative Assistant

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-6-a

Date: April 19, 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 \$305,021.

Gregory W. Gray
Chancellor

Prepared by: Majd S. Askar
Purchasing Manager

Contracts and Agreements Report - All District Resources
 \$78,900 and Under
 2/26/11 thru 3/31/11

PO#	Department	Vendor	Business Location	Description	Amount
C0003331	Facilities - Norco	Spinitar	Carlsbad	Equip Additional \$200-\$4999	\$1,667
C0003332	Workforce Preparation	Perfect Works	Moreno Valley	Lecturer	1,050
C0003333	FPDC	Janus Corporation	Norco	Okubo Interior Demolition -Bid Award	49,940
C0003334	Academic Affairs	Alvord Unified School District	Riverside	Develop College Success Strategies	3,500
C0003337	President - Norco	American Program Bureau	Newton, MA	Guest Lecturer	11,000
C0003340	Grants & Contract Services	Ecivis, Inc	Pasadena	Grant Network Research	5,000
C0003341	Administration & Finance	Dolinka Group, LLC	Irvine	Consultants	37,500
C0003344	FPDC	River City Testing	Riverside	Norco Secondary Effects	60,372
C0003349	Educational Services - Moreno Valley	Shred-It	Corona	On Site Shredding Services	140
C0003350	Workforce Preparation	Friend, Cherie L	Murrieta	Lecturer	2,775
C0003351	Community & Senior Citizen Education	Integrated Financial Solutions	Fremont	Community Ed Presenter	425
C0003352	Community & Senior Citizen Education	Nicholson, Kellie R	Sherman Oaks	Community Ed Presenter	1,000
C0003353	Community & Senior Citizen Education	Rounds, Miller and Associates	Rancho Palos Verdes	Community Ed Presenter	1,000
C0003354	Community & Senior Citizen Education	Christensen, Bobbie	Sacramento	Community Ed Presenter	331
C0003355	Community & Senior Citizen Education	LTM Associates	Montclair	Community Ed Presenter	673
C0003356	Community & Senior Citizen Education	McLellan, Diane	Alta Loma	Community Ed Presenter	300
C0003357	Community & Senior Citizen Education	Mcdonald, Victoria	Perris	Professional Services	180
C0003358	Community & Senior Citizen Education	Spiers, John Wiley	Seattle, WA	Community Ed Presenter	400
C0003361	HHPS - Moreno Valley	Klein Educational Systems, Inc	Davis	Software Subscription	67,500
C0003363	Administrative Support Center	Sharp Electronics Corp.	Wayne, PA	Repairs - Service	4,161
C0003364	Administrative Support Center	Sharp Electronics Corp.	Mahwah, NJ	Repairs - Service	4,161
C0003365	President - Moreno Valley	Cortes, Carlos E.	Riverside	Leadership Academy Presenter	1,250
C0003366	Admissions & Records - Moreno Valley	City of Moreno Valley	Moreno Valley	Stage for Commencement	320
N/A	Workforce Preparation	Riverside County Superintendent of Schools	Riverside	Student Resource Specialist Position	No Cost
N/A	HHPS	Community Care on Palm	Riverside	CAN Clinical Training	No Cost
N/A	Health Services	California Baptist University	Riverside	Clinical Experience for CBU Students	No Cost
N/A	TriTech	CSUF Auxiliary Services Corporation	Fullerton	CASBDC State Funding Sub-Recipient \$160,000	No Cost
N/A	TriTech	CSUF Auxiliary Services Corporation	Fullerton	CASBDC State Funding Sub-Recipient \$250,000	No Cost
N/A	TriTech	City of Riverside	Riverside	TriTech Cash Match Sponsorship \$30,000	No Cost
N/A	TriTech	County of Riverside EDA	Riverside	TriTech Cash Match Sponsorship \$37,500	No Cost
N/A	Business Services	City of Riverside	Riverside	Partial Funding for Installation of Diving Boards	No Cost
N/A	Accounting Services	Citizens Business Bank	San Bernardino	Contract for Deposit of Moneys	No Cost
N/A	Customized Solutions	Kaiser Permanente	Riverside	Nursing 50 & Medical Terminology Instruction	No Cost
N/A	Nursing	Community Health Services Agency	Riverside	Clinical Rotation Sites for SON Students	No Cost

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

C0002486	Counseling	OCE North America, Inc.	Ontario	Copier/Maintenance Agreement	2,258
C0002843	President's Office - Moreno Valley	Ramona Munsell & Associates	Rogers, AR	Consultant Services	4,000
C0002983	Performance Riverside	Rodgers & Hammerstein Organization	New York, NY	Sound of Music' Fees	3,000
C0003092	Chancellor's Office	Liebert Cassidy Whitmore	Los Angeles	Legal Services	10,000

Contracts and Agreements Report - All District Resources
 \$78,900 and Under
 2/26/11 thru 3/31/11

PO#	Department	Vendor	Business Location	Description	Amount
C0003178	Community Education	Education to Go	Temecula	Presenter	5,000
C0003183	Customized Solutions	Behavioral Momentum Associates, LLC	Corona	Training & Development	55
C0003201	Administrative Support Center	OCE Financial Services / Leases	Chicago, IL	Lease Payment	20,780
C0003233	Occupational Education	Humphreys Half Moon Inn and Suites	San Diego	Meeting Room	3,377
C0003267	Career & Technical Education	Riverside Marriott	Riverside	Meeting Room and Catering	1,906
				Total	<u>\$305,021</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ECONOMIC DEVELOPMENT

Report No.: V-A-6-b

Date: April 19, 2011

Subject: Subgrantee Agreement for Customized Training Solutions

Background: The Riverside Community College District Customized Training Solutions (CTS) is a subgrantee under the Southern California Logistics Technology Collaborative (SCLTC) Department of Labor grant funded program administered by San Bernardino Community College District (SBCCD). CTS will provide training for SBCCD under the SCLTC from July 1, 2011 through June 30, 2012. Compensation for CTS is no more than \$229,443.00. No cost to the District.

This agreement has been reviewed by John Tillquist, Dean, Office of Economic Development and Ruth Adams, Director, Contract, Compliance and Legal Services.

Recommended Action: It is recommended that the Board of Trustees approve this agreement and compensation of \$229,443.00 to the budget and authorize the Vice Chancellor, Administration and Finance to sign the resolution.

Gregory Gray
Chancellor

Prepared by: John Tillquist, Dean
Economic Development



SUBGRANTEE AGREEMENT

114 SOUTH DEL ROSA DRIVE
SAN BERNARDINO, CALIFORNIA, 92408

This agreement is made and entered into by and between the San Bernardino Community College District hereinafter referred to as "DISTRICT", and Riverside Community College District – RCCD, hereinafter referred to as "CONTRACTOR".

RECITALS

WHEREAS, the DISTRICT needs assistance in servicing the Riverside County area as an active partner and developer of the Southern California Logistics Technology Collaborative (SCLTC) Department of Labor grant funded program; and,

WHEREAS, the CONTRACTOR is professionally and specially trained and competent to provide these services; and,

WHEREAS, the authority for entering into this agreement is contained in Section 53060 of the Government Code and such other provisions of California Law as may be applicable,

NOW THEREFORE, the parties to this agreement do hereby mutually agree as follows:

AGREEMENT

1. DESCRIPTION OF SERVICES

PLEASE SEE ATTACHMENT "A"

2. TERM

CONTRACTOR will commence work under this agreement on July 1, 2011 and will diligently prosecute the work thereafter. CONTRACTOR will complete the work not later than June 30, 2012. CONTRACTOR shall not commence work until the Board has approved the Agreement.

3. COMPENSATION

In consideration for the services provided by CONTRACTOR, DISTRICT shall pay the CONTRACTOR within 60 days after receipt of approved invoice by accounts payable in accordance with the following:

- a. Contractor shall be paid a sum not to exceed \$229,443.

b. Payment(s) shall be made in one of the following manners:
_____ single payment upon completion of services: This will require approved invoice(s) to be submitted to Account Payable at least 25 working days prior to the completion of services.

 X other Payments(s) paid on a net 60 after Accounts Payable receives approved invoice(s)

c. **Billing**
CONTRACTOR shall invoice DISTRICT for all payments directed to San Bernardino Community College District 114 South Del Rosa Drive, San Bernardino, California, 92408, Attention: Accounts Payable. Invoices shall be submitted in duplicate and must include CONTRACTOR'S signature and social security number or tax identification number.

d. DISTRICT will not withhold federal or state income tax from payments made to CONTRACTOR under this agreement, but will provide CONTRACTOR with a statement of payments made by DISTRICT to CONTRACTOR at the conclusion of each calendar year.

4. **TERMINATION**

This agreement may be canceled by either party without cause by written notice and with seven (7) calendar days.

5. **RELATIONSHIP OF PARTIES**

DISTRICT and CONTRACTOR hereby agree and acknowledge that CONTRACTOR, in providing the services herein specified, is and at all times shall be acting as an independent contractor. As such, CONTRACTOR shall have the right to determine the time and the manner in which the contracted services are performed. DISTRICT shall not have the right to control or to determine the results to be attained by the work of CONTRACTOR, nor the details, methods, or means by which that result is to be attained. CONTRACTOR shall not be considered an agent or employee of DISTRICT and shall not be entitled to participate in any employee fringe benefits of DISTRICT. The relationship of the parties will be based on the IRS guidelines (see Attachment A). The DISTRICT reserves the right to make the final determination as to the correct relationship of the parties.

6. **CONTRACTOR'S STATUS**

Contractor expressly represents and covenants that he/she is a N/A duly licensed under the relevant rules and regulations of the State of California and that services provided to the DISTRICT are provided pursuant to such rules and regulations.

7. **LIABILITY**

CONTRACTOR agrees to procure and maintain in force during the term of this Agreement and any extension thereof, at its expense, public liability insurance adequate to protect against

liability for damage claims through public use of or arising out of accidents occurring from said services, in a minimum amount of \$300,000 combined single limits for bodily injury and property damage. Such insurance policies shall provide coverage for DISTRICT'S contingent liability on such claims or losses. DISTRICT, its officers, agents and employees shall be named as an additional insured. A certificate of insurance shall be delivered to DISTRICT'S Office of Business Services. CONTRACTOR agrees to obtain a written obligation from the insurers to notify DISTRICT in writing at least thirty (30) days prior to cancellation or refusal to renew any such policies.

8. WORKERS' COMPENSATION INSURANCE

CONTRACTOR shall obtain and maintain in full force and effect throughout the entire term of this Agreement full Workers' Compensation Insurance in accord with the provisions and requirements of the Labor Code of the State of California. Endorsements that implement the required coverage shall be filed and maintained with the DISTRICT throughout the term of this Agreement. The policy providing coverage shall be amended to provide that the insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to DISTRICT. The policy shall also be amended to waive all rights of subrogation against the DISTRICT, its elected or appointed officials, employees, agents, or CONTRACTORS for losses which arise from work performed by the named insured for the DISTRICT.

DISTRICT may, at its sole discretion, and if then permissible under the requirements of the Labor Code of the State of California, permit CONTRACTOR, by acknowledgment herein, to waive Workers' Compensation insurance coverage on himself/herself provided CONTRACTOR does not employ any other persons in his/her business. CONTRACTOR does hereby elect to waive Workers' Compensation insurance coverage on himself/herself while performing services for DISTRICT pursuant to this contract. CONTRACTOR expressly acknowledges that he/she is making the election hereunder with the full knowledge and understanding that he/she will not, under any circumstances, be insured for an "on-the job" injury under the DISTRICT'S Workers' Compensation or other liability insurance policies, in the event CONTRACTOR is injured while performing services pursuant to this Agreement.

District

Contractor

9. HOLD HARMLESS

CONTRACTOR agrees to defend, indemnify, save and hold DISTRICT, its officers, agents and employees harmless from any liability for any claims, accusations, or suits at law or in equity, or in any administrative proceeding, that may be brought by third persons on account of personal injury, death, or damage to property, or a property of business or personal interest, or for any fine, forfeiture or civil penalty arising from any act or omission by CONTRACTOR, its officers, agents, or employees while performing operations under the Agreement.

10. AMENDMENTS

This Agreement may be amended or modified only by written agreement signed by both parties. Failure on the part of either party to enforce any provision of this Agreement shall not be construed as a continuous waiver of the right to compel enforcement of such provision or provisions, nor shall such waiver be construed as a release of any surety from its obligations under this Agreement.

11. ATTORNEY'S FEES

Should any party violate or breach any term or condition of this Agreement, any other party shall have, without limitation, the right to move for entry of judgment by a court of competent jurisdiction, to seek specific performance thereof, and otherwise exercise all remedies available to him, her or it under the law to obtain redress from injury or damage resulting from any such violation or breach. In any such legal proceeding(s) brought to enforce the terms and conditions of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs incurred as a consequence hereof.

12. ENTIRE AGREEMENT

There are no understandings or agreements except as herein expressly stated. Any modifications must be in writing.

13. INDEPENDENT CONTRACTOR

CONTRACTOR is an independent contractor and not an officer, agent, servant, or employee of DISTRICT. CONTRACTOR is solely responsible for the acts and omissions of its officers, agents, employees, contractors, and subgrantees, if any. Nothing in this Agreement shall be construed as creating a partnership or joint venture between DISTRICT and CONTRACTOR. Neither CONTRACTOR nor its officers, employees, agents, or subgrantees shall obtain any rights to retirement or other benefits that accrue to DISTRICT employees.

14. LAW TO GOVERN: VENUE

The law of the State of California shall govern this Agreement. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of San Bernardino. In the event of litigation in a U.S. District Court, exclusive venue shall lie in the Central District of California.

15. NOTICES

All notices herein required shall be in writing and delivered in person or sent by certified mail, postage prepaid, addressed as follows:

IF TO DISTRICT

Attn: Business Services
San Bernardino Community College District
114 South Del Rosa Drive

San Bernardino CA 92408

IF TO CONTRACTOR (Name & mailing address of contractor)

Riverside Community College District

Attn: Director, Customized Training Solutions

152 East Sixth Street

Corona, CA 92879

951-571-6457

Email: Robert.Grajeda@rccd.edu

16. VALIDITY

If any terms, condition, provision, or covenant of this Agreement shall to any extent be judged invalid, unenforceable, void, or violable for any reason whatsoever by a court of competent jurisdiction, each and all remaining terms, conditions, promises and covenants of this Agreement shall be unaffected and shall be valid and enforceable to the fullest extent permitted by law.

17. EXHIBIT AND ADDENDUM INCORPORATED

Exhibit "A-D" is attached hereto and incorporated into this Agreement by reference.

18. PUBLIC EMPLOYEE

If CONTRACTOR is a regular employee of a public entity, all services which CONTRACTOR renders under this agreement will be performed at times other than CONTRACTOR'S regular assigned workday for said entity or during periods of vacation or leave of absence from said entity.

19. STRS RETIREE

CONTRACTOR shall provide DISTRICT with a statement indicating whether or not CONTRACTOR is a retired member of the State Teacher's Retirement System of the State of California.

20. ASSIGNMENT

This Agreement is neither assignable nor transferable by either party or by operation of law without the consent in writing of the other party. Consent by either party to one or more assignments or transfers shall not constitute consent to a subsequent assignment or transfer.

21. USE OF U.S. DEPARTMENT OF LABOR FUNDS SPECIAL CONDITIONS

See Attachment C and Attachment D: some or all of these conditions may apply depending on the nature of the services you are providing in this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement.

_____ Date _____
DISTRICT SIGNATURE

San Bernardino Community College District
114 South Del Rosa Drive
San Bernardino CA 92408
909-382-4000

_____ Date _____
CONTRACTOR SIGNATURE

James L. Buysse, Vice Chancellor, Administration & Finance
Name: Print or Type

4800 Magnolia Ave.
Mailing Address

Riverside, CA 92879
City, State and Zip Code

951-222-8047
Telephone Number

33-0831357
Social Security No. or Tax Payer ID No.

ATTACHMENT A
 DESCRIPTION OF SERVICES
 7/1/2011 to 6/30/2012

Marketing

- Advertise training
- Confirm, hold marketing events
 - Create marketing materials
 - Hold/attend job fairs, Industry Organization meetings

Recruitment

- Recruit trainees from the community at large
 - Orientation, prescreening interviews, skills assessment
 - Basic Skills training
 - Logistics employment training; /CLA/CLT
 - Define orientation calendar for open enrollment classes
- Recruit industry partners
 - Develop individual partner participation plans
 - Develop Industry partner marketing/training plans
 - Define industry partner meeting schedules
 - Hold industry partner meetings
 - Define training calendars/industry in-kind
 - Hold orientations throughout period, beginning week of July 4, 2011.

Training

- Begin training and complete cohorts for this period, 7/11/11 – 6/30/12
 - MSSC (2 cohorts, 10-15 participants each)
 - Logistics Boot Camp (2 cohorts, 15-18 participants each)
 - Forklift Training (3 cohorts, 15 to 18 participants each)
 - VESL (2 cohorts, 15-20 participants each)
 - Supervisor Skills (2 cohorts, 15-18 participants each)
 - Computer training (2 cohorts, 10-15 participants each))
 - Maintenance training (2 cohorts, 10-15 participants each)
 - Automotive training (1 cohort, 10-15 participants each)
 - Diesel training (1 cohort, 10-15 participants each)

Course name	Certification/preparation	Hours
MSSC CLA and CLT	MSSC Certification	40 each
Logistics Boot Camp	RCCD completion	80
Forklift Training	Schneider Logistics Certification	24-40
VESL	RCCD Completion	24
Supervisor Skills	RCCD Completion	24
Computer Training (MS Office)	RCCD Completion	20
Maintenance Training	RCCD Completion	60
Automotive	RCCD Completion	80 - lab

Diesel Troubleshooting/Maintenance	RCCD Completion	80
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Placement

- Job development meetings with Riverside County WIB and Industry Partners
- Schedule job fairs/recruitment meetings to coincide with training completion dates

Reporting

- Quarterly reports on activities – meeting DOL 1512 and other reporting requirements
 - Program entries
 - Course cohorts trained detailing student demographics
 - Job Placements and internships

ATTACHMENT B
 PAYMENT SCHEDULE

RCCD may submit invoices per quarter* for reimbursement of expenditures. Invoices must be accompanied with 1) backup receipts and documentation of all expenditures; and 2) invoices submitted should follow the Application Budget Detail Sheet.

*Quarterly Invoices:

Quarter 1: July 1, 2011 through September 30, 2011 DUE: October, 10, 2011

Quarter 2: October 1, 2011 through December 31, 2011 DUE: January 10, 2012

Quarter 3: January 1, 2012 through March 31, 2012 DUE: April 10, 2012

Quarter 4: April 1, 2012 through June 30, 2012 DUE: July 10, 2012

Application Budget Detail Sheet		
	District: Riverside Community College District	
	College: Riverside Community College	
	CFDA: Specification Number: 17.275	
	Program Year: 2011 - 2012 [7/1/11 - 6/30/12] = 12 months	
	Source of Funds: DOL Award: GJ-20040-10-60-A-6	
Object of Expenditure	Classification	Project Funds Requested
2118	Project Director Support 12 month position @ 30%, 2.5 hours/day = 12.5 hr./wk. = \$555.13/wk	28,867
2119	Classified Salaries, Noninstructional Administrative Assistant Support, 12 month position @ 60% = 25 hours/week = \$636.25/wk	33,085
3000	Employee Benefits SUI, OASDI, Medicare, PERS, WC, & H & W FT Staff @ 33%	26,536
4000	Supplies and Materials Office supplies \$2,000; Printing & copying expenses \$1,000; Consumables \$2,000; Materials \$3,500; Books \$1,000	9,500
5000	Other Operating Expenses and Services Postage \$500; Mileage \$500; Consultants \$106,180; Website, Branding, Marketing \$1,000; Advertising \$6,000; Conferences \$2,500	110,588
6000	Capital Outlay Training Equipment; Computers, printers new	-
	Total Direct Costs	208,576
	Total Indirect Costs (10% of Direct Costs)	20,858

Total Project Costs | 229,433 |

ATTACHMENT C

FEDERAL SPECIAL CONDITIONS

- a. Federal Project Officer: The DOLETA Federal Project Officer (FPO) for this grant/agreement is:

Thou M. Ny
U.S. Department of Labor/ETA 90 7th Street,
Suite 17-300 San Francisco, CA 94103
Telephone: (415) 625-7953
E-mail: ny.thou@dol.gov

The FPO is not authorized to change any of the terms or conditions of the grant/agreement. Such changes, if any, will be accomplished by the Grant Officer by the use of a properly executed grant/agreement modification.

- b. Equipment: Awardees must receive *prior approval* from the DOL/ETA Grant Officer for the purchase and/or lease of any equipment with a *per unit acquisition cost of \$5,000 or more, and a useful life of more than one year*. This includes the purchases of ADP equipment. The grant award does not give approval for equipment even if it is specified in a grantee's statement of work unless specifically approved in the grant award execution letter by the Grant Officer. If not, the awardee must submit a detailed description list to the FPO for review within 30 days of the grant/agreement award date. Failure to do so will necessitate the need for approval of equipment purchase on an individual basis.
- c. Program Income: The awardee is authorized to utilize the addition method if any *Program Income* is generated throughout the duration of this grant/ agreement. The awardee is allowed to deduct costs incidental to generating Program Income to arrive at a net Program Income [29 CFR Part 95.24(c)]: or [29 CFR Part 97.25(c)(g)(2)].
- d. Pre-Award: The awardee hereby agrees that all costs incurred by the awardee prior to the start date specified in the grant agreement issued by the Department are *incurred at the awardee's own expense*.
- e. Reports: Pursuant to Training and Employment Notice (TEN) 12-07, Implementation of New OMB Approved Form ETA 9130, U.S. DOL ETA FINANCIAL REPORT, dated October 1, 2007, all ETA grantees are required to report quarterly financial data on the ETA 9130, beginning with the quarter ending September 30, 2007. (From the September 30, 2007 reporting quarter and forward, previously required financial reporting forms, including the Standard Form 269, are no longer accepted by ETA.) The ETA on-line reporting system has been modified to accommodate the ETA 9130 required data elements, which include a new Federal cash section. Expenditures are required to be reported on an accrual basis, cumulative from the beginning of the life of a grant, through the end of each reporting period. Upon receipt of an ETA award, grantees will receive instructions for accessing both the on-line financial reporting system and the HHS Payment Management System. Copies of the ETA 9130 and detailed reporting instructions are available at www.doleta.gov/grants. The ETA Basic reporting format is applicable for the WIA Incentive grants.

Grantees are no longer required to submit the SF-272, Federal Cash Transaction Report, and SF-272 (a) Federal Cash Transaction Report, Continuation Sheet, provided the grantee files the SF- 272 (e) electronic report in accordance with the HHS Payment Management System requirements. Grantees are required to submit a brief narrative quarterly and final report to the designated Federal Project Officer (FPO) and the Grant Officer (GO) on grant activities funded under this agreement. All reports become due no later than 45 days after the end of each reporting quarter. Reporting quarter end dates are June 30, September 30, December 31, and March 31. (B) QUARTERLY PROGRESS REPORTS The awardee shall submit the QUARTERLY progress report to ETA not later than 45 days after the end of the calendar quarters; and FINAL progress reports not later than 90 days after all funds have been expended, or the period of grant funds availability has expired. For the last calendar quarter in which awardees are active, they will not submit a quarterly progress report, but will include information on their activities that quarter in the FINAL progress report. The awardee's FINAL progress report should provide information on their grant activities during that last quarter and cumulative information on grant activities during the grant's entire period of performance. (DO NOT MAIL REPORTS DIRECTLY TO THE GRANT OFFICER).

- (1) The awardee shall use any standard forms and instructions to report on training and employment outcomes and other data relating to the progress reports as provided by ETA.
- (2) The awardee shall utilize standard reporting processes and electronic reporting systems to submit their quarterly progress reports as provided by ETA.

- f. Consults: *Consultant* fees paid under this grant/agreement shall be limited to \$585 per day without additional DOL Grant Officer approval.
- g. Rebates: The awardee agrees to advise the Grant Officer, in writing, of any *forthcoming* income resulting from lease/rental rebates or other rebates, interest, credits or any other monies or financial benefits to be received directly or indirectly as a result of or generated by these award dollars. Appropriate action must be taken to ensure that the Government is reimbursed proportionally from such income.
- h. Publicity: No funds provided under this grant shall be used for publicity or propaganda purposes, for the preparation, distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress, except in presentation to the Congress itself. Nor shall grant funds be used to pay the salary or expenses of any grant or agreement awardee or agent acting for such awardee, related to any activity designed to influence legislation or appropriations pending before the Congress.
- i. Public Announcements: When issuing statements, press releases, requests for proposals, bid solicitation, and other documents describing project or programs funded in whole or in part with Federal money, *all awardees* receiving Federal funds, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with Federal money, and (2) the dollar amount of Federal funds for the project or program.
- j. Executive Order 12928: In compliance with Executive Order 12928, the Grantee is strongly encouraged to provide subcontracting/ subgranting opportunities to Historically Black Colleges and Universities and other Minority Institutions such as Hispanic Serving Institutions and Tribal Colleges and Universities; and to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals.
- k. Procurement: Except as specifically provided, DOL/ETA acceptance of a proposal and an award of federal funds to sponsor any program(s) *does not* provide a waiver of any grant requirements and/or procedures. For example, the OMB circulars require an entity's procurement procedures must

require that all procurement transactions shall be conducted, as practical, to provide open and free competition. If a proposal identifies a specific entity to provide the services, the DOL/ETA's award does not provide the justification or basis to sole-source the procurement, i.e., avoid competition.

- I. Veteran's Priority Provisions: The Jobs for Veterans Act (Pub. L. 107-288) provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. Grantees are required to provide priority of services for veterans and eligible spouses pursuant to 20 CFR part 1010, the regulations implementing priority of service for veterans and eligible spouses in Department of Labor job training programs under the Jobs for Veterans Act published at 73 Fed. Reg. 78132 on December 19, 2008. In circumstances where a grant recipient must choose between two equally qualified candidates for training, one of whom is a veteran, the Jobs for Veterans Act requires that grant recipients give the veteran priority of service by admitting him or her into the program. To obtain priority of service a veteran must meet the program's eligibility requirements. Grantees must comply with DOL guidance on veterans' priority. Currently, ETA Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) provides general guidance on the scope of the Job for Veterans Act and its effect on current employment and training programs. TEGL No. 5-03, along with additional guidance, is available at the "Jobs for Veterans Priority of Service" Web site: http://www.doleta.gov/programs/vets_
- m. Audits: The awardee agrees to comply with the required financial and compliance audits in accordance with the Single Audit Act of 1984.
- n. Salary and Bonus Limitations: Under Public Law 109-234 and Public Law 111-8, Section 111, none of the funds appropriated in Public Law 111-5 or prior Acts under the heading "Employment and Training" that are available for expenditure on or after June 15, 2006, shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. These limitations also apply to grants funded under this SGA. The salary and bonus limitation does not apply to vendors providing goods and services as defined in OMB Circular A-133. See Training and Employment Guidance Letter number 5-06 for further clarification: http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262.
- o. Intellectual Property Rights. The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and ii) any rights of copyright to which the grantee, subgrantee or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or licensing fee associated with such copyrighted material, although they may be used to pay costs for obtaining a copy which are limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income is added to the grant and must be expended for allowable grant activities.

If applicable, the following needs to be on all products developed in whole or in part with grant funds:

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner.

- p. Evaluation, Data, and Implementation: The grantee agrees to cooperate with the U.S. Department of Labor (USDOL) in the conduct of a third-party evaluation, including providing to USDOL or its authorized contractor appropriate data and access to program operating personnel and participants in a timely manner.

Signing this award agreement, or the expenditure of grant funds, certifies that your organization has read and will comply with all parts of this grant agreement.

ATTACHMENT D

ADDITIONAL PROVISIONS of THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009

This grant agreement addendum addresses additional requirements applicable to funds appropriated in the American Recovery and Reinvestment Act of 2009 (ARRA or the Recovery Act, P.L. 111-5).

The following clauses are specific to usage of ARRA funds and are intended to supplement, not replace any existing terms and conditions. All laws and ETA guidance that are applicable must be followed, even if not specifically cited herein.

Expenditure of grant funds constitutes acceptance of these provisions and all future ARRA Provisions provided by DOL.

1. TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 17-08
Subject: ARRA Funds Financial Reporting Requirements
Purpose: To provide guidance on the reporting of ARRA funds for Wagner-Peyser Act and Workforce Investment Act programs. This can be found at <http://wdr.doleta.gov/directives/corr doc.cfm?DOCN=2745>.
2. TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 29-08
Subject: Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) Number/Central Contractor Registration (CCR) Mandatory Requirement for Federal Grant Sub-recipients under the American Recovery and Reinvestment Act of 2009
Purpose: To inform the workforce system of the mandatory requirement for sub-recipients, i.e., any first-tier subcontract or sub-award funded in whole or in part under the ARRA, to obtain a DUNS number www.dnb.com. Any such sub-recipient must also establish and maintain active and current profiles in the CCR at www.ccr.gov. This can be found at <http://wdr.doleta.gov/directives/corr doc.cfm?DOCN=2773>.

In accordance with the ARRA, the following provisions also apply:

3. LIMIT ON FUNDS: In accordance with the ARRA, none of the funds appropriated or otherwise *made available in the ARRA may be used by any State or local government, or any private entity*, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.
4. SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS: Grantees agree to separately identify the expenditures for each grant award funded under ARRA on the Schedule of Expenditures of Federal Awards (SEFA) and the Data Collection Form (SF-SAC) required by Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations." This identification on the SEFA and SF-SAC shall include the Federal award number, the Catalog of Federal Domestic Assistance (CFDA) number, and amount such that separate accountability and disclosure is provided for ARRA funds by Federal award number consistent with the recipient reports required by ARRA Section 1512(c).
5. RESPONSIBILITIES FOR INFORMING SUB-RECIPIENTS: Grantees agree to separately

identify to each sub-recipient and document at the time of sub-award and at the time of disbursement of funds, the Federal award number, CFDA number, and amount of ARRA funds.

6. **REPORTING REQUIREMENTS:** Section 1512 of the Recovery Act requires recipients to report on the use of Recovery Act funding, and provide detailed information, such as: total amount of funds received; the amount spent on projects and activities; a list of those projects and activities funded, including name, description, completion status and estimates of jobs created and retained; and details on subawards and other payments.

All Recovery Act grantees are required to report financial and programmatic information no later than 10 days after the end of each calendar quarter beginning with the quarter ending September 30, 2009. Reporting is cumulative from the enactment of the grant award and required until the end of the Recovery award.

7. **WAGE RATE REQUIREMENTS:** All laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to this Act shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code. With respect to the labor standards specified in this section, the Secretary of Labor shall have the authority and functions set forth in Reorganization Plan Numbered 14 of 1950 (64 Stat. 1267; 5 U.S.C. App.) and section 3145 of title 40, United States Code. (ARRA Sec. 1606).
8. **WHISTLEBLOWER PROTECTION:** No employee of an organization receiving funds under ARRA may be discharged, demoted or otherwise discriminated against for disclosing information they reasonably believe is evidence of gross mismanagement or waste; a substantial and specific danger to public safety related to the implementation; or, an abuse of authority; or a violation of law, rule, or regulation related to an agency contract or grant, awarded or issued relating to covered funds. [Section 1553(a)]
9. **BUY AMERICAN - USE OF AMERICAN IRON, STEEL, AND MANUFACTURED GOODS:** None of the funds appropriated or otherwise made available by the ARRA may be used for a project for the construction, alteration, maintenance or repair of a public building or public work unless all of the iron, steel and manufactured goods used in the project are produced in the United States. See ARRA Section 1605 - Buy American Requirements.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
NORCO COLLEGE

Report No.: V-A-6-c

Date: April 19, 2011

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

Background: On March 15, 2011, the Board of Trustees approved a subcontract between 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.

Subsequently, The CSUSB Foundation has requested minor revisions to the subcontract and a Memorandum of Understanding which is delineated in the amendment.

Recommended Action: It is recommended that the Board of Trustees approve the revised subcontract and memorandum of understanding 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 HSI Cooperative Grant/ 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 monthly 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 described in attached Memorandum of Understanding (MOU), incorporated herein by reference and attached hereto. 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 Oceguela as the Project Director of the Hispanic-Serving Institutions Education Grant Program. Mr. Oceguela is responsible for technical and administrative management of the collaborative project. All inquiries and reports regarding this subcontract should be directed to Mr. Oceguela. 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, the State of California, Trustees of the California State University, California State University San Bernardino, and The Foundation for the California State University, San Bernardino, 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

Riverside Community College District, for
Norco College

The Foundation for California State
University, San Bernardino

Dr. James L. Buysse
Vice Chancellor, Administration and Finance

Ms. Deborah Burns
Executive Director of the Foundation
for CSUSB

Date

Date

AMENDMENT TO SUBCONTRACT

This document amends the original subcontract between the Riverside Community College District, on behalf of Norco College and The Foundation for California State University, San Bernardino which was approved by the Board of Trustees on March 15, 2011.

The agreement is hereby amended as follows:

Section III. Consideration, paragraph 1, 7th line: Delete “quarterly” and replace with “monthly.”

Section III. Consideration, paragraph 2, 2nd line: Delete “certification form.”

Section III. Consideration, paragraph 2, 6th line: Delete “B guidelines” and insert “described in attached Memorandum of Understanding (MOU), incorporated herein by reference and attached hereto.”

Section VIII. Indemnification, 3rd line: Insert “the State of California, Trustees of the California State University, California State University San Bernardino, and The Foundation for the California State University, San Bernardino.

Added Memorandum of Understanding (MOU), attached.

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

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

RIVERSIDE COMMUNITY COLLEGE
DISTRICT, FOR NORCO COLLEGE

THE FOUNDATION FOR CALIFORNIA
STATE UNIVERSITY, SAN
BERNARDINO

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

By: _____
Ms. Deborah Burns
Executive Director of the Foundation
for CSUSB

Dated: _____

Dated: _____

MEMORANDUM OF UNDERSTANDING

Between
NORCO COLLEGE
(Fiscal Agent)

AND

THE FOUNDATION FOR CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
(Sub-recipient)

AWARD NUMBER: P031S100123

This Memorandum of Understanding is made a part of the subcontract entered into between Riverside Community College District, Norco College (NC) and The Foundation for the California State University, San Bernardino (CSUSB), on March 16, 2011. It is hereby understood between the parties:

A. SCOPE OF WORK

1. The general objectives of the work to be performed shall be as described in the grant under the Project Design and Project Services sections.
2. CSUSB shall notify NC of any intent to significantly deviate from the described statement of work and provide written justification.
3. CSUSB shall notify NC of changes in key personnel.
4. CSUSB shall notify NC of any intent to significantly deviate from the described statement of work.
5. NC shall notify CSUSB of any changes in key personnel.
6. NC shall notify CSUSB of any changes in this Memorandum of Understanding.

B. AUTHORITY

Where this agreement refers to NC prior approval, it means the written approval of the Project Director of the grant, along with the approval of NC grant management process.

C. ALLOWABLE COSTS AND PAYMENTS

1. Cost Ceiling

NC shall reimburse CSUSB for actual direct costs incurred in the performance of the memorandum of understanding to a maximum amount of the following as listed:

Year 1- \$161,776.00

Year 2-	\$257,407.00
Year 3-	\$295,268.00
Year 4-	\$184,872.00
<u>Year 5-</u>	<u>\$215,979.00</u>
Total	\$1,115,302.00

2. Carry Forward

- a.) Carry forward of funds from one fiscal year to the next can only be allowed if approved by NC's Project Director and if unspent funds are made available to NC by the U.S. Department of Education. CSUSB shall submit a written request to NC no later than August 1 of each year to carry forward unspent funds. The request shall include a proposed budget equal to the carry forward amount being requested and written justification for wanting to carry forward funds.
- b.) Carry forward of funds shall only be allowed in the first four years of the grant. Grant funds may not carry forward beyond the end date of the grant (September 30, 2015).

3. Basis of Payment

- a.) Subject to the cost ceiling of each year noted above, allowable costs shall be determined by cost categories established by approved budget in the grant, which may be administratively revised by the parties during the performance of this MOU pursuant to the U.S. Department of Education's re-budgeting authority. Re-budgeting by CSUSB must be approved by NC's Project Director.
- b.) CSUSB's established cost policies, which are in compliance with those required by the U.S. Department of Education policy.

4. Payment Procedures

- a.) A detailed statement of actual expenditures by major category and an invoice shall be submitted to NC on a monthly for review and approval.
- b.) Two copies of the statement and invoice, signed by the appropriate financial officer of CSUSB, shall be submitted to NC on a monthly basis. A copy of CSUSB's detailed general ledger trial balance shall be attached to the invoice.

- c) The materials shall be mailed to:

Norco College
Gustavo Ocegüera
Associate Dean, Grants & College Support Programs/
Title V HSI Cooperative Grant Project Director
2001 Third St.
Norco, CA 92860

- c.) The accounting of funds shall indicate current period and cumulative cost totals for the approved budget categories.
- d.) Costs incurred under the MOU shall be in accordance with the cost principles and procedures contained in OMB Circulars A-21, A-110, and A-133 as in effect on the date of the MOU.
- e.) Payment of costs questioned by NC may be withheld until CSUSB provides adequate documentation to substantiate the costs as proper under the terms of the grant and this MOU.
- f.) Payment to CSUSB from NC will be sent within 30 days of the receipt of all required reports from CSUSB and approval for payment by the Project Director.
- g.) The final Accounting of Funds for each fiscal year must be submitted no later than October 15 of each year and must be marked "Final" by CSUSB for inclusion in NC's annual performance report to the U.S. Department of Education.

E. EQUIPMENT

1. Title to equipment, reimbursed as a direct time of cost under this MOU, shall immediately vest to CSUSB.
2. In order to be in compliance with federal requirements, CSUSB shall maintain an "Equipment Inventory List." Upon request, the list must be readily available for review by NC Project Director, Riverside Community College District internal auditors, and as requested to comply with federal audits conducted by the U.S. Department of Education.
3. Disposition of equipment that exceeds its normal life expectancy shall be executed in accordance to federal regulations.

F. COMMUNICATION WITH FUNDING AGENCY

CSUSB shall communicate with the grant-funding agency (U.S. Department of Education) through NC. CSUSB has no authority under this MOU to communicate directly with the funding agency regarding the work funded by this agreement.

G. PROGRESS REPORTS

CSUSB must provide quarterly program reports concerning the progress of the work, or as may be requested by NC. Quarterly progress reports shall be due to the Project Director 30 days after the end of the quarter. For this agreement, quarter periods are defined as follows:

1st Quarter- October, November, December
2nd Quarter- January, February, March
3rd Quarter- April, May, June
4th Quarter- July, August, September

H. SUBCONTRACTING

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

I. ASSIGNMENT

CSUSB shall not assign or transfer any interest in the MOU or assign any claims for money due or to become due under this MOU without the prior written approval of NC.

J. INDEPENDENT CONTRACTOR

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

K. MODIFICATION

This MOU shall not be altered, changed or amended except by instrument in writing executed by the parties hereto. Modification of this MOU agreement shall be in writing and agreed to by both parties.

Signature Authorization

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
TEACHING AND LEARNING COMMITTEE

Report No.: V-A-6-d

Date: April 19, 2011

Subject: California State University Fullerton Auxiliary Services Corporation Agreement

Background: Attached for the Board's review and consideration is an agreement between Riverside Community College District and California State University Fullerton Auxiliary Services Corporation (CSUF ASC) which allows for the continuing operation of Riverside Community College District's TriTech Small Business Development Center that provides business counseling and training services to grow the high technology business sector within Riverside and Orange Counties. The term of the subcontract is January 1, 2011 through June 30, 2011. Funding source: Assembly Bill 1632 Business, Transportation, and Housing Agency.

Recommended Action: It is recommended that the Board of Trustees ratify the subcontract with California State University Fullerton Auxiliary Services Corporation which provides business counseling and training services, for the term of January 1, 2011 through June 30, 2011, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the subcontract.

Gregory W. Gray
Chancellor

Prepared by: Ray Maghroori
Provost/Vice Chancellor of Educational Services

John Tillquist
Dean, Economic Development

SUBCONTRACT NO. S-5215-TRITECH

This Subcontract is entered into by and between **Riverside Community College District** (hereinafter "SUBCONTRACTOR"), an educational institution fully accredited by the State of California, on behalf of **TriTech Small Business Development Center** (hereinafter, "Tritech SBDC"), an organization located in Riverside, California and **CSU Fullerton Auxiliary Services Corporation** (hereinafter, "ASC") a non-profit auxiliary corporation and fiscal agent of **California State University, Fullerton** (hereinafter, "CSUF") located in Fullerton, California to provide funding for the project entitled, "Orange County/Inland Empire Regional SBDC Network (State)."

