



**Board of Trustees - Regular Meeting  
Board of Trustees Governance Committee,  
Teaching and Learning Committee, Planning and  
Operations Committee, Facilities Committee and  
Resources Committee  
Tuesday, April 02, 2013 6:00 PM  
Riverside City College, Bradshaw Building-Hall of  
Fame, 4800 Magnolia Ave., Riverside, CA 92506**

**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 records relating to an open session agenda item that is distributed within 72 hours prior to the meeting is available for public inspection at the Riverside Community College District Chancellor's Office, Suite 210, 1533 Spruce Street, Riverside, California, 92507 or online at [www.rccd.edu/administration/board](http://www.rccd.edu/administration/board).

- I. COMMENTS FROM THE PUBLIC  
*Board invites comments from the public regarding any matters within the jurisdiction of the Board of Trustees. Due to the Ralph M. Brown Act, the Board cannot address or respond to comments made under Public Comment.*
- II. PUBLIC HEARING (NONE)
- III. CHANCELLOR'S REPORT
  - A. [Chancellor's Communications](#)  
*Information Only*
- IV. BOARD COMMITTEE REPORTS
  - A. Governance
    - 1. [Revised and New Board Policies - First Reading](#)  
*The Committee to review the first reading of Administrative Procedure 3420 and Board Policies 2365, 2716, and 6700 for first reading.*
  - B. Teaching and Learning

1. [Contract Agreement to support regional and statewide Student Services and Special Programs with the California Community Colleges Chancellor's Office](#)  
*The Committee to review the contract agreement with California Community Colleges Chancellor's Office to support regional and statewide student services.*
  2. [Proposed Curricular Changes](#)  
*The Committee to review the proposed curricular changes for inclusion in the college catalogs and in the schedule of class offerings.*
  3. [Presentation on the Enrollment Process for New Incoming Students at RCCD](#)  
*Information Only*
- C. Planning and Operations
1. [Centennial Strategic Plan for 2013-2016 for Riverside Community College District](#)  
*The Committee to review the 2013-2016 Centennial Strategic Plan.*
- D. Resources
1. [Budget Augmentation for Phase III Student Academic Services Facility for Furniture, Fixtures and Equipment](#)  
*The Committee to review the budget augmentation in the amount of \$1,651.00 for furniture, fixtures, and equipment; and the revised Measure C allocation of \$7,044,265 for the Moreno Valley College Phase III Student Academic Services project.*
  2. [Presentation for FY 2013-14 Riverside Community College District Budget Planning](#)  
*Information Only*
- E. Facilities
1. [Amendment 3 for the Student Academics Services Facility – Phase III with DLR Group WWCOT](#)  
*The Committee to review an amendment with DLR Group WWCOT in the amount of \$11,485 for the Moreno Valley College Student Academic Services Facility - Phase III project.*
  2. [Amendment 3 for Network Operations Center with Higginson + Cartozian Architects](#)  
*The Committee to review an amendment with Higginson + Cartozian Architects in the amount of \$76,000 for I.T. revisions and design upgrades for the Network Operations Center project at Moreno Valley College.*
  3. [Amendment 1 for Norco Operations Center with Inland Inspections and Consulting](#)  
*The Committee to review an amendment with Inland Inspections & Consulting in the amount of \$21,000 for the Norco Operations Center project.*

4. [Amendment 8 for Norco Operations Center with Hill Partnership, Inc.](#)

*The Committee to review an amendment with Hill Partnership, Inc. in the amount of \$11,848 for additional architectural, HVAC, plumbing, electrical engineering, and structural engineering design services for the Norco Operations Center project.*

5. [Amendment 2 for the Henry W. Coil Sr. and Alice Edna Coil School for the Arts with LPA](#)

*The Committee to review an amendment with LPA in the amount of \$171,290 for additional design services for the Henry W. Coil Sr. and Alice Edna Coil School for the Arts project.*

V. OTHER BUSINESS (NONE)

VI. CLOSED SESSION (NONE)

VII. ADJOURNMENT



## Agenda Item (III-A)

Meeting 4/2/2013 - Committee/Regular Board

Agenda Item Chancellor's Report (III-A)

Subject Chancellor's Communications

College/District District

Information Only

---

### Background Narrative:

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

Prepared By: Greg Gray, Chancellor  
Kathy Tizcareno, Administrative Assistant

### Attachments:





# Agenda Item (IV-A-1)

Meeting	4/2/2013 - Committee/Regular Board
Agenda Item	Committee - Governance (IV-A-1)
Subject	Revised and New Board Policies - First Reading
College/District	District
Funding	Not Applicable
Recommended Action	It is recommended that the Board of Trustees accept Board Policies 2365, 2716, 6700 and Administrative Procedure 3420 for first reading.

---

## Background Narrative:

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

Board Policy 2365 Recording - This is a revision of the Policy that was previously adopted on September 16, 2008.

Board Policy 2716 Political Activity - This is a revision of the Policy that was previously adopted on September 16, 2008.

### General Institution

Administrative Procedure 3420 Equal Employment Opportunity Plan - This is a new procedure for the District for which Title 5 requires Board approval.

### Business and Fiscal Affairs

Board Policy 6700 Use of Facilities - This is a revision of the Policy that was previously revised on January 25, 2011.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services  
Ruth Adams, General Counsel

## Attachments:

[Policies for April Governance](#)

**BP 2365 RECORDING**

**References:**

Education Code Section 72121(a);  
Government Code Sections 54953.5 and 54953.6

**Any audio or video recording of an open and public meeting made by or at the direction of the** If the Board of Trustees ~~causes any tape or video recording of a meeting, the recording~~ shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250 et seq. The Chancellor is directed to enact administrative procedures to ensure that any such recordings are maintained for at least thirty days following the taping or recording.

Persons attending an open and public meeting of the Board of Trustees may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the Board of Trustees finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

---

Date Adopted: September 16, 2008

**Revised:**

**BP 2716 POLITICAL ACTIVITY**

**References:**

Education Code Sections 7054, **7054.1**, and 7056;  
Government Code Section 8314

Members of the Board of Trustees shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board of Trustees.

Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board of Trustees may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding **District Bond** ballot measures.

---

Date Adopted: September 16, 2008

**Revised:**

# **AP 3420: Equal Employment Opportunity Plan**



## **Purpose of the Equal Employment Opportunity Plan**

The Riverside Community College District Equal Employment Opportunity Plan (*Plan*) addresses the requirements of Education Code section 87106(b) for compliance with the Board of Governors regulations on equal employment opportunity hiring and applicable state and federal nondiscrimination statutes, and for guidance in improving the equality of opportunity.\*

California community college districts are responsible for the preparation of an equal employment opportunity plan to be submitted and approved by the Chancellor's Office. "Equal Employment Opportunity" means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories listed in section 53004(a) of title 5. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to all individuals. An "Equal Employment Opportunity Plan" is a written document in which a District's workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.

## **Plan Component 1: Introduction**

The Riverside Community College District Plan was adopted by the Board of Trustees on (date). The *Plan* implements the District's commitment established in Board Policy 3420: Equal Employment Opportunity. It is the District's belief that taking active and vigorous steps to ensure equal employment opportunity and creating a working and academic environment, which is welcoming to all, will foster diversity and promote excellence.

Through an educational experience in an inclusive environment, our students will be better prepared to work and live in an increasingly global society. The *Plan's* immediate focus is twofold: 1) to assure equal employment opportunity in its recruitment and hiring policies and practices pursuant to the applicable California Code of Regulations, title 5 section 53000 et seq. (hereinafter referred to as "Title 5") and, 2) to define the steps the District shall take to create an inclusive workplace that reflects our commitment to diversity.

The *Plan* contains an analysis of the demographic makeup of the District's workforce and outlines district efforts to recruit and retain a workforce that is sensitive to and knowledgeable of our diverse student body and community.

---

\*The *Plan* is not intended to address all possible nondiscrimination laws. For example, the Chancellor's Office approval of a district's EEO Plan does not ensure that district's compliance with the California Fair Employment and Housing Act and related regulations to which all districts, as employers, must adhere. The Chancellor's Office has no authority over that law and does not enforce its provisions. Education Code section 87102 also requires the equal employment opportunity plan to address district progress in achieving the ratio of full-time to part-time faculty hiring (as indicated in Section 87482.6 of the Education Code) while ensuring equal employment opportunity.

The *Plan* also includes the requirements for a complaint procedure for noncompliance with the Title 5 provisions relating to equal employment opportunity programs; complaint procedures in instances of unlawful discrimination; establishment of an Equal Employment Opportunity Advisory Committee; methods to support equal employment opportunity and an environment which is welcoming to all; and procedures for dissemination of the *Plan*.

To properly serve our growing diverse community, and as a demonstration of commitment to equality, the District will endeavor to hire and retain faculty and staff who are sensitive to, and knowledgeable of, the needs of the continually changing student body and community it serves.

NOTE: Wherever a Title 5 section is mentioned throughout this document, it shall be referred to as "section \_\_\_\_\_" without the indication that it is Title 5. All other codes, regulations, etc., will be specifically identified (i.e. Government Code section \_\_\_\_\_, Education Code section \_\_\_\_\_, etc.).

---

*Chancellor, Riverside Community College District*



## Plan Component 2: Definitions

Riverside Community College District uses the following definitions to provide clarification and understanding of specific terms used in the *Plan*. The definitions are taken from Title 5. The definition of “diversity” is not in Title 5, but it encompasses important considerations of inclusion that appear throughout the District’s *Plan*.

- a) *Adverse Impact*: a statistical measure (such as those outlined in the EEO Commission’s *Uniform Guidelines on Employee Selection Procedures*) that is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group protected from discrimination pursuant to Government Code section 12940. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.
- b) *Business Necessity*: circumstances which justify an exception to the requirements of section 53021(b)(1) because compliance with that section would result in substantial additional financial cost to the District or pose a significant threat to human life or safety. Business necessity requires greater financial cost than mere business convenience. Business necessity does not exist where there is an alternative that will serve business needs equally well.
- c) *Diversity*: a condition of broad inclusion in an employment environment that offers equality and respect for all persons. It requires both the presence, and the respectful treatment, of individuals from a wide range of ethnic, racial, age, national origin, religious, gender, sexual orientation, disability and socio-economic backgrounds.
- d) *Equal Employment Opportunity*: all qualified individuals have a full and fair opportunity to compete for hiring and promotional opportunities and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels of the seven job categories which include executive/administrative/managerial, faculty and other instructional staff, professional non faculty, secretarial/clerical, technical and paraprofessional, skilled crafts, and service maintenance. Equal employment opportunity also involves:
  - (1) identifying and eliminating barriers to employment that are not job related;
  - and (2) creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination by Government Code 12940.
- e) *Equal Employment Opportunity Plan*: a written document in which a District’s workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.

- f) *Equal Employment Opportunity Programs*: all the various methods by which equal employment opportunity is ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring and taking additional steps consistent with the requirements of section 53006.
- g) *Ethnic Minorities*: American Indian/Alaskan Natives, Asian/Filipinos, Pacific Islander/Native Hawaiian, Black/African-Americans, Hispanic/Latino, Two or More Races.
- h) *Ethnic Group Identification*: an individual's identification in one or more of the ethnic groups reported to the Chancellor pursuant to section 53004. These groups shall be more specifically defined by the Chancellor consistent with state and federal law.
- i) *Goals for Persons with Disabilities*: a statement that the District will strive to attract and hire additional qualified persons with a disability in order to achieve the level of projected representation for that group by a target date established by taking into account the expected turnover in the workforce and the availability of persons with disabilities who are qualified to perform a particular job. Goals are not "quotas" or rigid proportions.
- j) *In-house or Promotional Only Hiring*: means that only existing District employees are allowed to apply for a position.
- k) *Monitored Group*: Means those groups identified in section 53004(b) for which monitoring and reporting is required pursuant to section 53004(a).
- l) *Person with a Disability*: any person who: (1) has a physical or mental impairment as defined in Government Code, section 12926 that substantially limits one or more of such person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.
- m) *Reasonable Accommodation*: the efforts made on the part of the District in compliance with Government Code section 12926 that would allow the applicant or employee with a disability to perform the essential functions of the job.
- n) *Screening or Selection Procedures*: any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to traditional paper and pencil tests, performance tests, and physical, educational, and work experience requirements, interviews, and review of application forms and reference materials.



- o) *Significantly Underrepresented Group*: any monitored group for which the percentage of persons from that group employed by the District in any job category listed in section 53004(a) is below eighty percent (80%) of the projected representation for that group in the job category in question.
- p) *Target Date*: a point in time by which the District plans to meet an established goal for persons with disabilities and thereby achieve projected representation in a particular job category.
- q) *Timetable*: a set of specific annual hiring objectives that will lead to meeting a goal for persons with a disability by a projected target date.

Note: Authority cited: Sections 66271/1, 66700 and 70901, Education Code; and section 11138, Government code. Reference: Statues 1988, chapter 923, section 4; sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; sections 11135-11139.5, 11092 and 12926, Government Code; title 29 Code of Federal Regulations sections 1602.48 and 1607; title 29 United States Code section 793; title 41 Code of Federal Regulations section 60-741.2.

### **Component 3: Policy Statement**

The Riverside Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy, as stated in *BP 3420: Equal Employment Opportunity* and attached to this document, to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, genetic information, ancestry, sexual orientation, or 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 (a) of Section 422.6 of the Penal Code. or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas. An Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

## **Component 4: Delegation of Responsibility, Authority and Compliance**

It is the goal of the Riverside Community College District that all employees promote and support equal employment opportunity. Equal employment opportunity requires a commitment and a contribution from every segment of the District. The general responsibilities for the prompt and effective implementation of this *Plan* are set forth below.

1. ***Board of Trustees***

The Riverside Community College District Board of Trustees (“Board”) is ultimately responsible for proper implementation of the District’s *Plan* at all levels of district operations, and for ensuring equal employment opportunity as described in the *Plan*. The District will submit the plan to the State Chancellor’s Office. The State Chancellor’s Office retains the authority to review the District’s plan.

2. ***Chancellor***

The Board delegates to the Chancellor of the District the responsibility for ongoing implementation of the *Plan* and for providing leadership in supporting the District’s Equal Employment Opportunity policies and procedures. The Chancellor shall evaluate the performance of all administrative staff who report directly to him/her on their ability to follow and implement the *Plan*.

3. ***Vice Chancellor of Diversity and Human Resources***

Under the supervision of the District Chancellor, the Vice Chancellor of Diversity and Human Resources directs implementation of the District’s equal employment and non-discrimination policies and procedures, as well as the communication and implementation of the *Plan* to the District’s executive administrators.

*The Vice Chancellor* advises the District Chancellor regarding statewide policy emanating from the Board of Governors of the California Community Colleges, and monitors annual review and publication of an annual report on *Plan* implementation.

4. ***Director of Diversity, Equity and Compliance***

The District has designated the Director of Diversity, Equity and Compliance as its Equal Employment Opportunity Officer and is under the direct supervision of the Vice Chancellor of Diversity and Human Resources. The Director of Diversity, Equity and Compliance is the individual responsible for the development, maintenance and day-to-day implementation of the *Plan*, as it affects district recruitment and employment including engagement of full time and part time faculty, staff, administrators, professional experts, independent contractors and temporary employees.

The Director of Diversity, Equity and Compliance is responsible for annual reporting of compliance with the requirements of Title 5, for receiving complaints



described in Plan Component 6 and for ensuring that applicant pools and selection procedures are properly monitored.

The Director of Diversity, Equity and Compliance works collaboratively with the Director of Diversity and Human Resources to develop and implement strategies to maximize the diversity of applicant pools, develop and implement the District's recruitment and hiring procedures, and institute retention strategies to ensure all employees feel welcomed and supported.

If the designation of the equal employment opportunity Officer changes before this *Plan* is next revised, the District will notify employees and applicants for employment of the new designee.

5. ***Director of Diversity and Human Resources***

Under the direct supervision of the Vice Chancellor of Diversity and Human Resources, the Director of Diversity and Human Resources is responsible for implementing the District's recruitment, screening, selection and hiring processes; development of job descriptions that reflect identified job-related criteria; and the collection of required EEO information from all District employees and qualified applicants,

The Director of Diversity and Human Resources works collaboratively with the Director of Diversity, Equity and Compliance to assure all employment and screening processes are fair, equitable, job related and conform to the District *Plan*.

6 ***District Council on Diversity and Equity***

The District will maintain a Council on Diversity and Equity that will take on the functions of the Equal Employment Opportunity Advisory Committee as outlined in Title 5. The Council on Diversity and Equity will act as an advisory body to the Director of Diversity, Equity and Compliance and the District as a whole to promote understanding and support policies and procedures as they relate to diversity and equity within the District, especially those addressing discrimination, harassment, retaliation and of equal employment opportunity. The Council on Diversity and Equity shall assist with the implementation and communication of the *Plan* in conformance with state and federal regulations and guidelines; monitor equal employment opportunity progress; and provide suggestions for *Plan* revisions as appropriate.

7. ***College Diversity Committees***

Each college shall maintain a committee to develop and coordinate activities relevant to diversity and equity at their college. The College committees will be made up of 10-15 individuals appointed by the College President. Committee composition is to be drawn from a cross section of constituencies at the college. The committee will meet monthly during academic semesters and be facilitated by the Director of Diversity, Equity and Compliance. The purpose of the

committees at each college is to: promote communication; advise the College President on matters related to diversity and equity; conduct periodic assessments of the college's diversity-related climate; develop and monitor college strategic plans for diversity, equity and inclusiveness; develop and coordinate activities to promote diversity and address college-specific issues or concerns; advise the Director of Diversity, Equity and Compliance on EEO-related matters and to assure compliance with section 53021(b)(2) in the process of interim appointments for their campus;

8. ***Agents of the District***

Any organization or individual, whether or not an employee of the District, who acts on behalf of the governing board with regard to the recruitment and screening of personnel, is an agent of the District and is subject to all the requirements of this *Plan*.

9. ***Good Faith Effort***

The District shall make a continuous good faith effort to comply with all the requirements of this *Plan*.

### **Component 5: Advisory Committee**

The District shall maintain the Council on Diversity and Equity as the advisory body to the District in the implementation of its *Plan*. The committee may also assist in promoting understanding and support of equal opportunity and nondiscrimination policies and procedures. The District Council on Diversity and Equity may recommend events, training, or other activities that promote equal employment opportunity, nondiscrimination, retention and diversity. The Director of Diversity, Equity and Compliance shall train the Council members on equal employment compliance and the *Plan* itself.

The Council on Diversity and Equity shall be composed by nominations from College Diversity Committees; three members from each college nomination list and three employees from the District support offices will be seated and approved by the Vice Chancellor of Diversity and Human Resources. The Council on Diversity and Equity as a whole may recommend, for Vice Chancellor approval, appointment of up to three community members to the Council. The committee shall include a diverse membership whenever possible including representation from District committees of shared governance. A substantial good faith effort to maintain a diverse membership is expected. If the District has been unable to meet this requirement, it will document that efforts were made to recruit advisory committee members who are members of monitored groups. Efforts will also be made to include representation from faculty, students, classified, confidential staff and administrative classifications in the composition of the committee.



The Director of Diversity, Equity and Compliance and the Director of Diversity and Human Resources will serve as ex-officio members of the committee. The District Council on Diversity and Equity will be convened by the Director of Diversity, Equity and Compliance and shall hold a minimum of four (4) meetings per academic year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress. When appropriate, the Council shall make recommendations to the Vice Chancellor of Diversity and Human Resources, and the Director of Diversity, Equity and Compliance.

## **Component 6: Complaints**

The Director of Diversity, Equity and Compliance is the person designated by the District to receive and process all complaints alleging violations of equal employment opportunity regulations (Section 53026) and unlawful discrimination, harassment and retaliation (Section 59300 et seq.). If the complaint involves the Director of Diversity, Equity and Compliance, the complaint may be filed with the Vice Chancellor of Diversity and Human Resources.

In the event that a complaint filed under section 53026 alleges unlawful discrimination, it will be processed according to the District's *AP 3435: Handling Complaints of Unlawful Discrimination, Harassment and Retaliation*.

### **1. Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Section 53026)**

The District has established the following process permitting any person to file a complaint alleging that the requirements of the equal employment opportunity regulations have been violated. Any person who believes that the equal employment opportunity regulations have been violated may file a written complaint describing in detail the alleged violation. All complaints shall be signed and dated by the complainant and shall contain, to the best of the complainant's ability, the names of the individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation. Complaints involving current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than sixty (60) days after such occurrence unless the complainant can verify a compelling reason for the District to waive the sixty (60) day limitation. Complaints alleging violations of the *Plan* that do not involve current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than ninety (90) days after such occurrence unless the violation is ongoing. A complainant may not appeal the District's determination pursuant to section 53026 to the State Chancellor's Office, but under some circumstances, violations of the equal opportunity regulations in Title 5 may constitute a violation of a minimum condition for receipt of state aid. In such a case, a complaint can be filed with the State Chancellor's Office, but the complainant will be required to

demonstrate that he/she made previous reasonable, but unsuccessful, efforts to resolve the alleged violation at the District level using the process provided by section 53026. (See *California Community Colleges Chancellor's Office Guidelines for Minimum Conditions Complaints* at:

<http://extranet.cccco.edu/Divisions/Legal/Discrimination.aspx>

The District may return without action any complaints that are inadequate because they do not state a clear violation of the EEO regulations. All returned complaints must include a District statement of the reason for returning the complaint without action.

2. Complaints Alleging Unlawful Discrimination or Harassment (Section 59300 et seq.)

The District has adopted procedures for complaints alleging unlawful discrimination or harassment in *AP 3435: Handling Complaints of Unlawful Discrimination, Harassment and Retaliation*. The Director of Diversity, Equity and Compliance is responsible for receiving and investigating such complaints. The District's discrimination and harassment complaint procedures are available on the District's web site

<http://www.rced.edu/administration/board/New%20Board%20Policies/3435AP.pdf> or by contacting the office of Diversity, Equity and Compliance:

**Ms. Chani Beeman**  
**Director of Diversity Equity and Compliance**  
**450 E. Alessandro Blvd.**  
**Riverside, CA 92508**  
**(951) 222-8039**

## **Component 7: Notification to District Employees**

The commitment of the Board of Trustees and the Chancellor to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity Policy and the *Plan*. The policy statement will be provided in the college catalogs and class schedules. The *Plan* and subsequent revisions will be distributed to the Board, the Chancellor, administrators, the academic senate leadership, union representatives and members of the District Council on Diversity and Equity. The *Plan* will be available on the District's website and, when appropriate, may be distributed via email. The Diversity and Human Resources Department will provide all new employees with a copy of the District's Equal Employment Policy Statement when they commence their employment with the District. The annual notice will contain the following provisions:

- 1) The importance of the employee's participation and responsibility in ensuring the *Plan's* implementation.



- 2) A list of locations where complete copies of the *Plan* are available, including in every campus library, in the District's public folders, on the District internet site, the offices of the Chancellor and the Diversity and Human Resources Department.

### **Component 8: Training for Screening/Selection Committees**

Any organization or individual, whether or not an employee of the District, who is involved in the recruitment and screening/selection of personnel shall receive appropriate training on the requirements of the Title 5 regulations on equal employment opportunity; the requirements of federal and state nondiscrimination laws; the requirements of the District's *Plan*; the District's policies on nondiscrimination, recruitment, and hiring; principles of diversity and cultural proficiency; the value of a diverse workforce; and recognizing bias. Persons serving in the above capacities will be required to receive training within the 24 months prior to service. This training is mandatory; individuals who have not received this training will not be allowed to serve on screening/selection committees.

The Director of Diversity of Equity and Compliance is responsible for developing the required training and monitoring training compliance for all screening/selection committee members. Any individual whether or not an employee of the District that is acting on behalf of the District, with regard to recruitment and screening of employees is subject to the equal employment opportunity requirements of Title 5 and the District's *Plan*.

In addition to requiring all committee members attend the mandatory training, the District shall strive toward the goal of having at least one committee member be an "Equity Monitor." An Equity Monitor is an individual who has attended and fulfilled the requirements of the Equity Monitor training program. This specialized training program will prepare monitors to identify and address implicit bias as they may occur during the screening and interview process. Equity Monitors are trained in discussion facilitation techniques and strategies for assuring the District's process and commitment to equal employment opportunity are fulfilled. The Equity Monitors training program shall be implemented and monitored by the Director of Diversity, Equity and Compliance.

### **Component 9: Annual Written Notice to Community Organizations**

The Director of Diversity, Equity and Compliance will provide annual notification to appropriate community-based and professional organizations concerning the *Plan*. The notice will inform these organizations that they may obtain a copy of the *Plan*, and shall solicit their assistance in identifying diverse qualified candidates. The notice will include a summary of the *Plan*. The notice will also include the internet address where the District advertises its job openings and provides online application submission. The notice will also include the telephone number for the department of Diversity and Human

Resources. The District will actively seek to reach those institutions, organizations, and agencies that may be recruitment sources. A list of organizations, which will receive this notice, is attached to this *Plan*. This list may be revised from time to time as necessary.

### **Component 10: Analysis of District Workforce and Applicant Pool**

The Director of Diversity, Equity and Compliance will survey the District's workforce and employment applicant composition for employment on an ongoing basis to evaluate the District's progress in implementing the *Plan* and to provide data needed for the reports required by this *Plan*. The monitored groups for the reports are men, women, American Indians/Alaskan Natives, Asians or Pacific Islanders, Blacks/African-Americans, Hispanics/Latinos, Caucasians, and persons with disabilities.

Each job applicant and all employees will be afforded an opportunity to voluntarily identify her or his gender, ethnic group identification and, if applicable, her or his disability for the purposes of the workforce and applicant pool demographic reports. Persons may designate as many ethnicities as they identify with, but shall be counted in only one ethnic group for reporting purposes. This information will be kept confidential and will be separated from the applications that are forwarded to the screening/selection committee and hiring administrator(s). This survey will be done for each college in the District and the district offices. The District will annually report to the State Chancellor the results of its survey of employees. At least every three years the *Plan* will be reviewed and, if necessary, revised based on an analysis of the ethnic group identification, gender, and disability composition of existing staff and of those who have applied for employment in each of the following identified job categories:

- 1) Executive/Administrative/Managerial
- 2) Faculty and other Instructional Staff:
 

Career-Technical Education	Instructional and Support Services
English	Mathematics
Kinesiology	Natural Sciences
Humanities	Social Sciences
	Part-Time
- 3) Professional Non faculty
- 4) Secretarial/Clerical
- 5) Technical and Paraprofessional
- 6) Skilled Crafts
- 7) Service and Maintenance

Tables reflecting the District's workforce survey for fall of 2012 and applicant pools for July 1, 2011 – June 30, 2012 are provided in Appendix A.



## Workforce Data Analysis

Riverside Community College District serves an area that has more racial and ethnic balance than anywhere else in the Southern California region making it arguably the most diverse part of the nation, according to Dowell Mayer a USC demographer who oversaw research that examined 2010 U.S. Census data (source: “USC Study Finds Inland Area Racially Balanced”, *The Press-Enterprise*, March 14, 2012). As such, our commitment to diversity is integral to effectively serving our community.

RCCD strives to develop a workforce that draws upon the richness of diversity in our surrounding community and hire employees who understand and are prepared to teach and support our students. During the past 10 years the State Chancellor’s Office has searched for a source of reliable applicant availability data but has been unsuccessful in that search. Therefore, this analysis draws on comparisons with the statewide average for California Community Colleges and our service area census demographic data.

### District Workforce Demographic Profile Summary (Tables 1)

The RCCD workforce is comprised of employees in the following categories: American Native/Alaskan (1%), Asian (7%), Black/African American (9%), Hispanic/Latino (20%), White (58%) and 2 or more Races (5%). The sex/gender distribution is Female (57%) and Male (43%).

The Moreno Valley College workforce is comprised of employees in the following categories: American Native/Alaskan (1%), Asian (6%), Black/African American (9%), Hispanic/Latino (20%), White (58%) and 2 or more Races (6%). The sex/gender distribution is Female (48%) and Male (52%).

The Norco College workforce is comprised of employees in the following categories: American Native/Alaskan (1%), Asian (8%), Black/African American (13%), Hispanic/Latino (22%), Hawaiian Native/Pacific Islander (1%), White (52%) and 2 or more Races (4%). The sex/gender distribution is Female (50%) and Male (50%).

The Riverside City College workforce is comprised of employees in the following categories: American Native/Alaskan (1%), Asian (7%), Black/African American (8%), Hispanic/Latino (19%), White (61%) and 2 or more Races (4%). The sex/gender distribution is Female (55%) and Male (45%).

The district-level staff (not assigned to colleges) is comprised of employees in the following categories: American Native/Alaskan (1%), Asian (6%), Black/African American (3%), Hispanic/Latino (21%), Hawaiian Native/Pacific Islander (1%), White (60%) and 2 or more Races (7%). The sex/gender distribution is Female (54%) and Male (46%).

### District Comparison to Statewide Community College Districts (Table 2)

A comparison of the 2012 RCCD workforce to statewide CCD shows that RCCD is higher for American Indian/Alaskan (.2%), Black/African American (2.6%),



Hispanic/Latino (4.5%), 2 or more Races (4.6%) and Male (3%) categories. The RCCD workforce is lower than statewide averages for Asian (2.5%), White (2.1%) and Female (3%) categories.

Comparison of the 2012 Moreno Valley College workforce to statewide CCD averages shows that MVC is higher for American Indian/Alaskan (.2%), Hispanic/Latino (4.5%), 2 or more Races (5.6%) and Male (7%) categories. The MVC workforce is lower than statewide averages for Asian (3.5%), Black/African American (.5%), White (2.1%) and Female (7%) categories.

Comparison of the 2012 Norco College workforce to statewide CCD averages shows that NC is higher for American Indian/Alaskan (.2%), Black/African American (6.6%) Hispanic/Latino (6.5%), 2 or more Races (3.6%) and Male (5%) categories. The NC workforce is lower than statewide averages for Asian (.5%), White (8.1%) and Female (5%) categories.

Comparison of the 2012 Riverside City College workforce to statewide CCD averages shows that RCC is higher for American Indian/Alaskan (.2%), Black/African American (1.6%), Hispanic/Latino (3.5%), White (.9%) and 2 or more Races (3.6%) categories. The RCC workforce is lower than statewide averages for the Asian (2.5%) category.

Comparison of the 2012 district staff (not assigned to colleges) workforce to statewide CCD averages shows that district staff is higher for American Indian/Alaskan (.2%), Hispanic/Latino (5.5%), 2 or more Races (6.6%) and Male (1%). The district staff workforce is lower than statewide averages for Asian (2.5%), Black/African American (3.4%), White (.1%) and Female (1%) categories.

#### District Comparison to Service Area Demographics (Table 3)

Comparison of RCCD's workforce profile to the average demographic profile of the 6 cities that make up the district's service area is detailed in Table 3. This table also compares RCCD to Riverside County demographics and shows that the district workforce is represented higher in the categories of Asian (.1%), Black/African American (2%), White (18.9%) and 2 or More Races (1.7%) categories. The district workforce is lower than the service area averages for the American Indian/Alaskan (.9%), Hispanic/Latino (26.1%) categories.

#### 5-Year Comparison of Workforce Demographics (Table 4)

The racial and ethnic demographics of the district workforce have been relatively consistent over the 5-year period. There were small gains in representation for Asian, (1%), Black/African-American (1%), Hispanic/Latino (2%) and 2 or more Races (1%). The percentage of employees declined in the White category (8%).

#### Analysis of District-wide Data:

- Compared to statewide CCD averages RCCD is under represented in the category of Asian across employment groups with the exception of Part-time faculty.

- Compared to statewide CCD averages RCCD overall workforce is under represented in the category of Female; the only employment group with a higher average is Classified (8%) employees.
- Compared to the district's service area RCCD's representation of Asian was lower (3.3%) but higher than the county (.1%).
- Compared to the district's service area RCCD's representation of Black/African American was lower (2.9%) but equal to that of the county.
- Compared to the district's service area RCCD's representation of Hispanic/Latino was lower (38%) and was also lower than the county (26.1%).
- Compared to the district's service area RCCD's representation of White was higher (21.6%) and higher than the county (18.9%).

Analysis of Moreno Valley College Data:

- Compared to statewide CCD averages MVC is under represented in the category of Asian across all employment groups. The closest employment group was Full-time faculty (.8%).
- Compared to statewide CCD averages MVC is above representation in the category of Hispanic/Latino across employment groups.
- Compared to statewide CCD averages MVC is below the average in the category of White except in Part-time Faculty (3.4%).
- Compared to statewide CCD averages MVC is above representation in the category of Female across employment groups except among Part-time Faculty.
- Compared to the demographics for the city of Moreno Valley MVC's representation of American Indian/Alaskan is higher (.1%) and lower than the county (.9%).
- Compared to the demographics for the city of Moreno Valley MVC's representation of Asian is lower (.7%) and lower than the county (.1%).
- Compared to the demographics for the city of Moreno Valley MVC's representation of Black/African American is lower (9%) but higher than the county (2%).
- Compared to the demographics for the city of Moreno Valley MVC's representation of Hispanic/Latino is lower (34.4%) and lower than the county (26.1%)
- Compared to the demographics for the city of Moreno Valley MVC's representation of White is higher (39.1%) as well as in the county (18.9%).

Analysis of Norco College Data:

- Compared to statewide CCD averages NC is under represented in the category of Asian across all employment groups except among Part time Faculty (2.2%).
- Compared to statewide CCD averages NC is above representation in the category of Black/African American across employment groups except Full time Faculty in which it is equal
- Compared to statewide CCD averages NC is above representation in the category of Hispanic/Latino across employment groups except Full Time Faculty in which it is equal.
- Compared to statewide CCD averages NC is below the average in the category of White except in the categories of Full time Faculty (4.4%) and Part-time Faculty (.4%).