RECITALS

- A. **WHEREAS**, ASC is the prime awardee of an award issued by the State Business Department of Transportation and Housing ("Prime Sponsor") under Assembly Bill no. 1632;
- B. **WHEREAS**, ASC desires to retain SUBCONTRACTOR to perform services as specified in Exhibit A (Scope of Work) and intends to compensate SUBCONTRACTOR for such services, as described in Exhibit B (Budget Justification);
- C. **WHEREAS**, in undertaking the performance of this Subcontract, SUBCONTRACTOR represents that it is knowledgeable in its field and that any services performed by SUBCONTRACTOR under this Subcontract will be performed in compliance with such standards as may reasonably be expected; and,
- D. **WHEREAS**, SUBCONTRACTOR and any additional subcontractors retained by SUBCONTRACTOR agree to abide by all of the terms and conditions of the Prime Award, incorporated as Exhibit C.

NOW, THEREFORE, in consideration of the mutual and representative promises and subject to the terms and conditions hereinafter set forth, the parties agree as follows:

1. Principal Contacts.

For ASC:

Technical/Programmatic

Dmitry Khanin
California State University, Fullerton
800 N. State College Blvd.
Fullerton, CA 92834
Telephone: (657) 278-5569
Email: dkhanin@fullerton.edu.

Administrative

Shou-Yinn (Pearl) Cheng
Director, Office of Sponsored Programs
CSU Fullerton Auxiliary Services Corporation
2600 Nutwood Avenue, Fullerton, CA 92831
Telephone: (657) 278-4103
Email: pcheng@fullerton.edu

Dr. Khanin will serve as the Principal Investigator for ASC and is responsible for directing the project and budget expenditures under this Subcontract.

For SUBCONTRACTOR
Technical & Administrative Contact
Mark Mitchell
TriTech SBDC Director
1650 Spruce Street
Riverside, CA 92517
Phone: 949-677-2834
Email: mark.mitchell@rcc.edu

Changes in Principal Contacts must be approved in writing by **Frank A. Mumford**, Executive Director of the CSU Fullerton Auxiliary Services Corporation and by **James L. Buysse**, Vice Chancellor, Administration and Finance Riverside Community College District, or their respective designees.

2. **Scope of Work.** SUBCONTRACTOR shall be responsible for the specific tasks described in the Scope of Work which is attached and incorporated as Exhibit A.
3. **Term of Contract.** The period of performance of this contract shall be from January 1, 2011 through June 30, 2011, subject to extension by mutual agreement.
4. **Compensation.** In consideration of the work to be conducted by SUBCONTRACTOR, ASC shall pay SUBCONTRACTOR an amount not to exceed US\$ One Hundred Sixty Thousand (\$160,000), as detailed in the Budget Justification, Exhibit B. SUBCONTRACTOR shall use these funds solely for the implementation of its services under this Subcontract.
5. **Delivery.** All materials and services called for under this Subcontract shall be completed and delivered to ASC on or before June 30, 2011, unless extended by a prior mutual written authorization.
6. **Allowable Costs and Fees.** Allowable costs and fees eligible for reimbursement to the SUBCONTRACTOR for performance of this Subcontract shall be determined in accordance with the terms of this Subcontract, including attached Exhibits and the requirements of the Prime Sponsor.
7. **Invoicing.** SUBCONTRACTOR shall invoice ASC for actual expenses incurred during the term of the Subcontract and in accordance with the attached Budget Justification provided as Exhibit B.

Invoices shall be sent to:

Cheng, Shou-Yinn (Pearl)
Director, Sponsored Programs Office
2600 Nutwood Ave., Suite 275
Fullerton, CA 92831

SUBCONTRACTOR will submit itemized invoices to ASC not less often than quarterly. Each invoice shall include an itemized list of the tasks completed consistent with the scope of work described in Exhibit A, dates of task completion, and an original signature of an authorized agent of SUBCONTRACTOR. ASC may return invoices to SUBCONTRACTOR for correction and resubmission prior to payment. ASC agrees to pay approved invoices within thirty (30) days upon receipt.

8. **Termination of Subcontract.** Either party may terminate this Subcontract upon thirty (30) days advance written notice to the other party. Upon termination of this Subcontract, ASC agrees to compensate SUBCONTRACTOR all non-avoidable expenses reasonably incurred by SUBCONTRACTOR in the performance of its work under this Subcontract by the date of termination, and SUBCONTRACTOR agrees to complete services and/or provide required deliverables through the date of termination.

9. **Modification or Waiver.** No part of this Subcontract shall be modified without the express written consent of both parties. The waiver by one party of any breach of any term or condition of this Subcontract shall not be construed as a waiver of any similar or other breach of any term or condition of this Subcontract. Nor shall said waiver be construed as a continuing waiver of the original breach.

10. **Independent Contractor.** SUBCONTRACTOR shall, during the entire term of this Subcontract, be construed to be an independent contractor and not an employee of ASC. This Subcontract is not intended nor shall it be construed to create an employer-employee relationship, a joint venture relationship, or to allow ASC to exercise discretion or control over the professional manner in which SUBCONTRACTOR performs the services that are the subject matter of this Subcontract. The services to be provided by SUBCONTRACTOR, however, shall be provided in a manner consistent with all applicable standards and regulations governing such services. SUBCONTRACTOR shall pay all salaries and wages, employees' social security taxes, unemployment insurance, and similar taxes relating to its employees and shall be responsible for all applicable withholding taxes.

11. **Assignment.** No part of this Subcontract may be assigned by either party without the prior written consent of both parties.

12. **Indemnification.** ASC shall indemnify and hold harmless SUBCONTRACTOR its officers, employees and representatives from and against all claims, damages, losses and expenses including attorney fees arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of the ASC, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence or willful misconduct of the SUBCONTRACTOR.

SUBCONTRACTOR shall indemnify and hold harmless ASC, California State University Fullerton, the Trustees of the California State University, the State of California, their officers, employees, representatives and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of the SUBCONTRACTOR, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any

of them may be liable, except where caused by the active negligence, sole negligence or willful misconduct of the ASC.

13. **Insurance.** SUBCONTRACTOR warrants that will maintain the following coverage:

- Commercial General Liability: minimum limits coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate combined single limit written on occurrence form for personal injury and bodily injury liability, and property damage, including premises/operations, broad form property damage, products/completed operations, contractual liability and independent contractors. Errors and Omission insurance is required for professional services and consultants.
- Business Automobile Liability: coverage is required in the minimum amount of \$1,000,000 combined single limit bodily injury and property damage, including owned, non-owned and hired automobiles; should also include Uninsured/Underinsured Motorists coverage in the minimum amount of \$1,000,000.
- Workers Compensation as required by the State of California, including Employer Liability coverage of not less than \$1,000,000.
- The vendor's insurance carrier must be rated A-VII at minimum, according to A.M. Best & Company, or coverage may be provided by a program of self-insurance, through a Joint Powers Authority or any combination thereof.
- Vendor and vendor's insurance carrier waive their rights of subrogation.
- Additional Insured Endorsement (except for Workers Compensation): The State of California, Trustees of the California State University, California State University Fullerton, CSU Fullerton Auxiliary Services Corporation, and all of its other departments, boards, volunteers, commissions, and its officers, employees and agents are hereby declared to be additional insureds as respects to the activities of named insured.

SUBCONTRACTOR shall have its insurance representative submit a certificate of insurance to ASC's Administrative Point of Contact.

14. **Force Majeure.** If by reason of force majeure the SUBCONTRACTOR'S performance hereunder is delayed, hampered or prevented, then the performance by the SUBCONTRACTOR may be extended for the amount of time of such delay or prevention. The term "Force Majeure" shall mean any fire, flood, earthquake, or public disaster, strike, labor dispute or unrest; embargo, riot, war, insurrection or civil unrest; any act of God, any act of legally constituted authority; or any other cause beyond SUBCONTRACTOR'S control which would excuse the SUBCONTRACTOR's performance as a matter of law.

15. **Notice of Force Majeure.** SUBCONTRACTOR agrees to give ASC written notice to of an event of force majeure under this Paragraph within ten (10) days of the commencement of such event and within ten (10) days after the termination of such event. However, inadvertent failure to give notice shall not bar SUBCONTRACTOR from giving such notice within a reasonable time thereafter.

16. **Nondiscrimination.** SUBCONTRACTOR shall comply with all applicable federal and state laws and statutes related to nondiscrimination, including those Acts and amendments prohibiting

discrimination on the basis of race, color, natural origin, gender, handicap or disability, sexual preference, drug addiction and alcoholism.

17. **Certifications and Assurances**

A. **Certificate Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion** - SUBCONTRACTOR certifies by signature to this Agreement that it is not suspended, debarred, or otherwise ineligible from entering into funding agreements with any department or other agency of the Federal Government, or in receipt of a notice of proposed debarment or suspension. In the event of being suspended, debarred or otherwise declared ineligible by any other department of agency of the Federal Government, or upon notice of a proposed debarment of suspension, the SUBCONTRACTOR shall provide immediate written notice to ASC. If, during the performance period of this Subcontract, the status of the SUBCONTRACTOR changes relative to any of these certifications, it shall immediately notify ASC in writing and include an explanation of the changes.

B. **Certification Regarding Lobbying** - In the event funds allotted under this Agreement are expected to exceed \$100,000, by signature to this Agreement, SUBCONTRACTOR certifies that it is in compliance with the requirements of Section 1352, Title 31, U.S. Code which limits the use of appropriated funds to influence certain federal contracting and financial transactions.

C. **Drug Free Workplace** - By signature to this Agreement, SUBCONTRACTOR certifies that it will comply with the Drug Free Workplace Act of 1988 and its implementing regulations as amended.

D. **Misconduct in Science Assurance** - The SUBCONTRACTOR hereby gives assurance that an administrative review process has been established regarding procedures for dealing with and reporting possible misconduct in science and reporting requirements of the published scientific misconduct regulations will be followed.

E. **Americans With Disabilities Act** - By signature of this Agreement, SUBCONTRACTOR certifies that it complies with the Americans with Disabilities Act of 1990 (42 USC 12101, et. seq.) and all implementing regulations. SUBCONTRACTOR agrees to insert the provision of this Article in all subcontracts and purchase orders hereunder.

F. **Davis-Bacon and Related Act** – If applicable, by signing this Agreement, SUBCONTRACTOR certifies that it complies with the Davis-Bacon act and warrants proper wages are applied to federally-funded or assisted construction projects.

18. **Retention of Records.** SUBCONTRACTOR agrees to maintain and preserve all records relative to this Subcontract, for three (3) years after termination. SUBCONTRACTOR agrees to permit ASC's duly authorized representatives to have access to and to examine and audit, any pertinent books, documents, papers, and records related to this Subcontract. Furthermore, all records related to this Subcontract shall be reasonably available for inspection by the State of California pursuant to Government Code § 8546.7 which states in pertinent part: "...every contract involving the expenditure of public funds in excess of ten thousand dollars (\$10,000) entered into

by any state agency, ... or by any other public entity, including a city, county..., shall be subject to the examination and audit of the State Auditor, at the request of the public entity or as part of any audit of the public entity, for a period of three years after final payment under the contract.”

19. **Audit.** The books and accounts, files, and other records of the SUBCONTRACTOR which are applicable to this Subcontract at all times shall be available for inspection, review, and audit by the ASC and the U.S. Government and its representatives to determine the proper application and use of all funds paid to or for the account or benefit of the SUBCONTRACTOR.

The SUBCONTRACTOR assumes sole responsibility for reimbursement to Prime Sponsor a sum of money equivalent to the amount of any expenditures disallowed should the ASC, Prime Sponsor or an authorized agency rule through audit exception or some other appropriate means, that expenditures from funds allocated to the SUBCONTRACTOR for direct and/or indirect costs were not made in compliance with the applicable cost principles, regulations of the Prime Sponsor, or the provisions of this Subcontract.

SUBCONTRACTOR agrees to comply with the requirements of OMB Circular A-133. SUBCONTRACTOR further agrees to provide ASC with a copy of the independent auditors' report within thirty (30) days of its issuance. If the report contains instances of non-compliance with federal laws and regulations which bear directly on the performance or administration of this Subcontract, the SUBCONTRACTOR shall provide ASC copies of responses to auditors' reports, a plan for corrective action, and auditors' response that the noncompliance has been resolved. All reports prepared in accord with the requirements of OMB Circular A-133 shall be available for inspection by representatives of ASC or the government during normal business hours.

20. **Severability.** Should any part, term, or provision of this Subcontract, be declared or determined by any court or other tribunal or appropriate jurisdiction to be invalid or unenforceable, any such invalid or unenforceable part, term, or provision shall be deemed stricken and severed from this Subcontract; any and all of the other terms of this Subcontract shall remain in full force and effect.

21. **Applicable Law.** This Subcontract and any disputes concerning it shall be interpreted under the laws of the State of California.

22. **Interpretation.** For purposes of construction and interpretation, this Subcontract shall be deemed to have been mutually drafted by the parties hereto. Thus, the parties to this Subcontract shall determine and resolve any issues of ambiguity related to the interpretation of the provisions herewith.

23. **Federal Identification Number.** SUBCONTRACTOR'S Federal Taxpayer Identification Number is 33-0189202.

24. **Contents and Order of Precedence.** Included in this Subcontract are the following exhibits:
Exhibit A Scope of Work
Exhibit B Budget Justification
Exhibit C Prime Award

The contents of each instrument below are incorporated within this Subcontract as fully as though set forth herein in their entirety. In the event of a conflict between the provisions of each instrument, the following order of precedence shall govern the rights and obligations of the parties:

1. Subcontract Schedule & Scope of Work
2. Prime Award

25. **Entire Agreement.** This Subcontract, including any referenced attachments, appendices and references, constitutes the entire Subcontract and supersedes any other written or oral representations, statements negotiations, or agreements.

IN WITNESS THEREOF, the parties have executed this subcontract on the date noted below.

For:
Riverside Community College District

For:
CSU Fullerton Auxiliary Services Corporation

James L. Buysse
Vice Chancellor, Administration
and Finance

Date

Frank A. Mumford
Executive Director

Date

EXHIBIT A SCOPE OF WORK

1. DEFINITION OF TERMS

- A. Capitalized terms as used in this Agreement have the following definitions:
- B. "Agreement" refers to this Subcontract no. S-5215-TRITECH.
- C. "Budget Category" means the major budget subject headings designated in Exhibit B. They are: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Consultants, Other and Indirect Costs.
- D. "Budget Line Item" means any specific budget item designated within each Budget Category in Exhibit B.
- E. "Business consulting services" means one-on-one or small group meetings with current and/or prospective small business owners in person, by telephone, video conferencing, or computer, to coach, mentor or provide information to help the small business owner move towards intended results.
- F. "Cash Match" means that term as defined in 13 CFR Parts 130, 143, 145 and 146 and OMB Circulars A-21, A-87, A-102, A-110, A-122 and A-133, as applicable and as amended or superceded.
- G. "CATS" means the SoftShare WinCATS OR WebCATS Client Activity Tracking System used by the Lead Center Program.
- H. "CFR" means the Code of Federal Regulations.
- I. "COCCC" means the Chancellor's Office of the California Community Colleges.
- J. "SUBCONTRACTOR" means Riverside Community College District.
- K. "Cooperative Partners" means ASC, SUBCONTRACTOR and all Community partners identified in the Notice of Award issued by Prime Sponsor or in this Subcontract.
- L. "Orange County/Inland Empire Regional SBDC Network" means the Lead Center, the Inland Empire SBDC, Orange County SBDC and TriTech SBDC.
- M. "Empowerment Zones" means a community designated by the federal Department of Housing and Urban Development (HUD) as an area that suffered significant economic distress and may receive targeted funding from federal agencies.
- N. "Funds" means any Funds listed in any column of Exhibit B.

- O. "Expiration" means the expiration, termination or cancellation of this Agreement.
- P. "In-Kind Match" means that term as defined in 13 CFR Parts 130, 143, 145 and 146 and OMB Circulars A-21, A-87, A-102, A-110, A-122 and A-133, as applicable and as amended or superceded.
- Q. "Host Institution" means Riverside Community College District.
- R. "HUBZone" means a Historically Under-utilized Business Zone designated by SBA as an area located within one or more qualified census tracts, qualified non-metropolitan counties or lands within the external boundaries of an Indian Reservation.
- S. "Lead Center" means the Orange County/Inland Empire Regional Lead SBDC, hosted by California State University Fullerton.
- T. "Lead Center Director" refers to the individual, or designee, on behalf of the Lead Center who has the overall responsibility to administer and evaluate the work of the SUBCONTRACTOR during the term of this Agreement.
- U. "Notice" means a notice of probation.
- V. "OMB" means the federal Office of Management and Budget.
- W. "OSBDC" means the SBA's Office of Small Business Development Centers
- X. "Program Announcement" means the annual document released by OSBDC regarding the Small Business Development Center Program, provided as Exhibit C.
- Y. "Program Income" means all monies earned or received from Service Center clients and others in payment for Lead Center Program activities and/or products other than consulting services.
- Z. "PQL" means the SBA Prequalification Loan Program.
- AA. "SBA" means the United States Small Business Administration.
- BB. "SBDC" means Small Business Development Center.
- CC. "SCORE" means the Service Corps of Retired Executives.
- DD. "Service Center" means the TriTech Small Business Development Center.

EE. "Special Emphasis Groups" refer to underrepresented populations of business owners compared to their representation in the overall population. Depending upon the service territory demographics of the Service Center, Special Emphasis Groups may include: disabled individuals, Native Americans or Alaska Natives, Black or African Americans, Asian Americans, Native Hawaiians or other Pacific Islanders, Hispanics, women, veterans, service-connected disabled veterans, individuals in rural areas and HUBZones and those in low to moderate income urban areas as determined by Census Bureau information.

SUBCONTRACTOR RESPONSIBILITIES AND MILESTONES

The SUBCONTRACTOR agrees the following responsibilities and milestones shall be met by its Service Center:

1. **Principal Place of Business.** The Service Center, with a principal office located at 1650 Spruce Street, Suite 500, Riverside CA 92507, shall provide services to existing and potential small business owners in the following service territory: Orange, Riverside and San Bernardino counties. The Service Center may also provide services consisting of scheduled business consulting and training at outreach centers. As used in this Section, "outreach center" means a location where SBDC consulting and training services may be provided on an "as needed basis," outside of the normal Service Center setting. The Service Center and its satellite office(s) shall be open a minimum of eight (8) hours each business day with services provided during the evening or on weekends. The Service Center and its satellite office(s) shall have prominent display of the SBA/SBDC co-branding at the front of the office at each satellite office and shall have separate and clearly identifiable operations, programs and phones from the SUBCONTRACTOR. The SUBCONTRACTOR shall obtain prior written approval from the Lead Center to relocate or change the address of the Service Center and satellite office(s). The facilities and staff of the Service Center and its satellite office(s) shall be located in such places as to provide maximum accessibility and benefits to the existing and potential small businesses for which the Service Center is intended to serve.
2. **Service Delivery Mechanisms.** The Service Center shall increase the contribution of the small business sector to the economic development of its service territory, as specified in paragraph 1. The Service Center shall accomplish this by using a variety of service delivery mechanisms, including satellite locations, traveling consultants or electronic capabilities, when appropriate and by providing in-depth, high quality, one-on-one business consulting, training services, information and referral services, outreach and marketing services, and specialized services to existing and prospective small business owners. These services must result in business growth, expansion, job creation/retention, innovation, increased productivity; improved management of small businesses; lead to positive economic impact; and meet the milestones of this Agreement.
3. **Policies and Procedures Manual.** This Agreement is subject to the terms and conditions incorporated by reference to the Orange County/Inland Empire Regional SBDC Network Policies and Procedures Manual, as amended, and the Orange County/Inland Empire Regional SBDC Network Policy on Logo Use. In the event of conflicting or otherwise inconsistent policies, this Agreement shall prevail.
4. **Cooperative Agreements.** The Service Center shall establish and maintain active cooperative agreements with other service providers (e.g., colleges, universities, economic development corporations, local government agencies) to further the objectives detailed in this Agreement.
5. **Participation Agreements.** The Service Center shall establish and maintain annual participation agreements with private-sector persons or firms to provide professional consulting services (e.g., accounting, engineering, and law) at an agreed-upon rate (e.g., pro

bono, market or below market rate). The objective of a participation agreement is to provide services not available from the Service Center's staff. Participation agreements shall be reviewed annually by the Lead Center.

6. **Special Emphasis Groups.** The Service Center shall identify and foster relationships with entities representing Special Emphasis Groups in order to increase the number of clients served in those populations. Additionally, the Service Center shall endeavor to raise the level of awareness of its audiences at small business seminars, conferences and outreach program announcements about the needs of veterans and service-connected disabled veterans.
7. **Service Center Director.** The SUBCONTRACTOR shall notify the Lead Center immediately upon Service Center Director resignation/termination.

The SUBCONTRACTOR shall appoint a new Service Center Director within ninety (90) days of a Service Center Director vacancy. An Acting Director may be appointed until a permanent Service Center Director is selected. The SUBCONTRACTOR shall conduct its search for a new Service Center Director to obtain the most qualified candidate. The Lead Center Director, or designee, shall have input on the job description and participate in reviewing and interviewing potential candidates.

Attendance of network meetings and participation in network events by Service Center Director scheduled by the Lead Center is required. The Lead Center will publish a list of network meetings and events on an annual basis, which require participation by the Service Center Director.

Service Center Staff – SBDC Director shall provide a list of SBDC staff funded by the SBDC program funds (including match funds) to the Lead Center upon execution of the agreement. SBDC Director shall include name, title and function of each SBDC staff person on the list, and notify the Lead Center immediately upon any change in SBDC staff. SBDC Staff includes part or full-time SUBCONTRACTORS retained as client consultants/consultants.

The Service Center Director shall be a full-time (100%), senior manager who shall direct and monitor Program activities and financial affairs of the Service Center to deliver effective services to the small business community, ensure Service Center compliance with applicable laws, regulations, OMB circulars and Executive Orders, as well as implement this Agreement. The Service Center Director shall be responsible for providing information to the Lead Center Director, or designee, for negotiating the annual Agreement with the Lead Center, ensuring that local needs are addressed. The Service Center Director has authority to control expenditures under the Service Centers budget. The Service Center Director shall serve as the principal contact point for all matters involving the SBDC Network. To the extent that CSUF ASC and/or the Lead Center Director wish to communicate with the Host Institution relative to matters concerning this Agreement, CSUF ASC and the Lead Center may do so through the Service Center Director.

8. **Core Services.** The Service Center shall develop and implement a client intake process to

determine the best utilization of resources in providing service to each inquiry or client. Services provided shall fall under one of the following five (5) core service categories: 1) business consulting; 2) training services; 3) information and referral services; 4) outreach and marketing; and, 5) specialized services.

8.1. Business Consulting

The Service Center shall provide confidential, quality business consulting services, including consulting provided electronically, to improve the business skills of existing and prospective small business owners. Business consulting services shall consist of advice, guidance or instruction concerning the formation, management, financing and operation of small business enterprises.

In addition to the milestones for business consulting, the Service Center shall document businesses progressing from the “start up” stage to the “in business” stage.

The Service Center shall document capital infusion, which includes all forms of capital debt, investments from all sources (i.e., lines of credit, consumer debt products used specifically for the business, angel investors, owner’s capital contributions, etc.). Credit lines and other revolving debt facilities/instruments are to be recognized for the full amount of the line of credit when established and not to be based on individual draw-downs.

The Lead Center will work with Service Center Director to develop and publish a review process for developing and amending Service Center milestones. Upon conclusion of the third quarter period ending September 30, 2011, the Lead Center Director and Service Center Director shall jointly review Service Center Milestones. Based on joint review, Lead Center Director may initiate amendments to the Service Center’s milestones identified in paragraph 9.

In the course of delivering business consulting services, the Service Center shall:

- Provide in-depth consulting services to small businesses in the Service Center's service territory.
- Use the A,B,C,D, and S Client Assessment model and criteria when classifying clients. Key focus is on A/B clients who can create most economic impact for the region.
- Provide specialized services to high-growth/high-impact clients.
- Establish a strategy to provide consistent consulting services at the Service Center's local outreach locations.
- Provide pre- and post-loan technical assistance
- Provide consulting to assist small business entrepreneurs to gain access to federal and state contracts.

8.2. Training Services

The Service Center shall conduct training activities or events in which the Service Center shall actively deliver a structured program of knowledge, information, or experience on a

business-related subject to groups of six (6) or more existing and prospective small businesspersons that address specific small business needs. The Service Center is encouraged to charge reasonable fees to cover SBDC Program costs associated with training services.

Training services shall be scheduled to accommodate the varied schedules of entrepreneurs and vary from daytime to evenings and weekends.

Training services shall be coordinated with the SBA and other service providers to avoid duplication.

Training services shall be co-sponsored with other organizations, including, but not limited to, the Women's business organizations or associations, local Chambers of Commerce, organizations representing Special Emphasis Groups, community colleges, universities, SCORE, Women's Business Centers and private companies.

- Coordinate training activities with local economic development organizations to avoid duplication of services.
- Provide a list of scheduled training workshops and seminars, including dates, locations, instructor and background, and course content to the Lead Center no later than the first day of the quarter in which the training is provided. Include a Program Income semi-annually, Expenditure Plan to include projected use of existing program income, and projected training fees.

8.3. Information and Referral Services

The Service Center shall establish and maintain an on-site or online resource library that contains current resource materials, publications, information and statistical data needed by existing and prospective small business owners. The library shall include at least one (1) computer workstation dedicated for use by clients to access the Internet for business research purposes.

The Service Center shall maintain a listing of appropriate services and resource providers to which clients may be referred for services not offered by the Service Center, including, but not limited to, SCORE and local community colleges.

8.4. Outreach and Marketing

The Service Center shall promote access to capital and improve finance opportunities for small businesses through support of the SBA Loan Fairs, improved and expanded relationships with bankers, and direct promotion and branding of the Orange County/Inland Empire Regional SBDC Network to small businesses at their place of business.

The Service Center shall implement the targeted approach established to increase minority owned small businesses into the Service Center's client portfolio and establish

Memorandums of Understanding with economic development organizations to focus on small business and community development activities of minority owned small businesses.

The Service Center shall assist the SBDC Network with activities to brand the SBDC Network and promote specialized services and initiatives.

8.5. Specialized Services

The Service Center shall offer specialized services and emphasis in areas designed to meet needs of small business clients including Special Emphasis Groups. Activities shall support and compliment business consulting and training services. including:

- Foster relationships with Special Emphasis Groups.
- Actively participate in activities related to SBA Small Business Week and support all SBA and Lead Center small business activities.
- Submit at least one (1) Small Business Week Award client packages to SBA.
- Continue to collaborate with the local Center for International Trade Development on international trade training and service delivery and refer clients to the US Export Assistance Center as needed.
- Collaborate with SBA to assist companies to secure SBA 8(a) Certification and provide specialized training as appropriate.
- Improve feedback on the quality of Service Center services by mailing quarterly client surveys to clients who received over three (3) hours of consulting.
- Encourage clients to respond to the Client Satisfaction Survey conducted by the Lead Center.
- Notify clients upon meeting with them, to respond to the economic impact survey.
- Notify clients upon meeting with them, to respond to the annual Chrisman Study.
- Collaborate with the SBA program and resource partners such as Business Information Center's (BIC), SCORE, Tribal BIC's, and US Export Assistant Centers.
- Assist the Lead Center with activities related to program development for SBDC Network staff and consultants.
- Use and present all regional network marketing materials.
- Update and use regional website as primary website for marketing services and information about the service center (when regional website is activated).
- Enhance regional SBDC services by coordinating specialized services and activities with the SBA Santa Ana District Office and the SBDC Network.
- Collaborate with the Lead Center to achieve Agreement milestones.

9. **Minimum Performance Milestones.** The Service Center shall use this state funding to support the 2011 Orange County/Inland Empire Regional SBDC Network proposal goals.

2011Orange County/Inland Empire Regional SBDC Network Proposal Goals

<i>Critical Goals*</i>	<i>Performance Target</i> January – December 2011	* S e r v i c e c e n t e r
<i>Extended Engagement Clients (EEC)</i> <i>(5 hrs or more consulting contact time as of Jan 1, 2011)</i>	160	
<i>Long-Term Consulting Clients (LTC)</i> <i>(5 hrs or more consulting contact & prep time in same calendar year)</i>	174	
<i>Business Start-ups</i>	7	
<i>Capital Infusion* (Regional goal)</i>	\$40,000,000	

The Capital Infusion category shall be a regional goal.

<i>Enabling Goals</i>	<i>Performance Target</i>
<i>Total Consulting Hours</i>	2216
<i>Total Clients Counseled</i>	185
<i>Attendees Trained</i>	720
<i>Training Events</i>	24

Without limiting the generality of the foregoing, the productivity of each service center measured by economic impact from services delivered to client via one-on-one consulting is one factor for agreement renewal annually. Performance exceeding negotiated milestones is one factor in possible increased funding to the Service Center if additional funding is available.

10. **Advertisement of Services Available from SUBCONTRACTOR’s Service Center.**

SUBCONTRACTOR shall participate in community outreach, marketing and advertising efforts and projects at the network level conducted by the Lead Center, and use reasonable community outreach, marketing and advertising efforts to inform current and prospective Clients of the services available from SUBCONTRACTOR through its Service Center.

BUDGET DETAIL AND PAYMENT PROVISIONS

1. BUDGET CONTINGENCY CLAUSE

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for this Agreement, this Agreement shall be of no further force and effect. In this event, the ASC shall have no liability to pay any funds whatsoever to the SUBCONTRACTOR or to furnish any other considerations under this Agreement and the SUBCONTRACTOR shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this Agreement, the ASC shall have the option to either cancel this Agreement with no liability occurring to the ASC, or offer an amendment to this Agreement to the SUBCONTRACTOR to reflect the reduced amount.

2. AGREEMENTS FUNDED IN WHOLE OR IN PART BY THE STATE and/or FEDERAL GOVERNMENT

- A. The SUBCONTRACTOR shall comply with applicable federal government provisions.
- B. This Agreement is valid and enforceable only if sufficient funds are made available to the ASC. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this Agreement in any manner.
- C. The SUBCONTRACTOR shall report all expenditures as identified in Exhibit B. The SUBCONTRACTOR certifies that expenditures as identified in Exhibit B, shall only be used for the purpose of this Agreement and shall be expended according to Subcontract provisions and Prime Sponsor requirements. SUBCONTRACTOR further certifies Program Income shall be spent solely to accomplish Lead Center and Program objectives. The Service Center director shall monitor and be responsible for program contributions and expenditures.
- D. SUBCONTRACTOR shall maintain complete and accurate records and supporting documentation to facilitate financial and/or program audits by ASC and/or Prime Sponsor. SUBCONTRACTOR shall furnish at its own expense (to the location specified by ASC) such records, including current financial statements, indirect cost rate agreements and documentation for matching funds, for examinations and review by ASC upon request. SUBCONTRACTOR shall provide ASC with the latest copy of Host Institution A-133 Single Audit report and other financial audit/review/examination findings reports or documentation provided by SBDC funding partners (including the SBA) or funding sources managed by the SBDC

program. Without limiting the generality of this paragraph, SUBCONTRACTOR shall maintain time and effort records of part-time and salaried employees for determination of time charged to this Agreement, as specified in and to the extent required by the U.S. Office of Management and Budget (“OMB”) Circulars A-21, A-87, A-110, and A-122, as applicable. The SUBCONTRACTOR may transfer records to computer storage in accordance with the Prime Award. SUBCONTRACTOR shall otherwise comply with the Prime Award and with the regulations, Program Announcement, and OMB Circulars identified therein, to the extent applicable to the SUBCONTRACTOR’s record retention. The SUBCONTRACTOR must maintain an updated list of funding sources and amounts for each source of funds it receives, including without limitation grants, contracts and other contributions. Additionally, for each source of funds, the SUBCONTRACTOR shall keep a record of the name and phone number of the person or entity from whom the funds were received, the amount of funding, the intended purpose, and any requirements, stipulations or limitations on the use of the funds imposed by the person or entity as a condition of that funding. All financial records and reports shall be certified and signed by the Service Center Director, and an authorized representative or designee of the Host Institution. In order to facilitate any audit conducted pursuant to Government Code § 8546.7, the SUBCONTRACTOR shall retain all records pertaining to this Agreement for not less than three (3) years after the date on which ASC makes the final report to the Prime Sponsor and SBA under this Agreement. If any dispute or audit is ongoing, the SUBCONTRACTOR shall continue retain those records until the dispute is resolved or the audit is completed. Notwithstanding the foregoing, Financial Records and Reporting requirements may be modified per annual OSBDC program announcement.

- E. The Service Center shall maintain a separate budget distinguishable from that of its Host Institution. The Service Center budget must be under the direct control of the Service Center Director employed by and designated by the Host Institution to manage and operate the Service Center. Budget allocation should be focused on direct client services in order to meet or surpass performance milestones. The SUBCONTRACTOR shall demonstrate to ASC’s satisfaction, upon ASC’s request, that the Service Center can and does oversee and manage its budget and maintain separate accounts and tracking as appropriate for reporting purposes and auditing requirements, and that the Service Center has systems in place to ensure sound fiscal and contractual management of the programs and activities conducted by the Service Center hereunder. The Service Center shall report ALL expenditures incurred under this agreement as cash match to the 2011 Orange County / Inland Empire Regional SBDC Network proposal. The Service Center shall immediately notify ASC, and provide ASC with copies of, any internal audits, reports or other documents prepared by the SUBCONTRACTOR which may affect the Service Center’s budget, change in use of funds, or which conflict with budgetary information previously given by the SUBCONTRACTOR to ASC.
- F. The consideration to be paid to the SUBCONTRACTOR, as specified in Exhibit B, shall be compensation for all of the Service Center's reimbursable expenses pursuant

- to this Agreement, including, but not limited to labor, employee fringe benefits, operating expenses, equipment, overhead, employer taxes and insurance, subcontracting services, out-of-pocket expenses for travel and subsistence, and taxes due on equipment.
- G. The SUBCONTRACTOR is hereby notified and agrees that payment of invoices, partial or in-full, by ASC does not imply eligibility or allowability of expenditures included in the invoices. Final eligibility and allowability of expenditures per Prime Sponsor, SBA and SBDC program requirements is determined via an official review of network financial documentation by the designated SBA Examiner for the applicable program year. The SUBCONTRACTOR shall be financially responsible for any and all expenses deemed unallowable by the SBA Examiner for the Service Center.
 - H. The SUBCONTRACTOR hereby agrees to expend all allocated funds in the performance of its obligations under this Agreement by June 30, 2011.
 - I. Without limiting the generality of the foregoing, the SUBCONTRACTOR is hereby notified that budget allocation is at the sole discretion of the Lead Center, based on evaluation factors contained within the agreement, including Service Center performance, operations efficiency and effectiveness, and allocated funds expended in the previous year.
 - J. The SUBCONTRACTOR shall not receive additional compensation and will not be reimbursed for any expenses not identified in Exhibit B, and shall not decrease the work to compensate therefore.
 - K. Requests for budget reallocations or variations may be submitted to Lead Center. No requests for variations shall be submitted to the Lead Center after May 1, 2011. Requests for variations submitted after this date are automatically disapproved.

3. INVOICING AND PAYMENT

- A. In no event shall the SUBCONTRACTOR request reimbursement from the ASC for obligations entered into or for costs incurred prior to the commencement date or after the Expiration of this Agreement.
- B. The invoice containing the final costs to be paid by the ASC shall be identified as the "FINAL INVOICE" and shall be submitted pursuant to Article 7 of the Subcontract Agreement. Final invoice expenditures shall reflect costs incurred but not previously submitted for the period ending June 30, 2011. The final invoice must be received by the Lead Center by August 30, 2011, or within (60) days of Expiration of this Agreement and shall not include expenditures stated in previous invoices.
- C. The final invoice shall be paid upon completion of the following:
 - 1) Satisfactory completion of this Agreement; and,

- 2) Submittal of the following:
 - a) All reports required in this Agreement to the Lead Center Director as described in the Subcontract and this Exhibit and in the current Orange County/Inland Empire District SBDC Network Policies and Procedures Manual;
 - b) A complete and accurate final invoice with required documentation to the Lead Center Director;
- D. "Satisfactory completion" as used in this Agreement means that the SUBCONTRACTOR has complied with all terms, conditions, and performance requirements of this Agreement.
- E. ASC agrees to make payment as promptly as fiscal procedures permit, upon receipt of the invoice, subject to approval of the Lead Center Director, or his or her designee, and contingent upon satisfactory completion of the terms of this Agreement.
- F. All Funds shall be used solely for the purpose of performing the work set forth in Exhibit A. Equipment, furniture, and supplies purchased with funds are for the use of the Service Center staff in furtherance of the SBDC Program. The Lead Center shall have final determination of allowable and reimbursable costs under this Agreement.

4. MISCELLANEOUS PAYMENT PROVISIONS

- A. Funds allocated under this Agreement for travel, subsistence and per diem rates shall not exceed those amounts specified in Exhibit B. No reimbursement for travel outside the Orange County/Inland Empire Region (Orange, Riverside and San Bernardino Counties) shall be allowed without prior written approval of the Lead Center Director or designee.
- B. The SUBCONTRACTOR shall not use funds allocated under this Agreement for any of the following purposes:
 - 1) Entertainment expenses;
 - 2) Professional dues and/or subscriptions for use by any person other than those identified as Service Center professional staff in Exhibit B;
 - 3) Purchase, construction, renovation, alteration, improvement, or repair of capital assets, such as real estate and vehicles;
 - 4) Influencing or attempting to influence public officials;

- 5) Partisan or nonpartisan political activity;
 - 6) To further the election or defeat of any candidate for public office; or,
 - 7) To provide voters or prospective voters with transportation to the polls or similar assistance in connection with any election or in any voter registration activity.
- C. The SUBCONTRACTOR is the fiduciary under this Agreement and therefore is responsible for the administration and oversight of the Service Center.

BUDGET JUSTIFICATION

CENTER:

TRITECH SBDC

YEAR: 2011 (Jan. 2011)

DESCRIPTION	ESTIMATED COSTS			
	STATE FUNDING	CASH MATCH	IN-KIND	TOTAL
A. PERSONNEL				
Key personnel costs	\$17,005	\$0	\$0	\$17,005
Part-Time Professional staff	\$0	\$0	\$0	\$0
Clerical staff	\$14,170	\$0	\$0	\$14,170
Total Salaries & Wages	\$31,175	\$0	\$0	\$31,175
B. FRINGE BENEFITS				
Fringe Benefits (42%)	\$12,985	\$0	\$0	\$12,985
Total Fringe Benefits	\$12,985	\$0	\$0	\$12,985
C. TRAVEL				
In-State				\$0
Mileage @\$0.50 / mile	\$0	\$0	\$0	\$0
Other In-State:	\$0	\$0	\$0	\$0
State Meetings	\$0	\$0	\$0	\$0
ASBDC Meeting	\$0	\$0	\$0	\$0
Unplanned Out-of-State (Out-of-Region)	\$0	\$0	\$0	\$0
Total Travel	\$0	\$0	\$0	\$0
D. EQUIPMENT				
	\$5,000	\$0	\$0	\$5,000
Total Equipment	\$5,000	\$0	\$0	\$5,000
E. SUPPLIES				
General office, operational and computer supplies	\$1,000	\$0	\$0	\$1,000
Total Supplies	\$1,000	\$0	\$0	\$1,000
F. CONTRACTUAL				
	\$0	\$0	\$0	\$0
Total Contractual	\$0	\$0	\$0	\$0
G. CONSULTANTS				
Specialized Consulting	\$95,840	\$0	\$0	\$95,840
Total Consultants	\$95,840	\$0	\$0	\$95,840
H. OTHER				
Accounting Services				\$0
Advertising/Comm. Outreach	\$2,500	\$0	\$0	\$2,500
Conference Fees/ASBDC Dues	\$0	\$0	\$0	\$0
Communications	\$0	\$0	\$0	\$0
Copying	\$0	\$0	\$0	\$0
Data Processing/Computer Equipment	\$0	\$0	\$0	\$0
Events	\$2,000	\$0	\$0	\$2,000
Facilities	\$0	\$0	\$0	\$0
Food and Food Services	\$1,000	\$0	\$0	\$1,000
Insurance	\$0	\$0	\$0	\$0
Internet Media	\$0	\$0	\$0	\$0
Library Purchases	\$0	\$0	\$0	\$0
Marketing	\$2,500	\$0	\$0	\$2,500
Minor Equipment	\$0	\$0	\$0	\$0
Office Equipment Repair & Maintenance	\$0	\$0	\$0	\$0

Postage	\$0	\$0	\$0	\$0
Printing	\$0	\$0	\$0	\$0
Professional Development	0	0	0	0
Publications	\$0	\$0	\$0	\$0
Software	\$1,000	\$0	\$0	\$1,000
Website Updates	\$5,000	\$0	\$0	\$5,000
Total Other	\$14,000	\$0	\$0	\$14,000
I. TOTAL DIRECT COSTS	\$160,000	\$0	\$0	\$160,000
Total Modified Direct (On-Campus)	\$160,000	\$0		\$160,000
Total Modified Direct (Off-Campus)	\$0	\$0		\$0
Total Eligible Base	\$160,000	\$0	\$0	\$160,000
J. Indirect Rate (4%)				\$0
Waived Indirect - On-Campus (33.5%)			\$0	\$0
Waived Indirect - Off-Campus (19.7%)			\$0	\$0
Total Indirect Costs	\$0	\$0	\$0	\$0
TOTAL BUDGET	\$160,000	\$0	\$0	\$160,000

EXHIBIT C - Prime Award

AMENDED IN SENATE OCTOBER 6, 2010

AMENDED IN ASSEMBLY APRIL 19, 2010

CALIFORNIA LEGISLATURE—2009—10 REGULAR SESSION

ASSEMBLY BILL

No. 1632

Introduced by Committee on Budget (Blumenfield (Chair))

January 11, 2010

~~An act relating to the Budget Act of 2010. An act to add Section 44559.11 to the Health and Safety Code, relating to economic development, making an appropriation therefor, and declaring the urgency thereof, to take effect immediately.~~

LEGISLATIVE COUNSEL'S DIGEST

AB 1632, as amended, Committee on Budget. ~~Budget Act of 2010.~~
Economic development.