- Norco College has an equal number of Female and Male employees.
- Compared to the demographics for the city of Norco NC's representation of American Indian/Alaskan is lower (.1%) and lower (.9%) than the county.
- Compared to the demographics for the city of Norco NC's representation of Asian is higher (5.7%) and higher than the county (2.1%).
- Compared to the demographics for the city of Norco NC's representation of Black/African American is higher (6%) and higher than the county (6%).
- Compared to the demographics for the city of Norco NC's representation of Hispanic/Latino is lower (9.1%) and lower than the county (24.1%)
- Compared to the demographics for the city of Norco NC's representation of White is lower (4.4%) and higher than the county (12.9%).

#### Analysis of Riverside City College Data:

- Compared to statewide CCD averages RCC is under represented in the category of Asian across all employment groups except among Part time Faculty (1.2%).
- Compared to statewide CCD averages RCC is above representation in the category of Black/African American among Classified, Administration and Part time Faculty employment groups, but lower in the Full time Faculty group (1.8%)
- Compared to statewide CCD averages RCC is above representation in the category of Hispanic/Latino among Classified, Administration and Part time Faculty employment groups, but lower in Full time Faculty (1%)..
- Compared to statewide CCD averages RCC is below the average in the category of White for Administrator employment group (16.6%) but above the average in the categories of Classified (3%), Full time Faculty (4.4%) and Part-time Faculty (2.4%).
- RCC is equal to the Statewide CCD averages for Female and Male employees.
- Compared to the demographics for the city of Riverside RCC's representation of American Indian/Alaskan is lower (.1%) and lower than the county (.9%).
- Compared to the demographics for the city of Riverside RCC's representation of Asian is lower (.8%) and higher than the county (.1%).
- Compared to the demographics for the city of Riverside RCC's representation of Black/African American is higher (1%) and higher than the county (1%).
- Compared to the demographics for the city of Riverside RCC's representation of Hispanic/Latino is lower (30%) and lower than the county (27.1%)
- Compared to the demographics for the city of Riverside RCC's representation of White is higher (27%) and higher than the county (21.9%).

#### Analysis of District Staff Data:

- Compared to statewide CCD averages District Offices (DO) is under represented in the category of Asian across both employment groups Classified (4%) and Administrator (1.8%).
- Compared to statewide CCD averages DO is under represented in the category of Black/African American among both employment groups Classified (4.9%) and Administrator (4%).
- Compared to statewide CCD averages DO is under represented in the category of Hispanic/Latino in the category Administrator (.5%) and equal in Classified.

- Compared to statewide CCD averages DO is above the average in the category of White for both employment groups Classified (14%) Administrator (3.4%).
- Compared to statewide CCD averages DO is lower among Female (1%) and higher among Male (1%) employees.
- Compared to the demographics for the Service Area DO's representation of American Indian/Alaskan is higher (.2%) and lower than the county (.9%).
- Compared to the demographics for the Service Area DO's representation of Asian is lower (4.3%) and higher than the county (.1%).
- Compared to the demographics for the Service Area DO's representation of Black/African American is lower (8.9%) and lower than the county (4%).
- Compared to the demographics for the Service Area DO's representation of Hispanic/Latino is lower (37%) and lower than the county (25.1%)
- Compared to the demographics for the Service Area DO's representation of White is higher (23.6%) and higher than the county (20.9%).



## Job Applicant Data Analysis

### Recruitment

During the 2012 Academic Year RCCD processed 1,064 applications and hired 42 individuals. The distribution of the applicants from monitored groups (American Native/Alaskan, Asian, Black/African American, Hispanic/Latino, 2+ Race and Female) was as follows:

- District-wide recruitment totals were 85% from monitored group applicants.
- District-wide recruitment totals were 64% from monitored group applicants excluding Female.
- For Part time Classified recruitments 96% were from monitored group applicants.
- For Part time Classified recruitments 70% were from monitored groups excluding Female.
- For Full time Classified recruitments 88% were from monitored group applicants.
- For Full time Classified recruitments 64% were from monitored groups excluding Female.
- For Classified Manager recruitments 68% were from monitored group applicants.
- For Classified Manager recruitments 49% were from monitored group applicants excluding Female.
- For Academic Manager recruitments 73% were from monitored group applicants.
- For Academic Manager recruitments 62% were from monitored group applicants excluding Female.
- For Full time Faculty recruitments 67% were from monitored group applicants.
- For Full time Faculty recruitments 49% were from monitored group applicants excluding Female.

This data reflects that the District's recruitment efforts reach a diverse population.

### Selection

During the 2012 Academic Year RCCD recruited 49 job openings and filled 42 of those positions. The distribution of monitored group applicants (American Native/Alaskan, Asian, Black/African American, Hispanic/Latino, 2+ Race and Female) through the application process is as follows:

- District-wide 76% of positions were filled by a monitored group applicant.
- District-wide 55% of positions were filled by monitored group applicant excluding Female.
- For Part time Classified 65% of positions were filled by a monitored group applicant.
- For Part time Classified 47% of positions were filled by monitored group applicant excluding Female.
- Full time Classified 100% of positions were filled by a monitored group applicant.
- Full time Classified 86% of positions were filled by monitored group applicant excluding Female.
- For Academic Management 100% of positions were filled by a monitored group applicant.

- For Academic Management 100% of positions were filled by monitored group applicant excluding Female.
- For Classified Management 60% of positions were filled by a monitored group applicant.
- For Classified Management 0% of positions were filled by monitored group applicant excluding Female.
- For Full time Faculty 67% of positions were filled by a monitored group applicant.
- For Full time Faculty 33% of positions were filled by monitored group applicant excluding Female.

The 5-year history of applicant tracking reflect an overall high percentage of monitored group applicants and hiring. The percentage changes have been up and down by small percentages.

### **Plan Component 11: Analysis of Degree of Underrepresentation and Significant Underrepresentation**

Per the latest guidance from the State Chancellor's Office, memo from Steven Bruckman, Executive Vice Chancellor of Operations and General Counsel, dated April 25, 2012, districts are advised that due to lack of demographic availability data, EEO Plan components 11-13 and 15 are not required to be worked on until such information is provided.

### **Plan Component 12: Methods to Address Underrepresentation**

Per the latest guidance from the State Chancellor's Office, memo from Steven Bruckman, Executive Vice Chancellor of Operations and General Counsel, dated April 25, 2012, districts are advised that due to lack of demographic availability data, EEO Plan components 11-13 and 15 are not required to be worked on until such information is provided.

The District will continue to implement its hiring procedures and policies in compliance with EEO regulations.

### **Plan Component 13: Additional Steps to Remedy Significant Underrepresentation**

Per the latest guidance from the State Chancellor's Office, memo from Steven Bruckman, Executive Vice Chancellor of Operations and General Counsel, dated April 25, 2012, districts are advised that due to lack of demographic availability data, EEO Plan components 11-13 and 15 are not required to be worked on until such information is provided.

### **Component 14: Other Measures Necessary to Further Equal Employment Opportunity**

The District recognizes that multiple approaches are appropriate to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse workforce. Equal employment opportunity means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination. To that end, the District will implement a diversity program. Having a district that has accepted principles of



diversity and multiculturalism can make implementation and maintenance of an effective equal employment opportunity program much easier. For that reason, institutionalizing a diversity program that is well-planned, well-funded, and supported by the leadership throughout the District can be of great value. The District will sponsor cultural events and speakers on issues dealing with diversity, and explore how to infuse diversity into the classroom and curriculum. The District will promote the concept of cultural proficiency and it will develop an performance evaluation tools that integrate diversity into the evaluation of employees. The District will also promote learning opportunities and personal growth in the area of diversity and evaluate how the physical environment can be responsive to its diverse employee and student populations. In implementing a diversity program, the District shall do the following:

- 1) Commit to maintaining an Office of Diversity, Equity and Compliance and a diversity and equity program that is part of the District structure and supported by the District and college leadership.
- 2) Conduct diversity climate studies to identify barriers and guide the development of the diversity program.
- 3) Maintain an Equity Monitors program to infuse the screening and interview committee process with the knowledge and techniques for identifying and addressing implicit barriers to diversity.
- 4) Establish and maintain college-based diversity committees to recommend and advise presidents and the Director of Diversity, Equity and Compliance on matters related to diversity.
- 5) Include guest speakers in leadership positions who recognize and reflect commitment to diversity and who may inspire students and employees alike.
- 6) Highlight the District's equal employment opportunity and diversity policies in job announcements and in its recruitment, marketing, and other publications. Include in job announcements language indicating that candidates are required to demonstrate that they can infuse diversity into their major job duties.
- 7) Conduct diversity dialogues, forums, and cross-cultural workshops that engage employees and students.
- 8) Work with the college Curriculum Committee to assist in the development of a "Diversity Instructional Tool Kit" as a resource for faculty interested in infusing diversity and multiculturalism into their instruction or services to students.
- 9) Review and revise college/district publications and other marketing tools to reflect diversity in pictures, graphics, and text to project an inclusive image.

- 10) Recognize and value staff and faculty who have promoted diversity and equal employment opportunity principles by awarding a yearly diversity recognition award.
- 11) Offer EEO/diversity workshops at all instructional improvement days (flex week or staff development day).
- 12) Implement and maintain an evaluation process that evaluates administrators yearly on their ability and efforts to meet the District's equal employment opportunity and diversity efforts.
- 13) Establish an "Equal Employment Opportunity and Diversity" online presence by highlighting the District's diversity and equal employment opportunity, ADA, sexual harassment and nondiscrimination policies, procedures and programs on the District's website. The website will also list contact persons for further information on all of these topics.
- 14) Recognize multilingualism and knowledge of multiculturalism as a desired, and when appropriate, required skill and qualification for community college employees.
- 15) Maintain college-based diversity committees that are visible, valued and adequately funded.
- 16) Develop leadership opportunities with current staff focusing on diversity.
- 17) Establish a District Council on Diversity and Equity to involve community-based organizations in the recruitment and other equal employment opportunity efforts of the District. Recommended membership will be from various constituencies at all levels of the district and, include representatives from local business and industry as well as from diverse groups such as MALDEF, NAACP, Chambers of Commerce, and local community groups.
- 18) Ensure that top administrative staff support diversity objectives and that the diversity and/or equal employment opportunity officer position is maintained as a cabinet or other high-level administrative position.
- 19) Seek direct contact with student, professional, community and other organizations that represent the diverse community we serve. These organizations can serve as resources for referring potential candidates.



### **Plan Component 15: Persons with Disabilities: Accommodations and Goals for Hiring**

Per the latest guidance from the State Chancellor's Office, memo from Steven Bruckman, Executive Vice Chancellor of Operations and General Counsel, dated April 25, 2012, districts are advised that due to lack of demographic availability data, EEO Plan components 11-13 and 15 are not required to be worked on until such information is provided.

The District is committed to providing reasonable accommodations to qualified individuals with disabilities in accordance with applicable laws and statutes, including the ADA Amendment Act of 2008 and California Fair Employment and Housing Act (Government Code § 12940)

### **Component 16: Graduate Assumption Program of Loans for Education**

The District will encourage community college students to become qualified for, and seek employment as, community college employees. The District shall research and inform students about programs that may assist them to complete their graduate studies and become community college employees. The District will post informational flyers on the college campuses concerning such programs, and make information available in student newspapers, the course catalog, and in locations accessible to students, including but not limited to, Counseling, Financial Aid, Admissions and Records, the Bookstore, and the Student Center. Efforts will be made to inform graduate students in local colleges and universities about the benefits of employment at a community college.



Table 1

Diversity & Human Resources  
Diversity, Equity & Compliance EEO Report  
District-Wide Workforce Demographic Profile Summary Fall 2012 : PERCENTAGES

Category	FAN	MAN	FA	MA	FB	MB	FH	MH	FPI	MPI	FW	MW	F2+	M2+	Total F	Total M	Total
Professional/Nonfaculty	0%	0%	5%	13%	5%	0%	26%	25%	0%	0%	63%	63%	0%	0%	70%	30%	
sub	0%	0%	7%		4%		26%		0%		63%		0%				
Secretarial/Clerical	1%	0%	1%	5%	13%	20%	35%	32%	0%	0%	39%	39%	11%	5%	83%	17%	
sub	1%	0%	2%		14%		34%		0%		39%		10%				
Technical & Paraprofessional	0%	1%	6%	12%	14%	4%	22%	21%	0%	0%	57%	59%	2%	3%	40%	60%	
sub	1%	1%	10%		8%		21%		0%		58%		2%				
Skilled Craft	0%	0%	0%	11%	0%	0%	0%	37%	0%	0%	100%	47%	0%	5%	21%	79%	
sub	0%	0%	8%		0%		29%		0%		58%		4%				
Service and Maintenance	0%	0%	3%	2%	17%	33%	48%	37%	3%	3%	21%	22%	7%	3%	23%	77%	
sub	0%	0%	2%		29%		40%		3%		22%		4%				
<b>Classified</b>	<b>1%</b>	<b>0%</b>	<b>2%</b>	<b>7%</b>	<b>13%</b>	<b>18%</b>	<b>33%</b>	<b>31%</b>	<b>1%</b>	<b>1%</b>	<b>42%</b>	<b>40%</b>	<b>8%</b>	<b>3%</b>	<b>57%</b>	<b>43%</b>	<b>30%</b>
Subtotal	1%	0%	4%		15%		32%		1%		41%		6%				
Academic Managers	0%	0%	12%	11%	4%	14%	19%	21%	0%	0%	46%	54%	15%	0%	48%	52%	
sub	0%	0%	11%		11%		20%		0%		50%		7%				
Classified Managers	3%	0%	0%	7%	3%	12%	34%	21%	0%	0%	52%	52%	3%	7%	41%	59%	
sub	1%	1%	4%		10%		27%		0%		52%		6%				
<b>Executive/Administrative</b>	<b>2%</b>	<b>0%</b>	<b>5%</b>	<b>9%</b>	<b>7%</b>	<b>13%</b>	<b>27%</b>	<b>21%</b>	<b>0%</b>	<b>0%</b>	<b>49%</b>	<b>53%</b>	<b>9%</b>	<b>4%</b>	<b>44%</b>	<b>56%</b>	<b>7%</b>
Subtotal	2%	0%	7%		10%		24%		0%		51%		6%				
Faculty--Adult Education	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
sub	0%	0%	0%		0%		0%		0%		0%		0%				
Faculty--Career Education	2%	2%	5%	5%	9%	9%	5%	16%	0%	0%	74%	64%	5%	5%	49%	51%	
sub	2%	2%	5%		9%		10%		0%		69%		5%				
Faculty--English	0%	0%	6%	0%	0%	0%	12%	24%	0%	0%	79%	65%	3%	12%	66%	34%	
sub	0%	0%	4%		0%		16%		0%		74%		6%				
Faculty--Health & PE	0%	0%	0%	0%	0%	13%	0%	13%	0%	0%	100%	75%	0%	0%	47%	53%	
sub	0%	0%	0%		7%		7%		0%		87%		0%				
Faculty--Humanities	0%	0%	11%	17%	3%	4%	14%	4%	0%	0%	71%	75%	0%	0%	59%	41%	
sub	0%	0%	14%		3%		10%		0%		73%		0%				
Faculty--Instructional & Support Services	4%	0%	4%	0%	17%	0%	39%	30%	0%	0%	30%	60%	4%	10%	53%	47%	
sub	2%	2%	2%		9%		35%		0%		44%		7%				
Faculty--Mathematics	0%	0%	14%	30%	0%	5%	7%	25%	0%	0%	71%	40%	7%	0%	41%	59%	
sub	0%	0%	24%		3%		18%		0%		53%		3%				
Faculty--Natural Sciences	0%	0%	0%	10%	0%	5%	11%	15%	0%	0%	83%	70%	6%	0%	47%	53%	
sub	0%	0%	5%		3%		13%		0%		76%		3%				
Faculty--Social Sciences	0%	5%	0%	5%	11%	5%	0%	21%	0%	0%	67%	63%	22%	0%	32%	68%	
sub	4%	4%	4%		7%		14%		0%		64%		7%				
Full Time Faculty	1%	1%	6%	9%	5%	5%	13%	18%	0%	0%	70%	63%	4%	3%	51%	49%	19%
sub	1%	1%	7%		5%		15%		0%		67%		4%				
Part Time Faculty	1%	1%	11%	7%	8%	5%	14%	14%	0%	0%	63%	70%	4%	3%	49%	51%	45%
sub	1%	1%	9%		6%		14%		0%		67%		3%				
<b>Faculty</b>	<b>1%</b>	<b>1%</b>	<b>10%</b>	<b>8%</b>	<b>7%</b>	<b>5%</b>	<b>13%</b>	<b>15%</b>	<b>0%</b>	<b>0%</b>	<b>65%</b>	<b>68%</b>	<b>4%</b>	<b>3%</b>	<b>50%</b>	<b>50%</b>	<b>64%</b>
Subtotal	1%	1%	9%		6%		14%		0%		67%		4%				
<b>TOTAL EMPLOYEES</b>	<b>1%</b>	<b>1%</b>	<b>7%</b>	<b>7%</b>	<b>9%</b>	<b>9%</b>	<b>21%</b>	<b>20%</b>	<b>0%</b>	<b>0%</b>	<b>57%</b>	<b>60%</b>	<b>6%</b>	<b>3%</b>	<b>52%</b>	<b>48%</b>	<b>100%</b>
Total	1%	1%	7%		9%		20%		0%		58%		5%				
Persons with Reported Disabilities	0%	0%	12%	4%	6%	4%	29%	21%	0%	4%	53%	68%	0%	0%	38%	62%	100%
sub	0%	0%	7%		4%		24%		2%		62%		0%				



Diversity & Human Resources  
Diversity, Equity & Compliance EEO Report  
Moreno Valley College Workforce Demographic Profile Summary Fall 2012: PERCENTAGES

Table 1

Category	FAN	MAN	FA	MA	FB	MB	FH	MH	FPI	MPI	FW	MW	F2+	M2+	Total F	Total M	Total
Professional/Nonfaculty	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	100%	0%	
sub	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	100%	0%	
Secretarial/Clerical	2%	0%	2%	8%	13%	42%	47%	17%	0%	0%	28%	25%	9%	8%	80%	20%	
sub	2%	0%	2%	8%	13%	42%	47%	17%	0%	0%	28%	25%	9%	8%	80%	20%	
Technical & Paraprofessional	0%	0%	0%	0%	0%	20%	36%	40%	0%	0%	0%	45%	0%	0%	55%	45%	
sub	0%	0%	0%	0%	0%	20%	36%	40%	0%	0%	0%	45%	0%	0%	55%	45%	
Skilled Craft	0%	0%	0%	50%	0%	0%	50%	50%	0%	0%	0%	0%	0%	0%	0%	100%	
sub	0%	0%	0%	50%	0%	0%	50%	50%	0%	0%	0%	0%	0%	0%	0%	100%	
Service and Maintenance	0%	0%	0%	0%	40%	21%	20%	29%	0%	7%	0%	36%	40%	7%	26%	74%	
sub	0%	0%	0%	0%	40%	21%	20%	29%	0%	7%	0%	36%	40%	7%	26%	74%	
<b>Classified</b>	<b>2%</b>	<b>0%</b>	<b>2%</b>	<b>6%</b>	<b>15%</b>	<b>27%</b>	<b>44%</b>	<b>27%</b>	<b>0%</b>	<b>3%</b>	<b>27%</b>	<b>30%</b>	<b>10%</b>	<b>6%</b>	<b>64%</b>	<b>36%</b>	<b>18%</b>
Subtotal	2%	0%	2%	6%	15%	27%	44%	27%	0%	3%	27%	30%	10%	6%	64%	36%	18%
Academic Managers	0%	0%	14%	0%	10%	33%	14%	33%	0%	0%	43%	33%	14%	0%	70%	30%	
sub	0%	0%	14%	0%	10%	33%	14%	33%	0%	0%	43%	33%	14%	0%	70%	30%	
Classified Managers	0%	0%	0%	0%	0%	33%	20%	50%	0%	0%	60%	17%	20%	0%	45%	55%	
sub	0%	0%	0%	0%	0%	33%	20%	50%	0%	0%	60%	17%	20%	0%	45%	55%	
<b>Executive/Administrative</b>	<b>0%</b>	<b>0%</b>	<b>8%</b>	<b>0%</b>	<b>8%</b>	<b>33%</b>	<b>17%</b>	<b>44%</b>	<b>0%</b>	<b>0%</b>	<b>50%</b>	<b>22%</b>	<b>17%</b>	<b>0%</b>	<b>57%</b>	<b>43%</b>	<b>4%</b>
Subtotal	0%	0%	8%	0%	8%	33%	17%	44%	0%	0%	50%	22%	17%	0%	57%	43%	4%
Faculty--Adult Education	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
sub	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Faculty--Career Education	11%	0%	0%	10%	33%	10%	0%	30%	0%	0%	44%	50%	11%	0%	47%	53%	
sub	5%	0%	0%	5%	21%	10%	16%	30%	0%	0%	44%	50%	11%	0%	47%	53%	
Faculty--English	0%	0%	0%	0%	0%	0%	50%	0%	0%	0%	25%	100%	25%	0%	50%	50%	
sub	0%	0%	0%	0%	0%	0%	50%	0%	0%	0%	25%	100%	25%	0%	50%	50%	
Faculty--Health & PE	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	100%	0%	
sub	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	100%	0%	
Faculty--Humanities	0%	0%	13%	0%	0%	0%	25%	0%	0%	0%	63%	100%	0%	0%	67%	33%	
sub	0%	0%	13%	0%	0%	0%	25%	0%	0%	0%	63%	100%	0%	0%	67%	33%	
Faculty--Instructional & Support Services	0%	0%	0%	0%	33%	0%	33%	67%	0%	0%	33%	0%	0%	33%	67%	33%	
sub	0%	0%	0%	0%	22%	0%	44%	67%	0%	0%	33%	0%	0%	33%	67%	33%	
Faculty--Mathematics	0%	0%	25%	50%	0%	0%	0%	0%	0%	0%	75%	50%	0%	0%	50%	50%	
sub	0%	0%	25%	50%	0%	0%	0%	0%	0%	0%	75%	50%	0%	0%	50%	50%	
Faculty--Natural Sciences	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	100%	0%	0%	63%	38%	
sub	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	100%	0%	0%	63%	38%	
Faculty--Social Sciences	0%	0%	0%	25%	0%	0%	0%	25%	0%	0%	50%	50%	50%	0%	33%	67%	
sub	0%	0%	0%	17%	0%	0%	17%	25%	0%	0%	50%	50%	50%	0%	33%	67%	
Full Time Faculty	3%	0%	5%	13%	13%	3%	15%	19%	0%	0%	58%	63%	8%	3%	56%	44%	14%
sub	1%	1%	7%	8%	7%	5%	15%	15%	0%	0%	64%	71%	6%	3%	40%	60%	63%
Part Time Faculty	1%	1%	7%	6%	8%	5%	15%	16%	0%	0%	62%	70%	7%	3%	43%	57%	77%
sub	1%	1%	7%	6%	8%	5%	15%	16%	0%	0%	62%	70%	7%	3%	43%	57%	77%
<b>Faculty</b>	<b>1%</b>	<b>1%</b>	<b>7%</b>	<b>6%</b>	<b>8%</b>	<b>5%</b>	<b>15%</b>	<b>16%</b>	<b>0%</b>	<b>0%</b>	<b>62%</b>	<b>70%</b>	<b>7%</b>	<b>3%</b>	<b>43%</b>	<b>57%</b>	<b>77%</b>
Subtotal	1%	1%	7%	6%	8%	5%	15%	16%	0%	0%	62%	70%	7%	3%	43%	57%	77%
<b>TOTAL EMPLOYEES</b>	<b>1%</b>	<b>1%</b>	<b>5%</b>	<b>6%</b>	<b>10%</b>	<b>8%</b>	<b>22%</b>	<b>18%</b>	<b>0%</b>	<b>0%</b>	<b>53%</b>	<b>63%</b>	<b>8%</b>	<b>3%</b>	<b>48%</b>	<b>52%</b>	<b>100%</b>
Total	1%	1%	5%	6%	10%	8%	22%	18%	0%	0%	53%	63%	8%	3%	48%	52%	100%
Persons with Reported Disabilities	0%	0%	0%	0%	0%	0%	0%	50%	0%	10%	100%	40%	0%	0%	9%	91%	100%
sub	0%	0%	0%	0%	0%	0%	0%	50%	0%	10%	100%	40%	0%	0%	9%	91%	100%







Diversity & Human Resources  
Diversity, Equity & Compliance EEO Report  
Riverside City College Workforce Demographic Profile Summary Fall 2012: PERCENTAGES

Table 1

Category	FAN	MAN	FA	MA	FB	MH	FPI	MPI	FW	MW	F2+	M2+	Total F	Total M	Total
Professional/Nonfaculty	0%	0%	11%	25%	20%	0%	0%	0%	56%	75%	0%	5%	69%	31%	
sub	0%	0%	15%	8%	0%	15%	0%	0%	62%	0%	0%	0%			
Secretarial/Clerical	0%	0%	0%	5%	20%	32%	0%	0%	42%	47%	12%	5%	82%	18%	
sub	0%	0%	1%	18%	0%	28%	0%	0%	43%	0%	10%	0%			
Technical & Paraprofessional	0%	0%	4%	10%	17%	24%	0%	0%	63%	66%	0%	0%	45%	55%	
sub	0%	0%	8%	0%	8%	21%	0%	0%	64%	0%	0%	0%			
Skilled Craft	0%	0%	0%	7%	0%	29%	0%	0%	100%	57%	0%	7%	22%	78%	
sub	0%	0%	6%	0%	0%	22%	0%	0%	67%	0%	6%	0%			
Service and Maintenance	0%	0%	0%	2%	12%	55%	0%	2%	35%	26%	0%	0%	29%	71%	
sub	0%	0%	2%	14%	14%	54%	2%	0%	29%	0%	0%	0%			
<b>Classified</b>	<b>0%</b>	<b>0%</b>	<b>1%</b>	<b>6%</b>	<b>17%</b>	<b>37%</b>	<b>0%</b>	<b>1%</b>	<b>47%</b>	<b>46%</b>	<b>7%</b>	<b>2%</b>	<b>56%</b>	<b>44%</b>	<b>27%</b>
Subtotal	0%	0%	4%	13%	0%	31%	0%	0%	47%	5%	5%	0%	56%	44%	27%
Academic Managers	0%	0%	18%	0%	0%	33%	0%	0%	55%	33%	9%	0%	55%	45%	
sub	0%	0%	10%	15%	0%	25%	0%	0%	45%	5%	0%	0%			
Classified Managers	0%	0%	0%	9%	6%	36%	0%	0%	57%	45%	0%	0%	39%	61%	
sub	0%	0%	6%	11%	11%	33%	0%	0%	50%	0%	0%	0%			
<b>Executive/Administrative</b>	<b>0%</b>	<b>0%</b>	<b>11%</b>	<b>5%</b>	<b>6%</b>	<b>35%</b>	<b>0%</b>	<b>0%</b>	<b>56%</b>	<b>40%</b>	<b>6%</b>	<b>0%</b>	<b>47%</b>	<b>53%</b>	<b>4%</b>
Subtotal	0%	0%	8%	13%	0%	29%	0%	0%	47%	3%	3%	0%	47%	53%	4%
Faculty--Adult Education	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
sub	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%			
Faculty--Career Education	0%	0%	7%	4%	3%	12%	0%	0%	79%	72%	3%	4%	54%	46%	
sub	0%	0%	6%	6%	6%	9%	0%	0%	76%	0%	4%	0%			
Faculty--English	0%	11%	10%	0%	0%	33%	0%	0%	85%	0%	0%	56%	69%	31%	
sub	3%	0%	7%	0%	0%	14%	0%	0%	59%	17%	0%	0%			
Faculty--Health & PE	0%	0%	0%	0%	0%	14%	0%	0%	100%	71%	0%	0%	36%	64%	
sub	0%	0%	0%	0%	9%	9%	0%	0%	82%	0%	0%	0%			
Faculty--Humanities	0%	0%	14%	21%	0%	5%	0%	0%	73%	68%	0%	0%	54%	46%	
sub	0%	0%	17%	2%	2%	10%	0%	0%	71%	0%	0%	0%			
Faculty--Instructional & Support Services	8%	0%	0%	0%	0%	15%	0%	0%	38%	77%	8%	8%	50%	50%	
sub	4%	0%	0%	0%	0%	31%	0%	0%	58%	8%	8%	0%			
Faculty--Mathematics	0%	0%	0%	20%	0%	40%	0%	0%	71%	30%	14%	0%	41%	59%	
sub	0%	0%	12%	6%	6%	29%	0%	0%	47%	6%	0%	0%			
Faculty--Natural Sciences	0%	0%	0%	0%	0%	14%	0%	0%	88%	79%	13%	0%	36%	64%	
sub	0%	0%	0%	5%	5%	9%	0%	0%	82%	5%	0%	0%			
Faculty--Social Sciences	0%	8%	0%	0%	25%	17%	0%	0%	50%	67%	25%	0%	25%	75%	
sub	6%	0%	0%	0%	13%	13%	0%	0%	63%	6%	6%	0%			
Full Time Faculty	1%	2%	7%	6%	2%	17%	0%	0%	74%	62%	5%	6%	50%	50%	24%
sub	1%	1%	6%	4%	4%	14%	0%	0%	68%	6%	6%	0%			
Part Time Faculty	1%	1%	12%	7%	9%	15%	0%	0%	64%	72%	3%	2%	58%	42%	45%
sub	1%	1%	10%	7%	7%	13%	0%	0%	67%	2%	2%	0%			
Faculty	1%	1%	10%	7%	7%	15%	0%	0%	67%	68%	3%	4%	55%	45%	69%
Subtotal	1%	1%	9%	6%	6%	14%	0%	0%	67%	3%	3%	4%	55%	45%	69%
<b>TOTAL EMPLOYEES</b>	<b>1%</b>	<b>1%</b>	<b>8%</b>	<b>7%</b>	<b>10%</b>	<b>22%</b>	<b>0%</b>	<b>0%</b>	<b>61%</b>	<b>61%</b>	<b>4%</b>	<b>3%</b>	<b>55%</b>	<b>45%</b>	<b>100%</b>
Total	1%	1%	7%	8%	8%	19%	0%	0%	61%	61%	4%	4%	55%	45%	100%
Persons with Reported Disabilities	0%	0%	20%	0%	10%	7%	0%	0%	40%	93%	0%	0%	42%	58%	100%
sub	0%	0%	#DIV/0!	0%	4%	17%	0%	0%	71%	0%	0%	0%			



Diversity & Human Resources  
 Diversity, Equity & Compliance EEO Report  
 District Offices Workforce Demographic Profile Summary Fall 2012:PERCENTAGES

Table 1

Category	FAN	MAN	FA	MA	FB	MB	FH	MH	FPI	MPI	FW	MW	F2+	M2+	Total F	Total M	Total
Professional/Nontaculty	0%	0%	0%	0%	0%	0%	14%	67%	0%	0%	86%	33%	0%	0%			
sub	0%	0%	0%	0%	0%	0%	30%		0%	0%	70%		0%	0%	70%	30%	
Secretarial/Clerical	0%	0%	4%	0%	2%	0%	25%	25%	2%	0%	54%	75%	13%	0%			
sub	0%	3%	4%	0%	9%	6%	9%	21%	0%	0%	64%	59%	0%	3%	24%	76%	
Technical & Paraprofessional	2%		11%		7%		18%		0%	0%	100%	0%	0%	0%	100%	0%	
sub	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	100%	0%	
Skilled Craft	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	25%	0%	0%	20%	80%	
sub	0%	0%	0%	0%	0%	0%	100%	75%	0%	0%	0%	25%	0%	0%	20%	80%	
Service and Maintenance	0%	0%	0%	0%	0%	0%	80%		0%	0%	20%		0%	0%			
sub	0%	0%	0%	0%	0%	0%	80%		0%	0%	20%		0%	0%			
<b>Classified/Confidential</b>	<b>0%</b>	<b>2%</b>	<b>4%</b>	<b>7%</b>	<b>3%</b>	<b>4%</b>	<b>22%</b>	<b>29%</b>	<b>1%</b>	<b>0%</b>	<b>59%</b>	<b>56%</b>	<b>9%</b>	<b>2%</b>	<b>60%</b>	<b>40%</b>	<b>73%</b>
<b>Total</b>	<b>1%</b>	<b>1%</b>	<b>6%</b>	<b>6%</b>	<b>4%</b>	<b>4%</b>	<b>25%</b>	<b>25%</b>	<b>1%</b>	<b>0%</b>	<b>58%</b>	<b>58%</b>	<b>6%</b>	<b>6%</b>	<b>60%</b>	<b>40%</b>	<b>73%</b>
Academic Managers	0%	0%	0%	0%	0%	0%	0%	13%	0%	0%	50%	75%	50%	0%	20%	80%	
sub	0%	0%	10%		0%		10%		0%	0%	70%		10%				
Classified Managers	8%	0%	0%	0%	8%	0%	23%	5%	0%	0%	62%	68%	0%	16%	41%	59%	
sub	3%		6%		3%		13%		0%	0%	66%		9%				
<b>Executive/Administrative</b>	<b>7%</b>	<b>0%</b>	<b>0%</b>	<b>7%</b>	<b>7%</b>	<b>0%</b>	<b>20%</b>	<b>7%</b>	<b>0%</b>	<b>0%</b>	<b>60%</b>	<b>70%</b>	<b>7%</b>	<b>11%</b>	<b>36%</b>	<b>64%</b>	<b>27%</b>
<b>Total</b>	<b>2%</b>	<b>2%</b>	<b>7%</b>	<b>7%</b>	<b>2%</b>	<b>2%</b>	<b>12%</b>	<b>12%</b>	<b>0%</b>	<b>0%</b>	<b>67%</b>	<b>67%</b>	<b>10%</b>	<b>10%</b>	<b>36%</b>	<b>64%</b>	<b>27%</b>
<b>TOTAL EMPLOYEES</b>	<b>1%</b>	<b>1%</b>	<b>5%</b>	<b>8%</b>	<b>4%</b>	<b>3%</b>	<b>22%</b>	<b>21%</b>	<b>1%</b>	<b>0%</b>	<b>59%</b>	<b>61%</b>	<b>8%</b>	<b>6%</b>	<b>54%</b>	<b>46%</b>	<b>100%</b>
<b>Total</b>	<b>1%</b>	<b>1%</b>	<b>6%</b>	<b>6%</b>	<b>3%</b>	<b>3%</b>	<b>21%</b>	<b>21%</b>	<b>1%</b>	<b>0%</b>	<b>60%</b>	<b>60%</b>	<b>7%</b>	<b>7%</b>	<b>54%</b>	<b>46%</b>	<b>100%</b>
Persons with Reported Disabilities	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%	1%	1%	0%	0%	33%	67%	100%
Total	0%	0%	33%		0%		0%		0%	0%	67%		0%	0%	33%	67%	100%