(1) Existing law establishes various programs, including, but not limited to, the Capital Access Loan Program, to promote economic development throughout the state. Existing law also establishes the California Small Business Expansion Fund, the California Capital Access Fund, and the California Economic Development Fund.

This bill would authorize the California Pollution Control Financing Authority to enact regulations for the distribution of specified funds paid to the authority. This bill would also transfer and allocate \$32,350,000 from the General Fund to the 3 funds listed above for the 2010–11 fiscal year, and appropriate the sums allocated to each of these funds for specified economic development purposes.

(2) This bill would declare that it is to take effect immediately as an urgency statute.

AB 1632

— 2 —

This bill would express the intent of the Legislature to enact statutory changes relating to the Budget Act of 2010.

Vote: ~~majority~~^{2/3}. Appropriation: ~~no~~ yes. Fiscal committee: ~~no~~ yes. State-mandated local program: no.

The people of the State of California do enact as follows:

1 SECTION 1. Section 44559.11 is added to the Health and
2 Safety Code, to read:

3 44559.11. It is the intent of the Legislature to ensure that the
4 state, through the authority, may make maximum, efficient use of
5 capital access programs enacted by all federal and state agencies,
6 as well as funding available from any governmental program
7 whose goals may be advanced by providing funding to the Capital
8 Access Loan Program. In furtherance of this intent, and not
9 withstanding any other provision of this article, when the
10 contributions required pursuant to subdivision (c) of Section
11 44559.4 are entirely funded by a source other than the authority,
12 the authority may, by regulation adopted pursuant to subdivision
13 (b) of Section 44520, establish alternate provisions as necessary
14 to enable the authority to participate in the alternative funding
15 source program.

16 SEC. 2. A total of thirty-two million three hundred fifty
17 thousand dollars (\$32,350,000) is hereby transferred from the
18 General Fund to the following funds for purposes of promoting
19 economic development throughout the state, as follows:

20 (a) Twenty million dollars (\$20,000,000) to the California Small
21 Business Expansion Fund, established pursuant to Section 14030
22 of the Corporations Code. Notwithstanding Section 14032 of the
23 Corporations Code, that amount is hereby appropriated from that
24 fund for the 2010–11 fiscal year, to be used to expand existing
25 programs for loan guarantees and letters of credit authorized by
26 the California Small Business Financial Development Corporation
27 Law (Article 1 (commencing with Section 14000) of Chapter 1 of
28 Part 5 of Division 3 of Title 1 of the Corporations Code), and shall
29 be allocated by the director, as defined in subdivision (k) of Section
30 14010 of the Corporations Code, pursuant to existing authority,
31 policies, and funding formulas. Appropriated funds shall be
32 expended to support one-half of a limited term position to ensure

1 *that funds expended under this subdivision are properly allocated,*
2 *overseen, and any reporting requirements are fulfilled.*

3 *(b) Six million dollars (\$6,000,000) to the California Capital*
4 *Access Fund, as defined in subdivision (b) of Section 44559.1 of*
5 *the Health and Safety Code. That amount is hereby appropriated*
6 *from that fund for the 2010–11 fiscal year, to be expended for*
7 *purposes of the existing California Capital Access Program. For*
8 *the purposes of expending these funds, “severely affected*
9 *community,” as defined pursuant to subdivision (k) of Section*
10 *44559.1 of the Health and Safety Code, includes any city or county*
11 *with an unemployment rate above 110 percent of the statewide*
12 *average, based on the most current unemployment rates published*
13 *by the Employment Development Department in its monthly release*
14 *of labor market statistics.*

15 *(c) Six million dollars (\$6,000,000) to the California Economic*
16 *Development Fund, established pursuant to subdivision (a) of*
17 *Section 13997.6 of the Government Code. That amount is hereby*
18 *appropriated from that fund for the 2010–11 fiscal year, to provide*
19 *the cash match for the six regional lead centers that have contracts*
20 *with the United States Small Business Administration to administer*
21 *the federal Small Business Development Center Program in*
22 *California. Funds shall be awarded to lead centers that submit*
23 *written confirmation from the regional administrator of the United*
24 *States Small Business Administration documenting that the state*
25 *funds will be matched by federal funds on a one-for-one basis.*

26 *(d) Three hundred fifty thousand dollars (\$350,000) to the*
27 *California Economic Development Fund, established pursuant to*
28 *subdivision (a) of Section 13997.6 of the Government Code. That*
29 *amount is hereby appropriated from that fund for the 2010–11*
30 *fiscal year, to provide a cash match for the Federal Technology*
31 *Center program, administered by the United States Department*
32 *of Defense. Funds shall be awarded to the California-based*
33 *Federal Technology Center upon receipt of a letter from the United*
34 *States Department of Defense confirming that state funds will be*
35 *matched by federal funds on a one-for-one basis.*

36 *SEC. 3. This act is an urgency statute necessary for the*
37 *immediate preservation of the public peace, health, or safety within*
38 *the meaning of Article IV of the Constitution and shall go into*
39 *immediate effect. The facts constituting the necessity are:*

AB 1632

— 4 —

- 1 *In order to implement the Budget Act of 2010 as soon as possible,*
- 2 *it is necessary for this act to take immediate effect.*
- 3 ~~SECTION 1. It is the intent of the Legislature to enact statutory~~
- 4 ~~changes relating to the Budget Act of 2010.~~

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RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-7-a

Date: April 19, 2011

Subject: Notices of Completion

Background: Facilities Planning, Design and Construction staff reports that the following project trade categories, previously approved by the Board of Trustees, are now complete.

Project: Aquatics Complex

<u>Contractor</u>	<u>Location</u>
Arrowhead Mechanical dba Arrowhead Sheet Metal	San Bernardino
Advanced Electrical Technologies	Perris
Daart Engineering	San Bernardino
JPI Development Group, Inc	Murrieta
Mission Pools, Inc.	Escondido
RVH Constructors, Inc.	San Bernardino
C.T. Georgiou Painting Co.	Wilmington
Inland Pacific Tile, Inc.	San Bernardino
Caston Plastering & Drywall	San Bernardino
Perfection Glass Co.	Lake Elsinore
Challenger Sheet Metal	San Diego
Montgomery Hardware Co.	Rancho Cucamonga
Pacific Builders dba WSP Roofing	Roseville
Wide Flange Steel	Fontana
Kretschmar & Smith	Riverside
Nature Tech Landscape	Riverside
JBH Structural Concrete	Murrieta
Crew, Inc.	Compton
Shoring Engineers	Santa Fe Springs

Project: Nursing Portables Installation-MVC

<u>Contractor</u>	<u>Location</u>
R. Jensen Company	Norco

Recommended Action: It is recommended that the Board of Trustees: 1) accept the project trade categories listed as complete: 2) approve the execution of the Notices of Completion (under Civil Code Section 3093 - Public Works); and; 3) authorize the Board of Trustees President to sign the Notices of Completion.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-7-a

Date: April 19, 2011

Subject: Notices of Completion (continued)

Gregory W. Gray
Chancellor

Prepared by: Orin Williams, Associate Vice Chancellor
Facilities Planning and Development

Norm Godin, Vice President, Business Services
Riverside City College

Claude Martinez
Interim Vice President, Business Services
Moreno Valley College

Majd S. Askar, Purchasing Manager

RECORDING REQUESTED BY
Riverside Community College District
AND WHEN RECORDED MAIL TO:

Name James L. Buysse
Administration and Finance
Street Address 4800 Magnolia Avenue
City & State Riverside, CA 92506

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SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

- The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
- The full name of the owner is Riverside Community College District
- The full address of the owner is 4800 Magnolia Avenue, Riverside, CA 92506
- The nature of the interest or estate of the owner is in fee.
Fee Simple
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/19/2011. The work done was:
Aquatics Complex, HVAC DSA #04-110100, File #33-C1
- The name of the contractor, if any, for such work of improvement was _____
Arrowhead Mechanical dba Arrowhead Sheet Metal
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue, Riverside, CA 92506
(If no street address has been officially assigned, insert "none")

Dated: 04/19/2011

Riverside Community College District
President, Board of Trustees

Signature of owner or corporate officer of owner
named in paragraph 2 or his agent

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor of Admin & Finance, Dr. James Buysse the declarant of the foregoing
("President of," "Manager of," "A partner of," "Owner of," etc.)
notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____, at Riverside, California.
(Date of signature) (City where signed)

(Personal signature of the individual who is swearing that the contents of the notice of completion are true)

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- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/19/2011. The work done was:
Aquatics Complex, Electrical DSA #04-110100, File #33-C1
- The name of the contractor, if any, for such work of improvement was Advanced Electrical Technologies
(If no contractor for work of improvement as a whole, insert "none") (Date of Contract)
- The property on which said work of improvement was completed is in the city of Riverside,
 County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue, Riverside, CA 92506
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- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/19/2011. The work done was:
Aquatics Complex, Fire Protection DSA #04-110100, File #33-C1
- The name of the contractor, if any, for such work of improvement was Daart Engineering
(If no contractor for work of improvement as a whole, insert "none") (Date of Contract)
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue, Riverside, CA 92506
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President, Board of Trustees

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- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/19/2011. The work done was:
Aquatics Complex, Plumbing DSA #04-110100, File #33-C1
- The name of the contractor, if any, for such work of improvement was JPI Development Group, Inc.
(If no contractor for work of improvement as a whole, insert "none") (Date of Contract)
- The property on which said work of improvement was completed is in the city of Riverside,
 County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue, Riverside, CA 92506
(If no street address has been officially assigned, insert "none")

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- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/19/2011. The work done was:
Aquatics Complex, Pool Construction DSA #04-110100, File #33-C1
- The name of the contractor, if any, for such work of improvement was Mission Pools, Inc.
(If no contractor for work of improvement as a whole, insert "none") (Date of Contract)
- The property on which said work of improvement was completed is in the city of Riverside,
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue, Riverside, CA 92506
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NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/19/2011. The work done was:
Aquatics Complex, Miscellaneous DSA #04-110100, File #33-C1
- The name of the contractor, if any, for such work of improvement was RVH Constructors, Inc.
(If no contractor for work of improvement as a whole, insert "none") (Date of Contract)
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
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NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/19/2011. The work done was:
Aquatics Complex, Painting DSA #04-110100, File #33-C1
- The name of the contractor, if any, for such work of improvement was C.T. Georgiou Painting Co
(If no contractor for work of improvement as a whole, insert "none") (Date of Contract)
- The property on which said work of improvement was completed is in the city of Riverside,
County of Riverside, State of California, and is described as follows: Community College
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NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/19/2011. The work done was:
Aquatics Complex, Ceramic Tile DSA #04-110100, File #33-C1
- The name of the contractor, if any, for such work of improvement was Inland Pacific Tile, Inc
(If no contractor for work of improvement as a whole, insert "none") (Date of Contract)
- The property on which said work of improvement was completed is in the city of Riverside,
 County of Riverside, State of California, and is described as follows: Community College
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- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/19/2011. The work done was:
Aquatics Complex, Metal Stud/Gypsum DSA #04-110100, File #33-C1
- The name of the contractor, if any, for such work of improvement was Caston Plastering & Drywall
(If no contractor for work of improvement as a whole, insert "none") (Date of Contract)
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
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- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/19/2011. The work done was:
Aquatics Complex, Glass/Glazing DSA #04-110100. File #33-C1
- The name of the contractor, if any, for such work of improvement was Perfection Glass Co
(If no contractor for work of improvement as a whole, insert "none") (Date of Contract)
- The property on which said work of improvement was completed is in the city of Riverside,
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("President of," "Manager of," "A partner of," "Owner of," etc.)
notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.
I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____, at Riverside, California.
(Date of signature) (City where signed)

(Personal signature of the individual who is swearing that the contents of the notice of completion are true)

RECORDING REQUESTED BY
Riverside Community College District
AND WHEN RECORDED MAIL TO:

Name James L. Buysse
Administration and Finance
Street Address 4800 Magnolia Avenue
City & State Riverside, CA 92506

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SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

- The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
- The full name of the owner is Riverside Community College District
- The full address of the owner is 4800 Magnolia Avenue, Riverside, CA 92506
- The nature of the interest or estate of the owner is in fee.
Fee Simple
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/19/2011. The work done was:
Aquatics Complex, Sheet Metal DSA #04-110100, File #33-C1
- The name of the contractor, if any, for such work of improvement was Challenger Sheet Metal
(If no contractor for work of improvement as a whole, insert "none") (Date of Contract)
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue, Riverside, CA 92506
(If no street address has been officially assigned, insert "none")

Dated: 04/19/2011

Riverside Community College District
President, Board of Trustees

Signature of owner or corporate officer of owner
named in paragraph 2 or his agent

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor of Admin & Finance, Dr. James Buysse the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.
I declare under penalty of perjury that the foregoing is true and correct.

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Fee Simple
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/19/2011. The work done was:
Aquatics Complex, Hollow Metal Doors/HW DSA #04-110100, File #33-C1
- The name of the contractor, if any, for such work of improvement was Montgomery Hardware Co
(If no contractor for work of improvement as a whole, insert "none") (Date of Contract)
- The property on which said work of improvement was completed is in the city of Riverside,
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue, Riverside, CA 92506
(If no street address has been officially assigned, insert "none")

Dated: 04/19/2011

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President, Board of Trustees

Signature of owner or corporate officer of owner
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 Administration and Finance
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Fee Simple
(if other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/19/2011. The work done was:
Aquatics Complex, Roofing/Insulation DSA #04-110100, File #33-C1
- The name of the contractor, if any, for such work of improvement was Pacific Builders dba WSP Roofing
(if no contractor for work of improvement as a whole, insert "none") (Date of Contract)
- The property on which said work of improvement was completed is in the city of Riverside,
 County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue, Riverside, CA 92506
(if no street address has been officially assigned, insert "none")

Dated: 04/19/2011

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 President, Board of Trustees

Signature of owner or corporate officer of owner
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Riverside Community College District
AND WHEN RECORDED MAIL TO:

Name **James L. Buysse**
Administration and Finance
Street Address **4800 Magnolia Avenue**
City & State **Riverside, CA 92506**

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- The nature of the interest or estate of the owner is in fee.
Fee Simple
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/19/2011. The work done was:
Aquatics Complex, Structural/Misc Steel DSA #04-110100, File #33-C1
- The name of the contractor, if any, for such work of improvement was Wide Flange Steel
(If no contractor for work of improvement as a whole, insert "none") (Date of Contract)
- The property on which said work of improvement was completed is in the city of Riverside,
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue, Riverside, CA 92506
(If no street address has been officially assigned, insert "none")

Dated: 04/19/2011

Riverside Community College District
President, Board of Trustees

Signature of owner or corporate officer of owner
named in paragraph 2 or his agent

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Administration and Finance
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Fee Simple
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/19/2011. The work done was:
Aquatics Complex, Masonry DSA #04-110100, File #33-C1
- The name of the contractor, if any, for such work of improvement was Kretschmar & Smith
(If no contractor for work of improvement as a whole, insert "none") (Date of Contract)
- The property on which said work of improvement was completed is in the city of Riverside,
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue, Riverside, CA 92506
(if no street address has been officially assigned, insert "none")

Dated: 04/19/2011

Riverside Community College District
President, Board of Trustees

Signature of owner or corporate officer of owner
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VERIFICATION

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Fee Simple
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/19/2011. The work done was:
Aquatics Complex, Landscaping DSA #04-110100, File #33-C1
- The name of the contractor, if any, for such work of improvement was Nature Tech Landscape
(If no contractor for work of improvement as a whole, insert "none") (Date of Contract)
- The property on which said work of improvement was completed is in the city of Riverside,
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue, Riverside, CA 92506
(If no street address has been officially assigned, insert "none")

Dated: 04/19/2011

Riverside Community College District
President, Board of Trustees

Signature of owner or corporate officer of owner
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VERIFICATION

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Fee Simple
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/19/2011. The work done was:
Aquatics Complex, Site Concrete DSA #04-110100, File #33-C1
- The name of the contractor, if any, for such work of improvement was JBH Structural Concrete
(If no contractor for work of improvement as a whole, insert "none") (Date of Contract)
- The property on which said work of improvement was completed is in the city of Riverside,
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue, Riverside, CA 92506
(If no street address has been officially assigned, insert "none")

Dated: 04/19/2011

Riverside Community College District
President, Board of Trustees

Signature of owner of corporate officer of owner
named in paragraph 2 or his agent

VERIFICATION

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Fee Simple
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/19/2011. The work done was:
Aquatics Complex, Earthwork/Grading DSA #04-110100, File #33-C1
- The name of the contractor, if any, for such work of improvement was Crew, Inc.
(If no contractor for work of improvement as a whole, insert "none") (Date of Contract)
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue, Riverside, CA 92506
(If no street address has been officially assigned, insert "none")

Dated: 04/19/2011

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President, Board of Trustees

Signature of owner or corporate officer of owner
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Fee Simple
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 04/19/2011. The work done was:
Aquatics Complex, Caissons DSA #04-110100, File #33-C1
- The name of the contractor, if any, for such work of improvement was Shoring Engineers
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Avenue, Riverside, CA 92506
(If no street address has been officially assigned, insert "none")

Dated: 04/19/2011

Riverside Community College District
President, Board of Trustees

Signature of owner or corporate officer of owner
named in paragraph 2 or his agent

VERIFICATION

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Fee Simple
(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")
- The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:
NAMES ADDRESSES
None
- A work of improvement on the property hereinafter described was completed on 04/19/2011. The work done was:
Nursing Portables Installation-Moreno Valley DSA #04-111398
- The name of the contractor, if any, for such work of improvement was R Jensen Company
(If no contractor for work of improvement as a whole, insert "none") (Date of Contract)
- The property on which said work of improvement was completed is in the city of Moreno Valley,
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 16130 Lasselle Street, Moreno Valley, CA 92551
(If no street address has been officially assigned, insert "none")

Dated: 04/19/2011

Riverside Community College District
President, Board of Trustees

Signature of owner or corporate officer of owner
named in paragraph 2 or his agent

VERIFICATION

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RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-7-b

Date: April 19, 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	E4200-700	0018972071	014569
1	DELL	CPU	4100	7V5LB01	016602
1	GATEWAY	CPU	E4200-450	0016247370	014214
1	DELL	CPU	4100	DCPKB01	016591
1	GATEWAY	CPU	E4200	0010885831	011230
1	GATEWAY	CPU	E3100	0007636972	009756
1	GATEWAY	CPU	E3100	0007636982	009765
1	DELL	CPU	4100	B7MKB01	016604
1	GATEWAY	CPU	E6100	0033847930	023817
1	GATEWAY	CPU	PROFILE55	0034771042	026453
1	REMSTAR	ELECTRONIC	N/A	3440649714	024249
1	GATEWAY	MONITOR	EV700	MIABJA489641	014882
1	GATEWAY	MONITOR	EV700	17004A160224	010279
1	VIEWSONIC	MONITOR	E170	A09020600636	019248
1	HP	PRINTER	LJ5P	L10433A	007719
1	HP	PRINTER	LJ4	CN55012130	007504
1	REMSTAR	ROTATING CABINET F	N/A	3440649829	024248

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-A-7-c

Date: April 19, 2011

Subject: Authorization to Encumber Funds - Resolution No. 53-10/11

Background: In order to issue purchases orders and encumber funds prior to July 1, for fiscal year 2011-2012, the Riverside County Office of Education annually requests that a resolution be adopted by the Board of Trustees. This will allow; 1) departments to submit FY 2011-2012 purchase requisitions now, 2) the Purchasing Manager to issue FY 2011-2012 purchase orders in mid-June, and 3) departments to receive goods and services as early as July 1, 2011.

Recommended Action: It is recommended that the Board of Trustees adopt Resolution No. 53-10/11 Authorization to Encumber Funds, and authorize the Secretary of the Board of Trustees to sign the Resolution.

Gregory W. Gray
Chancellor

Prepared by: Majd S. Askar
Purchasing Manager

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 53-10/11

Authorization to Encumber Funds

WHEREAS the Riverside Community College District has determined that it has a need to issue purchase orders for the following fiscal year prior to July 1, in certain unique circumstances where there are requirements for items or services immediately after the beginning of the new fiscal year;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Riverside Community College District authorizes the following positions to sign and approve requests for purchase orders:

Gregory Gray, Chancellor
James L. Buysse, Vice Chancellor Administration and Finance
Aaron S. Brown, Associate Vice Chancellor, Finance
Majd S. Askar, Purchasing Manager

BE IT FUTHER RESOLVED that the positions listed above will be responsible to ensure that funds will be budgeted in the following fiscal year for the items or services ordered in advance of the beginning of the following fiscal year.

PASSED AND ADOPTED this 19th day of April, 2011.

Mary Figueroa
Secretary, Board of Trustees

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-B-1

Date: April 19, 2011

Subject: Monthly Financial Report

Background: The Financial Report provides summary financial information, by Resource, for the period July 1, 2010 through March 31, 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.

<u>General Funds</u>	<u>Page</u>
Resource 1000 – General Operating	1
Resource 1050 – Parking	2
Resource 1070 – Student Health Services	3
Resource 1080 – Community Education	4
Resource 1090 – Performance Riverside	5
Resource 1110 – Contractor-Operated Bookstore	6
Resource 1170 – Customized Solutions	7
Resource 1180 – Redevelopment Pass-Through	8
Resource 1190 – Grants and Categorical Programs	9
<u>Special Revenue Funds</u>	
Resource 3200 – Food Services	10
Resource 3300 – Child Care	11
<u>Capital Projects Funds</u>	
Resource 4100 – State Construction & Scheduled Maintenance	12
Resource 4120 – Non-State Funded Capital Outlay Projects	13
Resource 4130 – La Sierra Capital	14
Resource 4160 – G. O. Bond Funded Capital Outlay Projects	15
Resource 4170 – G. O. Bond Series 2010D Capital Appreciation Bonds	16
Resource 4180 – G. O. Bond Series 2010D Build America Bonds	17
<u>Internal Service Funds</u>	
Resource 6100 – Health and Liability Self-Insurance	18
Resource 6110 – Workers Compensation Self-Insurance	19
<u>Expendable Trust and Agency Funds</u>	
Associated Students of RCCD	20
Student Financial Aid	21
RCCD Development Corporation	22

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATION AND FINANCE

Report No.: V-B-1

Date: April 19, 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 MARCH 31, 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	\$ 92,087,203
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	\$ 92,174,809
Expenditures				
Academic Salaries	\$ 65,646,759	\$ 64,566,885	\$ 64,689,498	\$ 48,637,467
Classified Salaries	31,072,446	32,118,327	31,917,160	22,567,403
Employee Benefits	26,632,748	29,367,497	29,394,298	19,632,194
Materials & Supplies	1,854,577	2,313,618	2,338,988	1,447,990
Services	11,883,115	15,777,951	15,487,742	9,861,037
Capital Outlay	972,227	840,552	1,157,144	360,935
Intrafund Transfers For:				
DSP&S Program (Resource 1190)	654,220	665,157	665,157	488,584
Federal Work Study (Resource 1190)	175,303	199,621	199,621	106,641
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	743,517
Interfund Transfer to:				
Resource 3200	0	0	0	0
Resource 3300	372,761	0	0	0
Resource 6100	250,000	250,000	250,000	187,500
Total Expenditures	\$ 141,491,000	\$ 147,540,518	\$ 147,540,518	\$ 104,104,631
Revenues Over (Under) Expenditures	\$ (2,650,311)	\$ (2,443,392)	\$ (2,443,392)	\$ (11,929,822)
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	\$ (757,374)
Ending Cash Balance				\$ 36,656

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 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	\$ 1,696,378
Expenditures				
Classified Salaries	\$ 1,072,224	\$ 1,251,866	\$ 1,251,866	\$ 776,681
Employee Benefits	335,245	379,071	379,071	241,185
Materials & Supplies	39,302	76,700	74,652	32,384
Services	299,137	396,910	396,652	183,442
Capital Outlay	64,139	236,999	239,305	123,787
Total Expenditures	\$ 1,810,047	\$ 2,341,546	\$ 2,341,546	\$ 1,357,479
Revenues Over (Under) Expenditures	\$ 320,595	\$ (197,546)	\$ (197,546)	\$ 338,899
Beginning Fund Balance	306,710	627,305	627,305	627,305
Ending Fund Balance	\$ 627,305	\$ 429,759	\$ 429,759	\$ 966,204
Ending Cash Balance				\$ 979,906

RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED MARCH 31, 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	\$ 1,274,899
Expenditures				
Academic Salaries	\$ 257,055	\$ 343,722	\$ 329,143	\$ 243,140
Classified Salaries	546,126	536,316	589,649	320,538
Employee Benefits	183,250	216,418	216,664	120,771
Materials & Supplies	101,521	141,725	145,185	76,350
Services	194,789	407,943	357,483	202,076
Capital Outlay	23,574	45,447	53,447	12,446
Total Expenditures	\$ 1,306,315	\$ 1,691,571	\$ 1,691,571	\$ 975,321
Revenues Over (Under) Expenditures	\$ 349,732	\$ (1,571)	\$ (1,571)	\$ 299,578
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>\$ 2,322,318</u>
Ending Cash Balance				<u>\$ 2,274,097</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 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	\$ 669,443
Expenditures				
Academic Salaries	\$ 4,300	\$ 4,272	\$ 4,272	\$ 3,204
Classified Salaries	301,501	271,186	271,186	243,360
Employee Benefits	74,089	78,531	78,531	54,389
Materials & Supplies	4,696	3,200	3,200	2,056
Services	411,145	363,276	363,276	312,130
Total Expenditures	\$ 795,731	\$ 720,465	\$ 720,465	\$ 615,139
Revenues Over (Under) Expenditures	\$ (29,350)	\$ 5,335	\$ 5,335	\$ 54,304
Beginning Fund Balance	(61,340)	(90,690)	(90,690)	(90,690)
Ending Fund Balance	\$ (90,690)	\$ (85,355)	\$ (85,355)	\$ (36,386)
Ending Cash Balance				\$ (33,172)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 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	\$ 632,071
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>\$ 632,071</u>
Expenditures				
Classified Salaries	\$ 312,362	\$ 324,894	\$ 324,894	\$ 233,043
Employee Benefits	112,526	122,948	122,948	82,470
Materials & Supplies	25,088	28,200	28,200	16,310
Services	<u>385,311</u>	<u>445,649</u>	<u>445,649</u>	<u>323,510</u>
Total Expenditures	<u>\$ 835,287</u>	<u>\$ 921,691</u>	<u>\$ 921,691</u>	<u>\$ 655,333</u>
Revenues Over (Under) Expenditures	\$ 37,860	\$ 0	\$ 25,000	\$ (23,262)
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>\$ (779,244)</u>
Ending Cash Balance				<u>\$ (770,438)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 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	\$ 32,884
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	\$ 333,367
Revenues Over (Under) Expenditures	\$ (50,064)	\$ (17,545)	\$ (17,545)	\$ (35,023)
Beginning Fund Balance	96,799	46,735	46,735	46,735
Ending Fund Balance	\$ 46,735	\$ 29,190	\$ 29,190	\$ 11,712
Ending Cash Balance				\$ 11,712

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 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	\$ 32,820
Expenditures				
Academic Salaries	\$ 0	\$ 0	\$ 2,595	\$ 0
Classified Salaries	66,418	33,801	33,801	25,702
Employee Benefits	22,936	13,169	13,266	9,134
Materials & Supplies	3,840	7,200	7,200	1,267
Services	130,731	86,676	83,984	22,300
Total Expenditures	\$ 223,925	\$ 140,846	\$ 140,846	\$ 58,403
Revenues Over (Under) Expenditures	\$ (12,431)	\$ 15,554	\$ 15,554	\$ (25,583)
Beginning Fund Balance	83,604	71,173	71,173	71,173
Ending Fund Balance	\$ 71,173	\$ 86,727	\$ 86,727	\$ 45,590
Ending Cash Balance				\$ 49,603

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 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 <u>7-1-09 to 6-30-10</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,758,909	\$ 1,738,700	\$ 1,738,700	\$ 234,343
Expenditures				
Services	\$ 133,533	\$ 200,200	\$ 200,200	\$ 138,510
Capital Outlay	147,066	4,190,484	4,440,484	598,444
Total Expenditures	\$ 280,599	\$ 4,390,684	\$ 4,640,684	\$ 736,954
Revenues Over (Under) Expenditures	\$ 1,478,310	\$ (2,651,984)	\$ (2,901,984)	\$ (502,611)
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	\$ 8,539,811
Ending Cash Balance				\$ 8,089,811

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 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 7-1-09 to 6-30-10	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 21,557,659	\$ 27,629,612	\$ 33,251,376	\$ 13,521,064
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	726,328	549,755
For EOPS	258,954	247,807	210,999	161,317
For Federal Work Study	177,603	199,621	199,621	106,641
For Instructional Equipment	9,002	13,002	13,002	13,002
For Matriculation	702,961	637,884	637,905	496,793
For Middle College High School	90,972	103,310	90,231	68,763
For Emancipation Services	40,631	18,446	18,446	13,835
Total Revenues	<u>\$ 24,170,770</u>	<u>\$ 29,935,300</u>	<u>\$ 35,147,908</u>	<u>\$ 14,931,170</u>
Expenditures				
Academic Salaries	\$ 4,142,733	\$ 5,717,109	\$ 6,068,100	\$ 3,090,880
Classified Salaries	8,334,839	9,301,595	10,113,562	5,975,043
Employee Benefits	3,386,757	3,952,647	4,221,359	2,448,980
Materials & Supplies	1,638,151	2,932,600	2,751,848	469,074
Services	4,272,025	5,296,668	6,276,354	1,779,109
Capital Outlay	2,061,270	2,101,978	3,108,528	647,084
Scholarships	33,572	0	0	0
Student Grants (Financial, Book, Meal, Transportation)	301,423	632,703	2,608,157	327,708
Total Expenditures	<u>\$ 24,170,770</u>	<u>\$ 29,935,300</u>	<u>\$ 35,147,908</u>	<u>\$ 14,737,878</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 193,292
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>\$ 193,292</u>
Ending Cash Balance				<u>\$ 94,262</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 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	\$ 1,398,728
Interfund Transfers from Contractor-Operated Bookstore (Resource 1110)	<u>529,809</u>	<u>425,753</u>	<u>425,753</u>	<u>212,877</u>
Total Revenues	<u>\$ 2,134,888</u>	<u>\$ 2,696,468</u>	<u>\$ 2,696,468</u>	<u>\$ 1,611,605</u>
Expenditures				
Classified Salaries	\$ 765,199	\$ 975,654	\$ 966,328	\$ 595,523
Employee Benefits	319,147	447,827	445,903	223,858
Materials & Supplies	815,271	1,139,447	1,138,462	698,413
Services	199,941	260,590	271,840	207,235
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>\$ 1,725,989</u>
Revenues Over (Under) Expenditures	\$ 32,197	\$ (127,050)	\$ (127,050)	\$ (114,384)
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>\$ 62,722</u>
Ending Cash Balance				<u>\$ 57,511</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 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	\$ 749,936
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>\$ 749,936</u>
Expenditures				
Academic Salaries	\$ 1,040,869	\$ 757,308	\$ 757,308	\$ 470,103
Classified Salaries	370,982	230,157	230,157	114,262
Employee Benefits	256,477	164,960	164,960	94,411
Materials & Supplies	58,519	44,542	43,942	24,649
Services	78,019	70,041	70,041	26,212
Capital Outlay	<u>649</u>	<u>2,672</u>	<u>3,272</u>	<u>1,494</u>
Total Expenditures	<u>\$ 1,805,515</u>	<u>\$ 1,269,680</u>	<u>\$ 1,269,680</u>	<u>\$ 731,131</u>
Revenues Over (Under) Expenditures	\$ (74,921)	\$ 73,489	\$ 73,489	\$ 18,805
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>\$ 59,022</u>
Ending Cash Balance				<u><u>\$ 65,560</u></u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 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	\$ 40,282,855	\$ 11,788,626
Expenditures				
Services	\$ 0	\$ 94,900	\$ 0	\$ 0
Capital Outlay	<u>11,921,211</u>	<u>39,949,955</u>	<u>40,282,855</u>	<u>18,782,319</u>
Total Expenditures	\$ <u>11,921,211</u>	\$ <u>40,044,855</u>	\$ <u>40,282,855</u>	\$ <u>18,782,319</u>
Revenues Over (Under) Expenditures	\$ (961,858)	\$ 0	\$ 0	\$ (6,993,693)
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>(6,993,693)</u></u>
Ending Cash Balance				\$ <u><u>(6,993,693)</u></u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 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 <u>7-1-09 to 6-30-10</u>	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	<u>545</u>	<u>552</u>	<u>552</u>	<u>552</u>
Ending Fund Balance	<u>\$ 552</u>	<u>\$ 1,552</u>	<u>\$ 1,552</u>	<u>\$ 553</u>
Ending Cash Balance				<u>\$ 553</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 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	\$ 13,842
Capital Outlay	98,083	1,543,535	1,544,685	80,974
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	\$ 94,816
Revenues Over (Under) Expenditures	\$ 60,977	\$ (4,883,535)	\$ (4,883,535)	\$ (71,795)
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	\$ 12,253,162
Ending Cash Balance				\$ 11,803,162

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 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 <u>7-1-09 to 6-30-10</u>	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	\$ 183,649
Employee Benefits	87,313	167,381	167,381	71,367
Materials & Supplies	0	0	0	0
Services	368,345	2,499,337	2,325,333	495,724
Capital Outlay	29,217,534	145,888,254	41,469,294	9,658,659
Total Expenditures	<u>\$ 29,885,230</u>	<u>\$ 148,907,083</u>	<u>\$ 44,314,119</u>	<u>\$ 10,409,399</u>
Revenues Over (Under) Expenditures	\$ (23,255,402)	\$ (35,007,083)	\$ (39,951,842)	\$ (10,273,376)
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>\$ 3,794,884</u>	<u>\$ 33,473,350</u>
Ending Cash Balance				<u>\$ 34,481,375</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2011**

General Obligation Series 2010D Capital Appreciation Bonds were 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 <u>7-1-09 to 6-30-10</u>	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	7,699,279
Total Revenues	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 7,740,000</u>	<u>\$ 7,700,640</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	214,255
Total Expenditures	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 7,478,605</u>	<u>\$ 214,255</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 261,395	\$ 7,486,385
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>\$ 7,486,385</u>
Ending Cash Balance				<u>\$ 7,486,385</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 MARCH 31, 2011**

General Obligation Series 2010D Build America Bonds were 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	\$ 17,889
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>\$ 102,317,889</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	152,243
Capital Outlay	0	0	100,388,637	6,127,087
Total Expenditures	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 100,790,913</u>	<u>\$ 6,279,330</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 2,009,087	\$ 96,038,559
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>\$ 96,038,559</u>
Ending Cash Balance				<u>\$ 96,038,559</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 MARCH 31, 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	\$ 3,972,516
Interfund transfer from General Operating (Resource 1000)	250,000	250,000	250,000	187,500
Total Revenue	<u>\$ 5,212,650</u>	<u>\$ 5,140,000</u>	<u>\$ 5,140,000</u>	<u>\$ 4,160,016</u>
Expenditures				
Classified Salaries	\$ 163,955	\$ 177,465	\$ 177,465	\$ 107,834
Employee Benefits	58,514	63,983	63,983	38,430
Materials & Supplies	1,852	3,200	3,200	13,082
Services	4,902,593	5,606,885	5,606,885	4,117,253
Capital Outlay	3,978	40,000	40,000	84,310
Total Expenditures	<u>\$ 5,130,892</u>	<u>\$ 5,891,533</u>	<u>\$ 5,891,533</u>	<u>\$ 4,360,909</u>
Revenues Over (Under) Expenditures	\$ 81,758	\$ (751,533)	\$ (751,533)	\$ (200,893)
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>\$ 1,552,062</u>
Ending Cash Balance				<u>\$ 4,020,498</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 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	\$ 1,341,262
Expenditures				
Classified Salaries	\$ 78,645	\$ 89,220	\$ 89,220	\$ 46,353
Employee Benefits	29,943	33,188	33,188	17,622
Materials & Supplies	0	300	300	0
Services	1,418,714	1,404,100	1,404,100	801,848
Total Expenditures	\$ 1,527,302	\$ 1,526,808	\$ 1,526,808	\$ 865,823
Revenues Over (Under) Expenditures	\$ 24,561	\$ 282,684	\$ 282,684	\$ 475,439
Beginning Fund Balance	772,518	797,079	797,079	797,079
Ending Fund Balance	\$ 797,079	\$ 1,079,763	\$ 1,079,763	\$ 1,272,518
Ending Cash Balance				\$ 4,126,325

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 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>\$ 628,474</u>
Expenditures				
Materials & Supplies	<u>\$ 677,880</u>	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ 464,090</u>
Total Expenditures	<u>\$ 677,880</u>	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ 464,090</u>
Revenues Over (Under) Expenditures	\$ 31,901	\$ 0	\$ 0	\$ 164,384
Beginning Fund Balance	<u>898,134</u>	<u>930,035</u>	<u>930,035</u>	<u>930,035</u>
Ending Fund Balance	<u>\$ 930,035</u>	<u>\$ 930,035</u>	<u>\$ 930,035</u>	<u>\$ 1,094,419</u>
Ending Cash Balance				<u>\$ 2,164,007</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 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	\$ 34,530,410
Expenditures				
Other				
Scholarships and Grant Reimbursements	\$ 36,424,698	\$ 38,193,303	\$ 38,193,303	\$ 34,167,168
Total Expenditures	\$ 36,424,698	\$ 38,193,303	\$ 38,193,303	\$ 34,167,168
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 363,242
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	\$ 0	\$ 0	\$ 0	\$ 363,242
Ending Cash Balance				\$ 455,835

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 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>\$ 16,221</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
GOVERNANCE COMMITTEE

Report No.: VI-A-1

Date: April 19, 2011

Subject: Revised and New Board Policies – First Reading

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

Board of Trustees

AP 2710 – Conflict of Interest – This is a revision of the Administrative Procedure previously approved on November 18, 2008 and is part of the CCLC’s annual update.

Academic Affairs

BP 4250 – Probation, Dismissal and Readmission – This is a revision of the Policy previously approved on September 15, 2009.

Student Services

BP 5500 – Standards of Student Conduct – This is a revision of the Policy previously adopted on May 15, 2007.

BP 5900 – Prevention of Identify Theft in Student financial Transactions – This is a revision of the Policy previously adopted on May 19, 2009 and is part of the CCLC’s annual update.

Recommended Action: It is recommended that the Board of Trustees accept for first reading Administrative Procedure 2710 and Board Policies 4250, 5500 and 5900.

Gregory W. Gray
Chancellor

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

Riverside Community College District Procedure

No. 2710

**Board of Trustees
DRAFT**

AP 2710 CONFLICT OF INTEREST

References:

Government Code Sections 1090 et seq., 1126 and 87100 et seq.;
and as listed below

Incompatible Activities/Public Offices (Government Code Sections 1126 and 1099)
Board members shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the District. A Board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.