# District Comparison to Statewide Community College District

Fall 2012

Table 2

RCCD	American Indian/Alaska		Asian		Black / African American		Hispanic/Latino		White		2+		Female		Male	
	RCCD	CCC	RCCD	CCC	RCCD	CCC	RCCD	CCC	RCCD	CCC	RCCD	CCC	RCCD	CCC	RCCD	CCC
	NC	CCC	NC	CCC	NC	CCC	NC	CCC	NC	CCC	NC	CCC	NC	CCC	NC	CCC
<b>Classified Executive/Administrative</b>	0%	0.8%	4%	12%	15%	8.9%	32%	25%	41%	44%	6%	0.8%	57%	49%	43%	40.7%
<b>FT Faculty</b>	1%	0.9%	7%	8.8%	10%	6%	24%	13.5%	51%	63.6%	6%	0.9%	44%	53.4%	56%	46.5%
<b>PT Faculty</b>	1%	0.9%	7%	8.8%	6%	6%	15%	15%	67%	63.6%	4%	0.9%	51%	54.2%	49%	45.7%
<b>TOTAL</b>	1%	0.8%	7%	9.5%	9%	6.4%	20%	15.5%	58%	60.1%	5%	0.4%	52%	55.0%	48%	45.0%
<b>Moreno Valley College</b>	MVC	CCC	MVC	CCC	MVC	CCC	MVC	CCC	MVC	CCC	MVC	CCC	MVC	CCC	MVC	CCC
<b>Classified Executive/Administrative</b>	1%	0.8%	3%	12%	20%	8.9%	38%	25%	28%	44%	9%	0.8%	64%	49%	36%	40.7%
<b>FT Faculty</b>	0%	0.9%	5%	8.8%	19%	6%	29%	13.5%	38%	63.6%	10%	0.9%	57%	53.4%	43%	46.5%
<b>PT Faculty</b>	1%	0.9%	8%	8.8%	8%	6%	17%	15%	60%	63.6%	6%	0.9%	56%	54.2%	44%	45.7%
<b>TOTAL</b>	1%	0.8%	6%	9.5%	9%	6.4%	20%	15.5%	58%	60.1%	6%	0.4%	48%	55%	52%	45.0%
<b>Norco College</b>	NC	CCC	NC	CCC	NC	CCC	NC	CCC	NC	CCC	NC	CCC	NC	CCC	NC	CCC
<b>Classified Executive/Administrative</b>	1%	0.8%	6%	12%	27%	8.9%	35%	25%	23%	44%	7%	0.8%	51%	49%	49%	40.7%
<b>FT Faculty</b>	0%	0.9%	8%	8.8%	13%	6%	33%	13.5%	42%	63.6%	4%	0.9%	54%	53.4%	46%	46.5%
<b>PT Faculty</b>	0%	0.9%	8%	8.8%	6%	6%	15%	15%	68%	63.6%	3%	0.9%	53%	54.2%	47%	45.7%
<b>TOTAL</b>	1%	0.8%	11%	9.5%	7%	5.2%	14%	11.7%	65%	64.6%	3%	0.6%	48%	52%	52%	47.9%
<b>Riverside City College</b>	RCC	CCC	RCC	CCC	RCC	CCC	RCC	CCC	RCC	CCC	RCC	CCC	RCC	CCC	RCC	CCC
<b>Classified Executive/Administrative</b>	0%	0.8%	4%	12%	13%	8.9%	31%	25%	47%	44%	5%	0.8%	56%	49%	44%	40.7%
<b>FT Faculty</b>	0%	0.9%	8%	8.8%	13%	6%	29%	13.5%	47%	63.6%	3%	0.9%	47%	53.4%	53%	46.5%
<b>PT Faculty</b>	1%	0.9%	6%	8.8%	4%	6%	14%	15%	68%	63.6%	6%	0.9%	50%	54.2%	50%	45.7%
<b>TOTAL</b>	1%	0.8%	7%	9.5%	8%	6.4%	19%	15.5%	61%	60.1%	4%	0.4%	55%	55%	45%	45.0%
<b>District Offices</b>	DO	CCC	DO	CCC	DO	CCC	DO	CCC	DO	CCC	DO	CCC	DO	CCC	DO	CCC
<b>Classified Executive/Administrative</b>	1%	0.8%	7%	12%	4%	8.9%	25%	25%	58%	44%	6%	0.8%	60%	49%	40%	40.7%
<b>TOTAL</b>	2%	0.9%	7%	8.8%	2%	6%	12%	13.5%	67%	63.6%	10%	0.9%	36%	53.4%	64%	46.5%
<b>TOTAL</b>	1%	0.8%	7%	9.5%	3%	6.4%	21%	15.5%	60%	60.1%	7%	0.4%	54%	55%	46%	45.0%

## District Comparison to Statewide Community College Districts

Riverside Community College District  
Service Area Profiles 2010 Census

Ethnicity	Corona	Eastvale	Moreno Valley	Norco	Perris	City of Riverside	Service Area Avg	Workforce RCCD
American Indian/Alaska Native	0.8%	0.5%	0.9%	0.9%	0.9%	1.1%	.8%	1%
Asian	10.3%	24.6%	6.7%	3.3%	4%	7.8%	11.3%	7%
Black/African American	5.9%	9.7%	18%	7%	12.1%	7%	11.9%	9%
Hispanic/Latino	43.6%	40%	54.4%	31.1%	71.8%	49%	58%	20%
White/Caucasian	38.1%	23.7%	18.9%	56.4%	11%	34%	36.4%	58%
Two or More	5.1%	5.2%	5.7%	3.2%	5.1%	5.1%	5.9%	5%

Riverside Community College District  
Service Area Demographic Characteristics 2010 Census

Ethnicity	Riverside County	Workforce RCCD
American Indian/Alaska Native	1.9%	1%
Asian	6.9%	7%
Black/African American	7%	9%
Hispanic	46.1%	20%
White/Caucasian	39.1%	58%
Two or More	3.3%	5%



## 5-Year Comparison of Workforce Demographics

Table 4

	Classified	Aminstration	FT Faculty	PT Faculty	Total
<b>2008</b>					
American Indian/Alaskan	17%	9.00%	11%	63%	1%
Asian	13%	4.00%	20%	63.00%	6%
Black/African American	29%	9.00%	12%	50.00%	8%
Hispanic/Latino	39%	6%	14%	41%	18%
Native Hawaiian/Pacific Isl.	43%	0%	0%	57%	<1%
Two or More	N/A	N/A	N/A	N/A	N/A
White	17%	5%	16%	62%	66%
<b>2009</b>					
American Indian/Alaskan	24%	8%	2%	48%	1%
Asian	19%	4%	22%	55%	7%
Black/African American	33%	8%	15%	44%	8%
Hispanic/Latino	41%	7%	14%	38%	19%
Native Hawaiian/Pacific Isl.	N/A	N/A	N/A	N/A	N/A
Two or More	N/A	N/A	N/A	N/A	N/A
White	18%	5%	19%	58%	65%
<b>2010</b>					
American Indian/Alaskan	26%	9%	22%	43%	1%
Asian	17%	6%	19%	58%	7%
Black/African American	37%	8%	12%	43%	8%
Hispanic/Latino	45%	7%	15%	33%	19%
Native Hawaiian/Pacific Isl.	N/A	N/A	N/A	N/A	N/A
Two or More	37%	6%	19%	38%	4%
White	20%	5%	20%	55%	61%
<b>2011</b>					
American Indian/Alaskan	56%	0%	44%	0%	<1%
Asian	17%	5%	18%	60%	8%
Black/African American	44%	6%	12%	38%	8%
Hispanic/Latino	50%	8%	13%	29%	20%
Native Hawaiian/Pacific Isl.	80%	20%	0%	0%	<1%
Two or More	37%	7%	17%	39%	5%
White	21%	6%	21%	52%	59%
<b>2012</b>					
American Indian/Alaskan	19%	6%	25%	50%	1%
Asian	18%	6%	19%	57%	7%
Black/African American	49%	8%	11%	32%	9%
Hispanic/Latino	47%	8%	14%	31%	20%
Native Hawaiian/Pacific Isl.	100%	0%	0%	0%	<1%
Two or More	40%	9%	16%	35%	5%
White	21%	6%	21%	52%	58%



Diversity & Human Resources  
Diversity, Equity & Compliance EEO Report  
Applications Received / Applications Forwarded for Committee Review 2011-2012

Classification	Total		American Indian/Alaskan Native		Asian/ Includes Filipino		Black/ African American		Hispanic/ Latino		Native Hawaiian/Pacific Islander		White		Two or More		Unknown Race		Not Declared	
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M		
Academic Management	239	95	142	1	2	8	11	31	42	18	23	0	0	24	55	10	3	3	6	2
FORWARDED	210	79	129	1	2	5	11	25	39	16	20	0	0	23	49	8	3	1	5	2
Classified Management	118	47	69	0	0	3	4	15	15	6	13	0	0	21	32	1	4	1	1	2
FORWARDED	103	41	60	0	0	3	4	12	10	5	12	0	0	19	30	1	3	1	1	2
Professional/Nonfaculty	185	119	57	0	1	22	7	6	7	33	10	1	0	53	31	2	0	2	1	9
FORWARDED	121	74	40	0	0	16	5	2	5	15	5	1	0	37	25	1	0	2	0	7
Secretarial/Clerical	504	381	111	1	0	22	1	62	18	153	52	0	0	113	30	17	8	13	2	12
FORWARDED	387	297	79	1	0	17	0	51	13	118	38	0	0	90	20	11	6	9	2	11
Technical & Paraprofessional	176	88	85	1	1	7	11	11	4	30	28	0	0	25	35	9	5	5	1	3
FORWARDED	154	79	72	1	0	5	9	11	3	28	22	0	0	21	32	8	5	5	1	3
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FORWARDED	N/A																			
Service & Maintenance	48	29	19	0	0	0	2	11	0	7	9	0	0	9	5	0	2	2	1	0
FORWARDED	38	24	14	0	0	0	2	10	0	5	6	0	0	7	3	0	2	2	1	0
Faculty-Adult Education	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FORWARDED	N/A																			
Faculty-Career Education	54	24	29	1	0	2	4	4	0	3	6	0	0	10	16	2	3	2	0	1
FORWARDED	49	20	28	1	0	2	4	4	0	2	6	0	0	7	15	2	3	2	0	1
Faculty-English	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FORWARDED	N/A																			
Faculty-Health & P.E.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FORWARDED	N/A																			
Faculty-Humanities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FORWARDED	N/A																			
Faculty-Instructional & Support Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FORWARDED	N/A																			
Faculty-Mathematics	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FORWARDED	N/A																			
Faculty-Natural Sciences	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FORWARDED	N/A																			
Faculty-Social Sciences	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FORWARDED	N/A																			

Source: People Admin 11/30/12.

Legend: Red numbers designates a change between received and forwarded applications. An empty FORWARDED row indicates no change between the number of received and forwarded applications. An empty RECEIVED row indicates no change between the number of received and forwarded applications.

Not Included: PT Faculty Applications.



Diversity & Human Resources  
Diversity, Equity & Compliance EEO Report  
Applicants and Hired Report 2008-2012

Category	Monitored Group (MG) Applications												Filled by Monitored Group (MG)																							
	Total Applications						Number of hired Individuals						Number & Percent of Total						Number & Percent of Total																	
	08/09	09/10	10/11	11/12	08/09	09/10	10/11	11/12	08/09	09/10	10/11	11/12	08/09	09/10	10/11	11/12	08/09	09/10	10/11	11/12	08/09	09/10	10/11	11/12												
					All MG	w/o WF,UF	AIMG	w/o WF,UF	AIMG	w/o WF,UF	AIMG	w/o WF,UF	AIMG	w/o WF,UF	AIMG	w/o WF,UF	AIMG	w/o WF,UF	AIMG	w/o WF,UF	AIMG	w/o WF,UF	AIMG	w/o WF,UF	AIMG											
PT Classified	1,429	604	3,014	404	1,294	798	560	378	2,782	1,892	386	284	6	7	19	16	44	38	11	8	75%	70%	100%	84%	90%	76%	65%	47%								
FT Classified	4,793	678	1,817	298	4,186	2,316	578	468	1,579	1,103	263	192	42	29	11	8	27	21	6	5	95%	70%	79%	57%	93%	72%	86%	71%								
Classified Managers	532	21	666	103	272	182	17	12	529	398	70	50	9	5	3	3	12	9	3	0	51%	34%	81%	57%	69%	38%	100%	100%	60%	0%						
Academic Managers	349	332	416	210	262	176	196	151	327	243	154	130	6	4	2	2	11	7	7	7	75%	50%	59%	45%	79%	58%	73%	62%	86%	57%	50%	50%	92%	54%	100%	100%
FT Faculty	966	23	1,041	49	684	594	10	5	830	568	33	24	26	12	1	0	16	10	4	2	71%	61%	43%	22%	80%	55%	67%	49%	76%	35%	100%	0%	84%	50%	67%	33%
<b>TOTALS</b>	<b>8,069</b>	<b>1,658</b>	<b>6,954</b>	<b>1,064</b>	<b>6,698</b>	<b>4,066</b>	<b>1,361</b>	<b>1,014</b>	<b>6,047</b>	<b>4,204</b>	<b>906</b>	<b>680</b>	<b>89</b>	<b>57</b>	<b>36</b>	<b>29</b>	<b>110</b>	<b>85</b>	<b>31</b>	<b>22</b>	<b>83%</b>	<b>50%</b>	<b>82%</b>	<b>61%</b>	<b>87%</b>	<b>60%</b>	<b>85%</b>	<b>64%</b>	<b>85%</b>	<b>54%</b>	<b>88%</b>	<b>71%</b>	<b>88%</b>	<b>68%</b>	<b>74%</b>	<b>52%</b>

**INCLUDES:** Recruitment information for all positions opened from 7/1 – 6/30 of the FY reported. \*Does not include the applications for the Chancellor or Presidents recruitments.  
**SOURCE:** DHR Certificated and Classified Recruitment Logs; People Admin as of 11/30/12.

Diversity & Human Resources  
Diversity, Equity & Compliance EEO Report  
Recruitments and Applications 2011-2012 *Monitored Group Numbers Include Female White and Female Unknown*

# Postings	# Filled Positions	# Apps	Female		Male		American Indian/Alaskan Native		Asian/Includes Filipino		Black/African American		Hispanic/Latino		Native Hawaiian/Pacific Islander		White		Two or More		Unknown		Hires/Notes
			F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	
19	17	404	269	120	2	0	24	15	37	9	89	35	0	0	91	50	15	7	11	4	15	2 Female Asian, 3 Female Black, 2 Female Hispanic, 3 Female White, 1 Male Two or More, 6 Male White <i>1 position (L3583) was in interview process at time of report. Person hired not included.</i>	
	TOTAL		67%	30%	2		39		46		124		0		141		22		15				
<b>FT Classified: 88% (263) All Monitored Group Apps, 100% filled</b> / 64% (192) W/O WF and UF Monitored Group Apps, 86% filled																							
12	7	298	207	86	0	0	14	1	37	12	77	38	1	0	62	29	7	5	9	1	5	2 Female Hispanic, 1 Female White, 3 Male Hispanic, 1 Male White	
	TOTAL		69%	29%	0		15		49		115		1		91		12		10				
<b>Academic Mgmt: 73% (154) All Monitored Group Apps, 100% filled</b> / 62% (130) W/O WF and UF Monitored Group Apps, 100% filled																							
7	7	210	79	129	1	2	5	11	25	39	16	20	0	0	23	49	8	3	1	5	2	1 Female Black, 1 Female Hispanic, 3 Male Black, 2 Male Hispanic	
	TOTAL		38%	61%	3		16		64		36		0		72		11		6				
<b>Classified Mgmt: 68% (70) All Monitored Group Apps, 60% filled</b> / 49% (50) W/O WF and UF Monitored Group Apps, 0% filled																							
5	5	103	41	60	0	0	3	4	12	10	5	12	0	0	19	30	1	3	1	1	2	3 Female White, 2 Male White	
	TOTAL		40%	58%	0		7		22		17		0		49		4		2				
<b>FT Faculty: 67% (33) All Monitored Group Apps, 67% filled</b> / 49% (24) W/O WF and UF Monitored Group Apps, 33% filled																							
6	6	49	20	28	1	0	2	4	4	0	2	6	0	0	7	15	2	3	2	0	1	1 Female Black, 2 Female White, 1 Male Asian, 2 Male White	
	TOTAL		41%	57%	1		6		4		8		0		22		5		2				
<b>TOTALS: 85% (906) All Monitored Group Apps, 76% filled</b> / 64% (680) W/O WF and UF Monitored Group Apps, 55% filled																							
49	42	1064	616	423	4	2	48	35	115	70	189	111	1	0	202	173	33	21	24	11	25	2 Female Asian, 5 Female Black, 5 Female Hispanic, 9 Female White, 1 Male Asian, 3 Male Black, 5 Male Hispanic, 1 Male Two or More, 11 Male White	
	TOTAL		58%	40%	6		83		185		300		1		375		54		35				

**SOURCE:** Recruitment logs on DHR shared drive, reports from People Admin--November 30, 2012 download  
**MONITORED GROUP NUMBERS:** Include FW and F Unknown  
**NOTE:** The above figures include all recruitments opened 7-1-11 through 6-30-12.



Diversity & Human Resources  
Diversity, Equity & Compliance EEO Report  
Recruitments and Applications 2011-2012 *Monitored Group Numbers Do Not Include Female White or Female Unknown*

# Postings	# Filled Positions	# Apps	Male		Female		Indian/Alaskan Native		Asian/Alaskan Filipino		Black/African American		Hispanic/Latino		Native Hawaiian/Pacific Islander		White		Two or More		Unknown Race/Sex		Hires/Notes
			F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	
<b>PT Classified: 70% (284) W/O WF and UF Monitored Group Apps, 47% filled</b>																							
19	17	404	2	0	24	15	37	9	89	35	0	0	91	50	15	7	11	4	15				2 Female Asian, 3 Female Black, 2 Female Hispanic, 3 Female White, 1 Male Two or More, 6 Male White
	TOTAL		2		39	46		124		0		141		22		15							1 position (L3583) was in interview process at time of report. Person hired not included.
<b>FT Classified: 64% (192) W/O WF and UF Monitored Group Apps, 86% filled</b>																							
12	7	298	0	0	14	1	37	12	77	38	1	0	62	29	7	5	9	1	5				2 Female Hispanic, 1 Female White, 3 Male Hispanic, 1 Male White
	TOTAL		0		15	49		115		1		91		12		10							1 Female Black, 1 Female Hispanic, 3 Male Black, 2 Male Hispanic
<b>Academic Mgmt: 62% (130) W/O WF and UF Monitored Group Apps, 100% filled</b>																							
7	7	210	1	2	11	5	25	39	16	20	0	0	23	49	8	3	1	5	2				3 Female White, 2 Male White
	TOTAL		3		16	64		36		0		72		11		6							1 Female Black, 2 Female White, 1 Male Asian, 2 Male White
<b>Classified Mgmt: 49% (50) W/O WF and UF Monitored Group Apps, 0% filled</b>																							
5	5	103	0	0	3	4	12	10	5	12	0	0	19	30	1	3	1	1	2				3 Female White, 2 Male White
	TOTAL		0		7	22		17		0		49		4		2							1 Female Black, 2 Female White, 1 Male Asian, 2 Male White
<b>FT Faculty: 49% (24) W/O WF and UF Monitored Group Apps, 33% filled</b>																							
6	6	49	1	0	2	4	4	0	2	6	0	0	7	15	2	3	2	0	1				2 Female Black, 2 Female White, 1 Male Asian, 2 Male White
	TOTAL		1		6	4		8		0		22		5		2							2 Female Asian, 5 Female Black, 5 Female Hispanic, 9 Female White, 1 Male Asian, 3 Male Black, 5 Male Hispanic, 1 Male Two or More, 11 Male White
<b>TOTALS: 64% (680) W/O WF and UF Monitored Group Apps, 55% filled</b>																							
49	42	1064	6	2	54	29	115	70	189	111	1	0	202	173	33	21	24	11	25				2 Female Asian, 5 Female Black, 5 Female Hispanic, 9 Female White, 1 Male Asian, 3 Male Black, 5 Male Hispanic, 1 Male Two or More, 11 Male White
	TOTAL		6		83	185		300		1		375		54		35							2 Female Asian, 5 Female Black, 5 Female Hispanic, 9 Female White, 1 Male Asian, 3 Male Black, 5 Male Hispanic, 1 Male Two or More, 11 Male White

**SOURCE:** Recruitment logs on DHR shared drive, reports from People Admin--November 30, 2012 download  
**Monitored Group Numbers:** Do not include MW, FW, M/F Unknown, or Unknown Race/Sex  
**NOTE:** The above figures include all recruitments opened 7-1-11 through 6-30-12.

**BP 6700 USE OF FACILITIES**

**References:**

Education Code Sections 82537 and 82542

Use of the District's facilities shall be granted as provided by law. The Chancellor shall establish procedures regarding the use of District property, including but not limited to facilities, equipment and supplies, by community groups and other outside groups or organizations.

The administrative procedures shall reflect the requirements of applicable law, including Education Code Sections referenced above, regarding use of District facilities. The procedures shall include reasonable rules regarding the time, place, and manner of use of District facilities. They shall assure that persons or organizations using District property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities of the District on behalf of Students.

No group or organization may use District property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, disability, ~~sex (i.e., gender)~~, **gender identity, gender expression, genetic information**, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics, **or because a person associates with a person or group with one or more of these actual or perceived characteristics** or on any basis prohibited by law.

Use of the District's facilities will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations "formed for recreational, educational, political, economic, artistic, or moral activities of the public school district" in order to "engage in supervised recreational activities" or "meet and discuss from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside" (Education Code Section 82537(a)). In granting permission to use District facilities, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

---

Date Adopted: March 17, 2009

(Replaces RCCD Policy 8005)

Revised: January 25, 2011

**Revised:**





## Agenda Item (IV-B-1)

Meeting	4/2/2013 - Committee/Regular Board
Agenda Item	Committee - Teaching and Learning (IV-B-1)
Subject	Contract Agreement to support regional and statewide Student Services and Special Programs with the California Community Colleges Chancellor's Office
College/District	Riverside
Funding	California Community Colleges Chancellor's Office (CCCCO)
Recommended Action	It is recommended that the Board of Trustees approve Contract Agreement C12-0040 for the time frame of July 1, 2012 through December 31, 2013, in the amount of \$513,150.00.

---

### Background Narrative:

Contract No. C12-0040 allows Riverside City College on behalf of Riverside Community College District to administer funds provided by the California Community Colleges Chancellor's Office to support regional and statewide student services and special program meetings, trainings and consultation. Fiscal administration may include payment of location expenses, travel and per diem expenses for meeting attendees for financial aid, veterans and foster youth regional representative meetings. The contract also covers expenses related to financial aid Ad Hoc Task Group meetings, new director training, Foster Youth Success Initiative meetings, and veterans' summits. Additional activities may include payments for meeting expenses, lodging, travel, and per diem expenses for strategic planning meetings and program consultation.

This contract was received from the State Chancellor's Office on February 25, 2013; it will be implemented upon Board approval. Activities for reimbursement are retroactive to July 1, 2012, per the State Chancellor's Office.

Prepared By: Cynthia Azari, President, Riverside City College  
Shelagh Camak, Vice President, Workforce & Resource Development  
Michael Wright, Director, Workforce Preparation Grants and Contracts

### Attachments:

[Contract Agreement No. C12-0040](#)

STATE OF CALIFORNIA  
**STANDARD AGREEMENT**  
 CCC 213 (Rev 03/06)

AGREEMENT NUMBER

**C12-0040**

REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

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

CONTRACTOR'S NAME

**Riverside CCD**

2. The term of this Agreement is: **July 1, 2012** through **December 31, 2013**

3. The maximum amount of this Agreement is: **\$ 513,150.00**

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work	1 page(s)
Exhibit B – Budget Detail and Payment Provisions	2 page(s)
Exhibit C – General Terms and Conditions (Attached hereto as part of this Agreement)	6 page(s)
Exhibit D – Special Terms and Conditions (Attached hereto as part of this Agreement)	12 page(s)
Exhibit E – Request for Proposals (Attached hereto as part of this Agreement)	0 page(s)
Exhibit F – Contractor's Proposal (Attached hereto as part of this Agreement)	3 page(s)
Exhibit G – Contractor's Cost Proposal (Attached hereto as part of this Agreement)	4 page(s)
Exhibit H – Contractor Certification Clauses, Chancellor's Office Form CCC-1005 (Attached hereto as part of this agreement)	5 page(s)
Exhibit I – Additional Provisions	0 page(s)

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**

**CONTRACTOR**

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

**Riverside CCD**

BY (Authorized Signature)



DATE SIGNED(Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

**4800 Magnolia Ave. Riverside, CA 92506**

**STATE OF CALIFORNIA**

AGENCY NAME

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

BY (Authorized Signature)



DATE SIGNED(Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

**Steven Bruckman, Executive Vice Chancellor**

ADDRESS

**1102 Q Street, Suite 4554, Sacramento, CA 95811-6539**

**Chancellor's Office, California  
 Community Colleges Use Only**

Exempt from DGS approval pursuant to AB 1441, Chapter 36 of the Statutes of 2000



AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 513,150.00	PROGRAM/CATEGORY (CODE AND TITLE)		FUND TITLE	
	Local Assistance (OPTIONAL USE)		General	
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0	ITEM	CHAPTER	STATUTE	FISCAL YEAR
	6870-101-0001(6)	21	2012	2012-13
TOTAL AMOUNT ENCUMBERED TO DATE \$ 513,150.00	OBJECT OF EXPENDITURE (CODE AND TITLE)			
				5218-751-21017
<i>I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.</i>		T.B.A. NO.	B.R. NO.	
SIGNATURE OF ACCOUNTING OFFICER			DATE	

**EXHIBIT A  
(Standard Agreement)**

**SCOPE OF WORK**

**1. Services to Be Provided**

Contractor agrees to provide to the Chancellor's Office of the California Community Colleges (hereinafter referred to as the Chancellor's Office) the services specified in the Contractor's Proposal, Exhibit F, and as further described herein. Exhibit F is attached hereto and by reference made a part of this Agreement.

**2. Project Representatives**

The project representatives during the term of this agreement will be:

Chancellor's Office: Project Monitor	Contractor: Project Director
Name: Rhonda Mohr	Name: Michael Wright
Phone: (916) 323-6894	Phone: (951) 222-8968
Fax:	Fax

Direct inquiries regarding terms or conditions of the agreement should be made to:

Chancellor's Office: Contract Manager	Contractor: Riverside CCD
Name: Wendy Lozoya	Name: Michael Wright
Address: 1102 Q Street, Suite, 4554, Sacramento, CA 95811-6539	Address: 4800 Magnolia Ave., Riverside, CA 92560
Phone: (916) 327-5906	Phone: (951) 222-8968
Fax: (916) 323-9478	Fax:

**3. Contractor's Project Director and Key Personnel**

Substitution of Contractor's Project Director, as indicated in provision 2. above, or Contractor's key personnel, as indicated in the Contractor's Proposal (Exhibit F), may not be made without the prior written approval of the Chancellor's Office Project Monitor.

**4. Chancellor's Office Project Monitor**

The Project Monitor is responsible for overseeing the project as a whole, and any questions or problems relating to the project should be directed to the Project Monitor. If necessary, the Chancellor's Office may change the Project Monitor by written notice sent to the Contractor.

**5. Chancellor's Office Contract Manager**

The Chancellor's Office may change the Contract Manager by written notice given to the Contractor. Any questions relating to the terms or conditions of the Agreement document should be addressed to the Contract Manager.



**EXHIBIT B**  
**(Standard Agreement)**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1. Costs and Payments**

- a. In consideration of satisfactory performance of this Agreement, the Chancellor's Office agrees to pay the Contractor costs in accordance with the Contractor's Cost Proposal, Exhibit G, which is also attached hereto and by reference made a part of this Agreement.
- b. The total amount payable under this Agreement shall not exceed the maximum amount of this Agreement, specified on the face page of this Agreement. Payment shall be made according to the apportionment schedule set forth in the California Code of Regulation, title 5, section 58870, except that the final payment will not be made until the final report has been submitted and approved. If the final report is not submitted by the deadline date set forth in section 6 of Exhibit D, the Chancellor's Office may make the final payment through a claims schedule. If total expenditures are less than the apportionment payment, the Chancellor's Office may invoice the Contractor for the excess amount.

**2. Budget Changes**

Changes in budget line item amounts which are up to and including ten percent of the total budget amount may be made with the prior written approval of the Project Monitor. Changes in budget line item amounts which are greater than ten percent of the total budget amount may be made only through a written and duly executed amendment to this Agreement.

**3. Budget Contingency Clause**

- a. It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of state or federal funds, for the mutual benefit of both parties in order to avoid program and fiscal delays which would occur if the Agreement were executed after the determination was made.
- b. It is mutually agreed that if the state or federal budget for the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the Chancellor's Office shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- c. If funding for any fiscal year is reduced or deleted by the state or federal budget for purposes of this program, the Chancellor's Office shall have the option to either cancel this Agreement with no liability occurring to the Chancellors Office, or offer an Agreement Amendment to Contractor to reflect the reduced amount.
- d. Contractor shall inform any subcontractors that any work performed prior to approval of the state or federal budget, as applicable, will be rendered on a voluntary basis, and shall not be compensated unless and until funding is authorized.
- e. In addition, this Agreement is subject to any additional restrictions, limitations or conditions enacted in the state or federal budget and/or laws and Executive Orders that may affect the provisions, term, or funding of this Agreement in any manner.

**EXHIBIT B  
(Standard Agreement)**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

**4. Fiscal Reports**

Contractor shall furnish detailed itemization of and retain all records relating to direct expenses reimbursed to Contractor hereunder and to hours of employment on this Agreement by any employee of Contractor for which the Chancellor's Office is billed.

*Invoices for services rendered are to be delivered to the Accounting Office, California Community Colleges, 1102 Q Street, Suite 4554, Sacramento, CA 95811-6539.*



**EXHIBIT C**  
**(Standard Agreement)**

**GENERAL TERMS AND CONDITIONS**

**1. Amendment**

No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or agreement not incorporated in this Agreement is binding on any of the parties.

**2. Assignment**

Contractor may not transfer by assignment or novation the performance of this Agreement or any part thereof except with the prior written approval of the Project Monitor. Nor may Contractor, without the prior written consent of the Project Monitor, assign any other right that Contractor may have under this Agreement. Each assignment that is approved by the Project Monitor shall contain a provision prohibiting further assignments to any third or subsequent tier assignee without additional written approval by the Project Monitor. The Project Monitor's consent to one or more such assignments or novations shall not constitute a waiver or diminution of the absolute power to approve each and every subsequent assignment or novation.

**3. Audit**

Contractor agrees that the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code, § 8546.7; Pub. Contr. Code, §§ 10115 et seq.; Cal. Code Regs., tit. 2, § 1896.)

**4. Indemnification**

Contractor agrees to indemnify, defend and save harmless the State, the Board of Governors of the California Community Colleges, the Chancellor's Office, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all employees, subcontractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement. Such defense and payment will be conditional upon the following:

- a. The Chancellor's Office will notify Contractor of any such claim in writing and tender the defense thereof within a reasonable time; and
- b. Contractor will have sole control of the defense of any action on such claim and all negotiations for its settlement or compromise; provided that:

**EXHIBIT C**  
**(Standard Agreement)**

**GENERAL TERMS AND CONDITIONS**

1. When substantial principles of government or public law are involved, when litigation might create precedent affecting future Chancellor's Office operations or liability, or when involvement of the Chancellor's Office is otherwise mandated by law, the Chancellor's Office may participate in such action at its own expense with respect to attorneys' fees and costs (but not liability);
2. The Chancellor's Office will have the right to approve or disapprove any settlement or compromise, which approval will not unreasonably be withheld or delayed; and
3. The Chancellor's Office will reasonably cooperate in the defense and in any related settlement negotiations.

**5. Disputes**

In the event of a dispute, the parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, Contractor agrees to file a "Notice of Dispute" with the Chancellor's Office, California Community Colleges, within ten (10) days of discovery of the problem. Within ten (10) days, the Chancellor or his or her designee shall meet with Contractor and the Project Monitor for purposes of resolving the dispute. The decision of the Chancellor shall be final.

In the event of a dispute, the language contained in Exhibits A through D of this Agreement shall prevail over any other language including that contained in any other Exhibits.

Contractor shall continue with the responsibilities under this Agreement during any dispute.

**6. Termination**

- a. Bankruptcy. In the event proceedings in bankruptcy are commenced against the Contractor, Contractor is adjudged bankrupt or a receiver is appointed and qualifies, then the Chancellor's Office may terminate this Agreement and all further rights and obligations hereunder, by giving five days notice in writing in the manner specified herein. It is recognized by the parties that equipment purchased by Contractor or the Chancellor's Office for this project shall have lien rights held in the name of the Chancellor's Office which shall retain lien rights until the Contractor either returns said equipment to the Chancellor's Office or purchases it as is provided by the terms of this Agreement.
- b. Termination Option. This Agreement may be terminated by either party by giving thirty (30) days' advance notice in writing prior to the effective date of such termination. In such event, both parties agree to use all reasonable efforts to mitigate their expenses and obligations hereunder. In such event, the Chancellor's Office shall pay Contractor for all satisfactory services rendered and expenses incurred prior to such termination which could not by reasonable efforts of Contractor have been avoided, but not in excess of the maximum payable under this Agreement. In such event, Contractor agrees to relinquish possession of equipment purchased for this project to the Chancellor's Office or Contractor may, with approval of the Chancellor's Office, purchase said equipment as provided by the terms of this Agreement.