Officers and employees of the District who become involved in **any outside employment or** outside activities that may be perceived as inconsistent with, incompatible to, or in conflict with their duties as an officer or employee of the District, pursuant to Board Policy 2710, shall disclose those outside activities as soon as possible to their immediate supervisor. The supervisor will consult with the Chancellor/President who will decide if any further action needs to be taken.

Officers or employees who are determined (based on information from sources other than the officer or employee of the District) to be engaged in inconsistent, incompatible, or conflicting employment (including self-employment), activity, or enterprise shall receive notice from **General Counsel** ~~the Director, Contracts, Compliance and Legal Services~~ that the District is aware of the outside activity/employment. The matter will be referred to the individual's immediate supervisor who will consult with the Chancellor/President to determine what action, if any, needs to be taken.

Financial Interest (Government Code Sections 1090 et seq.)

Board members or employees shall not be financially interested in any contract made by them in their official capacity with the District or by any body or board of which they are members.

A Board member shall not be considered to be financially interested in a contract if his or her interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A Board member shall not be deemed to be financially interested in a contract if he or she has only a remote interest in the contract and if the remote interest is disclosed

during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. The willful failure to disclose the fact of his or her interest in a contract is punishable by a fine of not more than one thousand dollars (\$1,000), or by imprisonment in the state prison, and is forever disqualified from holding any office in this state (Government Code Section 1097). Remote interests are specified in Government Code Section 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his or her minor child.

No Employment Allowed (Education Code Section 72103(b))

An employee of the District may not be sworn in as an elected or appointed member of the Board of Trustees unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation (Education Code Section 72103(b)).

Financial Interest in a Decision (Government Code Sections 87100 et seq.)

If a Board member **or employee** determines that he or she has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board's official minutes. ***In the case of an employee, this announcement shall be made in writing and submitted to the Board.*** A Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter.

- Publicly identify the financial interest in detail sufficient to be understood by the public;
- Recuse himself or herself from discussing and voting on the matter;
- Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A Board member may, however, discuss the issue during the time the general public speaks on the issue.

Gifts (Government Code Section 89503)

Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. At the determination of the appropriate administrator, other employees may also be restricted from accepting gifts from outside sources.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. Additionally, these limitations do not prohibit or limit payments, advances, or reimbursement for travel and related lodging and subsistence from any source permitted by Government Code 89506.

A gift of travel does not include travel provided by the District for Board members and designated employees.

Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501 and 89502).

Designated employees shall not accept any honorarium from any source that would be reportable on his or her statement of economic interests.

Representation (Government Code Section 87406.3)

Elected officials, and the Chancellor, shall not, for a period of one-year after leaving their position, act as an agent or attorney for, or otherwise represent, for compensation, any other person, by making any formal or informal appearance before, or by making any oral or written communication to the Board, any Committee of the Board, any member of the Board or any officer or employee of the District, if the appearance or communication is made for the purpose of influencing administrative or legislative action, or influencing any action or proceeding involving the issuance, amendment, awarding, or revocation of a permit, license, grant, or contract or the sale or purchase of goods or property. The appearance or communication may be made if, at the time of the appearance or communication, the individual is a board member, officer, or employee of another local government agency or an employee or representative of a public agency and is appearing or communicating on behalf of that agency.

Date Approved: November 18, 2008

Revised:

No. 4250

Riverside Community College District Policy

**Academic Affairs
DRAFT**

BP 4250 PROBATION, DISMISSAL, AND READMISSION

References:

Education Code Section 70902(b)(3);
Title 5 Sections 55030 - 55034

Probation

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "F", "W", "**FW**", "I", "NC", and "NP" were recorded exceeds fifty percent.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the Chancellor.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "F", "W", "**FW**", "I", "NC", and "NP", drops below fifty percent.

Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of *two* consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "F", "W", "**FW**", "I", "NC", and "NP", are recorded in at least two consecutive semesters exceeds fifty percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student is able to provide evidence that his/her personal and/or academic circumstances have changed in a positive manner.

Readmission

A student who has been dismissed may be reinstated after an absence of one semester. Readmission may be granted, denied or postponed according to criteria contained in administrative procedures.

The Chancellor shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

Date Adopted: September 15, 2009
(Replaces RCCD Policy 6066)

Revised:

**Student Services
DRAFT**

BP 5500 STANDARDS OF STUDENT CONDUCT

References:

Ed Code Section 66300, 66301, 76033;
Accreditation Standard II.A.7.b
Health and Safety Code Section 11362.79
34 C.F.R. Part 86, et seq.

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion. The Board of Trustees shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Trustees on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog(s) and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.

3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5. **It is also unlawful under federal law, to possess, use, sell, offer to sell, furnish or be under the influence of any controlled substance, including medical marijuana.**
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior toward an individual or group based on **ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of section 422.6 of the Penal Code,** or any other status protected by law.
10. Willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
 - A. Forms of Dishonesty include, but are not limited to:
 1. Plagiarism: Presenting another person's language

(spoken or written), ideas, artistic works or thoughts, as if they were one's own;

2. Cheating: Use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, Recordings, and other students' work;
 3. Furnishing false information to the District for Purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents.
13. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
 14. Unauthorized entry upon or use of District facilities.
 15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
 16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
 17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
 18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.
 19. Use, possession, distribution or being under the influence of alcoholic beverages, controlled substance(s), or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off-site class, or during any District sponsored activity, trip or competition.

- A. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.
20. Violation of the District's Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any or all of the District's Information Technology resources.
21. Use of an electronic recording or any other communications device (such as walkmans, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.
22. Eating (**except for food that may be necessary for a verifiable medical condition**) or drinking (**except for water**) in classrooms.
23. Gambling, of any type, on District property.
24. Bringing pets (with the exception of **service animals** ~~guide dogs~~) on District property.
25. Distribution of printed materials without the prior approval of the Student Activities Office. Flyers or any other literature may not be placed on vehicles parked on District property.
26. The riding/use of bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) is limited to paved streets or thoroughfares normally used for vehicular traffic. In addition, the riding/use of all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, except for approved activities.
27. The presence in classrooms or laboratories of non-enrolled individuals (except for those individuals who are providing accommodations to students with disabilities) is prohibited without the approval of the faculty member.

Responsibility

- A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. ***In this regard, please refer to***

Administrative Procedure 5520, **which** deals with matters of student discipline and student grievance.

- B. The Chief Student Services Officer **of each College** will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters **contained in Administrative Procedure 5520**.
- C. The Chief Instructional Officer **of each College** will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters **contained in Administrative Procedure 5520**.
- D. For matters involving the prohibition of discrimination and harassment, the concern should be referred to the District's Diversity, Equity and Compliance Office.
- E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all schedules of classes, the college catalog, the student handbook, and the faculty handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

Date Adopted: May 15, 2007
(Replaces the Standards of Student
Conduct portion of Policy 6080)
Revised:

Riverside Community College District Policy

No. 5900

Student Services
DRAFT

BP 5900 PREVENTION OF IDENTITY THEFT IN STUDENT FINANCIAL TRANSACTIONS

References:

Fair and Accurate Credit Transactions Act, (~~15 U.S.C. 1681 m[3]~~ Pub.L. 108-159)

The District is required to provide for the identification, detection, and response to patterns, practices, or specific activities (“Red Flags”) that could indicate identity theft of students’ financial transactions ~~when This is because~~ the District serves as a creditor in relation to its students. **When applicable,** the Chancellor is directed to develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

Date Adopted: May 19, 2009

Revised:

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING COMMITTEE

Report No.: VI-B-1

Date: April 19, 2011

Subject: Office of Economic Development Mission Statement

Background: On March 4, 2011, the District Strategic Planning Committee revised and approved the mission statement for the Office of Economic Development.

Recommended Action: It is recommended that the Board of Trustees approve the Office of Economic Development Mission Statement:

“The Office of Economic Development at Riverside Community College District is committed to advancing our community’s economic growth, our constituents’ personal growth and workforce competitiveness through high quality training and services focusing on continuous workforce development, community improvement, job creation and business attraction, retention, and development. Partnering with representatives of business, labor, civic agencies and professional trade associations, we are dedicated to exploring and developing new alternatives, resources, and funding for growing our region’s economic self-sufficiency and lifelong access to good-paying jobs.”

Gregory W. Gray
Chancellor

Prepared by: Ray Maghroori
Provost/Vice Chancellor, Educational Services

John Tillquist
Dean, Economic Development and Community Education

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING COMMITTEE

Report No.: VI-B-2

Date: April 19, 2011

Subject: Proposed Curricular Changes

Background: Presented for the Board's review and consideration are proposed curricular changes. The District Curriculum Committee and the administration have reviewed the attached proposed curricular changes and recommend their adoption by the Board of Trustees.

Recommended Action: It is recommended that the Board of Trustees approve the curricular changes for inclusion in the catalog and in the schedule of class offerings.

Gregory W. Gray
Chancellor

Prepared by: Ray Maghroori
Vice Chancellor/Provost, Educational Services

Sylvia Thomas
Associate Vice Chancellor, Educational Services

I. New Stand-Alone Course Proposals:

The following courses will be a part of a Medical Biotechnology Certificate program developed for Moreno Valley College:

1. BIT-20	Introduction to Biotechnology	M
2. BIT-21	Laboratory Techniques	M
3. BIT-22	DNA Techniques	M
4. BIT-23	Protein Techniques	M
5. BIT-24	Principles of Culture Techniques	M
6. BIT-25	Research Presentation	M

The following courses are being proposed to support the Title V Portal to Your Future Grant. These courses will eventually be included in a certificate program currently under development and are part of a comprehensive game design program:

7. GAM-21	History of Video Games	N
8. GAM-22	Game Design Principles	N
9. GAM-23	Digital Game Design	N
10. GAM-42	PhotoShop for Game Art and Animation	N
11. GAM-43	Survey of Media Art for Game Design/Animation	N
12. GAM-44	Portfolio Production	N
13. GAM-46	Environment and Vehicle Modeling	N
14. GAM-48	3D Character Animation	N
15. GAM-49	Game Modeling and Texturing	N

The following course will provide students practical applications to scenarios and case studies to better understand Homeland Security in the context of terrorist acts and natural disasters:

16. HLS-6	Case Studies in Emergencies, Disasters and Homeland Security Incidents	M
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The following course will provide students an opportunity to integrate academic learning with civic involvement:

17. ILA-5	Service Learning and Community Involvement	MNR
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The following course is proposed to address the discipline name change from Physical Education to Kinesiology by changing the course designation from PHP to KIN:

18. KIN-59	Athletic Advisement	R
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The following courses will provide an educational need identified by the Logistics Industry Council:

19. SCT-3	Supply Chain Technology	N
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II. New Course Proposals:

The following course will be part of the pathways for transfer to CalPoly computer science department:

1. CIS 18D	Data Structures and Algorithms	NR
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The following courses reflect the new discipline Simulation and Gaming and are cross-listed with CIS courses and are part of the Simulation and Gaming: Game Art certificate/program.:

2. GAM-35	Introduction to Simulation and Game Development	N
3. GAM-36	Introduction to Computer Game Design	N
4. GAM-37	Beginning Level Design for Computer Games	N

5.	GAM-38A	Simulation and Gaming/3D Modeling for Real Time Interactive Simulations	N
6.	GAM-38B	Simulation and Gaming/3D Animation for Real Time Interactive Simulations	N
7.	GAM-38C	Simulation and Gaming/3D Dynamics for Real Time Interactive Simulations	N
8.	GAM-39	Current Techniques in Game Art	N

The following courses are being proposed to address the discipline name change from Physical Education to Kinesiology by changing the course designation from PHP to KIN:

9.	KIN 4	Nutrition	MNR
10.	KIN 6	Intro PE for Preschool and Elementary Children	R
11.	KIN 8	Triathlon Techniques	R

The following course also addresses a title change from "Introduction to Physical Education":

12.	KIN 10	Introduction to Kinesiology	NR
13.	KIN 12	Sport Psychology	R
14.	KIN 14	Athletic and Fitness Organization and Administration	R
15.	KIN 16	Introduction to Athletic Training	NR
16.	KIN 17	Athletic Training, Fall Sports, Lower Extremity	R
17.	KIN 18	Athletic Training, Spring Sports, Upper Extremity	R
18.	KIN 19	Athletic Training, Fall Sports, Head, Neck, Spine, Torso, and Hip	R
19.	KIN 20	Athletic Training, Spring Sports, General Medical	R
20.	KIN 21	Athletic Training Applications	R
21.	KIN 24	Sports Officiating - Fall Sports	R
22.	KIN 25	Sports Officiating - Spring Sports	R
23.	KIN 26	Foundations of Coaching	R
24.	KIN 27	Football Theory	R
25.	KIN 28	Basketball Theory	R
26.	KIN 29	Soccer Theory	NR
27.	KIN 30	First Aid and CPR	MNR
28.	KIN 33	Baseball Theory	R
29.	KIN 34	Softball Theory	R
30.	KIN 35	Foundation for Fitness and Wellness	MNR
31.	KIN 36	Wellness: Lifestyle Choices	MNR
32.	KIN 38	Stress Management	MNR
33.	KIN 42	Lifeguarding/Title 22 First Aid/Water Safety Instructor	R
34.	KIN 43	Personal Training	R
35.	KIN 44	Yoga Instructor Training	R
36.	KIN 45	Group Fitness Instructor	R
37.	KIN 47	Hiking and Backpacking	R
38.	KIN 200	Physical Education Work Experience	R

The following course also addresses a title change from "Adaptive Physical Education for Students with a Physical Disability":

39.	KIN A03	Adaptive Physical Fitness	NR
40.	KIN A04	Adaptive Water Exercise	R
41.	KIN A05	Songleading and Cheerleading	R
42.	KIN A07	Badminton	R
43.	KIN A09	Racquetball	R
44.	KIN A11	Tennis, Beginning	MR
45.	KIN A12	Tennis, Intermediate	MR

46.	KIN A13	Tennis, Advanced	MR
47.	KIN A15	Bowling, Beginning	MNR
48.	KIN A16	Bowling, Intermediate	MNR
49.	KIN A17	Bowling, Advanced	MR
50.	KIN A20	Golf, Beginning	NR
51.	KIN A21	Golf, Intermediate	NR
52.	KIN A28	Swimming, Beginning	R
53.	KIN A29	Swimming, Intermediate	R
54.	KIN A30	Swimming, Advanced Skills and Conditioning	R
55.	KIN A31	Water Aerobics and Deep Water Exercise	R
56.	KIN A33	Track and Field Techniques: Running Event Techniques	R
57.	KIN A34	Track and Field Techniques: Field Event Techniques	R
58.	KIN A36	Cross Country Skiing	MR
59.	KIN A40	Karate, Beginning	MNR
60.	KIN A41	Karate, Intermediate	MNR
61.	KIN A43	T'ai-chi Ch'uan, Beginning	MR
62.	KIN A44	T'ai-chi Ch'uan, Intermediate	MR
63.	KIN A46	Hatha Yoga, Beginning	MNR
64.	KIN A47	Hatha Yoga, Intermediate	MNR
65.	KIN A50	Baseball, Defensive	R
66.	KIN A51	Baseball, Offensive	R
67.	KIN A52	Fastpitch Fundamentals: Offensive	R
68.	KIN A53	Fastpitch Fundamentals: Defensive	R
69.	KIN A54	Fast Pitch Softball Fundamentals	R
70.	KIN A55	Slow Pitch Softball	NR
71.	KIN A57	Basketball	R
72.	KIN A60	Football Fundamentals, Defensive	R
73.	KIN A61	Football Fundamentals, Offensive	R
74.	KIN A62	Flag Football	R
75.	KIN A62A	Flag Football	R
76.	KIN A63	Ultimate Frisbee	NR
77.	KIN A64	Soccer	MNR
78.	KIN A67	Volleyball, Beginning	R
79.	KIN A68	Volleyball, Intermediate	R
80.	KIN A69	Volleyball, Advanced	R
81.	KIN A70	Water Polo Techniques	R
82.	KIN A74	Hiking and Backpacking Activities	R
83.	KIN A75	Walking for Fitness	MNR
84.	KIN A77	Jogging for Fitness	NR
85.	KIN A78	Long Distance Running	R
86.	KIN A80	Triathlon Techniques	R
87.	KIN A81	Physical Fitness	MNR
88.	KIN A82	Speed, Agility, and Quickness Training	R
89.	KIN A83	Kickboxing Aerobics	MNR
90.	KIN A85	Bicycling	MR
91.	KIN A86	Step Aerobics	MR
92.	KIN A87	Step Aerobics, Intermediate	MR
93.	KIN A88	Step Aerobics, Advanced	MR
94.	KIN A89	Body Sculpting	MR
95.	KIN A90	Weight Training	R

96.	KIN A92	Weight Training, Advanced	R
97.	KIN A94	In-Season Varsity Sport Conditioning	R
98.	KIN A95	Out-Of-Season Sport Conditioning	NR
99.	KIN V01	Cross Country, Varsity, Men	R
100.	KIN V02	Football, Varsity, Men	R
101.	KIN V04	Basketball, Varsity, Men	R
102.	KIN V05	Baseball, Varsity, Men	R
103.	KIN V06	Track and Field, Varsity, Men	R
104.	KIN V07	Golf, Varsity, Men	R
105.	KIN V08	Tennis, Varsity, Men	R
106.	KIN V09	Swimming and Diving, Varsity Men	R
107.	KIN V10	Soccer, Varsity Men	NR
108.	KIN V11	Pep Squad, Varsity, Men and Women	R
109.	KIN V12	Cross Country, Varsity, Women	R
110.	KIN V14	Track and Field, Varsity, Women	R
111.	KIN V18	Tennis, Varsity, Women	R
112.	KIN V19	Swimming and Diving, Varsity, Women	R
113.	KIN V20	Basketball, Varsity, Women	R
114.	KIN V21	Volleyball, Varsity, Women	R
115.	KIN V22	Fastpitch, Varsity, Women	R
116.	KIN V23	Water Polo, Varsity, Men	R
117.	KIN V24	Water Polo, Varsity, Women	R
118.	KIN V25	Soccer, Varsity, Women	NR

III. Course Inclusions:

1.	ART-5	History of Non-Western Art	N
2.	ART-30	Printmaking	N
3.	ART-34	Studio Three Dimensional Design	N
4.	ART-38	Studio Illustration	N
5.	ART-49	Studio Printmaking	N
6.	COM-1	Public Speaking	N
7.	COM-1H	Public Speaking Honors	N
8.	COM-2	Persuasion in Rhetorical Perspective	N
9.	COM-3	Argumentation and Debate	N
10.	COM-5	Parliamentary Procedure	N
11.	COM-6	Dynamics of Small Group Communication	N
12.	COM-7	Oral Interpretation of Literature	N
13.	COM-9	Interpersonal Communication	N
14.	COM-9H	Honors Interpersonal Communication	N
15.	COM-11	Storytelling	N
16.	COM-12	Intercultural Communication	N
17.	COM-13	Gender and Communication	N
18.	COM-19	Reader's Theater	N
19.	HUM-3	Creativity and the Imagination	N
20.	MUS-4	Music Theory I	N
21.	REA-4	Critical Reading as Critical Thinking	M

IV. Major Course Modification Proposals:

The following courses are being updated to include sample assignments and link student learning outcomes (SLOs) to GE SLOs:

- | | | | |
|----|---------|---|-----|
| 1. | CIS-1B | Advanced concepts in Computer Information Systems | MNR |
| 2. | CIS-14B | Web Programming: Active Server Pages | MNR |
| 3. | CIS-56A | Designing Web Graphics | MNR |

The following courses are being modified to add cross-listing with GAM courses and to remove cross-listing with CSC deleted courses:

- | | | | |
|-----|---------|---|-----|
| 4. | CIS-35 | Introduction to Simulation and Game Development | MNR |
| 5. | CIS-36 | Introduction to Game Design | MNR |
| 6. | CIS-37 | Beginning Level Design for Computer Games | MNR |
| 7. | CIS-38A | Simulation and Gaming/3D Modeling for Real-time Interactive Simulations | NR |
| 8. | CIS-38B | Simulation and Gaming/3D Animation for Real-time Interactive Simulations | NR |
| 9. | CIS-38C | Simulation and Gaming/3D Dynamics and Rendering for Real-time Interactive Simulations | NR |
| 10. | CIS-39 | Current Techniques in Game Art | MNR |

The following course is being modified to include sample assignments:

- | | | | |
|-----|--------|---------------------|-----|
| 11. | ENG-1A | English Composition | MNR |
|-----|--------|---------------------|-----|

The following course is being modified to update course description, student learning outcomes and add assignments and update textbooks:

- | | | | |
|-----|--------|-------------------------------|-----|
| 12. | ENG-1B | Critical Thinking and Writing | MNR |
|-----|--------|-------------------------------|-----|

The following courses are being revised to add sample assignments, link GESLOs to SLOs, and remove SLO redundancies:

- | | | | |
|-----|-------|---|-----|
| 13. | ENG-6 | British Literature I: Anglo-Saxon through Eighteenth Century | MNR |
| 14. | ENG-7 | British Literature II: Romanticism through Modernism/Post-Modernism | MNR |

The following course is being revised to add sample assignments, link SLOs to GESLOs, and remove from the course description the requirement to teach Judeo-Christian mythology as one of the minimum required traditions:

- | | | | |
|-----|-------|---------------------------|-----|
| 15. | ENG-8 | Introduction to Mythology | MNR |
|-----|-------|---------------------------|-----|

The following courses are being revised to add sample assignments, link SLOs to GESLOs, and remove SLO redundancies:

- | | | | |
|-----|--------|---|-----|
| 16. | ENG-9 | Introduction to Shakespeare | MNR |
| 17. | ENG-10 | Special Studies in Literature | MNR |
| 18. | ENG-14 | American Literature I: Pre-Contact to Civil War | MNR |
| 19. | ENG-15 | American Literature II: 1860-Present | MNR |
| 20. | ENG-18 | Survey Native American Literature | NR |
| 21. | ENG-20 | Survey of African American Literature | MNR |

The following course is being revised to add sample assignments and link SLOs to GESLOs. Removed phrase "including extensive influence of the Bible on Western Literature" from the course description as that content is not reflected in the SLOs and erroneously suggests a widened scope of the class:

22. ENG-23 The Bible As Literature MNR

The following courses are being revised to add sample assignments, link SLOs to GESLOs, and remove SLO redundancies:

23. ENG-25 Latino Literature of the United States MR
24. ENG-26 The Literature of Mysticism, Meditation, and Madness
25. ENG-30 Children's Literature MNR
26. ENG-35 Images of Women in Literature MNR

The following course is being revised to change the title from "World Literature I: from Ancient Literatures through 1650 C.E."; change in course description and revised to add assignments, link SLOs to GESLOs, remove SLO redundancy, and change time period end date (from Italian Renaissance and 1650 CE to 17th Century) to allow for minor variations within different cultures' historical eras and for consistency throughout COR:

27. ENG-40 World Literature I: From Ancient Literatures to the Seventeenth Century
MNR

The following course is being revised to change the title from "World Literature II: 1650 CE Through the Present", to change the course description and to add assignments, link SLOs to GESLOs, remove redundancies in SLOs, and change time period start date to allow for minor variations within different cultures' historical eras and to show consistency throughout the COR:

28. ENG-41 World Literature II: Seventeenth Century Through the Present MNR

The following courses are being revised to add sample assignments, link SLOs to GESLOs, and remove a few redundancies in SLOs:

29. ENG-44 Poetry from the Twentieth Century to the Present NR
30. ENG-45 Modern Drama NR
31. ENG-48 Short Story and Novel from the Twentieth Century to the Present NR

The following course is being revised to add sample assignments, link SLOs to GESLOs, and remove from the course description the requirement to teach Judeo-Christian mythology as one of the minimum required traditions:

32. HUM-8 Introduction to Mythology MNR

The following course is being revised to add sample assignments and link SLOs to GESLOs as well as the removal of the phrase "including extensive influence of the Bible on Western Literature" from the course description as that content is not reflected in the SLOs and erroneously suggests a widened scope of the class:

33. HUM-23 The Bible as Literature MNR

The following course has been modified to designate it as a basic skills course:

34. MAT-52 Elementary Algebra MNR

The following course is being modified to provide more in-class time to successfully and completely work through the course content by changing laboratory hours from 54 to 108; units from 1 to 2:

35. MUC-1 Performance Techniques For Studio Recording N

The following course is being revised to add the limitation of enrollment of “audition on or before the first day of class”; after two semesters of offering this course, it is the opinion of the commercial music faculty that a limitation of enrollment should be added in order for student learning to be maximized:

- | | | |
|------------|-------------|---|
| 36. MUC-10 | Norco Choir | N |
|------------|-------------|---|

V. Course Deletion Proposals:

The following courses are being deleted because the software is no longer viable in the industry:

- | | | | |
|----|---------|--|---|
| 1. | ADM-73 | Developing and Authoring Multimedia CDs and DVDs | R |
| 2. | ADM-75 | Desktop Publishing with PageMaker | R |
| 3. | ADM-78A | Multimedia Construction with Macromedia Director | R |
| 4. | ADM-78B | Multimedia Construction using Lingo | R |
| 5. | ADM-78C | Multimedia Construction using Adobe Premiere | R |

The following course is being deleted due to lack of student interest:

- | | | | |
|----|--------|-------------------------------------|---|
| 6. | ADM-79 | Multimedia Production using Painter | R |
|----|--------|-------------------------------------|---|

The following course is being deleted because technology changes no longer require this advanced course:

- | | | | |
|----|--------|---------------------------|---|
| 7. | ADM-81 | Advanced Digital Darkroom | R |
|----|--------|---------------------------|---|

The following courses will be deleted and their topics covered in other logistics courses:

- | | | | |
|----|--------|------------------------|----|
| 8. | BUS-81 | Inventory Control | NR |
| 9. | BUS-84 | Computerized Logistics | N |

The following course is being deleted because the topics are covered by CAT-80:

- | | | | |
|-----|---------|---|----|
| 10. | CAT-34B | Intermediate Microsoft Word for Windows | NR |
|-----|---------|---|----|

The following courses are being deleted and will be replaced by Simulation and Gaming (GAM) courses which will be cross listed with Computer Systems Information (CIS) courses:

- | | | | |
|-----|---------|--|----|
| 11. | CSC-35 | Introduction to Simulation and Game Development | NR |
| 12. | CSC-36 | Introduction to Computer Game Design | NR |
| 13. | CSC-37 | Beginning Level Design for Computer Games | NR |
| 14. | CSC-38A | Simulation and Gaming/3D Modeling
for Real-time Interactive Simulations | NR |
| 15. | CSC-38B | Simulation and Gaming/3D Animation for
Real-time Interactive Simulations | NR |
| 16. | CSC-38C | Simulation and Gaming/3D Dynamics and
Rendering for Real-time Interactive Simulations | NR |

The following courses are being deleted due to lack of student interest:

- | | | | |
|-----|--------|----------------------------------|----|
| 17. | GER-4 | German 4 | R |
| 18. | SOC-35 | Sociology of the Black Community | MR |

The following course has been replaced by SOC-50:

- | | | | |
|-----|--------|----------------------------|---|
| 19. | SOC-49 | Intro Research Methodology | R |
|-----|--------|----------------------------|---|

The following courses will be replaced by SCE-813 Health Aging for Older Adults:

20.	SCE-808A	Music Therapy for Seniors	R
21.	SCE-808B	Music Therapy for Seniors	R
22.	SCE-814	T'ai-Chi Ch'uan for Older Adults	MR
23.	SCE-815	Yoga for Older Adults	MR
24.	SCE-816	Swim and Water exercise for Older Adults	MR
25.	SCE-819	Walking for Health for Older Adults	R

The following courses are being deleted due to the discipline name change from Speech Communications to Communications Studies requiring a title change from SPE to COM:

26.	SPE-1	Public Speaking	MNR
27.	SPE-1H	Public Speaking Honors	MNR
28.	SPE-2	Persuasion in Rhetorical Perspective	NR
29.	SPE-3A	Argumentation and Debate	MNR
30.	SPE-5	Parliamentary Procedure	MR
31.	SPE-6	Dynamics of Small Group Communication	MR
32.	SPE-7	Oral Interpretation of Literature	MNR
33.	SPE-9	Interpersonal Communication	MNR
34.	SPE-9H	Honors Interpersonal Communication	MNR
35.	SPE-11	Storytelling	NR
36.	SPE-12	Intercultural Communication	MNR
37.	SPE-13	Gender and Communication	MNR
38.	SPE-19	Reader's Theater	R
39.	SPE-51	Enhancing Communication Skills	MR

VI. Course Exclusion Proposals:

The following courses are being removed from the college inventory due to low enrollment:

1.	HUM-3	Creativity and Imagination	R
2.	SPA-2H	Honors Spanish 2	R

VII. New State/Locally Approved Degree/Certificate Proposals:

1. American Studies (MR)
2. Associate in Arts for Transfer in Communication Studies (MNR)
3. Associate in Arts for Transfer in Sociology (MNR)

VIII. Modification of State/Locally Approved Degree/Certificate Proposals:

The following are being modified to address either course deletions, course designation changes, or unit changes:

1. Administration of Justice-Law Enforcement (M)
2. Business Administration-Logistics Management Concentration (N)
3. Early Childhood Education (MNR)
4. Exercise Sport and Wellness-Fitness Professionals Emphasis (R)
5. Exercise Sport and Wellness-Athletic Training Emphasis (R)
6. Exercise Sport and Wellness-Coaching Emphasis(R)
7. Film, Television and Video Production Specialist-Digital Media/Motion Graphics Emphasis (R)

8. Fire Technology (M)
9. International Business (R)
10. Logistics Management (N)
11. Retail Management/WAFC (NR)
12. Simulation and Gaming: Game ART (MN)
13. Victims Services Aide (R)
14. Visual Communications-Animation (R)
15. Visual Communications-Illustration (R)

IX. Discipline Adoption:

1. Physical Education (Kinesiology)- Moreno Valley, Norco and Riverside City

AMERICAN STUDIES

The Associate's Degree in American Studies provides a structured program in which students can explore a variety of disciplines in which they might major at a four-year college around a common theme of American history and culture. All courses in the program are transferable to CSU (and most to UC). Most courses in the program also meet RCC General Education Requirements as well as CSU Breadth and IGETC requirements. Many of the courses in the program also meet lower division major requirements at four-year colleges.

Program Student Learning Outcomes (note that these four program outcomes both (1) draw on course SLOs and (2) directly support 4 of the 6 RCCD GE SLOs):

- Develop students' skills to critically analyze the history, culture, politics and society of the United States.
- Develop students' ability to interpret American history, culture, politics and society orally and in written form.
- Develop students' understanding of a range of academic disciplines around a core of American history, culture, politics and society.
- Develop students' awareness of the diversity of the American people as a society of immigrants developing national traditions and culture.

The Associate's Degree in American Studies requires 18 units distributed between three disciplines. Students must complete at least one two-semester sequence.

INCLUDED DISCIPLINES AND COURSES:

Take one of these two-semester sequences:

English (ENG): **14**(MNR), **15**(MNR)

History (HIS): **6**(MNR), **7**(MNR), **6H** (MNR), **7H** (MNR)

History (HIS): **11**(MR), **12**(MR)

History (HIS): **14**(MNR), **15**(MR)

History (HIS): **28**(R), **29**(R)

History (HIS): **30**(MR), **31**(MNR)

Elective courses: (12 additional units, selected from the following):

American Sign Language (AML): **22**(R)

English (ENG): **14** (MNR), **15**(MNR), **18**(NR), 20(MNR), **25**(MR), 47(R)

Film/TV/Video (FTV): **12**(R)

History (HIS): **6**(MNR), **7**(MNR), **6H** (MNR), **7H** (MNR), **11**(MR), **12**(MR), **14**(MNR), **15**(MR), **26**(MNR), **28**(R), **29**(R), **30**(MR), **31**(MNR), **34**(MNR)

Humanities (HUM): **9**(R), **11**(NR), **16**(NR)

Military Science (MIL): **1**(MR), **2** (MR)

Music (MUS): **25**(MNR), **26**(MNR), **89**(NR)

Philosophy (PHI): **19**(R)

Political Science (POL): **1**(MNR), **1H** (MNR), **5** (NR), 12(R), **13**(NR)

Sociology (SOC): **2**(MNR), **3**(NR), **15**(NR), **22**(R)

A course may only be counted once.

All courses in regular font are transferable to CSU with the courses in **BOLD** being transferable to both CSU and UC.

COMMUNICATION STUDIES

The communication studies transfer degree, coupled with CSU Breadth or IGETC requirements, provides opportunity for students to transfer to a CSU with junior standing. The degree encourages students to examine and evaluate human communication across and within various contexts for the purpose of increasing competence.

Associate in Arts for Transfer Degree

Program Learning Outcomes

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

- Synthesize communication principles and theories to develop communication competence to improve human interaction.
- Apply and analyze rhetorical principles for a variety of purposes adapting to audience and context.
- Understand the theoretical and practical relationships between and among symbols, culture and gender to competently create, interpret and/or evaluate messages.

Required Courses (18-19 units) Units

COM-1/1H (MNR)	Public Speaking	3
COM-9/9H (MNR)	Interpersonal Communication	3
Electives	from Group A	3
Electives	from Group B	6-7
Electives	from Group C	3-4

Electives Group A (3 units) Units

COM-2 (MNR)	Persuasion in Rhetorical Perspective	3
COM-3 (MNR)	Argumentation and Debate	3
COM-6 (MNR)	Dynamics of Small Group Communication	3

Electives Group B (6-7 units) Units

COM-2 (MNR)	Persuasion in Rhetorical Perspective	3
COM-3 (MNR)	Argumentation and Debate	3
COM-5 (MNR)	Parliamentary Procedure	1
COM-6 (MNR)	Dynamics of Small Group Communication	3
COM-7 (MNR)	Oral Interpretation of Literature	3
COM-11 (MNR)	Storytelling	3
COM-12 (MNR)	Intercultural Communication	3
COM-13 (MNR)	Gender and Communication	3
COM-19 (MNR)	Reader's Theater	3

Electives Group C (3-4 Units) Units

Any transferable COM course not taken in group A or B above		1-3
ADJ-5 (MNR)	Community Relations	3
ANT-2 (MNR)	Cultural Anthropology	3
ANT-8 (MNR)	Language and Culture	3
HMS-8 (MR)	Introduction to Group Process	3
JOU-7 (MNR)	Mass Communications	3
PSY-1 (MNR)	General Psychology	3
PSY-9 (MNR)	Developmental Psychology	3

PSY-33 (MNR)	Theories of Personality	3
SOC-1 (MNR)	Introduction to Sociology	3
SOC-12 (MNR)	Marriage Family Relations	3
SOC-50 (NR)	Introduction to Social Research Methods	3

A course may only be counted once.

Associate in Arts Degree for Transfer

The Associate in Arts for Transfer degree in Communication Studies will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development.)

SOCIOLOGY

The Associate in Arts Degree in Sociology for Transfer is designed to prepare the student for transfer to four-year institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Sociology at a California State University. It will also provide the student with a sufficient academic basis from which to pursue a career in the social science professions. The student will be afforded the opportunity to study the nature of the human affinity for aggregation and the complexities of societal organization. The breadth of Sociology will be examined to include the historical and contemporary theory and research as the basis from which to gain an in-depth awareness and understanding of the world in which we live.

Associate in Arts for Transfer Degree

Program Learning Outcomes

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

- Demonstrate an awareness and understanding of the historical and contemporary theoretical frameworks that form the basis of Sociological study.
- Demonstrate the utility of past and present sociological research and the research methodologies that form the basis of sociological inquiry.
- Demonstrate the ability to be academically proficient in at least two specific areas of sociological emphasis, i.e., Marriage and Family, Race/Ethnicity, Culture, Crime and Deviance, Social Problems.
- Demonstrate an understanding of the basic principles for at least one of the social sciences beyond Sociology, i.e., Anthropology, Economics, Political Science, Psychology, or U.S. History.

<u>Required Courses: (18 units)</u>		<u>Units</u>
SOC-1 (MNR)	Introduction to Sociology	3
Electives	from Group A	6
Electives	from Group B	6
Electives	from Group C	3
<u>Electives Group A (6 units)</u>		<u>Units</u>
SOC-2 (MNR)	American Social Problems	3
MAT-12/12H (MNR)	Statistics	3
SOC-50 (NR)	Introduction to Social Research Methods	3
<u>Electives Group B (6 units)</u>		<u>Units</u>
SOC-3 (NR)	Social Inequality	3
SOC-10 (MNR)	Race and Ethnic Relations	3
SOC-12 (MNR)	Marriage Family Relations	3
SOC-15 (NR)	Women in American Society	3
SOC-20 (MNR)	Introduction to Criminology	3
<u>Electives Group C (3 units)</u>		<u>Units</u>
ANT-2 (MNR)	Cultural Anthropology	3
ECO-4 (MNR)	Introduction to Economics	3
HIS-6/6H (MNR)	Political and Social History of US	3
HIS-14 (MNR)	African American History I	3
HIS-30 (MR)	Introduction to Chicano Study	3

HIS-34 (MNR)	History of Women in America	3
POL-1/1H (MNR)	American Politics	3
PSY-1 (MNR)	General Psychology	3
PSY-8 (MNR)	Introduction to Social Psychology	3
PSY-9 (MNR)	Developmental Psychology	3
PSY-33 (MNR)	Theories of Personality	3

Associate in Arts Degree for Transfer

The Associate in Arts for Transfer degree in Sociology will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development.)

ADMINISTRATION OF JUSTICE/LAW ENFORCEMENT (M)

MAS563/MCE563

This program focuses on the criminal justice system, its organizational components and processes, as well as its legal and public policy contexts. This includes instruction in criminal law and policy, police and correction systems organization, the administration of justice and the judiciary, and public attitudes regarding criminal justice issues.

Certificate Program

Program Learning Outcomes

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

- Analyze the various aspects of police work
- Identify minimum competencies in police functions of most frequent occurrence
- Apply laws of arrest, search and seizure, documentation of evidence and patrol procedures in a variety of scenarios and environments
- Compare and contrast basic techniques for evaluating and analyzing occupationally hazardous situations and selection of the appropriate response or procedure
- Compare and contrast the concepts of uniformity in police practices and procedures.

<u>Required Courses (34.5-39 units)</u>		<u>Units</u>
ADJ-B1B	Basic Peace Officer Training Academy	39
or		
<u>Reserve Training Module Format</u>		<u>34.5</u>
ADJ-R1A2	Level III Modular Academy Training	6.5
ADJ-R1B	Level II Reserve Officer Training	11
ADJ-R1C	Level I Reserve Officer Training	17

Associate of Science Degree

The Associate of Science Degree in Administration of Justice/Law Enforcement will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

BUSINESS ADMINISTRATION
 LOGISTICS MANAGEMENT CONCENTRATION (N)

NAS580/CE580

This program prepares students for entry into or career growth within the logistics industry, and ongoing study of the field. The focus is on integrated logistics, a necessity for management of effective and efficient supply chains. Logistics disciplines covered include warehousing, transportation, service contracting, purchasing, global logistics, etc.

Certificate Program

Program Learning Outcomes

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

A. Business Administration Core Learning Outcomes

- Use technology to analyze business decisions and to enhance business communications.
- Apply basic business and accounting calculations and analyses.
- Have an understanding of legal practices relating to business.
- Apply sound management practices.

B. Logistics Management Program Learning Outcomes

In addition to the Business Administration Core Learning Outcomes, students should be able to do four to five of the following seven things:

- Compare roles and objectives of the logistics disciplines;
- Understand how logistics functions can interact to efficiently use total personnel, facilities and equipment;
- Contribute knowledge needed by multidisciplinary teams to effectively integrate and exceed end user (customer) expectations;
- Analyze, prepare, file and process claims when unavoidable freight disputes arise;
- Explain how the overall flow of goods, services and information can be optimized to satisfy customer and business goals;
- Identify 3rd party logistics provider and client needs in negotiations, bidding and contracts, as well as legal and regulatory constraints to integrated logistics;
- Describe roles and value added by global logistics intermediaries.

<u>Business Administration Major Core Requirements (18 units):</u>		<u>Units</u>
ACC-1A	Principles of Accounting I	3
BUS-10	Intro to Business	3
BUS-18A	Business Law I	3
BUS-20	Business Math	3
BUS-22	Management Communications	3
CIS-1A	Introduction to Computer Information Systems	3
or		
CIS/CAT-3	Computer Applications for Working Professionals	3
and		
<u>Logistics Management Concentration Requirements (12 units)</u>		<u>Units</u>
BUS-80	Principles of Logistics	3
and		
<u>Select another 9 units from the following:</u>		<u>Units</u>
BUS-82	Freight Claims	1.5

BUS-83	Contracts	1.5
BUS-85	Warehouse Management	3
BUS-86	Transportation and Traffic Management	3
BUS-87	Introduction to Purchasing	3
BUS-90	International Logistics	3

Associate of Science Degree

The Associate of Science Degree in Business Administration - Logistics Management Concentration will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

EARLY CHILDHOOD EDUCATION
 EARLY CHILDHOOD EDUCATION (MNR)

MAS544/MCE544
 NAS544/NCE544
 AS544/CE544

This program focuses on the theory and practice of learning and teaching children from birth to age eight; the basic principles of educational and developmental psychology; the art of observing, teaching and guiding young children; planning and administration of developmentally appropriate inclusive educational activities; school safety and health issues; and the social and emotional foundations of early care and education.