**EXHIBIT C  
(Standard Agreement)**

**GENERAL TERMS AND CONDITIONS**

- c. **Event of Breach.** In the event of any breach of this Agreement, the Chancellor's Office may, without any prejudice to any of its other legal remedies, terminate this Agreement upon five days' written notice to the Contractor. In the event of such termination the Chancellor's Office may proceed with the work in any manner deemed proper by the Chancellor's Office. The cost to the Chancellor's Office shall be deducted from any sum due the Contractor under this Agreement, and the balance, if any, shall be paid to the Contractor upon demand. Whether or not the Chancellor's Office elects to proceed with the project, Chancellor's Office shall pay Contractor only the reasonable value of the services theretofore rendered by Contractor as may be agreed upon by the parties or determined by a court of law.
- d. **Gratuities.** The Chancellor's Office may, by written notice to the Contractor, terminate the right of Contractor to proceed under this Agreement if it is found, after notice and hearing by the Chancellor or his or her duly authorized representative, that gratuities were offered or given by the Contractor or any agent or representative of the Contractor to any officer or employee of the Chancellor's Office with a view toward securing a contract or agreement or securing favorable treatment with respect to awarding or amending or making a determination with respect to the performance of such contract or agreement.

In the event this Agreement is terminated as provided herein, Chancellor's Office shall be entitled to (1) pursue the same remedies against Contractor as it could pursue in the event of the breach of the Agreement by the Contractor, and (2) exemplary damages in an amount which shall be not less than three nor more than ten times the cost incurred by the Contractor in providing any such gratuities to any such officer or employee, as a penalty in addition to any other damages to which it may be entitled by law.

The rights and remedies of Chancellor's Office provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

**7. Independent Status of Contractor**

The Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State of California or the Chancellor's Office.

**8. Recycling Certification**

The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post consumer material as defined in Public Contract Code section 12200, in products, materials, goods, or supplies offered or sold to the state in the performance of this Agreement, regardless of whether the product meets the requirements of Public Contract Code section 12209. With respect to printer or duplication cartridges that comply with the requirements of section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply. (Pub. Contr. Code, § 12205.)

**EXHIBIT C  
(Standard Agreement)**

**GENERAL TERMS AND CONDITIONS**

**9. Nondiscrimination Clause**

- a. During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of ethnic group identification, national origin, religion, creed, age, sex, race, color, ancestry, sexual orientation, physical disability (including HIV and AIDS), mental disability, medical condition (cancer and genetic characteristics), or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, marital status, denial of family care leave, political affiliation, or position in a labor dispute. Contractor and its subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.
- b. Contractor and its subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, §§ 12900 et seq.) and the applicable regulations promulgated thereunder (Cal. Code Regs., tit. 2, §§ 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a-f), set forth in chapter 5 of division 4 of title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full.
- c. Contractor and its subcontractors shall also comply with the provisions of Government Code sections 11135-11139.8.
- d. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- e. The Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

**10. Certification Clauses**

The Contractor Certification Clauses contained in Chancellor's Office form CCC-1005 are hereby incorporated by reference and made a part of this Agreement by this reference, and are attached hereto as Exhibit H.

**11. Timeliness**

Time is of the essence in this Agreement.

**12. Compensation**

The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.



**EXHIBIT C**  
**(Standard Agreement)**

**GENERAL TERMS AND CONDITIONS**

**13. Governing Law**

This Agreement is governed by and shall be interpreted in accordance with the laws of the State of California; venue of any action brought with regard to this Agreement shall be in Sacramento County, Sacramento, California.

**14. Antitrust Claims**

The Contractor, by signing this agreement, hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.

- a. The Government Code Chapter on Antitrust claims contains the following definitions:
  1. "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of section 16750 of the Business and Professions Code. (Gov. Code, § 4550(a).)
  2. "Public purchasing body" means the State or the subdivision or agency making a public purchase. (Gov. Code, § 4550(b).)
- b. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under section 4 of the Clayton Act (15 U.S.C. § 15) or under the Cartwright Act (chapter 2 (commencing with section 16700) of part 2 of division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. (Gov. Code, § 4552.)
- c. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. (Gov. Code, § 4553.)
- d. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. (Gov. Code, § 4554.)

**EXHIBIT C  
(Standard Agreement)**

**GENERAL TERMS AND CONDITIONS**

**15. Child Support Compliance Act**

For any Agreement in excess of \$100,000, the Contractor acknowledges in accordance with Public Contract Code section 7110, that:

- a. The Contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in chapter 8 (commencing with section 5200) of part 5 of division 9 of the Family Code; and
- b. The Contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

**16. Unenforceable Provision**

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

**17. Priority Hiring Considerations**

If this Agreement includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Agreement to qualified recipients of aid under Welfare and Institutions Code section 11200 in accordance with Public Contract Code section 10353.



**EXHIBIT D  
(Standard Agreement)**

**SPECIAL TERMS AND CONDITIONS**

**1. Excise Tax**

The State of California is exempt from federal excise taxes, and no payment will be made for any taxes levied on employees' wages. The Chancellor's Office will pay for any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this Agreement. California may pay any applicable sales and use tax imposed by another state.

**2. Subcontracts**

- a. The Contractor agrees to obtain the written approval of the Project Monitor prior to the selection of subcontractor(s) to perform the services under this Agreement, at which time the Chancellor's Office will inform the Contractor of any applicable legal requirements regarding disabled veteran business enterprise participation requirements and the use of the Request for Proposals primary or two-tier method. Subcontractors specifically identified in this Agreement or the Exhibits attached hereto and which are secured in accordance with applicable legal requirements are deemed to be approved upon execution of this Agreement.
- b. In any event, any additional subcontractor(s) retained by the Contractor shall be selected using procedures reasonably calculated to ensure that cost shall be given substantial weight in the selection process, and that the selected subcontractor is the best qualified party available to provide the required services. Upon request, Contractor shall furnish evidence of compliance with this provision to the Project Monitor. Contractor shall immediately notify the Project Monitor in the event that any subcontract is terminated.
- c. All subcontracts shall contain a provision prohibiting any third or subsequent tier subcontracts without additional written approval by the Project Monitor.
- d. The Project Monitor's consent to one or more subcontracts shall not constitute a waiver or diminution of the absolute power to approve each and every subsequent subcontract.
- e. Nothing contained in this Agreement or otherwise, shall create any contractual relation between the Chancellor's Office and any subcontractors, and no subcontract shall relieve Contractor of its responsibilities and obligations hereunder. Contractor agrees to be as fully responsible to the Chancellor's Office for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by Contractor. Contractor's obligation to pay its subcontractors is independent from the obligation of the Chancellor's Office to make payments to the Contractor. As a result, the Chancellor's Office shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

**3. Subcontract Payments**

Contractor shall obtain the written approval of the Project Monitor and the Executive Vice Chancellor, or his/her designee, before making payments under this Agreement to any subcontractors.

**EXHIBIT D**  
**(Standard Agreement)**

**SPECIAL TERMS AND CONDITIONS**

**4. Notice**

Any notice to either party which is required or permitted to be given under this Agreement shall be given by certified mail properly addressed, postage fully prepaid to the address beneath the name of each respective party. Such notice shall be effective when received, as indicated by post office records, or if deemed undeliverable by post office, such notice shall be postponed 24 hours for each such intervening day.

**5. Interpretation**

In the interpretation of this Agreement, any inconsistencies between the terms of Exhibits A through D and the language of any other Exhibit or document shall be resolved in favor of the terms of Exhibits A through D.

**6. Reports**

a. Monthly Progress Reports. Except as otherwise specified by the Chancellor's Office, Contractor shall provide a progress report in writing at least once a month to the Project Monitor. Each progress report shall include, but not be limited to, a statement that the Contractor is or is not on schedule, and any pertinent reports or interim findings. Contractor shall discuss any difficulties or special problems so that remedies can be developed as soon as possible. Contractor shall provide four copies by the tenth of the month following the month to which it relates.

b. Final Report. By July 31, 2013, Contractor shall provide the Project Monitor a comprehensive Final Report, a brief summary of same, and a brief (200 words or less), factual abstract of the final report.

1. Summary. The summary shall include a statement of the problem, techniques used to solve the problem, conclusions of the problem, and any additional follow-up or ongoing recommendations. The summary shall be prepared in language and structure easily understood by members of the public who may have limited technical background. Contractor shall provide the Chancellor's Office with ten (10) copies and a reproducible master.

2. Abstracts. Contractor shall provide a brief (200 words or less), factual abstract of the most significant information contained in the report.

Contractor shall meet with Chancellor's Office staff to present the findings, conclusions, and recommendations. Both the final meeting and final report must be completed on or before the date specified above for submission of the final report.

The Contractor shall be available from July 31, 2013, to and including August 31, 2013, to answer questions pertaining to the Final Report and/or revise the Final Report.

c. The Chancellor's Office reserves the right to use and reproduce all reports and data produced and delivered pursuant to this Agreement and authorize others to use or reproduce such materials.

**EXHIBIT D**  
**(Standard Agreement)**

**SPECIAL TERMS AND CONDITIONS**

- d. All reports are to be delivered to the Project Monitor, Chancellor's Office, California Community Colleges, 1102 Q Street, Suite 4554, Sacramento, CA 95811-6539
- e. Any document or written report prepared, in whole or in part, by Contractor or subcontractors, shall contain the numbers and dollar amounts of this Agreement and all subcontracts relating to the preparation of such document or written report. The Agreement and subcontract numbers and dollar amounts shall be contained in a separate section of such document or written report. (Gov. Code, § 7550(a).)
- f. When multiple documents or written reports are the subject or product of this Agreement, the disclosure section must also contain a statement indicating that the total Agreement amount represents compensation for multiple documents or written reports. (Gov. Code, § 7550(b).)

**7. Copyright and Intellectual Property**

- a. Contractor agrees that any and all services rendered and documents or other materials, inventions, processes, machines, manufactures, or compositions of matter, computer programs, computer software, and/or trademarks or servicemarks first created, developed or produced pursuant to this Agreement, whether by Contractor or subcontractors, shall be and are Work for Hire. All subcontracts shall include a Work for Hire provision by which all materials, procedures, processes, machines, computer programs, computer software, and trademarks or servicemarks produced as a result of this Agreement shall be Work for Hire. All rights, title, and interest in and to the Work first developed under this Agreement or under any subcontract shall be assigned and transferred to the Chancellor's Office. This Work for Hire agreement shall survive the expiration or early termination of this Agreement.
- b. The copyright for all materials first produced as a result of this Work for Hire agreement shall belong to the Chancellor's Office. Contractor, and all subcontractors and others that produce copyright materials pursuant to this Agreement, assigns all rights, title and interest, including the copyright to any and all works created pursuant to this Work for Hire agreement, to the Chancellor's Office. The Chancellor's Office shall acknowledge Contractor or its subcontractors, if any, as the author of works produced pursuant to this Work for Hire agreement on all publications of such work. The Chancellor's Office may license Contractor or its subcontractors, if any, to reproduce and disseminate copies of such work, provided the licensee agrees not to permit infringement of the copyright by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with the licensing agreement.
- c. All materials first developed in draft and in final form pursuant to this Agreement shall, in a prominent place, bear the © (the letter "c" in a circle) or the word "Copyright," or the abbreviation "Copr.", followed by the year created; and the words "Chancellor's Office, California Community Colleges." Acknowledgment may be given to Contractor or the actual author(s) of the work in an appropriate manner elsewhere in the copyright material. If it is deemed necessary by either the Chancellor's Office or Contractor that the copyright be registered with the U.S. Copyright Office, Contractor will be responsible for applying for, paying the filing fees for, and securing said copyright.



**EXHIBIT D  
(Standard Agreement)**

**SPECIAL TERMS AND CONDITIONS**

- d. All technical communications and records originated or first prepared by Contractor or its subcontractors, if any, pursuant to this Work for Hire agreement including papers, reports, charts, computer programs, and technical schematics and diagrams, and other documentation, but not including Contractor's administrative communications and records relating to this Agreement, shall be delivered to and shall become the exclusive property of the Chancellor's Office and may be copyrighted by the Chancellor's Office.
- e. If it is deemed necessary by either the Chancellor's Office or Contractor that a patent be obtained from the U.S. Patent and Trademark Office for any invention, process, machine, manufactures, or composition of matter, Contractor will be responsible for applying for, paying the filing fees for, and securing said patent. All patents for inventions, processes, machines, manufactures, or compositions of matter developed pursuant to this Agreement shall be issued to the "Chancellor's Office, California Community Colleges." All products and references to patents shall be marked and designated as such as required by law. Acknowledgment may be given to Contractor or the actual inventor(s) in an appropriate manner. The Chancellor's Office agrees to grant a nonexclusive license for such intellectual property to Contractor. Said license shall include the right to use the patent for inventions, processes, machines, manufactures, or compositions of matter derived from those created under this Agreement.
- f. All trademarks and servicemarks first created, developed or acquired pursuant to this Agreement shall be the property of the Chancellor's Office. If it is deemed necessary by either the Chancellor's Office or Contractor that a trademark or servicemark be registered with state or federal agencies, Contractor will be responsible for applying for, paying the filing fees for, and securing said protection. All trademarks and servicemarks obtained pursuant to this Agreement shall be issued to the "Chancellor's Office, California Community Colleges" and carry the designations permitted or required by law. The Chancellor's Office agrees to grant a nonexclusive license for the use of trademarks or servicemarks created, developed or obtained under this Agreement to Contractor.
- g. In connection with any license granted pursuant to the preceding paragraphs, Contractor agrees not to permit infringement by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with such license. Contractor may, with the permission of the Chancellor's Office, enter into a written sublicensing agreement subject to these same conditions.
- h. Any and all services rendered, materials, inventions, processes, machines, manufactures, or compositions of matter, computer programs, computer software, and trademarks or servicemarks created, developed or produced pursuant to this Agreement by subcontractors that create works for this Agreement for Contractor are for and are the property of the Chancellor's Office. Contractor shall obtain an acknowledgement of the work for hire performed by these subcontractors that produce intellectual property pursuant to this Agreement, and all rights, title, and interests in such property shall be assigned to the Chancellor's Office from all subcontractors. Contractor shall incorporate the above applicable paragraphs, modified appropriately, into its agreements with subcontractors that create works for this Agreement. No unpaid volunteer or other person shall produce copyright materials under this Agreement without entering into a subcontract between such person(s) and Contractor giving the Chancellor's Office the foregoing rights in exchange for the payment of the sum of at least one dollar (\$1).

**EXHIBIT D**  
**(Standard Agreement)**

**SPECIAL TERMS AND CONDITIONS**

**8. Public Hearings**

If public hearings on the subject matter dealt with in this Agreement are held during the period of the Agreement, Contractor will make available the personnel assigned to this Agreement for the purpose of testifying. Chancellor's Office will reimburse Contractor for compensation and travel of said personnel at the contract rates for such testimony as may be requested by Chancellor's Office.

**9. Confidentiality of Data and Reports**

- a. To the extent permissible by law, Contractor will not disclose data or disseminate the contents of the final or any preliminary report without the express written permission of the Project Monitor.
- b. Permission to disclose information on one occasion or at public hearings held by the Chancellor's Office relating to the same shall not authorize Contractor to further disclose such information or disseminate the same on any other occasion.
- c. Contractor will not comment publicly to the press or any other media regarding its report, or the actions of the Chancellor's Office on the same, except to Chancellor's Office staff, Contractor's own personnel involved in the performance of this Agreement, or at a public hearing, or in response to questions from a legislative committee.
- d. If requested by Chancellor's Office, Contractor shall require each of its employees or officers who will be involved in the performance of this Agreement to agree to the above terms in a form to be approved by Chancellor's Office and shall supply Chancellor's Office with evidence thereof.
- e. Each subcontract shall contain provisions similar to the foregoing related to the confidentiality of data and nondisclosure of the same.

**10. Provisions Relating to Data**

- a. "Data" as used in this Agreement means recorded information, regardless of form or characteristic, of a scientific or technical nature. It may for example, document research or experimental, developmental or engineering work, or be used to define a design or process or to support a premise or conclusion asserted in any deliverable document called for by this Agreement. The data may be graphic or pictorial delineations in media, such as drawings or photographs, charts, tables, mathematical models, collections or extrapolations of data or information, etc. It may be in machine form such as punched cards, magnetic tape or computer printouts, or may be retained in computer memory.
- b. "Proprietary data" is such data as the Contractor has identified in a satisfactory manner as being under Contractor's control prior to commencement of performance of this Agreement, and which Contractor has reasonably demonstrated as being of a proprietary nature either by reason of copyright, patent or trade secret doctrines in full force and effect at the time when performance of this Agreement is commenced. The title to "proprietary data" shall remain with the Contractor throughout the term of this agreement and thereafter. As to "proprietary data," the extent of Chancellor's Office access to the same and the testimony available regarding the same shall be limited to that reasonably

**EXHIBIT D  
(Standard Agreement)**

**SPECIAL TERMS AND CONDITIONS**

necessary to demonstrate in a scientific manner to the satisfaction of scientific persons the validity of any premise, postulate or conclusion referred to or expressed in any deliverable hereunder.