Certificate Program

Program Learning Outcomes

- Develop, implement, and evaluate developmentally appropriate thematic and emergent curriculum for children who are typical and atypical in the areas of physical, cognitive, language, creative and social/emotional growth.
- Develop and apply appropriate practices and effective techniques that respect the cultural diversity of young children and their families.
- Integrate an educational philosophy into classroom practices that reflects a personal belief supportive of theoretical principles regarding how and why young children should receive early educational experiences.
- Develop and implement a system of ongoing observational practices that contributes toward the creation of learning environments conducive to the emergence of curriculum that adapts to the evolving needs of children.

Required Courses (31 units)		Units
EAR-19	Observation and Assessment Methods in Early Childhood Education	3
EAR-20	Child Development	3
EAR-22	Early Childhood Programs and Career Opportunities	3
EAR-24	Creative Activities through Curriculum	3
EAR-26	Child Health	3
EAR-28	Principles and Practices of Early Childhood Education Programs	3
EAR-30	Internship in Early Childhood Education	4
EAR-42	Child, Family and Community Dynamics	3
Electives	(Choose from list below)	6

Electives (6 units)		Units
ART-3	Art for Teachers	3
DAN-5	Introduction to Movement Education for Preschool and Elementary Children	3
EAR-31	Home Visiting	3
EAR-33	Caring for Infants and Toddlers in Group Settings	3
EAR-34	Curriculum Activities for Infants and Toddlers	3
EAR-37	School Age Child Care	3
EAR-38	Adult Supervision in ECE/CD Classrooms	3
EAR-40	Introduction to Infants and Children with Disabilities and Other Special Needs	3
EAR-41	Internship in Early Intervention/Special Education	4
EAR-43	Children with Challenging Behaviors	3
EAR-44	Administration Of Early Childhood Programs I	3
EAR-45	Administration Of Early Childhood Programs II	3

EAR-47	Childhood Stress and Trauma	3
EDU-1	Teaching in the Multicultural Classroom	3
EDU-3	Introduction to Literacy Instruction	3
EDU-4	Introduction to Literacy/Service Learning	1
ENG-30	Children's Literature	3
KIN-6	Introduction to Physical Education for Preschool and Elementary Children	3
KIN-30	First Aid and CPR	3
MUS-1	Teaching Music to Young Children	3
SOC-45	Childhood and Culture	3

Child Development Permit

The Early Childhood Education program provides an educational and practical foundation for students interested in working with children from infancy through third grade. In addition to theoretical principles, the curriculum offers practical skills and on-site training that will prepare students for employment in the field of Early Childhood Education. The program leads to certificates in Early Childhood Education and/or an Associate of Science Degree. The EAR courses will also fulfill the required child development coursework for the state issued Child Development Permit. Information regarding this permit and/or the Early Childhood Education Certificates are available from the Early Childhood Education Department.

Upon completion of the requirements for the certificate program and 16 units of special courses in general education, the student has fulfilled the course requirements for the Child Development Permit, teacher level. See the State guidelines for experience qualifications and additional levels. For child development interactive video information, see www.rcc.edu/cdpermit.

Associate of Science Degree

The Associate of Science Degree in Early Childhood Education will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

KINESIOLOGY

This program prepares individuals to apply business, coaching and physical education principles to the organization, administration and management of athletic programs and teams, fitness/rehabilitation facilities and health clubs, sport recreation services, and athletic training programs. This includes instruction in program planning and development; business and financial management principles; sales, marketing and recruitment; event promotion, scheduling and management; facilities management; public relations; legal aspects of sports; and applicable health and safety standards.

EXERCISE, SPORT, AND WELLNESS

Certificate Program

Major Core Requirements:

Required Courses (21 units)		Units
KIN-4	Nutrition	3
KIN-10	Introduction to Physical Education	3
KIN-12	Sport Psychology	3
KIN-14	Athletic and Fitness Organization and Admin	3
KIN-16	Introduction to Athletic Training	3
KIN-30	First Aid and CPR	3
KIN-35	Foundations for Fitness and Wellness	3

In addition, choose and complete courses from one emphasis below:

FITNESS PROFESSIONS EMPHASIS (R)

AS595/CE595

Program Learning Outcomes

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

- Demonstrate an acceptable level of health-related fitness.
- Demonstrate appropriate knowledge of fitness testing and of issues specific to different populations.
- Identify physiological principles of human movement in exercise and sport settings.
- Identify, explain, and apply appropriate principles of physical activity and nutrition for physical well being and lifelong learning.

(Total of 24-25 units) Units

Core Requirements 21

Take one of the following:

KIN-42	Lifeguarding/Title 22 First Aid/Water Safety Instructor	4
KIN-43	Personal Training	3
KIN-44	Yoga Instructor Training	3
KIN-45	Group Fitness Instructor	3

ATHLETIC TRAINING EMPHASIS (R)

AS597/CE597

Program Learning Outcomes

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

- Construct an injury prevention program for an athletic team based on knowledge of strength/conditioning, nutrition, health and safety, and protective equipment.
- Utilize appropriate knowledge and strategies to create an emergency action plan for an athletic team or teams.
- Apply the technical skills of taping and wrapping techniques.
- Demonstrate an appropriate and organized approach to event management.

- Identify and evaluate appropriate strategies for rehabilitation of athletic injuries.
- Demonstrate appropriate communication and behavioral skills and social attitudes necessary in an athletic training environment.

<u>(Total of 29 units)</u>		<u>Units</u>
Core Requirements		21
KIN-21	Athletic Training Applications (Must take two times)	2-2
and		
Take <u>two</u> of the following:		
KIN-17	Athletic Training, Fall Sports, Lower Extremity	2
KIN-18	Athletic Training, Spring Sports, Upper Extremity	2
KIN-19	Athletic Training, Fall Sports, Head, Neck, Spine, Torso, and Hip	2
KIN-20	Athletic Training, Spring Sports, General Medical	2

COACHING EMPHASIS (R) AS599/CE599
 Program Learning Outcomes

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

- Identify and apply appropriate principles of coaching and an advanced level of knowledge and skill in at least one sport or physical activity.
- Demonstrate appropriate decisions relative to legal liability in coaching situations and circumstances.
- Apply appropriate strategies, tactics, and conditioning activities for the age and skill level of their athletes.
- Demonstrate an understanding of administrative practices in sports management.
- Identify, explain, and apply appropriate principles of problem solving for one or more problem, challenge, or difficulty associated with a sport.
- Recognize the principles of health care and safety for student athletes in relation to athletic training and sports medicine issues.

<u>(Total of 30-31 units)</u>		<u>Units</u>
Core Requirements		21
Elective from Group 1 Electives		3
Elective from Group 2 Electives		3
Elective from Group 3 Electives		1
Elective from Group 4 Electives		1
Elective from Group 5 Electives		1

<u>Group 1 Electives (3 units)</u>		<u>Units</u>
KIN-24	Sports Officiating, Fall Sports	3
KIN-25	Sports Officiating, Spring Sports	3

<u>Group 2 Electives (3-4 units)</u>		<u>Units</u>
KIN-26	Foundations of Coaching	3
KIN-27	Football Theory	3
KIN-28	Basketball Theory	3
KIN-29	Soccer Theory	3
KIN-33	Baseball Theory	3
KIN-34	Softball Theory	3

KIN-42 Lifeguarding/Title 22 First Aid/Water Safety Instructor 4

Group 3 Electives - Individual Activity Courses (1 unit) Units

KIN-A11	Tennis, Beginning	1
KIN-A12	Tennis, Intermediate	1
KIN-A13	Tennis Advanced	1
KIN-A20	Golf, Beginning	1
KIN-A21	Golf, Intermediate	1
KIN-A28	Swimming, Basic Skills and Aquatic Exercise	1
KIN-A29	Swimming, Intermediate Skills	1
KIN-A30	Swimming, Advanced Skills and Conditioning	1
KIN-A33	Track and Field: Running Event Techniques	1
KIN-A34	Track and Field: Field Event Techniques	1

Group 4 Electives - Team Activity Courses (1 unit) Units

KIN-A50	Baseball Fundamentals, Defensive	1
KIN-A51	Baseball Fundamentals, Offensive	1
KIN-A52	Fast Pitch Fundamentals, Offensive	1
KIN-A53	Fast Pitch Fundamentals, Defensive	1
KIN-A54	Fast Pitch Softball Fundamentals	1
KIN-A57	Basketball	1
KIN-A60	Football Fundamentals, Defensive	1
KIN-A61	Football Fundamentals, Offensive	1
KIN-A62	Flag Football	1
KIN-A64	Soccer	1
KIN-A67	Volleyball, Beginning	1
KIN-A68	Volleyball, Intermediate	1
KIN-A69	Volleyball, Advanced	1

Group 5 Electives - Fitness Activity Courses (1 unit) Units

KIN-A31	Water Aerobics and Deep Water Exercise	1
KIN-A74	Hiking and Backpacking	1
KIN-A75	Walking for Fitness	1
KIN-A77	Jogging for Fitness	1
KIN-A78	Long Distance Running	1
KIN-A80	Triathlon Techniques	1
KIN-A81	Physical Fitness	1
KIN-A86	Step Aerobics	1
KIN-A87	Step Aerobics, Intermediate	1
KIN-A88	Step Aerobics, Advanced	1
KIN-A90	Weight Training	1
KIN-A92	Weight Training, Advanced	1

Associate of Science Degree

The Associate of Science Degree in Physical Education will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

FILM, TELEVISION AND VIDEO

The program prepares individuals to communicate information, entertainment and ideas through film, television and video. This includes practical, hands-on instruction in how to plan and produce a variety of genre in film, television and video; crew responsibilities and production techniques for film, television, video and audio; equipment operation including film and video cameras, editing equipment, switchers, character generators, lighting instruments, and microphones; techniques for making specific types of film, television and video programming; use of digital technology and computer applications to record, edit or enhance images, audio, graphics or effects; and how to manage film and video operations.

FILM, TELEVISION AND VIDEO PRODUCTION SPECIALIST (R)

AS641/CE641

Certificate Program

Program Learning Outcomes

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

- Utilize a variety of electronic media production equipment and facilities in the creation and completion of film, television and video projects, including but not limited to film and video cameras, character generators, microphones, lighting instruments, teleprompters, editing software, and control room test equipment.
- Produce film and video segments, from concept to finished product, that have a focused, coherent message with a clear beginning, middle and end and that meet industry technical standards for moving and still visual images and audio and editing.
- Communicate effectively and work cooperatively in a team production environment.
- Demonstrate workplace behaviors (“soft skills”) necessary for success in the film, television and video production industry.

<u>Required Courses (29 units)</u>		<u>Units</u>
FTV-38	Telecommunications Production Project	3
FTV-41	Introduction to Telecommunications	3
FTV-42	Writing for Broadcast Television and Radio	3
FTV-43	Television Studio and Equipment	3
FTV-44	Introduction to Television Production	3.5
FTV-45	Television News Production	3.5
FTV-51	Telecommunications Laboratory	1

In addition, choose and complete courses from one emphasis below: 9

DIGITAL MEDIA/MOTION GRAPHICS EMPHASIS

Core Requirements 20

Select another 9 units from the following:

FTV-52	Telecommunications Laboratory	2
FTV-60	Overview of Digital Media	3
FTV-64	Digital Editing Principles and Techniques	3
FTV-66	Advanced Digital Editing	3
FTV-73	Introduction to Pro Tools Digital Audio Recording	3
FTV-74	Production Planning and Management	3
FTV-200	Telecommunications Work Experience	1-2-3-4
ADM-68	3D Animation with Maya	3
ADM-69	Motion Graphics and Compositing with After Effects	3
ADM-71	Adobe Photoshop	3
ART-22	Basic Design	3

ART-23	Design and Color	3
ART-36	Computer Art	3
PHO-8	Introduction to Photography	3

Associate of Science Degree

The Associate of Science Degree in Film, Television and Video, Production Specialist will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

FIRE TECHNOLOGY (M)

MAS555/MCE555

This program prepares individuals for an entry-level career in the fire service by providing a foundation of core concepts, practices, vocabulary, culture, safety, and requirements for the fire service. This program follows the Fire and Emergency Services Higher Education (FESHE) model from the National Fire Academy in Emmitsburg, Maryland and is a component of accreditation from the California State Fire Marshal.

Certificate Program

Program Learning Outcomes

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

- Identify minimum qualifications and entry-level skills for fire fighter hiring. The student will be able to describe the following elements: application process; written exam process; physical agility exam, oral interview, chief's interview; background investigation; and fire fighter probationary process. Students will identify fire service history, culture and diversity.
- Demonstrate the ability to analyze, appraise and evaluate fire and emergency incidents and identify components of emergency management and fire fighter safety including: size-up, report on conditions, Incident Command System; RECEO; 10 Standard Firefighting Orders; 18 Situations that shout "Watch Out"; and common factors associated with injuries and line of duty deaths.
- Identify and comprehend laws, regulations, codes and standards that influence fire department operations, and identify regulatory and advisory organizations that create and mandate them especially in the areas of fire prevention, building codes and ordinances, and firefighter health and safety.
- Analyze the causes of fire, determine extinguishing agents and methods, differentiate the stages of the fire and fire development, and compare methods of heat transfer.
- Identify and describe the apparatus used in the fire service, and the equipment and maintenance of fire apparatus and equipment.
- Identify and describe common types of building construction and conditions associated with structural collapse and firefighter safety.
- Differentiate between fire detection and alarm systems, and identify common health and safety concerns for firefighter and first responders.

<u>Required Courses (23 units)</u>		<u>Units</u>
FIT-1	Fire Protection Organization	3
FIT-2	Fire Behavior and Combustion	3
FIT-3	Fire Protection Equipment and Systems	3
FIT-4	Building Construction for Fire Protection	3
FIT-5	Fire Prevention	3
FIT-7	Principles of Fire and Emergency Services Safety	3
Electives	(Choose from list below)	5

Electives (5 units)		Units
EMS-50		
and 51	Emergency Medical Services-Basic and Clinical/Field	7
FIT-8	Strategies and Tactics	3
FIT-9	Fire Ground Hydraulics	3
FIT-14	Wildland Fire Control	3
FIT-A1A	Fire Investigation 1A	2
FIT-C1A	Command 1A, Command Prin for Com Officers	2
FIT-C1B	Command 1B, Hazardous Materials	2
FIT-C1C	Fire Com 1C, I-Zone Firefighting for Com Off	2
FIT-C30	Intermediate Incident Command System (I-300)	.5
FIT-I1A	Instructor 1A, Instructional Techniques	2
FIT-I1B	Instructor 1B, Instructional Techniques	2
FIT-M1	Fire Management 1, Management/Supervision for Company Officers	2
FIT-P1A	Prevention 1A, Fire Inspection Practices	2
FIT-P1B	Prevention 1B, Code Enforcement	2
CON-61	Materials of Construction	3
GEG/PHS-5	Weather and Climate	3
GIS-1	Introduction to Geographic Information Systems	3
KIN-35	Foundation for Fitness and Wellness	3
MAG-44	Principles of Management	3
PHI-12	Intro to Ethics: Contemporary Moral Issues	3

Students who successfully complete the certificate may also be eligible to receive additional certification through FEMA/National Fire Academy.

Associate of Science Degree

The Associate of Science Degree in Fire Technology will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

INTERNATIONAL BUSINESS (R)

CE627

This program prepares individuals to manage international business and/or business operations. This includes instruction in the principles and processes of international business policies, business environments, foreign currency issues, foreign operations and management, foreign direct investment as well as other modes of entry, and applications for doing business in specific countries and markets.

Certificate Program

Program Learning Outcomes

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

- Explain the key elements of international business.
- Analyze the essential factors that determine the success of each element of international business.
- Explain the inter-relationship of each elements of international business that are required for a successful international business operation.
- Develop the framework of an international business plan, incorporating understanding of general business concepts, international marketing mix, international cultures, international economics, and international politics.

Required Courses (15 units)		Units
BUS-10	Introduction to Business	3
BUS-40	International Business-Principles	3
BUS-43	International Business-Marketing	3
Group A Electives (Choose from list)		3
Group B Electives (Choose from list)		3

Group A Electives		Units
BUS-46	International Business-Intro to Import/ Exporting	3
BUS-48	International Management	3
BUS-90	International Logistics	3
COM-12	International Communication	3
ECO/POL-6	Introduction to Political Economy	3
ECO-7/7H	Principles of Macroeconomics	3

Group B Electives		Units
CHI-11	Chinese Culture and Civilization	3
FRE-11	French Culture and Civilization	3
GER-11	German Culture and Civilization	3
ITA-11	Italian Culture and Civilization	3
JPN-11	Japanese Culture and Civilization	3
KOR-11	Korean Culture and Civilization	3
RUS-11	Russian Culture and Civilization	3
SPA-11	Spanish Culture and Civilization	3

LOGISTICS MANAGEMENT

This program prepares individuals to manage business logistics functions, ranging from acquisitions to receiving and handling, through internal allocation of resources to operations units, and delivery to the final customer. This includes instruction in the domestic and international aspects of logistics contracts and purchasing, computerized logistics systems, inventory control, warehousing, transportation, and freight claims. Emphasis is placed on the efficient and effective integration of all logistics activities.

LOGISTICS MANAGEMENT (N)

NAS579/NCE579

This program prepares students for entry into or career growth within the logistics industry, and ongoing study of the field. The focus is integrated logistics, a necessity for management of effective and efficient supply chains. Logistics disciplines covered include warehousing, transportation, service contracting, purchasing, global logistics, etc.

Certificate Program

Student Learning Outcomes

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

- Compare roles and objectives of the logistics disciplines;
- Understand how logistics functions can interact to efficiently use total personnel, facilities and equipment;
- Contribute knowledge needed by multidisciplinary teams to effectively integrate and exceed end user (customer) expectations;
- Analyze, prepare, file and process claims when unavoidable freight disputes arise;
- Explain how the overall flow of goods, services and information can be optimized to satisfy customer and business goals;
- Identify 3rd party logistics provider and client needs in negotiations, bidding and contracts, as well as legal and regulatory constraints to integrated logistics;
- Describe roles and value added by global logistics intermediaries.

Required Courses (18 units)		Units
BUS-80	Principles of Logistics	3
BUS-82	Freight Claims	1.5
BUS-83	Contracts	1.5
BUS-85	Warehouse Management	3
BUS-86	Transportation and Traffic Management	3
BUS-87	Introduction to Purchasing	3
BUS-90	International Logistics	3

Associate of Science Degree

The Associate of Science Degree in Logistics Management will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

Student Learning Outcomes

In addition to achieving the program learning outcome for the logistics management certificate program, students who complete the Associate of Science Degree in Logistics Management will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

RETAIL MANAGEMENT/WAFC

This program prepares individuals to perform operations associated with retail sales in a variety of settings. This includes instruction in over-the counter and other direct sales operations in business settings, basic bookkeeping principles, customer service, team/staff leadership and supervision, floor management, and applicable technical skills.

RETAIL MANAGEMENT/WAFC (NR)
 (WESTERN ASSOCIATION OF FOOD CHAINS)
 Certificate Program

NAS536/NCE536
 AS536/CE536

Program Learning Outcomes

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

- Use Generally Accepted Accounting Principles or International Accounting Standards guidelines to review and interpret financial documents.
- Calculate pricing models for mark-ups, profit margins for perishable and lost goods, discounts, and sinking funds.
- Prepare and deliver effective oral and written communications through multiple modes in multiple situations
- Create and use basic word processing documents, spread sheets and visual (power point) presentations.
- Create and present a research paper on selected topics.
- Effectively apply basic management principles to actual and role-played work situations.
- Analyze and assess the legal and productivity implications of work conflicts
- Effectively communicate in small groups.
- Analyze the effectiveness of marketing decisions and use marketing principles to assess market potential.

Required Courses (30 units)		Units
ACC-1A	Principles of Accounting I	3
	or	
ACC/CAT-55	Applied Accounting/Bookkeeping	3
BUS-20	Business Mathematics	3
BUS-22	Management Communications	3
CIS-1A	Introduction to Computer Information Systems	3
	or	
CIS/CAT-3	Computer Applications for Working Professionals	3
COM-1/1H	Public Speaking	3
	or	
COM-9/9H	Interpersonal Communication	3
	or	
MAG-57	Oral Communications	3
MAG-56	Human Resources Management	3
MAG-44	Principles of Management	3
	or	
MAG-51	Elements of Supervision	3
MAG-53	Human Relations	3
MKT-20	Principles of Marketing	3
MKT-42	Retail Management	3

SIMULATION AND GAMING: GAME ART (MN)

MAS739/CE739
 NAS739/NCE739

This is a comprehensive program that puts equal emphasis on the artistic and technical sides of 3D modeling and animation. Courses cover material that will take the student through the whole production process and workflow of 3D modeling and animation, from conceptualization to the final delivery of the rendered product. Curriculum spans traditional drawing techniques, life drawing and the technical fundamentals of 3D animation and modeling. Classes are taught in a state-of-the-art computer studio with the latest versions of industry-standard software packages.

Certificate Program

Program Learning Outcomes

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

- Identify and differentiate the game development project lifecycle and associated documents such as the Pitch Document, Game Design Document, Technical Design Document, Art Production Plan, Project Plan and Game Prototype.
- Identify and employ proper use of color media and associated materials as well as define, outline, and discuss basic to complex color theory for 2D artwork.
- Create, manipulate, animate, and implement 3D art assets for real time interactive simulations or video games.

Required Courses (36 units)		Units
CIS/GAM-35	Introduction to Simulation and Game Development	3
CIS/GAM-38A	Simulation and Gaming/3D Modeling	4
CIS/GAM-38B	Simulation and Gaming/3D Animation	4
CIS/GAM-38C	Simulation and Gaming/3D Dynamics and Rendering	4
CIS/CAT-78A	Introduction to Adobe Photoshop	3
ART-17	Beginning Drawing	3
ART-18	Intermediate Drawing	3
ART-22	Basic Design	3
ART-40	Figure Drawing	3
Electives	(Choose from list below)	6

Electives (6 units)		Units
CIS/GAM-36	Introduction to Computer Game Design	3
CIS/GAM-37	Beginning Level Design for Computer Games	3
CIS/GAM-39	Current Techniques in Game Art	4
CIS/CAT-54A	Introduction to Flash	3
CIS/CAT-79	Introduction to Adobe Illustrator	3
ART-23	Design and Color	3
ART-36	Computer Art	3
ART-44	Animation	3

Associate of Science Degree

The Associate of Science Degree in Simulation and Gaming: Game Art will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

VICTIM SERVICES AIDE (R)

CE679

Certificate Program

Program Learning Outcomes

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

- Demonstrate a knowledge of the breadth, scope and interconnectivity of the criminal justice system.
- Demonstrate an understanding of the theories and research in the area of crime, criminality and criminal justice.
- Demonstrate the ability to conduct interpersonal interviews and counseling generally applicable to the helping professions.
- Demonstrate the ability to read and write at the college freshman level.
- Demonstrate an overall ability to enter Victim-Witness Advocacy programs at a level of trainee, intern, or other novice position.

Required Courses (16 units)

Units

ADJ-1	Introduction to the Administration of Justice	3
ADJ-2	Principles and Procedures of the Justice System	3
ENG-1A/1AH	English Composition	4
HMS-5	Introduction to Evaluation and Counseling	3
or		
COM-9/9H	Interpersonal Communication	3
SOC-20	Introduction to Criminology	3

ART

The following certificates may lead to employment competency, but do not lead to an Associate of Science Degree:

VISUAL COMMUNICATIONS - ANIMATION (R) CE774

This program prepares individuals to communicate information, entertainment and ideas through motion picture animation. This includes practical, hands-on instruction in how to plan and produce a variety of animated works seeing the project through from concept to practice including but not limited to writing, directing, and all aspects of animation production.

Certificate Program

Program Learning Outcomes

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

- Demonstrate the ability to apply the principles of animation and story telling, in conceptual and visual form, to the creation of motion pictures that entertain audiences.
- Discuss the history of film animation and identify examples that consider a variety of the fundamental approaches to the art of animation.
- Assume the roles of writer, director, producer, animator, editor, storyboard artist, and production manager in the creation of animated works.
- Acquire skills that facilitate their ability to adapt themselves to the professional world, and have long-lasting and enriched careers.

Required Courses (15 units)		Units
ART-20	Beginning Sculpture	3
or		
ART-24	3D Design	3
ART-40	Figure Drawing	3
ART-41	Figure Painting	3
ART-44	Animation	3
Digital Media Electives (Choose from list below)		3
Digital Media Electives (3 units)		
ART-36	Computer Art	3
ADM-1	Introduction to Applied Digital Media	3
ADM-71	Adobe Photoshop	3
ADM-76	QuarkXPress	3
ADM-77A	Adobe Illustrator	3

VISUAL COMMUNICATIONS - ILLUSTRATION (R)

CE825

This program prepares individuals to visually communicate information and ideas through personal expression that features figurative work. This includes practical, hands-on instruction in how to plan and produce a variety of illustrated works integrating communication goals with a visual message.

Certificate Program

Program Learning Outcomes

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

- Acquire skills to fuse the creative thinking and technical communication skills with a personal vision.
- Discuss verbally and illustrate visually a basic understanding of commercial illustration techniques.
- Develop skills to visually solve problems and communicate their ideas in order to prepare an operational portfolio of their creative and successful works.
- Hone artistic skills and technical expertise in order to effectively convey complex ideas in a variety of media.

Required Courses (17 units)		Units
ART-17	Beginning Drawing	3
ART-22	Basic Design	3
ART-26	Beginning Painting	3
ART-35	Illustration	3
ADM-64	Ethics and Legalities of Digital Manipulation	1
ADM-65	Cross Platform File Management	1
Digital Media Electives (Choose from list below)		3
Digital Media Electives (3 units)		
ART-36	Computer Art	3
ADM-1	Introduction to Applied Digital Media	3
ADM-71	Adobe Photoshop	3
ADM-76	QuarkXPress	3
ADM-77A	Adobe Illustrator	3

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING COMMITTEE

Report No.: VI-B-3

Date: April 19, 2011

Subject: Accountability Reporting for Community Colleges

Background: Presented for the Board's review and consideration is the Accountability Reporting for Community Colleges report issued by the California Community College's Chancellor's Office in March 2011. The report's objectives are to make policymakers, local college officials, and elected boards aware of overall system and specific college performance in seven specific areas of effort, and to inform the public about overall system performance.

Included in this report is Riverside Community College District's institutional response to the report's findings. During the three most recent time periods under examination, RCCD was able to maintain or increase its level of performance on each of the seven accountability measures.

Recommended Action: It is recommended that the Board of Trustees accept the findings of the report.

Gregory W. Gray
Chancellor

Prepared by: Ray Maghroori
Vice Chancellor, Academic Affairs

David Torres
Dean, Institutional Research

Accountability Reporting for the Community Colleges, 2011: Executive Summary

Background: Accountability Reporting for the Community Colleges (or ARCC) is a set of performance indicators for the California Community Colleges (CCC). ARCC meets a legislative requirement that resulted from Assembly Bill 1417. As required by the Legislature, the CCC System Office produces this report yearly and disseminates it so that every college can share it with its local board of trustees. The report's objective is to inform policymakers, local college officials, and elected boards of overall system performance and individual college performance in seven specific areas of effort.

A team of statewide college researchers, a panel of nationally recognized researchers on college performance, a statewide technical advisory workgroup, and staff at the Chancellor's Office created the ARCC. This is the fourth annual ARCC report and the present report was distributed to state government policymakers and the public at large in March 2011.

Structure: The report is structured into two sections: system wide performance and individual college performance. The report's first section covers the system's overall performance over time for a variety of indicators. The systemwide indicators are organized into the broad categories of:

student progress and achievement (in the areas of)

- degree and certificate attainment
- transfer rates
- vocational, occupational and workforce development
- participation rates

and pre-collegiate improvement (in the areas of)

- basic skills
- English as a Second Language.

Systemwide, these indicators are reported as counts (and where appropriate, as percentages) of transfer, degrees and certificates, as well as income changes as a result of occupational training, and counts and percentages of students graduating from the University of California and from the California State University who began their educational careers at community colleges.

These indicators are derived from many data sources, including public and private institutions of higher learning, the California Employment Development Department, the National Student Clearinghouse, and the Chancellor's Office database, among others. They are not simply aggregations of all the individual college performances. Given the breadth and complexity of these measures, this body of information is not currently available for each individual college, so this data is presented for the entire California Community Colleges system.

The second section of the report is dedicated to the individual college-level indicators. For the seven individual measures in the present study, each college was given data reflecting three sequential years so that changes and trends could be identified. Each set of college-level outcomes was divided into Student Progress and Achievement (with four indicators) and Pre-Collegiate Improvement (with three indicators).

College Level Indicators for Riverside Community College: In Student Progress and Achievement, for the first indicator **Degree/Certificate/Transfer**, data was provided that showed changes in the percentage of first-time students who showed “intent to complete”¹ and who achieved any of the following outcomes within six years: transfer to a four-year college, or earned an AA/AS, or earned a certificate of at least 18 units, or achieved “Transfer Directed”² status or achieved “Transfer Prepared”³ status. On this measure, RCCD remained relatively stable with the three cohorts’ rates being 47.6%, 46.7% and 48.3%, for the cohorts starting in 2002, 2003 and 2004, respectively. (In this report, the term “relatively stable” is used when the differences between the highest and lowest measures were less than three percentage points.) For the second indicator, **Percent of Students Who Earned at Least 30 Units**, the percentage

¹ A Transfer or Degree “Intent To Complete” is when a student attempts a degree applicable credit math or English course. A Certificate “Intent to Complete” is when a student attempts either an Advanced Occupational or Apprentice level Credit course.

² “Transfer Directed” means a student successfully completed at least one transfer-level Math and English course.

³ “Transfer Prepared” means student successfully completed 60 UC/CSU transferable units with a grade point average of at least 2.0 in those transferable courses.

of first-time RCCD students who showed intent to complete and who earned at least 30 units while in the California Community College system held steady at 69.9%, 70.9% and 71.7% for the three sequential years, for cohorts starting fall 2002, 2003 and 2004, respectively. On the third indicator, **Persistence Rate**, RCCD remained relatively stable in the percentage of first-time students with a minimum of six units earned in a fall term and who returned and enrolled in the subsequent fall term anywhere in the California Community College System. These rates were 68.8%, 66.7% and 68.8%, for the fall 2006, 2007 and 2008 cohorts, respectively. RCC's **Annual Successful Course Completion Rate for Credit Vocational Courses**, the report's fourth indicator, remained stable at 75.5%, 75.8% and 75.3% in the 2007, 2008 and 2009 academic years, respectively.

In Pre-Collegiate Improvement (Basic Skills and ESL), RCCD had mixed results. On the measure of **Annual Successful Course Completion Rate for Credit Basic Skills Courses**, RCCD remained relatively stable at 60.4%, 63.6% and 64.2% for academic years 2007, 2008 and 2009 respectively. The **Improvement Rates for Credit Basic Skills Courses**, is a measure comprising two different rates: **ESL Improvement Rate** and **Basic Skills Improvement Rate**. Each of these indicators measure the proportion of students successfully taking a higher level ESL or Basic Skills course within during a subsequent three year period.

The **ESL Improvement Rates** for the cohorts starting in 2005, 2006 and 2007 remained relatively stable with rates of 46.1%, 45.2% and 48.9%, respectively. The **Basic Skills Improvement Rate** increased from 56.0% to 63.0% and 62.9% for the cohorts starting in 2005, 2006 and 2007 respectively. (The present ARCC report also lists the **Enhanced Noncredit Progress and Achievement Rate**, but since RCCD does not offer any of these types of courses, that table is left blank in the report.)

The college-level report also includes indicators that include the Annual Unduplicated Headcount and Full-Time Equivalent Students and provides demographic information (age, gender and ethnicity) about RCCD students for the past three academic years.

College Peer Grouping: The last section of each college-specific report is dedicated to reporting college performance relative to their ranking within their peer grouping. The peer grouping is performed by the Chancellor's Office and represents their attempt to "level the playing field". For every college-level indicator, there are external factors beyond the control of the college that affect its performance on that indicator. Colleges were grouped as "peers" based on the statistical magnitude that these external factors had on each college-level indicator. (For example, research literature indicates that transfer rates are affected by level of academic preparedness of student body, distance to nearest UC/CSU, income levels of service areas, and percentage of older students

served, among other external factors. Peer colleges would have similar levels on all these factors and would be classified together.) Since the peer grouping is done statistically, these groupings do not necessarily reflect any traditional, intuitive grouping method, like size of college or geographical proximity. Also, since each college-level indicator is affected by different external factors, each college is assigned to different peer groups for each indicator. The intent of the peer groupings is to provide a more comparable context for understanding one's own college performance and should be carefully interpreted. The peer grouping has been the subject of considerable discussion, and arguably it has the potential to be the most misunderstood and misreported aspect of the report.

College Peer Grouping: The last section of each college-specific report is dedicated to reporting college performance relative to their ranking within their peer grouping. The peer grouping is performed by the Chancellor's Office and represents their attempt to "level the playing field". For every college-level indicator, there are external factors beyond the control of the college that affect its performance on that indicator. Colleges were grouped as "peers" based on the statistical magnitude that these external factors had on each college-level indicator. (For example, research literature indicates that transfer rates are affected by level of academic preparedness of student body, distance to nearest UC/CSU, income levels of service areas, and percentage of older students served, among other external factors. Peer colleges would have similar levels on all these factors and would be classified together.) Since the peer grouping is

done statistically, these groupings do not necessarily reflect any traditional, intuitive grouping method, like size of college or geographical proximity. Also, since each college-level indicator is affected by different external factors, each college is assigned to different peer groups for each indicator. The intent of the peer groupings is to provide a more comparable context for understanding one's own college performance and should be carefully interpreted. The peer grouping has been the subject of considerable discussion, and arguably it has the potential to be the most misunderstood and misreported aspect of the report.

For six of the seven indicators, RCCD is within six percentage points of their peer groups averages. For the indicator "Improvement Rate for Credit ESL Courses" RCCD was the lowest school in that peer group average.

RCCD Institutional Response: In fall 2010, prior to the final publication of the ARCC, the Chancellor's Office released a draft of the report with the individual colleges' measures. As a requirement of the ARCC, every college must submit an institutional response to provide further context for interpreting their institution's statistics, and to emphasize local factors that may help to explain outcomes.

Since that time RCCD's preliminary results were presented to different district and college leadership (the RCCD Executive Cabinet and District Academic Cabinet, among others), and feedback was solicited from these groups to help

shape the institutional response. Additionally, a brief, seven-minute video presentation of this year's ARCC report was posted to video-sharing website YouTube.com and publicized to the entire district via email, as another method of soliciting feedback for the institutional response. (The video can be accessed at http://www.youtube.com/watch?v=g0r9CGFU_Eg .)

RCCD's Institutional Response is included on the last page of the RCCD section of the report. The final version of the ARCC report will be available from the Chancellor's Office in late March 2011.

Riverside Community College

Riverside Community College District

College Performance Indicators**Student Progress and Achievement: Degree/Certificate/Transfer****Table 1.1:**
Student Progress and
Achievement Rate

Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years: Transferred to a four-year college; or earned an AA/AS; or earned a Certificate (18 units or more); or achieved "Transfer Directed" status; or achieved "Transfer Prepared" status. (See explanation in Appendix B.)

	2002-2003 to 2007-2008	2003-2004 to 2008-2009	2004-2005 to 2009-2010
Student Progress and Achievement Rate	47.6%	46.7%	48.3%

Table 1.1a:
Percent of Students Who
Earned at Least 30 Units

Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College System. (See explanation in Appendix B.)

	2002-2003 to 2007-2008	2003-2004 to 2008-2009	2004-2005 to 2009-2010
Percent of Students Who Earned at Least 30 Units	69.9%	70.9%	71.7%

Table 1.2:
Persistence Rate

Percentage of first-time students with a minimum of six units earned in a Fall term and who returned and enrolled in the subsequent Fall term anywhere in the system. (See explanation in Appendix B.)

	Fall 2006 to Fall 2007	Fall 2007 to Fall 2008	Fall 2008 to Fall 2009
Persistence Rate	68.8%	66.7%	68.8%



Riverside Community College

Riverside Community College District

College Performance Indicators**Student Progress and Achievement: Vocational/Occupational/Workforce Development****Table 1.3:**
Annual Successful Course
Completion Rate for
Credit Vocational Courses

See explanation in Appendix B.

	2007-2008	2008-2009	2009-2010
Annual Successful Course Completion Rate for Vocational Courses	75.5%	75.8%	75.3%

Pre-Collegiate Improvement: Basic Skills, ESL, and Enhanced Noncredit**Table 1.4:**
Annual Successful Course
Completion Rate for
Credit Basic Skills Courses

See explanation in Appendix B.

	2007-2008	2008-2009	2009-2010
Annual Successful Course Completion Rate for Basic Skills Courses	60.4%	63.6%	64.2%

Table 1.5:
Improvement Rates for ESL
and Credit Basic Skills Courses

See explanation in Appendix B.

	2005-2006 to 2007-2008	2006-2007 to 2008-2009	2007-2008 to 2009-2010
ESL Improvement Rate	46.1%	45.2%	48.9%
Basic Skills Improvement Rate	56.0%	63.0%	62.9%

Table 1.6:
Career Development and
College Preparation (CDCP)
Progress and Achievement Rate

See explanation in Appendix B.

	2005-2006 to 2007-2008	2006-2007 to 2008-2009	2007-2008 to 2009-2010
CDCP Progress and Achievement Rate	.%	.%	.%



Riverside Community College

Riverside Community College District

College Profile**Table 1.7:**
Annual Unduplicated Headcount and
Full-Time Equivalent Students (FTES)

	2007-2008	2008-2009	2009-2010
Annual Unduplicated Headcount	52,163	58,828	55,972
Full-Time Equivalent Students (FTES)*	27,011	30,969	31,185

Source: The annual unduplicated headcount data are produced by the Chancellor's Office, Management Information System. The FTES data are produced from the Chancellor's Office, Fiscal Services 320 Report.

*FTES data for 2007-2008 and 2008-2009 are based on the FTES recalculation. FTES data for 2009-2010 are based on the FTES annual data.

Table 1.8:
Age of Students at Enrollment

	2007-2008	2008-2009	2009-2010
19 or less	29.4%	29.4%	30.3%
20 - 24	29.8%	29.6%	31.5%
25 - 49	33.3%	33.1%	30.9%
Over 49	7.5%	7.9%	7.3%
Unknown	0.0%	0.1%	0.0%

Source: Chancellor's Office, Management Information System

Table 1.9:
Gender of Students

	2007-2008	2008-2009	2009-2010
Female	54.9%	54.9%	55.2%
Male	44.3%	44.2%	44.1%
Unknown	0.7%	0.9%	0.7%

Source: Chancellor's Office, Management Information System



Riverside Community College

Riverside Community College District

College Profile**Table 1.10:**
Ethnicity of Students

	2007-2008	2008-2009	2009-2010
African American	10.9%	11.1%	10.7%
American Indian/Alaskan Native	0.8%	0.8%	0.5%
Asian	5.4%	5.2%	5.2%
Filipino	3.0%	2.8%	2.5%
Hispanic	36.6%	36.7%	39.5%
Pacific Islander	0.7%	0.7%	0.5%
Two or More Races	.%	.%	1.8%
Unknown/Non-Respondent	8.2%	10.4%	9.1%
White Non-Hispanic	34.4%	32.3%	30.2%

Source: Chancellor's Office, Management Information System



Riverside Community College

Riverside Community College District

College Peer Grouping**Table 1.11: Peer Grouping**

	Indicator	College's Rate	Peer Group Average	Peer Group Low	Peer Group High	Peer Group
A	Student Progress and Achievement Rate	48.3	49.4	43.0	58.0	<i>A1</i>
B	Percent of Students Who Earned at Least 30 Units	71.7	75.1	69.4	83.8	<i>B4</i>
C	Persistence Rate	68.8	70.7	52.7	80.8	<i>C2</i>
D	Annual Successful Course Completion Rate for Credit Vocational Courses	75.3	73.8	63.7	80.8	<i>D2</i>
E	Annual Successful Course Completion Rate for Credit Basic Skills Courses	64.2	61.5	51.2	66.4	<i>E5</i>
F	Improvement Rate for Credit Basic Skills Courses	62.9	57.6	39.5	76.0	<i>F2</i>
G	Improvement Rate for Credit ESL Courses	48.9	58.7	48.9	69.2	<i>G5</i>

Note: Please refer to Appendices A and B for more information on these rates. The technical details of the peer grouping process are available in Appendix D.



ARCC 2011 Report: College Level Indicators Self-Assessment

Riverside Community College

Riverside Community College District

College Self-Assessment / Response

Riverside Community College District has been committed to serving the educational needs of its community for over 90 years. RCCD's students take classes at three primary locations: Riverside City College, Moreno Valley College and Norco College. Additionally, more educational sites are located at Ben Clark Training Center, Rubidoux Annex, March Education Center, and the Innovative Learning Center at Stokoe Elementary School.

The District provides transfer programs, occupational and technical programs, and career preparation leading to the Associate of Arts and/or Sciences degrees and a variety of certificates. In the tradition of general education, students are prepared for intellectual and cultural awareness, critical and independent thought, and self-reliance. Consistent with its responsibility to assist those who can benefit from post-secondary education, the District provides tutorial and supplemental instruction and basic skills courses for under-prepared students.

The District's service area, which spans over 440 square miles in western Riverside county, includes socially, economically and ethnically diverse urban and rural communities. Population estimates of the RCCD service area predict that our service area will grow to 1,373,919 by 2020. Despite a slowly increasing college-going rate for RCCD's feeder high schools, this rate still lags behind the state average, and recent district high school students remain under-prepared for college.

Enrollment during the 2009-10 academic year was 55,972 and the college granted 2,595 AA/AS degrees and 2,251 certificates. During this same time period, RCCD transferred 382 students to the University of California and 649 students to the California State University.

On all seven of the ARCC measures, RCCD has either remained stable or increased its score for the most recent three cohorts of data. In the Student Progress and Achievement Indicators for Degree/Certificate/Transfer and Vocational /Occupational, all four measures remained stable (with year-to-year variations of less than two percentage points).

This year, all indicators in the Pre-Collegiate Improvement category increased at least three percentage points each. Further analysis will help determine the cause of this increase (as the ARCC report indicates that some of the reported changes could be due to system-wide improvements in Course-Prior-To-College Level course coding). Improvements on this indicator demonstrate that students are successful in both individual basic skills and ESL classes and are making significant progress through the pre-collegiate sequence, thereby paving the way for enrollment in college-level courses.

The District is committed to continuing the enhancement of basic skills education and to ensuring that all faculty members are equipped to facilitate learning for all of our students.



Chancellor's Office
California Community Colleges

1102 Q Street Sacramento, California 95811-6511 www.cccco.edu

ARCC website: <http://www.cccco.edu/systemoffice/divisions/techresearchinfo/researchandplanning/arcc/tabid/292/default.aspx>

State of California

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.: VI-D-1

Date: April 19, 2011

Subject: Learning Gateway Building at Moreno Valley College – Recommendation to Award Bids for Two Construction Categories

Background: On December 15, 2009, the Board of Trustees approved the scope design and tentative budget in the amount of \$31,800,000 for the Learning Gateway Building project at the Moreno Valley College using Moreno Valley College Allocated Measure C funds.

Due to the importance of meeting the rapid student occupancy schedule for the Fall 2012, the construction activities for the Moreno Valley College Learning Gateway Building must begin by early May 2011. Staff is seeking every opportunity to accelerate the project construction schedule. Although an exception to District standard operating procedures, staff requests Board pre-approval of bid awards to the lowest responsive/responsible bidders within the project budget, and pre-approve issuing notices to proceed for two construction categories. The two (2) construction categories for which we are requesting pre-approval are listed as follows:

Category 11 – Plumbing and Pipeline (Class C34 or C36)

Category 12 – Electrical (Class C10)

Early award of these categories will allow the project to start as soon as possible to ensure the project remains on schedule. The scope of work starting immediately is comprised of relocating existing gas, storm drain, sewer and domestic water lines. Also included in the bids are conduit installation, coordination and shutdown assistance with Southern California Edison, Time Warner and Verizon to relocate utility to the College's power, fiberoptic cable and data cables. Final bid results for Board review and ratification will be presented at the next regular Board of Trustees Meeting following 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 Learning Gateway Building award of bids for two construction project categories: Category 11 – Plumbing and Pipeline; Category 12 – Electrical; 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 two 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
FACILITIES COMMITTEE

Report No.: VI-D-2

Date: April 19, 2011

Subject: Riverside Aquatics Complex and Wheelock Gymnasium, Seismic Retrofit at Riverside City College – Emergency Resolution No. 46-10/11

Background: On September 11, 2007, the Board of Trustees approved the expenditure of \$5 million Measure C funds and the development of a joint use agreement for the Riverside Aquatics Complex project located at Riverside City College. On June 16, 2009, the Board of Trustees approved the design and tentative project budget in an amount of \$18,411,120 for the Wheelock Gymnasium, Seismic Retrofit project located at the Riverside City College.

Since Board approval of both projects, the Riverside Aquatics Complex project has been completed; however, miscellaneous corrective concrete work is still remaining. Similarly, the Wheelock Gymnasium, Seismic Retrofit is currently under construction and should be completed for student occupancy in Winter 2012. Both projects awarded bids to Tidwell Concrete Construction, Inc. for completion of concrete work and concrete wall reinforcement. On February 15, 2011, the District was informed that Tidwell Concrete Construction, Inc. could no longer perform work on the Riverside Aquatics Complex and Wheelock Gymnasium, Seismic Retrofit projects and the company was going out of business. The performance bond surety on the two projects is Great American Insurance Company, which has contacted the District and intends to honor its performance bond obligations of ensuring the projects will be completed. While legal paperwork and technical details are being finalized, the concrete portion of the Wheelock project is delaying the work of other trade contractors and the project's completion. Therefore, in order to complete work and minimize the disruption to classes, it is requested the District enter into a new agreement by a new contractor which would keep the project on schedule and prevent incurring delay claims from other trade contractors on the projects.

Staff therefore recommends the Board adopt the proposed Resolution No. 46-10/11 which would delegate authority to the Vice Chancellor Administration and Finance and enter into a takeover contract to ensure the completion of the Riverside Aquatics Complex and Wheelock Gymnasium, Seismic Retrofit projects. Additionally, the takeover contract will be submitted to the Board of Trustees at a subsequent Board meeting for ratification.

Recommended Action: It is recommended that the Board of Trustees approve Resolution No. 46-10/11 for the Riverside Aquatics Complex and Wheelock Gymnasium, Seismic Retrofit projects at the Riverside City College; and authorize the Vice Chancellor, Administration and Finance to sign the resolution.

Gregory W. Gray
Chancellor

Prepared by: Cynthia E. Azari, President, Riverside City College

Norm Godin, Vice President Business Services, Riverside City College

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

Michael J. Stephens, Director of Construction, Facilities Planning and Development

RIVERSIDE COMMUNITY COLLEGE DISTRICT

EMERGENCY RESOLUTION FOR
COMPLETION OF WALL REINFORCEMENT AND CONCRETE WORK ON
Riverside Aquatics Complex (Project #28-002, BC#5) and
Wheelock Gymnasium, Seismic Retrofit (Project #29-004, BC# 2)
at Riverside City College.

RESOLUTION NO. 46-10/11

WHEREAS, the Riverside Community College District (“District”) originally awarded the Contracts for the concrete work portion of the construction of the Riverside Community College District Riverside Aquatics Complex (Project #28-002, BC#5) and Wheelock Gymnasium Seismic Retrofit (Project #29-004, BC# 2) (hereinafter collectively referred to as “Projects”) to Tidwell Concrete Construction, Inc., (“Tidwell”), and entered into the respective written contracts on October 26, 2009 and June 22, 2010;

WHEREAS, TIDWELL.’s payment and performance bond surety on the Projects is Great American Insurance Company (“Great American”);

WHEREAS, TIDWELL is one of the trade contractors for the Projects, which is being constructed utilizing the multi-prime delivery method where multiple trade contractors are managed by a construction manager to complete the Projects;

WHEREAS, TIDWELL informed the District that it can no longer perform work on the Projects and is going out of business. The surety, Great American, has contacted the District and informed the District that Great American intends to honor its performance bond obligations of ensuring the Projects will be completed. However, while legal paperwork and technical details are being undertaken, the concrete portion of the Projects is delaying the completion of the Projects and the work of other trade contractors;

WHEREAS, given the critical nature of TIDWELL’s concrete work to the overall performance of the Projects, the delays and the cost for delays caused to other trade contractors, it is necessary to enter into a takeover contract to mitigate the District’s damages until the surety can either take over the Projects or tender the difference in cost for a takeover contractor to complete the concrete portion of the Projects;

WHEREAS, competitive bidding for the completion of work would entail significant delays to prepare plans and specifications detailing the exact state of the Projects and would further require at least an additional two weeks to advertise, award and contract for the services of a take over contractor;

WHEREAS, according to Shore v. Central Contra Costa Sanitary District, 208 Cal.App. 2d 465, 25 Cal.Rptr. 419 (1962), a contract for takeover work may be exempted from competitive bidding after a contractor is terminated for cause;

WHEREAS, in order to complete work on the Projects and to minimize the disruption on classes and danger to students, it is necessary to enter into a new contract or contracts for a take

over contractor for the Projects and delegate authority to the Vice Chancellor of Administration and Finance to enter into take over contract or contracts as necessary to keep the Projects on schedule and to prevent the unnecessary incurring of delay claims from other trade contractors on the Projects;

NOW, THEREFORE, BE IT RESOLVED that the Governing Board makes the following findings regarding the emergency which exists;

1. That the above recitals are true and correct.
2. That completion of work on the Projects is necessary to immediately keep the Projects on schedule and to avoid delay claims from other trade contractors on the Projects;.
3. That under Shore v Central Contra Costa Sanitary District the District has terminated TIDWELL from the Projects for cause;
4. That the Chancellor's designee, the Vice Chancellor of Administration and Finance, is delegated authority to enter into a takeover contract or contracts necessary to ensure the completion of the Projects and that any contracts entered will be brought back to this Board for ratification pursuant to Education Code Section 81655.

PASSED AND ADOPTED this 19th day of April 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
RESOURCES COMMITTEE

Report No.: VI-E-1

Date: April 19, 2011

Subject: Phase III Student Academic Services Facility at the Moreno Valley College –
Project Budget Augmentation

Background: On October 19, 2010, the Board of Trustees approved a total project budget amount of \$19,425,642 (State \$15,137,738/Measure C \$4,287,874) for the Phase III Student Academic Services Facility at the Moreno Valley College. The project budget included the planning and working drawings, construction, testing and inspection services, California Environmental Quality Act (CEQA) compliance, construction management, Project Labor Agreement administration and Group II furniture, fixtures and equipment.

Staff recently reviewed fees associated with the previous project plans and found that due to the College redesigning the exterior of the building, the budget amount of \$19,425,642 was not sufficient and must be increased to allow for the previous preliminary plans, working drawings and test/inspection fees for the previous design. Additionally, staff was informed that the State portion of \$15,137,738 was updated to \$15,100,768 due to a calculation error in the Junior College Accounting Form 32 (JCAF 32).

Staff is now requesting the Board's approval of a project budget augmentation, formally increasing the project budget to \$20,494,033; with the State providing \$15,100,768 and \$5,392,830 from Measure C. Attached (Exhibit I) is JCAF 32 (dated 11/12/10) project budget estimate for review.

Recommended Action: It is recommended that the Board of Trustees approve for the budget augmentation for the Phase III Student Academic Services Facility project located at the Moreno Valley College and approve the project budget amount of \$20,494,033; with the State providing \$15,100,768 and \$5,392,830 from Measure C.

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

Exhibit I

COST ESTIMATE SUMMARY AND ANTICIPATED TIME SCHEDULE - JCAF 32:

Campus: Moreno Valley College (Riverside CCD) CFIS Ref. #: 40,44,208
 Project Title: PH III-STUDENT ACADEMIC SERVICES FACILITY Original CCI: 4019
 Request For: L P W C E Prepared by: FPACS
 Date Prepared: 11/12/2010 Original EPI: 2744

	Total Cost	State Funded	District Funded	
			State-Supportable	Non State-Supportable
1. Site Acquisition				
2. Plans				
A. Architectural Fees (for preliminary plans)	\$1,176,412	\$199,000	\$431,000	\$547,000
B. Project Management (for preliminary plans)	\$727,387			
C. Preliminary Tests (soils, hazardous materials)	\$234,025			
D. Other Costs (for preliminary plans)	\$10,000			
	\$205,000			
3. Working Drawings				
A. Architectural Fees (for working drawings)	\$1,118,023	\$238,000	\$554,000	\$325,000
B. Project Management (for working drawings)	\$741,403			
C. Office of the State Architect, Plan Check Fee	\$106,872			
D. Community College Plan Check Fee	\$82,753			
E. Other Costs (for working drawings)	\$43,995			
	\$143,000			
(Total PW may not exceed 13% of construction)				
4. Construction				
A. Utility Service	\$15,383,000	\$12,400,000	\$700,000	\$2,283,000
B. Site Development, Service	\$1,089,000			
C. Site Development, General	\$1,142,000			
D. Other Site Development	\$441,000			
E. Reconstruction	\$630,000			
F. New Construction (building) (w/Group I equip)	\$11,452,000			
G. Other	\$629,000			
5. Contingency				
A. Tests	\$769,150	\$769,150		
B. Inspections	\$246,128	\$246,128		
6. Architectural and Engineering Oversight				
A. Tests	\$757,660	\$286,830		
B. Inspections	\$153,830			
7. Tests and Inspections				
A. Tests	\$603,830			
B. Inspections	\$307,660	\$307,660		
8. Construction Management (if justified)				
A. Tests	\$17,463,598	\$14,009,768	\$700,000	\$2,753,830
B. Inspections	\$307,660	\$307,660		
9. Total Construction Costs (items 4 through 8 above)				
	\$736,000	\$654,000	\$1,685,000	\$82,000
10. Furniture and Group II Equipment				
	\$20,494,033	\$15,100,768	\$1,685,000	\$3,707,830
11. Total Project Cost (items 1, 2, 3, 9, and 10)				
	\$20,494,033	\$15,100,768	\$1,685,000	\$3,707,830
12. Project Data				
Construction	37,734	23,518	\$431,000	\$547,000
Reconstruction			\$554,000	\$325,000
13. Anticipated Time Schedule				
Start Preliminary Plans	7/1/2009	Advertise Bid for Construction	\$199,000	\$978,000
Start Working Drawings	1/15/2011	Award Construction Contract	\$238,000	\$879,000
Complete Working Drawings	6/1/2011	Advertise Bid for Equipment	\$700,000	\$3,453,830
DSA Final Approval	12/1/2011	Complete Project	\$654,000	\$82,000
		Total Costs	\$15,100,768	\$5,392,830
		% of SS Total	89.96%	10.04%
		SS Total:	\$3,707,830	\$16,785,768

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-E-2

Date: April 19, 2011

Subject: Development of District Design Standards – Amendment No. 1 to Agreement with HMC Architects

Background: On December 14, 2010, the Board of Trustees approved staff development of District Design Standards to establish design and construction consistency, operational efficiency and maintainability within the District’s capital facilities. The Board also approved an agreement with HMC Architects to develop the Design Standards for the Riverside Community College District in an amount of \$150,000 using District Measure C funds.

After discussion in early January, Chancellor Gray has requested a scope change to the development of the District Design Standards. Staff therefore requests an amendment to HMC Architects’ agreement in an amount not to exceed \$35,000. The revised scope of work will develop in further detail campus signage and wayfinding standards. The signage elements to be included are major vehicular/pedestrian/building interior wayfinding signs throughout the colleges. Amendment is attached for the Board’s review and consideration. The total agreement for HMC Architects, including Amendment No. 1 and reimbursable expenses totals \$185,000.

To be funded by District Measure C Funds.

Recommended Action: It is recommended that the Board of Trustees approve Amendment No. 1 with HMC Architects in an amount not to exceed \$35,000 using District Measure C Funds for revisions to the development of District Design Standards; and authorize the Vice Chancellor of Administration and Finance to sign the amendment.

Gregory W. Gray
Chancellor

Prepared by: Orin L. Williams
Associate Vice Chancellor
Facilities Planning and Development

FIRST (1) AMENDMENT TO AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
HMC ARCHITECTS
(Development of District Design Standards)

This document amends the original agreement between the Riverside Community College District and HMC Architects approved by the Board of Trustees on December 14, 2010.

The agreement is hereby amended as follows:

- I. Additional compensation of this amended agreement shall not exceed \$35,000, including reimbursable expenses. HMC Architects' agreement, including amendment and reimbursable expenses, now totals \$185,000. The term of this amendment shall be from the original agreement date of December 15, 2010 to December 31, 2011. Payments and final payment shall coincide with original agreement.
- II. The additional scope of work is described in Exhibit I, attached.

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

IN WITNESS WHEREOF, the parties hereto have executed Amendment No. 1 as of the date written below.

HMC ARCHITECTS

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____

Chris R. Taylor, AIA
Executive Vice President
3546 Concours Street
Ontario, CA 91764

By: _____

James L. Buisse
Vice Chancellor
Administration and Finance

Date: _____

Date: _____

Exhibit I

Project: Development of District Design Standards

A. SCOPE OF WORK

Campus Wayfinding Signage Program Elements: the following signage elements will be included within the standards:

Vehicular Wayfinding Signs:

- Primary Campus Entry Gateway/Monument
- Secondary Campus Entry Gateway/Monument
- Primary Direction Sign
- Secondary Direction Sign
- Tertiary Direction Sign

Pedestrian Wayfinding Signs:

- Primary Information Directory (Map/Events)
- Secondary Information Directory (Map)
- Primary Direction Sign
- Secondary Direction Sign
- Tertiary Direction Sign
- General Information Sign

Building Interior Wayfinding Signs:

- Not included as part of this proposal, to be determined at a later date

PROGRAM & CONCEPT DESIGN

Scope of work:

- review college brand and signage guidelines
- meet with project team to discuss goals and objectives
- review campus master plan documents, architectural drawings, and existing conditions for each of the three Riverside Community District Colleges
- establish overall campus sign program diagrams
- provide two (2) concept directions that complement the architectural design and college brand
- up to six (4) sign types will be illustrated to convey concept directions
- provide preliminary/typical sign location plans as necessary
- create renderings to illustrate conceptual approaches
- deliver initial concept directions to team and client for review
- based on comments from college and team develop one (1) concept direction
- deliver concept revisions for review

Deliverables:

- initial concept design directions
- preliminary programming & location plans
- concept design development

Meetings: 1 (workshops and/or presentations)

Timeline: 8-10 weeks

DESIGN DEVELOPMENT

Scope of work:

- create design development drawings for final design approval (apply design to all sign types based on approved concept)
- provide color, typeface, material and general specifications
- provide typical message layouts for each sign type
- refine typical location plans
- meet with client and design team to review all sign designs
- provide up to one (1) round of design revisions based on feedback
- meet with client and design team to review all sign designs
- provide final sign design

Deliverables:

- design drawings for all sign types
- final design drawings
- refined location plans

Meetings: 1 (workshops and/or presentations)

Timeline: 6-8 weeks

GRAPHIC STANDARDS DOCUMENTATION

Scope of work:

- provide narrative text to support the proper use and placement where applicable
- submit draft document for client review and comment
- revise per client comments
- submit final document

Deliverables:

- Document layout design
- 75% draft document
- 100% document (electronic PDF)

Meetings: 1 (coordination mtgs)

Timeline: 6-8 weeks

B. COMPENSATION

HMC Architects will provide amended services at a fixed fee of Thirty Five Thousand (\$35,000) dollars. HMC's coordination and integration of the consultants work has been included in the original agreement. The breakdown is as follows:

HMC	included in original agreement
IDA	\$ 35,000
Amendment No. 1 Total	\$ 35,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT
GOVERNANCE COMMITTEE

Report No.: VI-A-1

Date: April 19, 2011

Subject: Revised and New Board Policies – First Reading

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

Board of Trustees

AP 2710 – Conflict of Interest – This is a revision of the Administrative Procedure previously approved on November 18, 2008 and is part of the CCLC’s annual update.

Academic Affairs

BP 4250 – Probation, Dismissal and Readmission – This is a revision of the Policy previously approved on September 15, 2009.

Student Services

BP 5500 – Standards of Student Conduct – This is a revision of the Policy previously adopted on May 15, 2007.

BP 5900 – Prevention of Identify Theft in Student financial Transactions – This is a revision of the Policy previously adopted on May 19, 2009 and is part of the CCLC’s annual update.

Recommended Action: It is recommended that the Board of Trustees accept for first reading Administrative Procedure 2710 and Board Policies 4250, 5500 and 5900.

Gregory W. Gray
Chancellor

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

Riverside Community College District Procedure

No. 2710

**Board of Trustees
DRAFT**

AP 2710 CONFLICT OF INTEREST

References:

Government Code Sections 1090 et seq., 1126 and 87100 et seq.;
and as listed below

Incompatible Activities/Public Offices (Government Code Sections 1126 and 1099)
Board members shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the District. A Board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.

Officers and employees of the District who become involved in **any outside employment or** outside activities that may be perceived as inconsistent with, incompatible to, or in conflict with their duties as an officer or employee of the District, pursuant to Board Policy 2710, shall disclose those outside activities as soon as possible to their immediate supervisor. The supervisor will consult with the Chancellor/President who will decide if any further action needs to be taken.

Officers or employees who are determined (based on information from sources other than the officer or employee of the District) to be engaged in inconsistent, incompatible, or conflicting employment (including self-employment), activity, or enterprise shall receive notice from **General Counsel** ~~he Director, Contracts, Compliance and Legal Services~~ that the District is aware of the outside activity/employment. The matter will be referred to the individual's immediate supervisor who will consult with the Chancellor/President to determine what action, if any, needs to be taken.

Financial Interest (Government Code Sections 1090 et seq.)

Board members or employees shall not be financially interested in any contract made by them in their official capacity with the District or by any body or board of which they are members.

A Board member shall not be considered to be financially interested in a contract if his or her interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A Board member shall not be deemed to be financially interested in a contract if he or she has only a remote interest in the contract and if the remote interest is disclosed

during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. The willful failure to disclose the fact of his or her interest in a contract is punishable by a fine of not more than one thousand dollars (\$1,000), or by imprisonment in the state prison, and is forever disqualified from holding any office in this state (Government Code Section 1097). Remote interests are specified in Government Code Section 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his or her minor child.

No Employment Allowed (Education Code Section 72103(b))

An employee of the District may not be sworn in as an elected or appointed member of the Board of Trustees unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation (Education Code Section 72103(b)).

Financial Interest in a Decision (Government Code Sections 87100 et seq.)

If a Board member **or employee** determines that he or she has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board's official minutes. ***In the case of an employee, this announcement shall be made in writing and submitted to the Board.*** A Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter.

- Publicly identify the financial interest in detail sufficient to be understood by the public;
- Recuse himself or herself from discussing and voting on the matter;
- Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A Board member may, however, discuss the issue during the time the general public speaks on the issue.

Gifts (Government Code Section 89503)

Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. At the determination of the appropriate administrator, other employees may also be restricted from accepting gifts from outside sources.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. Additionally, these limitations do not prohibit or limit payments, advances, or reimbursement for travel and related lodging and subsistence from any source permitted by Government Code 89506.

A gift of travel does not include travel provided by the District for Board members and designated employees.

Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501 and 89502).

Designated employees shall not accept any honorarium from any source that would be reportable on his or her statement of economic interests.

Representation (Government Code Section 87406.3)

Elected officials, and the Chancellor, shall not, for a period of one-year after leaving their position, act as an agent or attorney for, or otherwise represent, for compensation, any other person, by making any formal or informal appearance before, or by making any oral or written communication to the Board, any Committee of the Board, any member of the Board or any officer or employee of the District, if the appearance or communication is made for the purpose of influencing administrative or legislative action, or influencing any action or proceeding involving the issuance, amendment, awarding, or revocation of a permit, license, grant, or contract or the sale or purchase of goods or property. The appearance or communication may be made if, at the time of the appearance or communication, the individual is a board member, officer, or employee of another local government agency or an employee or representative of a public agency and is appearing or communicating on behalf of that agency.

Date Approved: November 18, 2008

Revised:

No. 4250

Riverside Community College District Policy

**Academic Affairs
DRAFT**

BP 4250 PROBATION, DISMISSAL, AND READMISSION

References:

Education Code Section 70902(b)(3);
Title 5 Sections 55030 - 55034

Probation

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "F", "W", "**FW**", "I", "NC", and "NP" were recorded exceeds fifty percent.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the Chancellor.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "F", "W", "**FW**", "I", "NC", and "NP", drops below fifty percent.

Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of *two* consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "F", "W", "**FW**", "I", "NC", and "NP", are recorded in at least two consecutive semesters exceeds fifty percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student is able to provide evidence that his/her personal and/or academic circumstances have changed in a positive manner.

Readmission

A student who has been dismissed may be reinstated after an absence of one semester. Readmission may be granted, denied or postponed according to criteria contained in administrative procedures.

The Chancellor shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

Date Adopted: September 15, 2009
(Replaces RCCD Policy 6066)

Revised:

**Student Services
DRAFT**

BP 5500 STANDARDS OF STUDENT CONDUCT

References:

Ed Code Section 66300, 66301, 76033;
Accreditation Standard II.A.7.b
Health and Safety Code Section 11362.79
34 C.F.R. Part 86, et seq.

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion. The Board of Trustees shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Trustees on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog(s) and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.

3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5. **It is also unlawful under federal law, to possess, use, sell, offer to sell, furnish or be under the influence of any controlled substance, including medical marijuana.**
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior toward an individual or group based on **ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of section 422.6 of the Penal Code,** or any other status protected by law.
10. Willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
 - A. Forms of Dishonesty include, but are not limited to:
 1. Plagiarism: Presenting another person's language

(spoken or written), ideas, artistic works or thoughts, as if they were one's own;

2. Cheating: Use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, Recordings, and other students' work;
 3. Furnishing false information to the District for Purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents.
13. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
 14. Unauthorized entry upon or use of District facilities.
 15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
 16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
 17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
 18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.
 19. Use, possession, distribution or being under the influence of alcoholic beverages, controlled substance(s), or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off-site class, or during any District sponsored activity, trip or competition.

- A. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.
20. Violation of the District's Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any or all of the District's Information Technology resources.
21. Use of an electronic recording or any other communications device (such as walkmans, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.
22. Eating (**except for food that may be necessary for a verifiable medical condition**) or drinking (**except for water**) in classrooms.
23. Gambling, of any type, on District property.
24. Bringing pets (with the exception of **service animals** ~~guide dogs~~) on District property.
25. Distribution of printed materials without the prior approval of the Student Activities Office. Flyers or any other literature may not be placed on vehicles parked on District property.
26. The riding/use of bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) is limited to paved streets or thoroughfares normally used for vehicular traffic. In addition, the riding/use of all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, except for approved activities.
27. The presence in classrooms or laboratories of non-enrolled individuals (except for those individuals who are providing accommodations to students with disabilities) is prohibited without the approval of the faculty member.

Responsibility

- A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. ***In this regard, please refer to***

Administrative Procedure 5520, **which** deals with matters of student discipline and student grievance.

- B. The Chief Student Services Officer **of each College** will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters **contained in Administrative Procedure 5520**.
- C. The Chief Instructional Officer **of each College** will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters **contained in Administrative Procedure 5520**.
- D. For matters involving the prohibition of discrimination and harassment, the concern should be referred to the District's Diversity, Equity and Compliance Office.
- E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all schedules of classes, the college catalog, the student handbook, and the faculty handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

Date Adopted: May 15, 2007
(Replaces the Standards of Student
Conduct portion of Policy 6080)
Revised:

Riverside Community College District Policy

No. 5900

**Student Services
DRAFT**

BP 5900 PREVENTION OF IDENTITY THEFT IN STUDENT FINANCIAL TRANSACTIONS

References:

Fair and Accurate Credit Transactions Act, (**15 U.S.C. 1681 m[3]**) Pub.L. 108-159)

The District is required to provide for the identification, detection, and response to patterns, practices, or specific activities (“Red Flags”) that could indicate identity theft of students’ financial transactions ~~when This is because~~ the District serves as a creditor in relation to its students. **When applicable,** the Chancellor is directed to develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

Date Adopted: May 19, 2009

Revised:

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING COMMITTEE

Report No.: VI-B-1

Date: April 19, 2011

Subject: Office of Economic Development Mission Statement

Background: On March 4, 2011, the District Strategic Planning Committee revised and approved the mission statement for the Office of Economic Development.

Recommended Action: It is recommended that the Board of Trustees approve the Office of Economic Development Mission Statement:

“The Office of Economic Development at Riverside Community College District is committed to advancing our community’s economic growth, our constituents’ personal growth and workforce competitiveness through high quality training and services focusing on continuous workforce development, community improvement, job creation and business attraction, retention, and development. Partnering with representatives of business, labor, civic agencies and professional trade associations, we are dedicated to exploring and developing new alternatives, resources, and funding for growing our region’s economic self-sufficiency and lifelong access to good-paying jobs.”

Gregory W. Gray
Chancellor

Prepared by: Ray Maghroori
Provost/Vice Chancellor, Educational Services

John Tillquist
Dean, Economic Development and Community Education

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING COMMITTEE

Report No.: VI-B-2

Date: April 19, 2011

Subject: Proposed Curricular Changes

Background: Presented for the Board's review and consideration are proposed curricular changes. The District Curriculum Committee and the administration have reviewed the attached proposed curricular changes and recommend their adoption by the Board of Trustees.

Recommended Action: It is recommended that the Board of Trustees approve the curricular changes for inclusion in the catalog and in the schedule of class offerings.

Gregory W. Gray
Chancellor

Prepared by: Ray Maghroori
Vice Chancellor/Provost, Educational Services

Sylvia Thomas
Associate Vice Chancellor, Educational Services

I. New Stand-Alone Course Proposals:

The following courses will be a part of a Medical Biotechnology Certificate program developed for Moreno Valley College:

1.	BIT-20	Introduction to Biotechnology	M
2.	BIT-21	Laboratory Techniques	M
3.	BIT-22	DNA Techniques	M
4.	BIT-23	Protein Techniques	M
5.	BIT-24	Principles of Culture Techniques	M
6.	BIT-25	Research Presentation	M

The following courses are being proposed to support the Title V Portal to Your Future Grant. These courses will eventually be included in a certificate program currently under development and are part of a comprehensive game design program:

7.	GAM-21	History of Video Games	N
8.	GAM-22	Game Design Principles	N
9.	GAM-23	Digital Game Design	N
10.	GAM-42	PhotoShop for Game Art and Animation	N
11.	GAM-43	Survey of Media Art for Game Design/Animation	N
12.	GAM-44	Portfolio Production	N
13.	GAM-46	Environment and Vehicle Modeling	N
14.	GAM-48	3D Character Animation	N
15.	GAM-49	Game Modeling and Texturing	N

The following course will provide students practical applications to scenarios and case studies to better understand Homeland Security in the context of terrorist acts and natural disasters:

16.	HLS-6	Case Studies in Emergencies, Disasters and Homeland Security Incidents	M
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The following course will provide students an opportunity to integrate academic learning with civic involvement:

17.	ILA-5	Service Learning and Community Involvement	MNR
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The following course is proposed to address the discipline name change from Physical Education to Kinesiology by changing the course designation from PHP to KIN:

18.	KIN-59	Athletic Advisement	R
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The following courses will provide an educational need identified by the Logistics Industry Council:

19.	SCT-3	Supply Chain Technology	N
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II. New Course Proposals:

The following course will be part of the pathways for transfer to CalPoly computer science department:

1.	CIS 18D	Data Structures and Algorithms	NR
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The following courses reflect the new discipline Simulation and Gaming and are cross-listed with CIS courses and are part of the Simulation and Gaming: Game Art certificate/program.:

2.	GAM-35	Introduction to Simulation and Game Development	N
3.	GAM-36	Introduction to Computer Game Design	N
4.	GAM-37	Beginning Level Design for Computer Games	N

5.	GAM-38A	Simulation and Gaming/3D Modeling for Real Time Interactive Simulations	N
6.	GAM-38B	Simulation and Gaming/3D Animation for Real Time Interactive Simulations	N
7.	GAM-38C	Simulation and Gaming/3D Dynamics for Real Time Interactive Simulations	N
8.	GAM-39	Current Techniques in Game Art	N

The following courses are being proposed to address the discipline name change from Physical Education to Kinesiology by changing the course designation from PHP to KIN:

9.	KIN 4	Nutrition	MNR
10.	KIN 6	Intro PE for Preschool and Elementary Children	R
11.	KIN 8	Triathlon Techniques	R

The following course also addresses a title change from "Introduction to Physical Education":

12.	KIN 10	Introduction to Kinesiology	NR
13.	KIN 12	Sport Psychology	R
14.	KIN 14	Athletic and Fitness Organization and Administration	R
15.	KIN 16	Introduction to Athletic Training	NR
16.	KIN 17	Athletic Training, Fall Sports, Lower Extremity	R
17.	KIN 18	Athletic Training, Spring Sports, Upper Extremity	R
18.	KIN 19	Athletic Training, Fall Sports, Head, Neck, Spine, Torso, and Hip	R
19.	KIN 20	Athletic Training, Spring Sports, General Medical	R
20.	KIN 21	Athletic Training Applications	R
21.	KIN 24	Sports Officiating - Fall Sports	R
22.	KIN 25	Sports Officiating - Spring Sports	R
23.	KIN 26	Foundations of Coaching	R
24.	KIN 27	Football Theory	R
25.	KIN 28	Basketball Theory	R
26.	KIN 29	Soccer Theory	NR
27.	KIN 30	First Aid and CPR	MNR
28.	KIN 33	Baseball Theory	R
29.	KIN 34	Softball Theory	R
30.	KIN 35	Foundation for Fitness and Wellness	MNR
31.	KIN 36	Wellness: Lifestyle Choices	MNR
32.	KIN 38	Stress Management	MNR
33.	KIN 42	Lifeguarding/Title 22 First Aid/Water Safety Instructor	R
34.	KIN 43	Personal Training	R
35.	KIN 44	Yoga Instructor Training	R
36.	KIN 45	Group Fitness Instructor	R
37.	KIN 47	Hiking and Backpacking	R
38.	KIN 200	Physical Education Work Experience	R

The following course also addresses a title change from "Adaptive Physical Education for Students with a Physical Disability":

39.	KIN A03	Adaptive Physical Fitness	NR
40.	KIN A04	Adaptive Water Exercise	R
41.	KIN A05	Songleading and Cheerleading	R
42.	KIN A07	Badminton	R
43.	KIN A09	Racquetball	R
44.	KIN A11	Tennis, Beginning	MR
45.	KIN A12	Tennis, Intermediate	MR

46.	KIN A13	Tennis, Advanced	MR
47.	KIN A15	Bowling, Beginning	MNR
48.	KIN A16	Bowling, Intermediate	MNR
49.	KIN A17	Bowling, Advanced	MR
50.	KIN A20	Golf, Beginning	NR
51.	KIN A21	Golf, Intermediate	NR
52.	KIN A28	Swimming, Beginning	R
53.	KIN A29	Swimming, Intermediate	R
54.	KIN A30	Swimming, Advanced Skills and Conditioning	R
55.	KIN A31	Water Aerobics and Deep Water Exercise	R
56.	KIN A33	Track and Field Techniques: Running Event Techniques	R
57.	KIN A34	Track and Field Techniques: Field Event Techniques	R
58.	KIN A36	Cross Country Skiing	MR
59.	KIN A40	Karate, Beginning	MNR
60.	KIN A41	Karate, Intermediate	MNR
61.	KIN A43	T'ai-chi Ch'uan, Beginning	MR
62.	KIN A44	T'ai-chi Ch'uan, Intermediate	MR
63.	KIN A46	Hatha Yoga, Beginning	MNR
64.	KIN A47	Hatha Yoga, Intermediate	MNR
65.	KIN A50	Baseball, Defensive	R
66.	KIN A51	Baseball, Offensive	R
67.	KIN A52	Fastpitch Fundamentals: Offensive	R
68.	KIN A53	Fastpitch Fundamentals: Defensive	R
69.	KIN A54	Fast Pitch Softball Fundamentals	R
70.	KIN A55	Slow Pitch Softball	NR
71.	KIN A57	Basketball	R
72.	KIN A60	Football Fundamentals, Defensive	R
73.	KIN A61	Football Fundamentals, Offensive	R
74.	KIN A62	Flag Football	R
75.	KIN A62A	Flag Football	R
76.	KIN A63	Ultimate Frisbee	NR
77.	KIN A64	Soccer	MNR
78.	KIN A67	Volleyball, Beginning	R
79.	KIN A68	Volleyball, Intermediate	R
80.	KIN A69	Volleyball, Advanced	R
81.	KIN A70	Water Polo Techniques	R
82.	KIN A74	Hiking and Backpacking Activities	R
83.	KIN A75	Walking for Fitness	MNR
84.	KIN A77	Jogging for Fitness	NR
85.	KIN A78	Long Distance Running	R
86.	KIN A80	Triathlon Techniques	R
87.	KIN A81	Physical Fitness	MNR
88.	KIN A82	Speed, Agility, and Quickness Training	R
89.	KIN A83	Kickboxing Aerobics	MNR
90.	KIN A85	Bicycling	MR
91.	KIN A86	Step Aerobics	MR
92.	KIN A87	Step Aerobics, Intermediate	MR
93.	KIN A88	Step Aerobics, Advanced	MR
94.	KIN A89	Body Sculpting	MR
95.	KIN A90	Weight Training	R

96.	KIN A92	Weight Training, Advanced	R
97.	KIN A94	In-Season Varsity Sport Conditioning	R
98.	KIN A95	Out-Of-Season Sport Conditioning	NR
99.	KIN V01	Cross Country, Varsity, Men	R
100.	KIN V02	Football, Varsity, Men	R
101.	KIN V04	Basketball, Varsity, Men	R
102.	KIN V05	Baseball, Varsity, Men	R
103.	KIN V06	Track and Field, Varsity, Men	R
104.	KIN V07	Golf, Varsity, Men	R
105.	KIN V08	Tennis, Varsity, Men	R
106.	KIN V09	Swimming and Diving, Varsity Men	R
107.	KIN V10	Soccer, Varsity Men	NR
108.	KIN V11	Pep Squad, Varsity, Men and Women	R
109.	KIN V12	Cross Country, Varsity, Women	R
110.	KIN V14	Track and Field, Varsity, Women	R
111.	KIN V18	Tennis, Varsity, Women	R
112.	KIN V19	Swimming and Diving, Varsity, Women	R
113.	KIN V20	Basketball, Varsity, Women	R
114.	KIN V21	Volleyball, Varsity, Women	R
115.	KIN V22	Fastpitch, Varsity, Women	R
116.	KIN V23	Water Polo, Varsity, Men	R
117.	KIN V24	Water Polo, Varsity, Women	R
118.	KIN V25	Soccer, Varsity, Women	NR

III. Course Inclusions:

1.	ART-5	History of Non-Western Art	N
2.	ART-30	Printmaking	N
3.	ART-34	Studio Three Dimensional Design	N
4.	ART-38	Studio Illustration	N
5.	ART-49	Studio Printmaking	N
6.	COM-1	Public Speaking	N
7.	COM-1H	Public Speaking Honors	N
8.	COM-2	Persuasion in Rhetorical Perspective	N
9.	COM-3	Argumentation and Debate	N
10.	COM-5	Parliamentary Procedure	N
11.	COM-6	Dynamics of Small Group Communication	N
12.	COM-7	Oral Interpretation of Literature	N
13.	COM-9	Interpersonal Communication	N
14.	COM-9H	Honors Interpersonal Communication	N
15.	COM-11	Storytelling	N
16.	COM-12	Intercultural Communication	N
17.	COM-13	Gender and Communication	N
18.	COM-19	Reader's Theater	N
19.	HUM-3	Creativity and the Imagination	N
20.	MUS-4	Music Theory I	N
21.	REA-4	Critical Reading as Critical Thinking	M

IV. Major Course Modification Proposals:

The following courses are being updated to include sample assignments and link student learning outcomes (SLOs) to GE SLOs:

- | | | | |
|----|---------|---|-----|
| 1. | CIS-1B | Advanced concepts in Computer Information Systems | MNR |
| 2. | CIS-14B | Web Programming: Active Server Pages | MNR |
| 3. | CIS-56A | Designing Web Graphics | MNR |

The following courses are being modified to add cross-listing with GAM courses and to remove cross-listing with CSC deleted courses:

- | | | | |
|-----|---------|---|-----|
| 4. | CIS-35 | Introduction to Simulation and Game Development | MNR |
| 5. | CIS-36 | Introduction to Game Design | MNR |
| 6. | CIS-37 | Beginning Level Design for Computer Games | MNR |
| 7. | CIS-38A | Simulation and Gaming/3D Modeling for Real-time Interactive Simulations | NR |
| 8. | CIS-38B | Simulation and Gaming/3D Animation for Real-time Interactive Simulations | NR |
| 9. | CIS-38C | Simulation and Gaming/3D Dynamics and Rendering for Real-time Interactive Simulations | NR |
| 10. | CIS-39 | Current Techniques in Game Art | MNR |

The following course is being modified to include sample assignments:

- | | | | |
|-----|--------|---------------------|-----|
| 11. | ENG-1A | English Composition | MNR |
|-----|--------|---------------------|-----|

The following course is being modified to update course description, student learning outcomes and add assignments and update textbooks:

- | | | | |
|-----|--------|-------------------------------|-----|
| 12. | ENG-1B | Critical Thinking and Writing | MNR |
|-----|--------|-------------------------------|-----|

The following courses are being revised to add sample assignments, link GESLOs to SLOs, and remove SLO redundancies:

- | | | | |
|-----|-------|---|-----|
| 13. | ENG-6 | British Literature I: Anglo-Saxon through Eighteenth Century | MNR |
| 14. | ENG-7 | British Literature II: Romanticism through Modernism/Post-Modernism | MNR |

The following course is being revised to add sample assignments, link SLOs to GESLOs, and remove from the course description the requirement to teach Judeo-Christian mythology as one of the minimum required traditions:

- | | | | |
|-----|-------|---------------------------|-----|
| 15. | ENG-8 | Introduction to Mythology | MNR |
|-----|-------|---------------------------|-----|

The following courses are being revised to add sample assignments, link SLOs to GESLOs, and remove SLO redundancies:

- | | | | |
|-----|--------|---|-----|
| 16. | ENG-9 | Introduction to Shakespeare | MNR |
| 17. | ENG-10 | Special Studies in Literature | MNR |
| 18. | ENG-14 | American Literature I: Pre-Contact to Civil War | MNR |
| 19. | ENG-15 | American Literature II: 1860-Present | MNR |
| 20. | ENG-18 | Survey Native American Literature | NR |
| 21. | ENG-20 | Survey of African American Literature | MNR |

The following course is being revised to add sample assignments and link SLOs to GESLOs. Removed phrase "including extensive influence of the Bible on Western Literature" from the course description as that content is not reflected in the SLOs and erroneously suggests a widened scope of the class:

- | | | |
|------------|-------------------------|-----|
| 22. ENG-23 | The Bible As Literature | MNR |
|------------|-------------------------|-----|

The following courses are being revised to add sample assignments, link SLOs to GESLOs, and remove SLO redundancies:

- | | | |
|------------|--|-----|
| 23. ENG-25 | Latino Literature of the United States | MR |
| 24. ENG-26 | The Literature of Mysticism, Meditation, and Madness | |
| 25. ENG-30 | Children's Literature | MNR |
| 26. ENG-35 | Images of Women in Literature | MNR |

The following course is being revised to change the title from "World Literature I: from Ancient Literatures through 1650 C.E."; change in course description and revised to add assignments, link SLOs to GESLOs, remove SLO redundancy, and change time period end date (from Italian Renaissance and 1650 CE to 17th Century) to allow for minor variations within different cultures' historical eras and for consistency throughout COR:

- | | | |
|------------|---|-----|
| 27. ENG-40 | World Literature I: From Ancient Literatures to the Seventeenth Century | MNR |
|------------|---|-----|

The following course is being revised to change the title from "World Literature II: 1650 CE Through the Present", to change the course description and to add assignments, link SLOs to GESLOs, remove redundancies in SLOs, and change time period start date to allow for minor variations within different cultures' historical eras and to show consistency throughout the COR:

- | | | |
|------------|--|-----|
| 28. ENG-41 | World Literature II: Seventeenth Century Through the Present | MNR |
|------------|--|-----|

The following courses are being revised to add sample assignments, link SLOs to GESLOs, and remove a few redundancies in SLOs:

- | | | |
|------------|---|----|
| 29. ENG-44 | Poetry from the Twentieth Century to the Present | NR |
| 30. ENG-45 | Modern Drama | NR |
| 31. ENG-48 | Short Story and Novel from the Twentieth Century to the Present | NR |

The following course is being revised to add sample assignments, link SLOs to GESLOs, and remove from the course description the requirement to teach Judeo-Christian mythology as one of the minimum required traditions:

- | | | |
|-----------|---------------------------|-----|
| 32. HUM-8 | Introduction to Mythology | MNR |
|-----------|---------------------------|-----|

The following course is being revised to add sample assignments and link SLOs to GESLOs as well as the removal of the phrase "including extensive influence of the Bible on Western Literature" from the course description as that content is not reflected in the SLOs and erroneously suggests a widened scope of the class:

- | | | |
|------------|-------------------------|-----|
| 33. HUM-23 | The Bible as Literature | MNR |
|------------|-------------------------|-----|

The following course has been modified to designate it as a basic skills course:

- | | | |
|------------|--------------------|-----|
| 34. MAT-52 | Elementary Algebra | MNR |
|------------|--------------------|-----|

The following course is being modified to provide more in-class time to successfully and completely work through the course content by changing laboratory hours from 54 to 108; units from 1 to 2:

- | | | |
|-----------|---|---|
| 35. MUC-1 | Performance Techniques For Studio Recording | N |
|-----------|---|---|

The following course is being revised to add the limitation of enrollment of “audition on or before the first day of class”; after two semesters of offering this course, it is the opinion of the commercial music faculty that a limitation of enrollment should be added in order for student learning to be maximized:

36. MUC-10 Norco Choir N

V. Course Deletion Proposals:

The following courses are being deleted because the software is no longer viable in the industry:

1. ADM-73 Developing and Authoring Multimedia CDs and DVDs R
2. ADM-75 Desktop Publishing with PageMaker R
3. ADM-78A Multimedia Construction with Macromedia Director R
4. ADM-78B Multimedia Construction using Lingo R
5. ADM-78C Multimedia Construction using Adobe Premiere R

The following course is being deleted due to lack of student interest:

6. ADM-79 Multimedia Production using Painter R

The following course is being deleted because technology changes no longer require this advanced course:

7. ADM-81 Advanced Digital Darkroom R

The following courses will be deleted and their topics covered in other logistics courses:

8. BUS-81 Inventory Control NR
9. BUS-84 Computerized Logistics N

The following course is being deleted because the topics are covered by CAT-80:

10. CAT-34B Intermediate Microsoft Word for Windows NR

The following courses are being deleted and will be replaced by Simulation and Gaming (GAM) courses which will be cross listed with Computer Systems Information (CIS) courses:

11. CSC-35 Introduction to Simulation and Game Development NR
12. CSC-36 Introduction to Computer Game Design NR
13. CSC-37 Beginning Level Design for Computer Games NR
14. CSC-38A Simulation and Gaming/3D Modeling for Real-time Interactive Simulations NR
15. CSC-38B Simulation and Gaming/3D Animation for Real-time Interactive Simulations NR
16. CSC-38C Simulation and Gaming/3D Dynamics and Rendering for Real-time Interactive Simulations NR

The following courses are being deleted due to lack of student interest:

17. GER-4 German 4 R
18. SOC-35 Sociology of the Black Community MR

The following course has been replaced by SOC-50:

19. SOC-49 Intro Research Methodology R

The following courses will be replaced by SCE-813 Health Aging for Older Adults:

20.	SCE-808A	Music Therapy for Seniors	R
21.	SCE-808B	Music Therapy for Seniors	R
22.	SCE-814	T'ai-Chi Ch'uan for Older Adults	MR
23.	SCE-815	Yoga for Older Adults	MR
24.	SCE-816	Swim and Water exercise for Older Adults	MR
25.	SCE-819	Walking for Health for Older Adults	R

The following courses are being deleted due to the discipline name change from Speech Communications to Communications Studies requiring a title change from SPE to COM:

26.	SPE-1	Public Speaking	MNR
27.	SPE-1H	Public Speaking Honors	MNR
28.	SPE-2	Persuasion in Rhetorical Perspective	NR
29.	SPE-3A	Argumentation and Debate	MNR
30.	SPE-5	Parliamentary Procedure	MR
31.	SPE-6	Dynamics of Small Group Communication	MR
32.	SPE-7	Oral Interpretation of Literature	MNR
33.	SPE-9	Interpersonal Communication	MNR
34.	SPE-9H	Honors Interpersonal Communication	MNR
35.	SPE-11	Storytelling	NR
36.	SPE-12	Intercultural Communication	MNR
37.	SPE-13	Gender and Communication	MNR
38.	SPE-19	Reader's Theater	R
39.	SPE-51	Enhancing Communication Skills	MR

VI. Course Exclusion Proposals:

The following courses are being removed from the college inventory due to low enrollment:

1.	HUM-3	Creativity and Imagination	R
2.	SPA-2H	Honors Spanish 2	R

VII. New State/Locally Approved Degree/Certificate Proposals:

1. American Studies (MR)
2. Associate in Arts for Transfer in Communication Studies (MNR)
3. Associate in Arts for Transfer in Sociology (MNR)

VIII. Modification of State/Locally Approved Degree/Certificate Proposals:

The following are being modified to address either course deletions, course designation changes, or unit changes:

1. Administration of Justice-Law Enforcement (M)
2. Business Administration-Logistics Management Concentration (N)
3. Early Childhood Education (MNR)
4. Exercise Sport and Wellness-Fitness Professionals Emphasis (R)
5. Exercise Sport and Wellness-Athletic Training Emphasis (R)
6. Exercise Sport and Wellness-Coaching Emphasis(R)
7. Film, Television and Video Production Specialist-Digital Media/Motion Graphics Emphasis (R)

8. Fire Technology (M)
9. International Business (R)
10. Logistics Management (N)
11. Retail Management/WAFC (NR)
12. Simulation and Gaming: Game ART (MN)
13. Victims Services Aide (R)
14. Visual Communications-Animation (R)
15. Visual Communications-Illustration (R)

IX. Discipline Adoption:

1. Physical Education (Kinesiology)- Moreno Valley, Norco and Riverside City

AMERICAN STUDIES

The Associate's Degree in American Studies provides a structured program in which students can explore a variety of disciplines in which they might major at a four-year college around a common theme of American history and culture. All courses in the program are transferable to CSU (and most to UC). Most courses in the program also meet RCC General Education Requirements as well as CSU Breadth and IGETC requirements. Many of the courses in the program also meet lower division major requirements at four-year colleges.

Program Student Learning Outcomes (note that these four program outcomes both (1) draw on course SLOs and (2) directly support 4 of the 6 RCCD GE SLOs):

- Develop students' skills to critically analyze the history, culture, politics and society of the United States.
- Develop students' ability to interpret American history, culture, politics and society orally and in written form.
- Develop students' understanding of a range of academic disciplines around a core of American history, culture, politics and society.
- Develop students' awareness of the diversity of the American people as a society of immigrants developing national traditions and culture.

The Associate's Degree in American Studies requires 18 units distributed between three disciplines. Students must complete at least one two-semester sequence.

INCLUDED DISCIPLINES AND COURSES:

Take one of these two-semester sequences:

English (ENG): **14**(MNR), **15**(MNR)

History (HIS): **6**(MNR), **7**(MNR), **6H** (MNR), **7H** (MNR)

History (HIS): **11**(MR), **12**(MR)

History (HIS): **14**(MNR), **15**(MR)

History (HIS): **28**(R), **29**(R)

History (HIS): **30**(MR), **31**(MNR)

Elective courses: (12 additional units, selected from the following):

American Sign Language (AML): **22**(R)

English (ENG): **14** (MNR), **15**(MNR), **18**(NR), 20(MNR), **25**(MR), 47(R)

Film/TV/Video (FTV): **12**(R)

History (HIS): **6**(MNR), **7**(MNR), **6H** (MNR), **7H** (MNR), **11**(MR), **12**(MR), **14**(MNR), **15**(MR), **26**(MNR), **28**(R), **29**(R), **30**(MR), **31**(MNR), **34**(MNR)

Humanities (HUM): **9**(R), **11**(NR), **16**(NR)

Military Science (MIL): **1**(MR), **2** (MR)

Music (MUS): **25**(MNR), **26**(MNR), **89**(NR)

Philosophy (PHI): **19**(R)

Political Science (POL): **1**(MNR), **1H** (MNR), **5** (NR), 12(R), **13**(NR)

Sociology (SOC): **2**(MNR), **3**(NR), **15**(NR), **22**(R)

A course may only be counted once.

All courses in regular font are transferable to CSU with the courses in **BOLD** being transferable to both CSU and UC.

COMMUNICATION STUDIES

The communication studies transfer degree, coupled with CSU Breadth or IGETC requirements, provides opportunity for students to transfer to a CSU with junior standing. The degree encourages students to examine and evaluate human communication across and within various contexts for the purpose of increasing competence.

Associate in Arts for Transfer Degree

Program Learning Outcomes

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

- Synthesize communication principles and theories to develop communication competence to improve human interaction.
- Apply and analyze rhetorical principles for a variety of purposes adapting to audience and context.
- Understand the theoretical and practical relationships between and among symbols, culture and gender to competently create, interpret and/or evaluate messages.

Required Courses (18-19 units) Units

COM-1/1H (MNR)	Public Speaking	3
COM-9/9H (MNR)	Interpersonal Communication	3
Electives	from Group A	3
Electives	from Group B	6-7
Electives	from Group C	3-4

Electives Group A (3 units) Units

COM-2 (MNR)	Persuasion in Rhetorical Perspective	3
COM-3 (MNR)	Argumentation and Debate	3
COM-6 (MNR)	Dynamics of Small Group Communication	3

Electives Group B (6-7 units) Units

COM-2 (MNR)	Persuasion in Rhetorical Perspective	3
COM-3 (MNR)	Argumentation and Debate	3
COM-5 (MNR)	Parliamentary Procedure	1
COM-6 (MNR)	Dynamics of Small Group Communication	3
COM-7 (MNR)	Oral Interpretation of Literature	3
COM-11 (MNR)	Storytelling	3
COM-12 (MNR)	Intercultural Communication	3
COM-13 (MNR)	Gender and Communication	3
COM-19 (MNR)	Reader's Theater	3

Electives Group C (3-4 Units) Units

Any transferable COM course not taken in group A or B above		1-3
ADJ-5 (MNR)	Community Relations	3
ANT-2 (MNR)	Cultural Anthropology	3
ANT-8 (MNR)	Language and Culture	3
HMS-8 (MR)	Introduction to Group Process	3
JOU-7 (MNR)	Mass Communications	3
PSY-1 (MNR)	General Psychology	3
PSY-9 (MNR)	Developmental Psychology	3

PSY-33 (MNR)	Theories of Personality	3
SOC-1 (MNR)	Introduction to Sociology	3
SOC-12 (MNR)	Marriage Family Relations	3
SOC-50 (NR)	Introduction to Social Research Methods	3

A course may only be counted once.

Associate in Arts Degree for Transfer

The Associate in Arts for Transfer degree in Communication Studies will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development.)

SOCIOLOGY

The Associate in Arts Degree in Sociology for Transfer is designed to prepare the student for transfer to four-year institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Sociology at a California State University. It will also provide the student with a sufficient academic basis from which to pursue a career in the social science professions. The student will be afforded the opportunity to study the nature of the human affinity for aggregation and the complexities of societal organization. The breadth of Sociology will be examined to include the historical and contemporary theory and research as the basis from which to gain an in-depth awareness and understanding of the world in which we live.

Associate in Arts for Transfer Degree

Program Learning Outcomes

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

- Demonstrate an awareness and understanding of the historical and contemporary theoretical frameworks that form the basis of Sociological study.
- Demonstrate the utility of past and present sociological research and the research methodologies that form the basis of sociological inquiry.
- Demonstrate the ability to be academically proficient in at least two specific areas of sociological emphasis, i.e., Marriage and Family, Race/Ethnicity, Culture, Crime and Deviance, Social Problems.
- Demonstrate an understanding of the basic principles for at least one of the social sciences beyond Sociology, i.e., Anthropology, Economics, Political Science, Psychology, or U.S. History.

<u>Required Courses: (18 units)</u>		<u>Units</u>
SOC-1 (MNR)	Introduction to Sociology	3
Electives	from Group A	6
Electives	from Group B	6
Electives	from Group C	3
<u>Electives Group A (6 units)</u>		<u>Units</u>
SOC-2 (MNR)	American Social Problems	3
MAT-12/12H (MNR)	Statistics	3
SOC-50 (NR)	Introduction to Social Research Methods	3
<u>Electives Group B (6 units)</u>		<u>Units</u>
SOC-3 (NR)	Social Inequality	3
SOC-10 (MNR)	Race and Ethnic Relations	3
SOC-12 (MNR)	Marriage Family Relations	3
SOC-15 (NR)	Women in American Society	3
SOC-20 (MNR)	Introduction to Criminology	3
<u>Electives Group C (3 units)</u>		<u>Units</u>
ANT-2 (MNR)	Cultural Anthropology	3
ECO-4 (MNR)	Introduction to Economics	3
HIS-6/6H (MNR)	Political and Social History of US	3
HIS-14 (MNR)	African American History I	3
HIS-30 (MR)	Introduction to Chicano Study	3

HIS-34 (MNR)	History of Women in America	3
POL-1/1H (MNR)	American Politics	3
PSY-1 (MNR)	General Psychology	3
PSY-8 (MNR)	Introduction to Social Psychology	3
PSY-9 (MNR)	Developmental Psychology	3
PSY-33 (MNR)	Theories of Personality	3

Associate in Arts Degree for Transfer

The Associate in Arts for Transfer degree in Sociology will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development.)

ADMINISTRATION OF JUSTICE/LAW ENFORCEMENT (M)

MAS563/MCE563

This program focuses on the criminal justice system, its organizational components and processes, as well as its legal and public policy contexts. This includes instruction in criminal law and policy, police and correction systems organization, the administration of justice and the judiciary, and public attitudes regarding criminal justice issues.

Certificate Program

Program Learning Outcomes

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

- Analyze the various aspects of police work
- Identify minimum competencies in police functions of most frequent occurrence
- Apply laws of arrest, search and seizure, documentation of evidence and patrol procedures in a variety of scenarios and environments
- Compare and contrast basic techniques for evaluating and analyzing occupationally hazardous situations and selection of the appropriate response or procedure
- Compare and contrast the concepts of uniformity in police practices and procedures.

<u>Required Courses (34.5-39 units)</u>		<u>Units</u>
ADJ-B1B	Basic Peace Officer Training Academy	39
or		
<u>Reserve Training Module Format</u>		<u>34.5</u>
ADJ-R1A2	Level III Modular Academy Training	6.5
ADJ-R1B	Level II Reserve Officer Training	11
ADJ-R1C	Level I Reserve Officer Training	17

Associate of Science Degree

The Associate of Science Degree in Administration of Justice/Law Enforcement will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

BUSINESS ADMINISTRATION
 LOGISTICS MANAGEMENT CONCENTRATION (N)

NAS580/CE580

This program prepares students for entry into or career growth within the logistics industry, and ongoing study of the field. The focus is on integrated logistics, a necessity for management of effective and efficient supply chains. Logistics disciplines covered include warehousing, transportation, service contracting, purchasing, global logistics, etc.

Certificate Program

Program Learning Outcomes

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

A. Business Administration Core Learning Outcomes

- Use technology to analyze business decisions and to enhance business communications.
- Apply basic business and accounting calculations and analyses.
- Have an understanding of legal practices relating to business.
- Apply sound management practices.

B. Logistics Management Program Learning Outcomes

In addition to the Business Administration Core Learning Outcomes, students should be able to do four to five of the following seven things:

- Compare roles and objectives of the logistics disciplines;
- Understand how logistics functions can interact to efficiently use total personnel, facilities and equipment;
- Contribute knowledge needed by multidisciplinary teams to effectively integrate and exceed end user (customer) expectations;
- Analyze, prepare, file and process claims when unavoidable freight disputes arise;
- Explain how the overall flow of goods, services and information can be optimized to satisfy customer and business goals;
- Identify 3rd party logistics provider and client needs in negotiations, bidding and contracts, as well as legal and regulatory constraints to integrated logistics;
- Describe roles and value added by global logistics intermediaries.

<u>Business Administration Major Core Requirements (18 units):</u>		<u>Units</u>
ACC-1A	Principles of Accounting I	3
BUS-10	Intro to Business	3
BUS-18A	Business Law I	3
BUS-20	Business Math	3
BUS-22	Management Communications	3
CIS-1A	Introduction to Computer Information Systems	3
or		
CIS/CAT-3	Computer Applications for Working Professionals	3
and		
<u>Logistics Management Concentration Requirements (12 units)</u>		<u>Units</u>
BUS-80	Principles of Logistics	3
and		
<u>Select another 9 units from the following:</u>		<u>Units</u>
BUS-82	Freight Claims	1.5

BUS-83	Contracts	1.5
BUS-85	Warehouse Management	3
BUS-86	Transportation and Traffic Management	3
BUS-87	Introduction to Purchasing	3
BUS-90	International Logistics	3

Associate of Science Degree

The Associate of Science Degree in Business Administration - Logistics Management Concentration will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

EARLY CHILDHOOD EDUCATION
 EARLY CHILDHOOD EDUCATION (MNR)

MAS544/MCE544
 NAS544/NCE544
 AS544/CE544

This program focuses on the theory and practice of learning and teaching children from birth to age eight; the basic principles of educational and developmental psychology; the art of observing, teaching and guiding young children; planning and administration of developmentally appropriate inclusive educational activities; school safety and health issues; and the social and emotional foundations of early care and education.

Certificate Program

Program Learning Outcomes

- Develop, implement, and evaluate developmentally appropriate thematic and emergent curriculum for children who are typical and atypical in the areas of physical, cognitive, language, creative and social/emotional growth.
- Develop and apply appropriate practices and effective techniques that respect the cultural diversity of young children and their families.
- Integrate an educational philosophy into classroom practices that reflects a personal belief supportive of theoretical principles regarding how and why young children should receive early educational experiences.
- Develop and implement a system of ongoing observational practices that contributes toward the creation of learning environments conducive to the emergence of curriculum that adapts to the evolving needs of children.

Required Courses (31 units)		Units
EAR-19	Observation and Assessment Methods in Early Childhood Education	3
EAR-20	Child Development	3
EAR-22	Early Childhood Programs and Career Opportunities	3
EAR-24	Creative Activities through Curriculum	3
EAR-26	Child Health	3
EAR-28	Principles and Practices of Early Childhood Education Programs	3
EAR-30	Internship in Early Childhood Education	4
EAR-42	Child, Family and Community Dynamics	3
Electives	(Choose from list below)	6

Electives (6 units)		Units
ART-3	Art for Teachers	3
DAN-5	Introduction to Movement Education for Preschool and Elementary Children	3
EAR-31	Home Visiting	3
EAR-33	Caring for Infants and Toddlers in Group Settings	3
EAR-34	Curriculum Activities for Infants and Toddlers	3
EAR-37	School Age Child Care	3
EAR-38	Adult Supervision in ECE/CD Classrooms	3
EAR-40	Introduction to Infants and Children with Disabilities and Other Special Needs	3
EAR-41	Internship in Early Intervention/Special Education	4
EAR-43	Children with Challenging Behaviors	3
EAR-44	Administration Of Early Childhood Programs I	3
EAR-45	Administration Of Early Childhood Programs II	3

EAR-47	Childhood Stress and Trauma	3
EDU-1	Teaching in the Multicultural Classroom	3
EDU-3	Introduction to Literacy Instruction	3
EDU-4	Introduction to Literacy/Service Learning	1
ENG-30	Children's Literature	3
KIN-6	Introduction to Physical Education for Preschool and Elementary Children	3
KIN-30	First Aid and CPR	3
MUS-1	Teaching Music to Young Children	3
SOC-45	Childhood and Culture	3

Child Development Permit

The Early Childhood Education program provides an educational and practical foundation for students interested in working with children from infancy through third grade. In addition to theoretical principles, the curriculum offers practical skills and on-site training that will prepare students for employment in the field of Early Childhood Education. The program leads to certificates in Early Childhood Education and/or an Associate of Science Degree. The EAR courses will also fulfill the required child development coursework for the state issued Child Development Permit. Information regarding this permit and/or the Early Childhood Education Certificates are available from the Early Childhood Education Department.

Upon completion of the requirements for the certificate program and 16 units of special courses in general education, the student has fulfilled the course requirements for the Child Development Permit, teacher level. See the State guidelines for experience qualifications and additional levels. For child development interactive video information, see www.rcc.edu/cdpermit.

Associate of Science Degree

The Associate of Science Degree in Early Childhood Education will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

KINESIOLOGY

This program prepares individuals to apply business, coaching and physical education principles to the organization, administration and management of athletic programs and teams, fitness/rehabilitation facilities and health clubs, sport recreation services, and athletic training programs. This includes instruction in program planning and development; business and financial management principles; sales, marketing and recruitment; event promotion, scheduling and management; facilities management; public relations; legal aspects of sports; and applicable health and safety standards.

EXERCISE, SPORT, AND WELLNESS

Certificate Program

Major Core Requirements:

Required Courses (21 units)		Units
KIN-4	Nutrition	3
KIN-10	Introduction to Physical Education	3
KIN-12	Sport Psychology	3
KIN-14	Athletic and Fitness Organization and Admin	3
KIN-16	Introduction to Athletic Training	3
KIN-30	First Aid and CPR	3
KIN-35	Foundations for Fitness and Wellness	3

In addition, choose and complete courses from one emphasis below:

FITNESS PROFESSIONS EMPHASIS (R)

AS595/CE595

Program Learning Outcomes

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

- Demonstrate an acceptable level of health-related fitness.
- Demonstrate appropriate knowledge of fitness testing and of issues specific to different populations.
- Identify physiological principles of human movement in exercise and sport settings.
- Identify, explain, and apply appropriate principles of physical activity and nutrition for physical well being and lifelong learning.

(Total of 24-25 units) Units

Core Requirements		21
Take <u>one</u> of the following:		
KIN-42	Lifeguarding/Title 22 First Aid/Water Safety Instructor	4
KIN-43	Personal Training	3
KIN-44	Yoga Instructor Training	3
KIN-45	Group Fitness Instructor	3

ATHLETIC TRAINING EMPHASIS (R)

AS597/CE597

Program Learning Outcomes

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

- Construct an injury prevention program for an athletic team based on knowledge of strength/conditioning, nutrition, health and safety, and protective equipment.
- Utilize appropriate knowledge and strategies to create an emergency action plan for an athletic team or teams.
- Apply the technical skills of taping and wrapping techniques.
- Demonstrate an appropriate and organized approach to event management.

- Identify and evaluate appropriate strategies for rehabilitation of athletic injuries.
- Demonstrate appropriate communication and behavioral skills and social attitudes necessary in an athletic training environment.

(Total of 29 units) Units

Core Requirements		21
KIN-21	Athletic Training Applications (Must take two times)	2-2

and

Take two of the following:

KIN-17	Athletic Training, Fall Sports, Lower Extremity	2
KIN-18	Athletic Training, Spring Sports, Upper Extremity	2
KIN-19	Athletic Training, Fall Sports, Head, Neck, Spine, Torso, and Hip	2
KIN-20	Athletic Training, Spring Sports, General Medical	2

COACHING EMPHASIS (R) AS599/CE599

Program Learning Outcomes

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

- Identify and apply appropriate principles of coaching and an advanced level of knowledge and skill in at least one sport or physical activity.
- Demonstrate appropriate decisions relative to legal liability in coaching situations and circumstances.
- Apply appropriate strategies, tactics, and conditioning activities for the age and skill level of their athletes.
- Demonstrate an understanding of administrative practices in sports management.
- Identify, explain, and apply appropriate principles of problem solving for one or more problem, challenge, or difficulty associated with a sport.
- Recognize the principles of health care and safety for student athletes in relation to athletic training and sports medicine issues.

(Total of 30-31 units) Units

Core Requirements		21
Elective from Group 1 Electives		3
Elective from Group 2 Electives		3
Elective from Group 3 Electives		1
Elective from Group 4 Electives		1
Elective from Group 5 Electives		1

Group 1 Electives (3 units) Units

KIN-24	Sports Officiating, Fall Sports	3
KIN-25	Sports Officiating, Spring Sports	3

Group 2 Electives (3-4 units) Units

KIN-26	Foundations of Coaching	3
KIN-27	Football Theory	3
KIN-28	Basketball Theory	3
KIN-29	Soccer Theory	3
KIN-33	Baseball Theory	3
KIN-34	Softball Theory	3

KIN-42 Lifeguarding/Title 22 First Aid/Water Safety Instructor 4

Group 3 Electives - Individual Activity Courses (1 unit) Units

KIN-A11	Tennis, Beginning	1
KIN-A12	Tennis, Intermediate	1
KIN-A13	Tennis Advanced	1
KIN-A20	Golf, Beginning	1
KIN-A21	Golf, Intermediate	1
KIN-A28	Swimming, Basic Skills and Aquatic Exercise	1
KIN-A29	Swimming, Intermediate Skills	1
KIN-A30	Swimming, Advanced Skills and Conditioning	1
KIN-A33	Track and Field: Running Event Techniques	1
KIN-A34	Track and Field: Field Event Techniques	1

Group 4 Electives - Team Activity Courses (1 unit) Units

KIN-A50	Baseball Fundamentals, Defensive	1
KIN-A51	Baseball Fundamentals, Offensive	1
KIN-A52	Fast Pitch Fundamentals, Offensive	1
KIN-A53	Fast Pitch Fundamentals, Defensive	1
KIN-A54	Fast Pitch Softball Fundamentals	1
KIN-A57	Basketball	1
KIN-A60	Football Fundamentals, Defensive	1
KIN-A61	Football Fundamentals, Offensive	1
KIN-A62	Flag Football	1
KIN-A64	Soccer	1
KIN-A67	Volleyball, Beginning	1
KIN-A68	Volleyball, Intermediate	1
KIN-A69	Volleyball, Advanced	1

Group 5 Electives - Fitness Activity Courses (1 unit) Units

KIN-A31	Water Aerobics and Deep Water Exercise	1
KIN-A74	Hiking and Backpacking	1
KIN-A75	Walking for Fitness	1
KIN-A77	Jogging for Fitness	1
KIN-A78	Long Distance Running	1
KIN-A80	Triathlon Techniques	1
KIN-A81	Physical Fitness	1
KIN-A86	Step Aerobics	1
KIN-A87	Step Aerobics, Intermediate	1
KIN-A88	Step Aerobics, Advanced	1
KIN-A90	Weight Training	1
KIN-A92	Weight Training, Advanced	1

Associate of Science Degree

The Associate of Science Degree in Physical Education will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

FILM, TELEVISION AND VIDEO

The program prepares individuals to communicate information, entertainment and ideas through film, television and video. This includes practical, hands-on instruction in how to plan and produce a variety of genre in film, television and video; crew responsibilities and production techniques for film, television, video and audio; equipment operation including film and video cameras, editing equipment, switchers, character generators, lighting instruments, and microphones; techniques for making specific types of film, television and video programming; use of digital technology and computer applications to record, edit or enhance images, audio, graphics or effects; and how to manage film and video operations.

FILM, TELEVISION AND VIDEO PRODUCTION SPECIALIST (R)

AS641/CE641

Certificate Program

Program Learning Outcomes

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

- Utilize a variety of electronic media production equipment and facilities in the creation and completion of film, television and video projects, including but not limited to film and video cameras, character generators, microphones, lighting instruments, teleprompters, editing software, and control room test equipment.
- Produce film and video segments, from concept to finished product, that have a focused, coherent message with a clear beginning, middle and end and that meet industry technical standards for moving and still visual images and audio and editing.
- Communicate effectively and work cooperatively in a team production environment.
- Demonstrate workplace behaviors (“soft skills”) necessary for success in the film, television and video production industry.

Required Courses (29 units)		Units
FTV-38	Telecommunications Production Project	3
FTV-41	Introduction to Telecommunications	3
FTV-42	Writing for Broadcast Television and Radio	3
FTV-43	Television Studio and Equipment	3
FTV-44	Introduction to Television Production	3.5
FTV-45	Television News Production	3.5
FTV-51	Telecommunications Laboratory	1

In addition, choose and complete courses from one emphasis below: 9

DIGITAL MEDIA/MOTION GRAPHICS EMPHASIS

Core Requirements 20

Select another 9 units from the following:

FTV-52	Telecommunications Laboratory	2
FTV-60	Overview of Digital Media	3
FTV-64	Digital Editing Principles and Techniques	3
FTV-66	Advanced Digital Editing	3
FTV-73	Introduction to Pro Tools Digital Audio Recording	3
FTV-74	Production Planning and Management	3
FTV-200	Telecommunications Work Experience	1-2-3-4
ADM-68	3D Animation with Maya	3
ADM-69	Motion Graphics and Compositing with After Effects	3
ADM-71	Adobe Photoshop	3
ART-22	Basic Design	3

ART-23	Design and Color	3
ART-36	Computer Art	3
PHO-8	Introduction to Photography	3

Associate of Science Degree

The Associate of Science Degree in Film, Television and Video, Production Specialist will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

FIRE TECHNOLOGY (M)

MAS555/MCE555

This program prepares individuals for an entry-level career in the fire service by providing a foundation of core concepts, practices, vocabulary, culture, safety, and requirements for the fire service. This program follows the Fire and Emergency Services Higher Education (FESHE) model from the National Fire Academy in Emmitsburg, Maryland and is a component of accreditation from the California State Fire Marshal.

Certificate Program

Program Learning Outcomes

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

- Identify minimum qualifications and entry-level skills for fire fighter hiring. The student will be able to describe the following elements: application process; written exam process; physical agility exam, oral interview, chief's interview; background investigation; and fire fighter probationary process. Students will identify fire service history, culture and diversity.
- Demonstrate the ability to analyze, appraise and evaluate fire and emergency incidents and identify components of emergency management and fire fighter safety including: size-up, report on conditions, Incident Command System; RECEO; 10 Standard Firefighting Orders; 18 Situations that shout "Watch Out"; and common factors associated with injuries and line of duty deaths.
- Identify and comprehend laws, regulations, codes and standards that influence fire department operations, and identify regulatory and advisory organizations that create and mandate them especially in the areas of fire prevention, building codes and ordinances, and firefighter health and safety.
- Analyze the causes of fire, determine extinguishing agents and methods, differentiate the stages of the fire and fire development, and compare methods of heat transfer.
- Identify and describe the apparatus used in the fire service, and the equipment and maintenance of fire apparatus and equipment.
- Identify and describe common types of building construction and conditions associated with structural collapse and firefighter safety.
- Differentiate between fire detection and alarm systems, and identify common health and safety concerns for firefighter and first responders.

<u>Required Courses (23 units)</u>		<u>Units</u>
FIT-1	Fire Protection Organization	3
FIT-2	Fire Behavior and Combustion	3
FIT-3	Fire Protection Equipment and Systems	3
FIT-4	Building Construction for Fire Protection	3
FIT-5	Fire Prevention	3
FIT-7	Principles of Fire and Emergency Services Safety	3
Electives	(Choose from list below)	5

Electives (5 units)		Units
EMS-50		
and 51	Emergency Medical Services-Basic and Clinical/Field	7
FIT-8	Strategies and Tactics	3
FIT-9	Fire Ground Hydraulics	3
FIT-14	Wildland Fire Control	3
FIT-A1A	Fire Investigation 1A	2
FIT-C1A	Command 1A, Command Prin for Com Officers	2
FIT-C1B	Command 1B, Hazardous Materials	2
FIT-C1C	Fire Com 1C, I-Zone Firefighting for Com Off	2
FIT-C30	Intermediate Incident Command System (I-300)	.5
FIT-I1A	Instructor 1A, Instructional Techniques	2
FIT-I1B	Instructor 1B, Instructional Techniques	2
FIT-M1	Fire Management 1, Management/Supervision for Company Officers	2
FIT-P1A	Prevention 1A, Fire Inspection Practices	2
FIT-P1B	Prevention 1B, Code Enforcement	2
CON-61	Materials of Construction	3
GEG/PHS-5	Weather and Climate	3
GIS-1	Introduction to Geographic Information Systems	3
KIN-35	Foundation for Fitness and Wellness	3
MAG-44	Principles of Management	3
PHI-12	Intro to Ethics: Contemporary Moral Issues	3

Students who successfully complete the certificate may also be eligible to receive additional certification through FEMA/National Fire Academy.

Associate of Science Degree

The Associate of Science Degree in Fire Technology will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

INTERNATIONAL BUSINESS (R)

CE627

This program prepares individuals to manage international business and/or business operations. This includes instruction in the principles and processes of international business policies, business environments, foreign currency issues, foreign operations and management, foreign direct investment as well as other modes of entry, and applications for doing business in specific countries and markets.

Certificate Program

Program Learning Outcomes

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

- Explain the key elements of international business.
- Analyze the essential factors that determine the success of each element of international business.
- Explain the inter-relationship of each elements of international business that are required for a successful international business operation.
- Develop the framework of an international business plan, incorporating understanding of general business concepts, international marketing mix, international cultures, international economics, and international politics.

Required Courses (15 units)		Units
BUS-10	Introduction to Business	3
BUS-40	International Business-Principles	3
BUS-43	International Business-Marketing	3
Group A Electives (Choose from list)		3
Group B Electives (Choose from list)		3

Group A Electives		Units
BUS-46	International Business-Intro to Import/ Exporting	3
BUS-48	International Management	3
BUS-90	International Logistics	3
COM-12	International Communication	3
ECO/POL-6	Introduction to Political Economy	3
ECO-7/7H	Principles of Macroeconomics	3

Group B Electives		Units
CHI-11	Chinese Culture and Civilization	3
FRE-11	French Culture and Civilization	3
GER-11	German Culture and Civilization	3
ITA-11	Italian Culture and Civilization	3
JPN-11	Japanese Culture and Civilization	3
KOR-11	Korean Culture and Civilization	3
RUS-11	Russian Culture and Civilization	3
SPA-11	Spanish Culture and Civilization	3

LOGISTICS MANAGEMENT

This program prepares individuals to manage business logistics functions, ranging from acquisitions to receiving and handling, through internal allocation of resources to operations units, and delivery to the final customer. This includes instruction in the domestic and international aspects of logistics contracts and purchasing, computerized logistics systems, inventory control, warehousing, transportation, and freight claims. Emphasis is placed on the efficient and effective integration of all logistics activities.

LOGISTICS MANAGEMENT (N)

NAS579/NCE579

This program prepares students for entry into or career growth within the logistics industry, and ongoing study of the field. The focus is integrated logistics, a necessity for management of effective and efficient supply chains. Logistics disciplines covered include warehousing, transportation, service contracting, purchasing, global logistics, etc.

Certificate Program

Student Learning Outcomes

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

- Compare roles and objectives of the logistics disciplines;
- Understand how logistics functions can interact to efficiently use total personnel, facilities and equipment;
- Contribute knowledge needed by multidisciplinary teams to effectively integrate and exceed end user (customer) expectations;
- Analyze, prepare, file and process claims when unavoidable freight disputes arise;
- Explain how the overall flow of goods, services and information can be optimized to satisfy customer and business goals;
- Identify 3rd party logistics provider and client needs in negotiations, bidding and contracts, as well as legal and regulatory constraints to integrated logistics;
- Describe roles and value added by global logistics intermediaries.

Required Courses (18 units)		Units
BUS-80	Principles of Logistics	3
BUS-82	Freight Claims	1.5
BUS-83	Contracts	1.5
BUS-85	Warehouse Management	3
BUS-86	Transportation and Traffic Management	3
BUS-87	Introduction to Purchasing	3
BUS-90	International Logistics	3

Associate of Science Degree

The Associate of Science Degree in Logistics Management will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

Student Learning Outcomes

In addition to achieving the program learning outcome for the logistics management certificate program, students who complete the Associate of Science Degree in Logistics Management will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

RETAIL MANAGEMENT/WAFC

This program prepares individuals to perform operations associated with retail sales in a variety of settings. This includes instruction in over-the counter and other direct sales operations in business settings, basic bookkeeping principles, customer service, team/staff leadership and supervision, floor management, and applicable technical skills.

RETAIL MANAGEMENT/WAFC (NR)
 (WESTERN ASSOCIATION OF FOOD CHAINS)
 Certificate Program

NAS536/NCE536
 AS536/CE536

Program Learning Outcomes

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

- Use Generally Accepted Accounting Principles or International Accounting Standards guidelines to review and interpret financial documents.
- Calculate pricing models for mark-ups, profit margins for perishable and lost goods, discounts, and sinking funds.
- Prepare and deliver effective oral and written communications through multiple modes in multiple situations
- Create and use basic word processing documents, spread sheets and visual (power point) presentations.
- Create and present a research paper on selected topics.
- Effectively apply basic management principles to actual and role-played work situations.
- Analyze and assess the legal and productivity implications of work conflicts
- Effectively communicate in small groups.
- Analyze the effectiveness of marketing decisions and use marketing principles to assess market potential.

Required Courses (30 units)		Units
ACC-1A	Principles of Accounting I	3
	or	
ACC/CAT-55	Applied Accounting/Bookkeeping	3
BUS-20	Business Mathematics	3
BUS-22	Management Communications	3
CIS-1A	Introduction to Computer Information Systems	3
	or	
CIS/CAT-3	Computer Applications for Working Professionals	3
COM-1/1H	Public Speaking	3
	or	
COM-9/9H	Interpersonal Communication	3
	or	
MAG-57	Oral Communications	3
MAG-56	Human Resources Management	3
MAG-44	Principles of Management	3
	or	
MAG-51	Elements of Supervision	3
MAG-53	Human Relations	3
MKT-20	Principles of Marketing	3
MKT-42	Retail Management	3

SIMULATION AND GAMING: GAME ART (MN)

MAS739/CE739
 NAS739/NCE739

This is a comprehensive program that puts equal emphasis on the artistic and technical sides of 3D modeling and animation. Courses cover material that will take the student through the whole production process and workflow of 3D modeling and animation, from conceptualization to the final delivery of the rendered product. Curriculum spans traditional drawing techniques, life drawing and the technical fundamentals of 3D animation and modeling. Classes are taught in a state-of-the-art computer studio with the latest versions of industry-standard software packages.

Certificate Program

Program Learning Outcomes

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

- Identify and differentiate the game development project lifecycle and associated documents such as the Pitch Document, Game Design Document, Technical Design Document, Art Production Plan, Project Plan and Game Prototype.
- Identify and employ proper use of color media and associated materials as well as define, outline, and discuss basic to complex color theory for 2D artwork.
- Create, manipulate, animate, and implement 3D art assets for real time interactive simulations or video games.

Required Courses (36 units)		Units
CIS/GAM-35	Introduction to Simulation and Game Development	3
CIS/GAM-38A	Simulation and Gaming/3D Modeling	4
CIS/GAM-38B	Simulation and Gaming/3D Animation	4
CIS/GAM-38C	Simulation and Gaming/3D Dynamics and Rendering	4
CIS/CAT-78A	Introduction to Adobe Photoshop	3
ART-17	Beginning Drawing	3
ART-18	Intermediate Drawing	3
ART-22	Basic Design	3
ART-40	Figure Drawing	3
Electives	(Choose from list below)	6

Electives (6 units)		Units
CIS/GAM-36	Introduction to Computer Game Design	3
CIS/GAM-37	Beginning Level Design for Computer Games	3
CIS/GAM-39	Current Techniques in Game Art	4
CIS/CAT-54A	Introduction to Flash	3
CIS/CAT-79	Introduction to Adobe Illustrator	3
ART-23	Design and Color	3
ART-36	Computer Art	3
ART-44	Animation	3

Associate of Science Degree

The Associate of Science Degree in Simulation and Gaming: Game Art will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

VICTIM SERVICES AIDE (R)

CE679

Certificate Program

Program Learning Outcomes

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

- Demonstrate a knowledge of the breadth, scope and interconnectivity of the criminal justice system.
- Demonstrate an understanding of the theories and research in the area of crime, criminality and criminal justice.
- Demonstrate the ability to conduct interpersonal interviews and counseling generally applicable to the helping professions.
- Demonstrate the ability to read and write at the college freshman level.
- Demonstrate an overall ability to enter Victim-Witness Advocacy programs at a level of trainee, intern, or other novice position.

Required Courses (16 units)

Units

ADJ-1	Introduction to the Administration of Justice	3
ADJ-2	Principles and Procedures of the Justice System	3
ENG-1A/1AH	English Composition	4
HMS-5	Introduction to Evaluation and Counseling	3
or		
COM-9/9H	Interpersonal Communication	3
SOC-20	Introduction to Criminology	3

ART

The following certificates may lead to employment competency, but do not lead to an Associate of Science Degree:

VISUAL COMMUNICATIONS - ANIMATION (R) CE774

This program prepares individuals to communicate information, entertainment and ideas through motion picture animation. This includes practical, hands-on instruction in how to plan and produce a variety of animated works seeing the project through from concept to practice including but not limited to writing, directing, and all aspects of animation production.

Certificate Program

Program Learning Outcomes

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

- Demonstrate the ability to apply the principles of animation and story telling, in conceptual and visual form, to the creation of motion pictures that entertain audiences.
- Discuss the history of film animation and identify examples that consider a variety of the fundamental approaches to the art of animation.
- Assume the roles of writer, director, producer, animator, editor, storyboard artist, and production manager in the creation of animated works.
- Acquire skills that facilitate their ability to adapt themselves to the professional world, and have long-lasting and enriched careers.

Required Courses (15 units)		Units
ART-20	Beginning Sculpture	3
or		
ART-24	3D Design	3
ART-40	Figure Drawing	3
ART-41	Figure Painting	3
ART-44	Animation	3
Digital Media Electives (Choose from list below)		3
Digital Media Electives (3 units)		
ART-36	Computer Art	3
ADM-1	Introduction to Applied Digital Media	3
ADM-71	Adobe Photoshop	3
ADM-76	QuarkXPress	3
ADM-77A	Adobe Illustrator	3

VISUAL COMMUNICATIONS - ILLUSTRATION (R)

CE825

This program prepares individuals to visually communicate information and ideas through personal expression that features figurative work. This includes practical, hands-on instruction in how to plan and produce a variety of illustrated works integrating communication goals with a visual message.

Certificate Program

Program Learning Outcomes

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

- Acquire skills to fuse the creative thinking and technical communication skills with a personal vision.
- Discuss verbally and illustrate visually a basic understanding of commercial illustration techniques.
- Develop skills to visually solve problems and communicate their ideas in order to prepare an operational portfolio of their creative and successful works.
- Hone artistic skills and technical expertise in order to effectively convey complex ideas in a variety of media.

Required Courses (17 units)		Units
ART-17	Beginning Drawing	3
ART-22	Basic Design	3
ART-26	Beginning Painting	3
ART-35	Illustration	3
ADM-64	Ethics and Legalities of Digital Manipulation	1
ADM-65	Cross Platform File Management	1
Digital Media Electives (Choose from list below)		3
Digital Media Electives (3 units)		
ART-36	Computer Art	3
ADM-1	Introduction to Applied Digital Media	3
ADM-71	Adobe Photoshop	3
ADM-76	QuarkXPress	3
ADM-77A	Adobe Illustrator	3

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING COMMITTEE

Report No.: VI-B-3

Date: April 19, 2011

Subject: Accountability Reporting for Community Colleges

Background: Presented for the Board's review and consideration is the Accountability Reporting for Community Colleges report issued by the California Community College's Chancellor's Office in March 2011. The report's objectives are to make policymakers, local college officials, and elected boards aware of overall system and specific college performance in seven specific areas of effort, and to inform the public about overall system performance.

Included in this report is Riverside Community College District's institutional response to the report's findings. During the three most recent time periods under examination, RCCD was able to maintain or increase its level of performance on each of the seven accountability measures.

Recommended Action: It is recommended that the Board of Trustees accept the findings of the report.

Gregory W. Gray
Chancellor

Prepared by: Ray Maghroori
Vice Chancellor, Academic Affairs

David Torres
Dean, Institutional Research

Accountability Reporting for the Community Colleges, 2011: Executive Summary

Background: Accountability Reporting for the Community Colleges (or ARCC) is a set of performance indicators for the California Community Colleges (CCC). ARCC meets a legislative requirement that resulted from Assembly Bill 1417. As required by the Legislature, the CCC System Office produces this report yearly and disseminates it so that every college can share it with its local board of trustees. The report's objective is to inform policymakers, local college officials, and elected boards of overall system performance and individual college performance in seven specific areas of effort.

A team of statewide college researchers, a panel of nationally recognized researchers on college performance, a statewide technical advisory workgroup, and staff at the Chancellor's Office created the ARCC. This is the fourth annual ARCC report and the present report was distributed to state government policymakers and the public at large in March 2011.

Structure: The report is structured into two sections: system wide performance and individual college performance. The report's first section covers the system's overall performance over time for a variety of indicators. The systemwide indicators are organized into the broad categories of:

student progress and achievement (in the areas of)

- degree and certificate attainment
- transfer rates
- vocational, occupational and workforce development
- participation rates

and pre-collegiate improvement (in the areas of)

- basic skills
- English as a Second Language.

Systemwide, these indicators are reported as counts (and where appropriate, as percentages) of transfer, degrees and certificates, as well as income changes as a result of occupational training, and counts and percentages of students graduating from the University of California and from the California State University who began their educational careers at community colleges.

These indicators are derived from many data sources, including public and private institutions of higher learning, the California Employment Development Department, the National Student Clearinghouse, and the Chancellor's Office database, among others. They are not simply aggregations of all the individual college performances. Given the breadth and complexity of these measures, this body of information is not currently available for each individual college, so this data is presented for the entire California Community Colleges system.

The second section of the report is dedicated to the individual college-level indicators. For the seven individual measures in the present study, each college was given data reflecting three sequential years so that changes and trends could be identified. Each set of college-level outcomes was divided into Student Progress and Achievement (with four indicators) and Pre-Collegiate Improvement (with three indicators).

College Level Indicators for Riverside Community College: In Student Progress and Achievement, for the first indicator **Degree/Certificate/Transfer**, data was provided that showed changes in the percentage of first-time students who showed “intent to complete”¹ and who achieved any of the following outcomes within six years: transfer to a four-year college, or earned an AA/AS, or earned a certificate of at least 18 units, or achieved “Transfer Directed”² status or achieved “Transfer Prepared”³ status. On this measure, RCCD remained relatively stable with the three cohorts’ rates being 47.6%, 46.7% and 48.3%, for the cohorts starting in 2002, 2003 and 2004, respectively. (In this report, the term “relatively stable” is used when the differences between the highest and lowest measures were less than three percentage points.) For the second indicator, **Percent of Students Who Earned at Least 30 Units**, the percentage

¹ A Transfer or Degree “Intent To Complete” is when a student attempts a degree applicable credit math or English course. A Certificate “Intent to Complete” is when a student attempts either an Advanced Occupational or Apprentice level Credit course.

² “Transfer Directed” means a student successfully completed at least one transfer-level Math and English course.

³ “Transfer Prepared” means student successfully completed 60 UC/CSU transferable units with a grade point average of at least 2.0 in those transferable courses.

of first-time RCCD students who showed intent to complete and who earned at least 30 units while in the California Community College system held steady at 69.9%, 70.9% and 71.7% for the three sequential years, for cohorts starting fall 2002, 2003 and 2004, respectively. On the third indicator, **Persistence Rate**, RCCD remained relatively stable in the percentage of first-time students with a minimum of six units earned in a fall term and who returned and enrolled in the subsequent fall term anywhere in the California Community College System. These rates were 68.8%, 66.7% and 68.8%, for the fall 2006, 2007 and 2008 cohorts, respectively. RCC's **Annual Successful Course Completion Rate for Credit Vocational Courses**, the report's fourth indicator, remained stable at 75.5%, 75.8% and 75.3% in the 2007, 2008 and 2009 academic years, respectively.

In Pre-Collegiate Improvement (Basic Skills and ESL), RCCD had mixed results. On the measure of **Annual Successful Course Completion Rate for Credit Basic Skills Courses**, RCCD remained relatively stable at 60.4%, 63.6% and 64.2% for academic years 2007, 2008 and 2009 respectively. The **Improvement Rates for Credit Basic Skills Courses**, is a measure comprising two different rates: **ESL Improvement Rate** and **Basic Skills Improvement Rate**. Each of these indicators measure the proportion of students successfully taking a higher level ESL or Basic Skills course within during a subsequent three year period.

The **ESL Improvement Rates** for the cohorts starting in 2005, 2006 and 2007 remained relatively stable with rates of 46.1%, 45.2% and 48.9%, respectively. The **Basic Skills Improvement Rate** increased from 56.0% to 63.0% and 62.9% for the cohorts starting in 2005, 2006 and 2007 respectively. (The present ARCC report also lists the **Enhanced Noncredit Progress and Achievement Rate**, but since RCCD does not offer any of these types of courses, that table is left blank in the report.)

The college-level report also includes indicators that include the Annual Unduplicated Headcount and Full-Time Equivalent Students and provides demographic information (age, gender and ethnicity) about RCCD students for the past three academic years.

College Peer Grouping: The last section of each college-specific report is dedicated to reporting college performance relative to their ranking within their peer grouping. The peer grouping is performed by the Chancellor's Office and represents their attempt to "level the playing field". For every college-level indicator, there are external factors beyond the control of the college that affect its performance on that indicator. Colleges were grouped as "peers" based on the statistical magnitude that these external factors had on each college-level indicator. (For example, research literature indicates that transfer rates are affected by level of academic preparedness of student body, distance to nearest UC/CSU, income levels of service areas, and percentage of older students

served, among other external factors. Peer colleges would have similar levels on all these factors and would be classified together.) Since the peer grouping is done statistically, these groupings do not necessarily reflect any traditional, intuitive grouping method, like size of college or geographical proximity. Also, since each college-level indicator is affected by different external factors, each college is assigned to different peer groups for each indicator. The intent of the peer groupings is to provide a more comparable context for understanding one's own college performance and should be carefully interpreted. The peer grouping has been the subject of considerable discussion, and arguably it has the potential to be the most misunderstood and misreported aspect of the report.

College Peer Grouping: The last section of each college-specific report is dedicated to reporting college performance relative to their ranking within their peer grouping. The peer grouping is performed by the Chancellor's Office and represents their attempt to "level the playing field". For every college-level indicator, there are external factors beyond the control of the college that affect its performance on that indicator. Colleges were grouped as "peers" based on the statistical magnitude that these external factors had on each college-level indicator. (For example, research literature indicates that transfer rates are affected by level of academic preparedness of student body, distance to nearest UC/CSU, income levels of service areas, and percentage of older students served, among other external factors. Peer colleges would have similar levels on all these factors and would be classified together.) Since the peer grouping is

done statistically, these groupings do not necessarily reflect any traditional, intuitive grouping method, like size of college or geographical proximity. Also, since each college-level indicator is affected by different external factors, each college is assigned to different peer groups for each indicator. The intent of the peer groupings is to provide a more comparable context for understanding one's own college performance and should be carefully interpreted. The peer grouping has been the subject of considerable discussion, and arguably it has the potential to be the most misunderstood and misreported aspect of the report.

For six of the seven indicators, RCCD is within six percentage points of their peer groups averages. For the indicator "Improvement Rate for Credit ESL Courses" RCCD was the lowest school in that peer group average.

RCCD Institutional Response: In fall 2010, prior to the final publication of the ARCC, the Chancellor's Office released a draft of the report with the individual colleges' measures. As a requirement of the ARCC, every college must submit an institutional response to provide further context for interpreting their institution's statistics, and to emphasize local factors that may help to explain outcomes.

Since that time RCCD's preliminary results were presented to different district and college leadership (the RCCD Executive Cabinet and District Academic Cabinet, among others), and feedback was solicited from these groups to help

shape the institutional response. Additionally, a brief, seven-minute video presentation of this year's ARCC report was posted to video-sharing website YouTube.com and publicized to the entire district via email, as another method of soliciting feedback for the institutional response. (The video can be accessed at http://www.youtube.com/watch?v=g0r9CGFU_Eg .)

RCCD's Institutional Response is included on the last page of the RCCD section of the report. The final version of the ARCC report will be available from the Chancellor's Office in late March 2011.

Riverside Community College

Riverside Community College District

College Performance Indicators**Student Progress and Achievement: Degree/Certificate/Transfer****Table 1.1:**
Student Progress and
Achievement Rate

Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years: Transferred to a four-year college; or earned an AA/AS; or earned a Certificate (18 units or more); or achieved "Transfer Directed" status; or achieved "Transfer Prepared" status. (See explanation in Appendix B.)

	2002-2003 to 2007-2008	2003-2004 to 2008-2009	2004-2005 to 2009-2010
Student Progress and Achievement Rate	47.6%	46.7%	48.3%

Table 1.1a:
Percent of Students Who
Earned at Least 30 Units

Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College System. (See explanation in Appendix B.)

	2002-2003 to 2007-2008	2003-2004 to 2008-2009	2004-2005 to 2009-2010
Percent of Students Who Earned at Least 30 Units	69.9%	70.9%	71.7%

Table 1.2:
Persistence Rate

Percentage of first-time students with a minimum of six units earned in a Fall term and who returned and enrolled in the subsequent Fall term anywhere in the system. (See explanation in Appendix B.)

	Fall 2006 to Fall 2007	Fall 2007 to Fall 2008	Fall 2008 to Fall 2009
Persistence Rate	68.8%	66.7%	68.8%



Riverside Community College

Riverside Community College District

College Performance Indicators**Student Progress and Achievement: Vocational/Occupational/Workforce Development****Table 1.3:**
Annual Successful Course
Completion Rate for
Credit Vocational Courses

See explanation in Appendix B.

	2007-2008	2008-2009	2009-2010
Annual Successful Course Completion Rate for Vocational Courses	75.5%	75.8%	75.3%

Pre-Collegiate Improvement: Basic Skills, ESL, and Enhanced Noncredit**Table 1.4:**
Annual Successful Course
Completion Rate for
Credit Basic Skills Courses

See explanation in Appendix B.

	2007-2008	2008-2009	2009-2010
Annual Successful Course Completion Rate for Basic Skills Courses	60.4%	63.6%	64.2%

Table 1.5:
Improvement Rates for ESL
and Credit Basic Skills Courses

See explanation in Appendix B.

	2005-2006 to 2007-2008	2006-2007 to 2008-2009	2007-2008 to 2009-2010
ESL Improvement Rate	46.1%	45.2%	48.9%
Basic Skills Improvement Rate	56.0%	63.0%	62.9%

Table 1.6:
Career Development and
College Preparation (CDCP)
Progress and Achievement Rate

See explanation in Appendix B.

	2005-2006 to 2007-2008	2006-2007 to 2008-2009	2007-2008 to 2009-2010
CDCP Progress and Achievement Rate	.%	.%	.%



Riverside Community College

Riverside Community College District

College Profile**Table 1.7:**
Annual Unduplicated Headcount and
Full-Time Equivalent Students (FTES)

	2007-2008	2008-2009	2009-2010
Annual Unduplicated Headcount	52,163	58,828	55,972
Full-Time Equivalent Students (FTES)*	27,011	30,969	31,185

Source: The annual unduplicated headcount data are produced by the Chancellor's Office, Management Information System. The FTES data are produced from the Chancellor's Office, Fiscal Services 320 Report.

*FTES data for 2007-2008 and 2008-2009 are based on the FTES recalculation. FTES data for 2009-2010 are based on the FTES annual data.

Table 1.8:
Age of Students at Enrollment

	2007-2008	2008-2009	2009-2010
19 or less	29.4%	29.4%	30.3%
20 - 24	29.8%	29.6%	31.5%
25 - 49	33.3%	33.1%	30.9%
Over 49	7.5%	7.9%	7.3%
Unknown	0.0%	0.1%	0.0%

Source: Chancellor's Office, Management Information System

Table 1.9:
Gender of Students

	2007-2008	2008-2009	2009-2010
Female	54.9%	54.9%	55.2%
Male	44.3%	44.2%	44.1%
Unknown	0.7%	0.9%	0.7%

Source: Chancellor's Office, Management Information System



Riverside Community College

Riverside Community College District

College Profile**Table 1.10:**
Ethnicity of Students

	2007-2008	2008-2009	2009-2010
African American	10.9%	11.1%	10.7%
American Indian/Alaskan Native	0.8%	0.8%	0.5%
Asian	5.4%	5.2%	5.2%
Filipino	3.0%	2.8%	2.5%
Hispanic	36.6%	36.7%	39.5%
Pacific Islander	0.7%	0.7%	0.5%
Two or More Races	.%	.%	1.8%
Unknown/Non-Respondent	8.2%	10.4%	9.1%
White Non-Hispanic	34.4%	32.3%	30.2%

Source: Chancellor's Office, Management Information System



Riverside Community College

Riverside Community College District

College Peer Grouping**Table 1.11: Peer Grouping**

	Indicator	College's Rate	Peer Group Average	Peer Group Low	Peer Group High	Peer Group
A	Student Progress and Achievement Rate	48.3	49.4	43.0	58.0	<i>A1</i>
B	Percent of Students Who Earned at Least 30 Units	71.7	75.1	69.4	83.8	<i>B4</i>
C	Persistence Rate	68.8	70.7	52.7	80.8	<i>C2</i>
D	Annual Successful Course Completion Rate for Credit Vocational Courses	75.3	73.8	63.7	80.8	<i>D2</i>
E	Annual Successful Course Completion Rate for Credit Basic Skills Courses	64.2	61.5	51.2	66.4	<i>E5</i>
F	Improvement Rate for Credit Basic Skills Courses	62.9	57.6	39.5	76.0	<i>F2</i>
G	Improvement Rate for Credit ESL Courses	48.9	58.7	48.9	69.2	<i>G5</i>

Note: Please refer to Appendices A and B for more information on these rates. The technical details of the peer grouping process are available in Appendix D.



ARCC 2011 Report: College Level Indicators Self-Assessment

Riverside Community College

Riverside Community College District

College Self-Assessment / Response

Riverside Community College District has been committed to serving the educational needs of its community for over 90 years. RCCD's students take classes at three primary locations: Riverside City College, Moreno Valley College and Norco College. Additionally, more educational sites are located at Ben Clark Training Center, Rubidoux Annex, March Education Center, and the Innovative Learning Center at Stokoe Elementary School.

The District provides transfer programs, occupational and technical programs, and career preparation leading to the Associate of Arts and/or Sciences degrees and a variety of certificates. In the tradition of general education, students are prepared for intellectual and cultural awareness, critical and independent thought, and self-reliance. Consistent with its responsibility to assist those who can benefit from post-secondary education, the District provides tutorial and supplemental instruction and basic skills courses for under-prepared students.

The District's service area, which spans over 440 square miles in western Riverside county, includes socially, economically and ethnically diverse urban and rural communities. Population estimates of the RCCD service area predict that our service area will grow to 1,373,919 by 2020. Despite a slowly increasing college-going rate for RCCD's feeder high schools, this rate still lags behind the state average, and recent district high school students remain under-prepared for college.

Enrollment during the 2009-10 academic year was 55,972 and the college granted 2,595 AA/AS degrees and 2,251 certificates. During this same time period, RCCD transferred 382 students to the University of California and 649 students to the California State University.

On all seven of the ARCC measures, RCCD has either remained stable or increased its score for the most recent three cohorts of data. In the Student Progress and Achievement Indicators for Degree/Certificate/Transfer and Vocational /Occupational, all four measures remained stable (with year-to-year variations of less than two percentage points).

This year, all indicators in the Pre-Collegiate Improvement category increased at least three percentage points each. Further analysis will help determine the cause of this increase (as the ARCC report indicates that some of the reported changes could be due to system-wide improvements in Course-Prior-To-College Level course coding). Improvements on this indicator demonstrate that students are successful in both individual basic skills and ESL classes and are making significant progress through the pre-collegiate sequence, thereby paving the way for enrollment in college-level courses.

The District is committed to continuing the enhancement of basic skills education and to ensuring that all faculty members are equipped to facilitate learning for all of our students.



Chancellor's Office
California Community Colleges

1102 Q Street Sacramento, California 95811-6511 www.cccco.edu

ARCC website: <http://www.cccco.edu/systemoffice/divisions/techresearchinfo/researchandplanning/arcc/tabid/292/default.aspx>

State of California

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FACILITIES COMMITTEE

Report No.: VI-D-1

Date: April 19, 2011

Subject: Learning Gateway Building at Moreno Valley College – Recommendation to Award Bids for Two Construction Categories

Background: On December 15, 2009, the Board of Trustees approved the scope design and tentative budget in the amount of \$31,800,000 for the Learning Gateway Building project at the Moreno Valley College using Moreno Valley College Allocated Measure C funds.

Due to the importance of meeting the rapid student occupancy schedule for the Fall 2012, the construction activities for the Moreno Valley College Learning Gateway Building must begin by early May 2011. Staff is seeking every opportunity to accelerate the project construction schedule. Although an exception to District standard operating procedures, staff requests Board pre-approval of bid awards to the lowest responsive/responsible bidders within the project budget, and pre-approve issuing notices to proceed for two construction categories. The two (2) construction categories for which we are requesting pre-approval are listed as follows:

Category 11 – Plumbing and Pipeline (Class C34 or C36)

Category 12 – Electrical (Class C10)

Early award of these categories will allow the project to start as soon as possible to ensure the project remains on schedule. The scope of work starting immediately is comprised of relocating existing gas, storm drain, sewer and domestic water lines. Also included in the bids are conduit installation, coordination and shutdown assistance with Southern California Edison, Time Warner and Verizon to relocate utility to the College's power, fiberoptic cable and data cables. Final bid results for Board review and ratification will be presented at the next regular Board of Trustees Meeting following 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 Learning Gateway Building award of bids for two construction project categories: Category 11 – Plumbing and Pipeline; Category 12 – Electrical; 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 two 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
FACILITIES COMMITTEE

Report No.: VI-D-2

Date: April 19, 2011

Subject: Riverside Aquatics Complex and Wheelock Gymnasium, Seismic Retrofit at Riverside City College – Emergency Resolution No. 46-10/11

Background: On September 11, 2007, the Board of Trustees approved the expenditure of \$5 million Measure C funds and the development of a joint use agreement for the Riverside Aquatics Complex project located at Riverside City College. On June 16, 2009, the Board of Trustees approved the design and tentative project budget in an amount of \$18,411,120 for the Wheelock Gymnasium, Seismic Retrofit project located at the Riverside City College.

Since Board approval of both projects, the Riverside Aquatics Complex project has been completed; however, miscellaneous corrective concrete work is still remaining. Similarly, the Wheelock Gymnasium, Seismic Retrofit is currently under construction and should be completed for student occupancy in Winter 2012. Both projects awarded bids to Tidwell Concrete Construction, Inc. for completion of concrete work and concrete wall reinforcement. On February 15, 2011, the District was informed that Tidwell Concrete Construction, Inc. could no longer perform work on the Riverside Aquatics Complex and Wheelock Gymnasium, Seismic Retrofit projects and the company was going out of business. The performance bond surety on the two projects is Great American Insurance Company, which has contacted the District and intends to honor its performance bond obligations of ensuring the projects will be completed. While legal paperwork and technical details are being finalized, the concrete portion of the Wheelock project is delaying the work of other trade contractors and the project's completion. Therefore, in order to complete work and minimize the disruption to classes, it is requested the District enter into a new agreement by a new contractor which would keep the project on schedule and prevent incurring delay claims from other trade contractors on the projects.

Staff therefore recommends the Board adopt the proposed Resolution No. 46-10/11 which would delegate authority to the Vice Chancellor Administration and Finance and enter into a takeover contract to ensure the completion of the Riverside Aquatics Complex and Wheelock Gymnasium, Seismic Retrofit projects. Additionally, the takeover contract will be submitted to the Board of Trustees at a subsequent Board meeting for ratification.

Recommended Action: It is recommended that the Board of Trustees approve Resolution No. 46-10/11 for the Riverside Aquatics Complex and Wheelock Gymnasium, Seismic Retrofit projects at the Riverside City College; and authorize the Vice Chancellor, Administration and Finance to sign the resolution.

Gregory W. Gray
Chancellor

Prepared by: Cynthia E. Azari, President, Riverside City College

Norm Godin, Vice President Business Services, Riverside City College

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

Michael J. Stephens, Director of Construction, Facilities Planning and Development

RIVERSIDE COMMUNITY COLLEGE DISTRICT

EMERGENCY RESOLUTION FOR
COMPLETION OF WALL REINFORCEMENT AND CONCRETE WORK ON
Riverside Aquatics Complex (Project #28-002, BC#5) and
Wheelock Gymnasium, Seismic Retrofit (Project #29-004, BC# 2)
at Riverside City College.

RESOLUTION NO. 46-10/11

WHEREAS, the Riverside Community College District (“District”) originally awarded the Contracts for the concrete work portion of the construction of the Riverside Community College District Riverside Aquatics Complex (Project #28-002, BC#5) and Wheelock Gymnasium Seismic Retrofit (Project #29-004, BC# 2) (hereinafter collectively referred to as “Projects”) to Tidwell Concrete Construction, Inc., (“Tidwell”), and entered into the respective written contracts on October 26, 2009 and June 22, 2010;

WHEREAS, TIDWELL.’s payment and performance bond surety on the Projects is Great American Insurance Company (“Great American”);

WHEREAS, TIDWELL is one of the trade contractors for the Projects, which is being constructed utilizing the multi-prime delivery method where multiple trade contractors are managed by a construction manager to complete the Projects;

WHEREAS, TIDWELL informed the District that it can no longer perform work on the Projects and is going out of business. The surety, Great American, has contacted the District and informed the District that Great American intends to honor its performance bond obligations of ensuring the Projects will be completed. However, while legal paperwork and technical details are being undertaken, the concrete portion of the Projects is delaying the completion of the Projects and the work of other trade contractors;

WHEREAS, given the critical nature of TIDWELL’s concrete work to the overall performance of the Projects, the delays and the cost for delays caused to other trade contractors, it is necessary to enter into a takeover contract to mitigate the District’s damages until the surety can either take over the Projects or tender the difference in cost for a takeover contractor to complete the concrete portion of the Projects;

WHEREAS, competitive bidding for the completion of work would entail significant delays to prepare plans and specifications detailing the exact state of the Projects and would further require at least an additional two weeks to advertise, award and contract for the services of a take over contractor;

WHEREAS, according to Shore v. Central Contra Costa Sanitary District, 208 Cal.App. 2d 465, 25 Cal.Rptr. 419 (1962), a contract for takeover work may be exempted from competitive bidding after a contractor is terminated for cause;

WHEREAS, in order to complete work on the Projects and to minimize the disruption on classes and danger to students, it is necessary to enter into a new contract or contracts for a take

over contractor for the Projects and delegate authority to the Vice Chancellor of Administration and Finance to enter into take over contract or contracts as necessary to keep the Projects on schedule and to prevent the unnecessary incurring of delay claims from other trade contractors on the Projects;

NOW, THEREFORE, BE IT RESOLVED that the Governing Board makes the following findings regarding the emergency which exists;

1. That the above recitals are true and correct.
2. That completion of work on the Projects is necessary to immediately keep the Projects on schedule and to avoid delay claims from other trade contractors on the Projects;.
3. That under Shore v Central Contra Costa Sanitary District the District has terminated TIDWELL from the Projects for cause;
4. That the Chancellor's designee, the Vice Chancellor of Administration and Finance, is delegated authority to enter into a takeover contract or contracts necessary to ensure the completion of the Projects and that any contracts entered will be brought back to this Board for ratification pursuant to Education Code Section 81655.

PASSED AND ADOPTED this 19th day of April 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
RESOURCES COMMITTEE

Report No.: VI-E-1

Date: April 19, 2011

Subject: Phase III Student Academic Services Facility at the Moreno Valley College –
Project Budget Augmentation

Background: On October 19, 2010, the Board of Trustees approved a total project budget amount of \$19,425,642 (State \$15,137,738/Measure C \$4,287,874) for the Phase III Student Academic Services Facility at the Moreno Valley College. The project budget included the planning and working drawings, construction, testing and inspection services, California Environmental Quality Act (CEQA) compliance, construction management, Project Labor Agreement administration and Group II furniture, fixtures and equipment.

Staff recently reviewed fees associated with the previous project plans and found that due to the College redesigning the exterior of the building, the budget amount of \$19,425,642 was not sufficient and must be increased to allow for the previous preliminary plans, working drawings and test/inspection fees for the previous design. Additionally, staff was informed that the State portion of \$15,137,738 was updated to \$15,100,768 due to a calculation error in the Junior College Accounting Form 32 (JCAF 32).

Staff is now requesting the Board's approval of a project budget augmentation, formally increasing the project budget to \$20,494,033; with the State providing \$15,100,768 and \$5,392,830 from Measure C. Attached (Exhibit I) is JCAF 32 (dated 11/12/10) project budget estimate for review.

Recommended Action: It is recommended that the Board of Trustees approve for the budget augmentation for the Phase III Student Academic Services Facility project located at the Moreno Valley College and approve the project budget amount of \$20,494,033; with the State providing \$15,100,768 and \$5,392,830 from Measure C.

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

Exhibit I

COST ESTIMATE SUMMARY AND ANTICIPATED TIME SCHEDULE - JCAF 32:

Campus: Moreno Valley College (Riverside CCD) CFIS Ref. #: 40,44,208
 Project Title: PH III-STUDENT ACADEMIC SERVICES FACILITY Original CCI: 4019
 Request For: L P W C E Prepared by: FPACS
 Date Prepared: 11/12/2010 Original EPI: 2744

	Total Cost	State Funded	District Funded	
			State-Supportable	Non State-Supportable
1. Site Acquisition				
2. Plans				
A. Architectural Fees (for preliminary plans)	\$1,176,412	\$199,000	\$431,000	\$547,000
B. Project Management (for preliminary plans)	\$727,387			
C. Preliminary Tests (soils, hazardous materials)	\$234,025			
D. Other Costs (for preliminary plans)	\$10,000			
	\$205,000			
3. Working Drawings				
A. Architectural Fees (for working drawings)	\$1,118,023	\$238,000	\$554,000	\$325,000
B. Project Management (for working drawings)	\$741,403			
C. Office of the State Architect, Plan Check Fee	\$106,872			
D. Community College Plan Check Fee	\$82,753			
E. Other Costs (for working drawings)	\$43,995			
	\$143,000			
(Total PW may not exceed 13% of construction)				
4. Construction				
A. Utility Service	\$15,383,000	\$12,400,000	\$700,000	\$2,283,000
B. Site Development, Service	\$1,089,000			
C. Site Development, General	\$1,142,000			
D. Other Site Development	\$441,000			
E. Reconstruction	\$630,000			
F. New Construction (building) (w/Group I equip)	\$11,452,000			
G. Other	\$629,000			
5. Contingency				
A. Tests	\$769,150	\$769,150		
B. Inspections	\$246,128	\$246,128		
6. Architectural and Engineering Oversight				
A. Tests	\$757,660	\$286,830		
B. Inspections	\$153,830			
7. Tests and Inspections				
A. Tests	\$603,830			
B. Inspections	\$307,660	\$307,660		
8. Construction Management (if justified)				
A. Tests	\$17,463,598	\$14,009,768	\$700,000	\$2,753,830
B. Inspections	\$307,660	\$307,660		
9. Total Construction Costs (items 4 through 8 above)				
	\$736,000	\$654,000	\$1,685,000	\$82,000
10. Furniture and Group II Equipment				
	\$20,494,033	\$15,100,768	\$1,685,000	\$3,707,830
11. Total Project Cost (items 1, 2, 3, 9, and 10)				
	\$20,494,033	\$15,100,768	\$1,685,000	\$3,707,830
12. Project Data				
Construction	37,734	23,518	\$431,000	\$547,000
Reconstruction			\$554,000	\$325,000
13. Anticipated Time Schedule				
Start Preliminary Plans	7/1/2009	Advertise Bid for Construction	\$199,000	\$978,000
Start Working Drawings	1/15/2011	Award Construction Contract	\$238,000	\$879,000
Complete Working Drawings	6/1/2011	Advertise Bid for Equipment	\$700,000	\$3,453,830
DSA Final Approval	12/1/2011	Complete Project	\$654,000	\$82,000
		Total Costs	\$15,100,768	\$5,392,830
		% of SS Total	89.96%	10.04%
		SS Total:	\$3,707,830	\$16,785,768

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-E-2

Date: April 19, 2011

Subject: Development of District Design Standards – Amendment No. 1 to Agreement with HMC Architects

Background: On December 14, 2010, the Board of Trustees approved staff development of District Design Standards to establish design and construction consistency, operational efficiency and maintainability within the District’s capital facilities. The Board also approved an agreement with HMC Architects to develop the Design Standards for the Riverside Community College District in an amount of \$150,000 using District Measure C funds.

After discussion in early January, Chancellor Gray has requested a scope change to the development of the District Design Standards. Staff therefore requests an amendment to HMC Architects’ agreement in an amount not to exceed \$35,000. The revised scope of work will develop in further detail campus signage and wayfinding standards. The signage elements to be included are major vehicular/pedestrian/building interior wayfinding signs throughout the colleges. Amendment is attached for the Board’s review and consideration. The total agreement for HMC Architects, including Amendment No. 1 and reimbursable expenses totals \$185,000.

To be funded by District Measure C Funds.

Recommended Action: It is recommended that the Board of Trustees approve Amendment No. 1 with HMC Architects in an amount not to exceed \$35,000 using District Measure C Funds for revisions to the development of District Design Standards; and authorize the Vice Chancellor of Administration and Finance to sign the amendment.

Gregory W. Gray
Chancellor

Prepared by: Orin L. Williams
Associate Vice Chancellor
Facilities Planning and Development

FIRST (1) AMENDMENT TO AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
HMC ARCHITECTS
(Development of District Design Standards)

This document amends the original agreement between the Riverside Community College District and HMC Architects approved by the Board of Trustees on December 14, 2010.

The agreement is hereby amended as follows:

- I. Additional compensation of this amended agreement shall not exceed \$35,000, including reimbursable expenses. HMC Architects' agreement, including amendment and reimbursable expenses, now totals \$185,000. The term of this amendment shall be from the original agreement date of December 15, 2010 to December 31, 2011. Payments and final payment shall coincide with original agreement.
- II. The additional scope of work is described in Exhibit I, attached.

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

IN WITNESS WHEREOF, the parties hereto have executed Amendment No. 1 as of the date written below.

HMC ARCHITECTS

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____

Chris R. Taylor, AIA
Executive Vice President
3546 Concours Street
Ontario, CA 91764

By: _____

James L. Buisse
Vice Chancellor
Administration and Finance

Date: _____

Date: _____

Exhibit I

Project: Development of District Design Standards

A. SCOPE OF WORK

Campus Wayfinding Signage Program Elements: the following signage elements will be included within the standards:

Vehicular Wayfinding Signs:

- Primary Campus Entry Gateway/Monument
- Secondary Campus Entry Gateway/Monument
- Primary Direction Sign
- Secondary Direction Sign
- Tertiary Direction Sign

Pedestrian Wayfinding Signs:

- Primary Information Directory (Map/Events)
- Secondary Information Directory (Map)
- Primary Direction Sign
- Secondary Direction Sign
- Tertiary Direction Sign
- General Information Sign

Building Interior Wayfinding Signs:

- Not included as part of this proposal, to be determined at a later date

PROGRAM & CONCEPT DESIGN

Scope of work:

- review college brand and signage guidelines
- meet with project team to discuss goals and objectives
- review campus master plan documents, architectural drawings, and existing conditions for each of the three Riverside Community District Colleges
- establish overall campus sign program diagrams
- provide two (2) concept directions that complement the architectural design and college brand
- up to six (4) sign types will be illustrated to convey concept directions
- provide preliminary/typical sign location plans as necessary
- create renderings to illustrate conceptual approaches
- deliver initial concept directions to team and client for review
- based on comments from college and team develop one (1) concept direction
- deliver concept revisions for review

Deliverables:

- initial concept design directions
- preliminary programming & location plans
- concept design development

Meetings: 1 (workshops and/or presentations)

Timeline: 8-10 weeks

DESIGN DEVELOPMENT

Scope of work:

- create design development drawings for final design approval (apply design to all sign types based on approved concept)
- provide color, typeface, material and general specifications
- provide typical message layouts for each sign type
- refine typical location plans
- meet with client and design team to review all sign designs
- provide up to one (1) round of design revisions based on feedback
- meet with client and design team to review all sign designs
- provide final sign design

Deliverables:

- design drawings for all sign types
- final design drawings
- refined location plans

Meetings: 1 (workshops and/or presentations)

Timeline: 6-8 weeks

GRAPHIC STANDARDS DOCUMENTATION

Scope of work:

- provide narrative text to support the proper use and placement where applicable
- submit draft document for client review and comment
- revise per client comments
- submit final document

Deliverables:

- Document layout design
- 75% draft document
- 100% document (electronic PDF)

Meetings: 1 (coordination mtgs)

Timeline: 6-8 weeks

B. COMPENSATION

HMC Architects will provide amended services at a fixed fee of Thirty Five Thousand (\$35,000) dollars. HMC's coordination and integration of the consultants work has been included in the original agreement. The breakdown is as follows:

HMC	included in original agreement
IDA	\$ 35,000
Amendment No. 1 Total	\$ 35,000