- c. "Generated data" is that data which a Contractor has collected, collated, recorded, deduced, read out or postulated for utilization in the performance of this Agreement. Any electronic data processing program, model or software system developed or substantially modified by the Contractor in the performance of this Agreement at the expense of the Chancellor's Office, together with complete documentation thereof, shall be treated hereunder in the same manner as "generated data." "Generated data" shall be the property of the Chancellor's Office unless and only to the extent that it is specifically provided otherwise herein.
- d. "Deliverable data" is that data which under the terms of this Agreement is required to be delivered to the Chancellor's Office and shall belong to the Chancellor's Office.
- e. As to "generated data" which is reserved to Contractor by the express terms hereof and as to any preexisting or "proprietary data" which has been utilized to support any premise, postulate or conclusion referred to or expressed in any deliverable hereunder, Contractor shall preserve the same in a form which may be introduced as evidence in a court of law at Contractor's own expense for a period of not less than three years after receipt by the Chancellor's Office of the final report herein.
- f. Prior to the expiration of such time and before changing the form of or destroying any such data, Contractor shall notify the Chancellor's Office of any such contemplated action and Chancellor's Office may, within thirty (30) days after said notification, determine whether it desires said data to be further preserved. If Chancellor's Office so elects, the expense of further preserving said data shall be paid for by the Chancellor's Office. Contractor agrees that Chancellor's Office may at its own expense have reasonable access to said data throughout the time during which said data is preserved. Contractor agrees to use his or her best efforts to furnish competent witnesses or to identify such competent witnesses to testify in any court of law regarding said data.

**11. Ownership of Data And Reports**

Data developed for this Agreement shall become the property of the Chancellor's Office. It shall not be disclosed without the permission of the Project Monitor. Each report shall also become the property of the Chancellor's Office and shall not be disclosed except in such manner and such time as the Project Monitor may direct.

**12. Approval of Products and Deliverables**

- a. Each deliverable to be provided under this Agreement shall be submitted to and approved by the Project Monitor. All products, documents and published materials, including multimedia presentations, shall be approved by the Project Monitor prior to distribution.
- b. All products resulting from this Agreement or its subcontracts in whole or in part shall reference the Chancellor's Office, California Community Colleges and the specific funding source.



**EXHIBIT D  
(Standard Agreement)**

**SPECIAL TERMS AND CONDITIONS**

- c. All references to the project shall include the phrase, "funded in part by the Chancellor's Office, California Community Colleges."

**13. Waiver**

No waiver of any breach of this Agreement shall be held to be a waiver of any other or subsequent breach. All remedies afforded in this Agreement shall be taken and construed as cumulative; that is, in addition to every other remedy provided therein or by law. The failure of the Chancellor's Office to enforce at any time any of the provisions of this Agreement, or to require at any time performance by Contractor of any of the provisions thereof, shall in no way be construed to be a waiver of such provisions nor in any way affect the validity of this Agreement or any part thereof or the right of Chancellor's Office to thereafter enforce each and every such provision.

**14. Work by Chancellor's Office Personnel**

Staff of the Chancellor's Office will be permitted to work side by side with Contractor's staff to the extent and under conditions that may be directed by the Project Monitor. In this connection, staff of the Chancellor's Office will be given access to all data, working papers, subcontracts, etc., which Contractor may seek to utilize.

Contractor will not be permitted to utilize staff of the Chancellor's Office for the performance of services that are the responsibility of Contractor unless such utilization is previously agreed to in writing by the Project Monitor, and any appropriate adjustment in price is made. No charge will be made to Contractor for the services of employees of the Chancellor's Office while performing, coordinating or monitoring functions.

**15. Changes in the Timing of Performance of Tasks**

The timing for performance of the tasks may be changed by written approval of the Project Monitor. However, the date for completion of the Agreement and the total Agreement price, as well as all other terms not specifically excepted, may only be altered by formal amendment of this Agreement.

**16. Travel and Per Diem**

- a. For purposes of payment, Contractor's headquarters shall be the city designated in the signature block. Travel outside the State of California shall not be reimbursed without the prior written authorization of the Project Monitor, or unless otherwise expressly so provided in the terms of this Agreement.
- b. The travel and per diem rates allowed for Contractor, staff, and subcontractors shall be those currently set forth by the Department of General Services (see State Administrative Manual (SAM) chapter 0700 and Appendix (Travel Guide, S-1)) and Department of Personnel Administration (DPA) Rules (Cal. Code Regs., §§ 599.615, et seq.). These Rules are subject to change at any time. Travel expenditures not listed in the DPA Rules cannot be reimbursed.
- c. Contractor must use the Contractor's formally printed invoice or letterhead, and must sign and date the claim prior to submission to the Chancellor's Office for payment.

**EXHIBIT D  
(Standard Agreement)**

**SPECIAL TERMS AND CONDITIONS**

- d. Questions regarding reimbursable items and/or limits may be directed to the Chancellor's Office Accounting Administrator at (916) 327-5355.
- e. Itemized invoices, prepared in triplicate, stating Agreement number and social security number or federal identification number, shall be submitted to:

Accounting Unit  
Chancellor's Office  
California Community Colleges  
1102 Q Street, Suite 4554  
Sacramento, CA 95811-6539

**17. Captions**

The clause headings appearing in this agreement have been inserted for the purpose of convenience and ready reference. They do not purport to and shall not be deemed to define, limit, or extend the scope or intent of the clauses to which they appertain.

**18. Accessibility for Persons with Disabilities**

By signing the Contractor's Certification (Chancellor's Office form CCC-1005, attached hereto as Exhibit H), Contractor agrees to comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. In addition, by signing this Agreement, Contractor further agrees to the following:

- a. Contractor shall, upon request by any person, make any materials produced with funds pursuant to this Agreement available in braille, large print, electronic text, or other appropriate alternate format. Contractor shall establish policies and procedures to respond to such requests in a timely manner.
- b. All data processing, telecommunications, and/or electronic and information technology (including software, equipment, or other resources) developed, procured, or maintained by Contractor, whether purchased, leased or provided under some other arrangement for use in connection with this Agreement, shall comply with the regulations implementing Section 508 of the Rehabilitation Act of 1973, as amended, set forth at 36 Code of Federal Regulations, part 1194.
- c. Design of computer or web-based materials, including instructional materials, shall conform to guidelines of the Web Access Initiative (see <http://www.w3.org/TR/WAI-WEBCONTENT/>) or similar guidelines developed by the Chancellor's Office.
- d. Contractor shall respond, and shall require its subcontractors to respond to and resolve any complaints regarding accessibility of its products and services as required by this section.

**EXHIBIT D**  
**(Standard Agreement)**

**SPECIAL TERMS AND CONDITIONS**

- e. Contractor and its subcontractors shall indemnify, defend, and hold harmless the Chancellor's Office, its officers, agents and employees, from any and all claims by any person resulting from the failure to comply with the requirements of this section.
- f. Contractor shall incorporate the requirements of this section into all subcontracts.

**19. Eligibility for Noncitizens**

Funds provided under this Agreement shall only be used to employ, contract with, or provide services to citizens of the United States or noncitizens who are eligible to receive public benefits pursuant to Section 401 (with respect to federally funded activities) or Section 411 (with respect to state funded activities) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193, codified at 42 U.S.C. §§ 601 and 611, respectively). Contractor certifies that all of its employees and/or subcontractors are qualified pursuant to these provisions.

**20. Performance Evaluation**

If this Agreement involves Consultant Services, the performance of the Contractor shall be evaluated by the Project Monitor on a "Contract/Contractor Evaluation" form Std. 4. If the performance is unsatisfactory, the Contractor will be allowed to prepare a statement defending Contractor's performance. This statement must be received by the Project Monitor within thirty (30) days after Contractor's receipt of the evaluation.

The evaluation form and any related material will be kept on file at the Chancellor's Office.

**21. Commissions and Contingency Agreements**

The Contractor warrants by execution of this Agreement, that no person or selling agency has been employed or retained to solicit or secure this Agreement upon agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the Chancellor's Office shall, in addition to other remedies provided by law, have the right to annul this Agreement without liability, paying only for the value of the work actually performed, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

**22. Licenses and Permits**

If the Contractor is an individual, firm or corporation, Contractor must be licensed to do business in California and shall obtain at his/her/its expense all license(s) and permit(s) required by law for accomplishing any work required in connection with this Agreement.

If you are a Contractor located within the State of California, a business license from the city/county in which you are headquartered is necessary, however, if you are a corporation, a copy of your incorporation documents/letter from the Secretary of State's Office can be submitted. If you are a Contractor outside the State of California, you will need to submit to the Chancellor's Office a copy of your business license or incorporation papers for your respective state showing that your company is in good standing in that state.



**EXHIBIT D  
(Standard Agreement)**

**SPECIAL TERMS AND CONDITIONS**

In the event, any license(s) and/or permit(s) expire at any time during the term of this Agreement, Contractor agrees to provide the Chancellor's office with a copy of the renewed license(s) and/or permit(s) within thirty (30) days following the expiration date. In the event the Contractor fails to keep in effect at all times all required license(s) and permit(s), the Chancellor's Office may, in addition to any other remedies it may have, terminate this Agreement upon occurrence of such event.

**23. Standards of Conduct**

In addition to the Conflicts of Interests provisions in the Contractor's Certification (Chancellor's Office form CCC-1005, attached hereto as Exhibit H), Contractor hereby assures that, in administering this Agreement, it will comply with the standards of conduct hereinafter set out, as well as the applicable state laws concerning conflicts of interests, in order to maintain the integrity of the Agreement and to avoid any potential conflicts of interests in its administration.

- a. Every reasonable course of action will be taken by Contractor in order to maintain the integrity of this expenditure of public funds and to avoid any favoritism or questionable or improper conduct. The Agreement will be administered in an impartial manner. The Contractor, and its officers and employees, in administering this Agreement, will avoid situations which give rise to a suggestion that any decision was influenced by prejudice, bias, or special interest.
- b. Conducting Business with Relatives. No relative by blood, adoption, or marriage of any officer or employee of Contractor will receive favorable treatment in the award of subcontracts or in educational or employment opportunities funded by this Agreement.
- c. Conducting Business Involving Close Personal Friends and Associates. In administering this Agreement, officers and employees of Contractor will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates.
- d. In the interest of avoiding conflicts of interests involving friends or associates of Chancellor's Office employees, in administering this Agreement, officers and employees of Contractor will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates of Chancellor's Office employees.
- e. Contractor shall not enter into any subcontract of the types described below and any such agreement which may be executed is null and void and of no force or effect.
  1. A former state employee (including a Chancellor's Office employee, or a district employee who worked for the Chancellor's Office on an Interjurisdictional Exchange (IJE)) cannot enter into a subcontract under this Agreement with Contractor if that employee was engaged in the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to this Agreement while employed by the state. (Gov. Code, §§ 1090, et seq., 87100, and 87400 et seq.; Cal. Code Regs., tit. 5, §§ 18741.1 and 18747.)
  2. A current state employee (including a current Chancellor's Office employee or district employee working for the Chancellor's Office on an Interjurisdictional

**EXHIBIT D  
(Standard Agreement)**

**SPECIAL TERMS AND CONDITIONS**

Exchange (IJE)) cannot enter into a subcontract with Contractor, with the exception of rank-and-file employees of the California State University and the University of California. (Pub. Contr. Code, § 10410.)

3. The spouse or immediate family of a current Chancellor's Office employee (including a current Chancellor's Office employee or district employee working for the Chancellor's Office on an Interjurisdictional Exchange (IJE)) may not enter into a subcontract with Contractor if the Chancellor's Office employee or person on an IJE was engaged in the negotiations, transactions, planning, arrangement or any part of the decisionmaking process relevant to this Agreement or the subcontract, or had any influence whatsoever in the making of this Agreement or the subcontract. (Gov. Code, §§ 1090, et seq.; and 87100.)

**24. Follow-on Contracts**

- a. By signing this Agreement, Contractor certifies that neither the Contractor nor any of its affiliates or subcontractors previously received a consulting services contract from the Chancellor's Office which resulted in a recommendation by Contractor, its affiliates or subcontractors for the provision of services, procurement of goods or supplies, or any other related action which is now to be provided or performed under this Agreement. (Pub. Contr. Code, § 10365.5.)
- b. For purposes of this section, "affiliates" are employees, directors, partners, joint venture participants, parent corporations, subsidiaries, or any other entity controlled by, controlling, or under common control with the Contractor. Control exists when an entity owns or directs more than fifty percent (50%) of the outstanding shares or securities representing the right to vote for the election of directors or other managing authority.
- c. Should the Chancellor's Office determine, at any time, that the certification contained in paragraph a. is false or inaccurate, the Chancellor's Office may deem contractor to be in breach of this Agreement and may terminate the Agreement as provided in the Termination provisions of section 6.c. of Exhibit C to the Agreement. However, to the extent permissible by law, the Chancellor's Office or its designee, may waive the restrictions set forth in this section by written notice to the Contractor if the Chancellor's Office determines their application would not be in the best interest of the Chancellor's Office.
- d. Except as prohibited by law, the restrictions of this section will not apply to a Contractor, including any person, firm, or affiliate, that is awarded a subcontract of a consultant services contract which amounts to no more than 10 percent of the total monetary value of the consultant services contract.
- e. The restrictions set forth in this section are in addition to conflict of interest restrictions imposed on public Contractors by California law. In the event of any inconsistency, such conflict of interest laws override the provisions of this section, even if enacted after execution of this Agreement.

**25. Statewide or Regional Projects**

If this Agreement involves provision of coordination, technical assistance, or other services for the California Community Colleges system or for a particular region or group of colleges, Contractor

**EXHIBIT D  
(Standard Agreement)**

**SPECIAL TERMS AND CONDITIONS**

agrees to consult regularly with the Project Monitor and representatives of the colleges to be served and to give every reasonable consideration to their views in the conduct of the project.

Contractor shall require all employees, consultants, and subcontractors to disclose any employment or contractual relationships they may have with other colleges being served under a statewide or regional contract or grant. Such relationships are prohibited and shall be promptly terminated unless, after being fully informed of the circumstances, the Project Monitor determines that the services being provided to the other college by the employee, consultant, or contractor are above and beyond or unrelated to those provided under this Agreement.

**26. Surveys**

If this contract involves conducting a survey of community college faculty, staff, students, or administrators, Contractor shall ensure that the survey is developed, administered, tabulated, and summarized by a survey evaluator/specialist. Surveys shall conform to project goals, shall minimize the burden on the group being surveyed, and shall not collect data already available to the Contractor from the Chancellor's Office or another source.

**27. Safety and Accident Prevention**

In performing work under this Contract on the premises of the Chancellor's Office, Contractor shall conform to any specific safety requirements contained in the Contract or as required by law or regulation. Contractor shall take any additional precautions as the Chancellor's Office may reasonably require for safety and accident prevention purposes. Any violation of such rules and requirements, unless promptly corrected, shall be grounds for termination of this Contract in accordance with the default provisions hereof.



**California Community Colleges Agreement for the  
Student Financial Assistance Programs,  
Student Services and Special Programs Division  
Chancellor's Office**

**Riverside Community College District**

**Agreement No. 12-0040**

**2012-13 Work Statement**

**Exhibit F**

The *California Education Code*, Section 76300 (i) (2) authorizes the Board of Governors, from funds provided in the annual Budget Act, to allocate to community college districts an amount equal to 2 percent of the enrollment fees waived. On July 9, 2001, the Board of Governors approved the use by the Chancellor's Office, Student Financial Assistance Programs Unit, of 3 percent of each college's allocation to fund special projects of vital interest to the colleges and for consultation with the financial aid community.

The Board of Governors delegates the fiscal coordination for these functions to the Riverside Community College District (hereinafter District) and awards this agreement to support the activities described below.

The activities to be carried out under this agreement shall include all of the following:

**I. Regional and State Coordination and Consultation**

**1.1 Financial Aid Regional Representatives Meetings**

Three regular meetings and one transition meeting of the Financial Aid Regional Representatives and invited guests, including payment for meeting expenses, travel and per diem for members.

**1.2 Veterans Regional Representatives Meeting**

Up to four meetings of the Veterans Regional Representatives and invited guests, including payment for meeting expenses, travel and per diem for members.

**1.3 Foster Youth Regional Representatives Meeting**

Up to four meetings of the Foster Youth Regional Representatives and invited guests, including payment for meeting expenses, travel and per diem for members.

## II. Statewide Task Groups

### **2.1 Financial Aid Related Inter-Divisional and Ad Hoc Task Groups**

Meetings for Financial Aid related inter-divisional and Ad Hoc Task Groups as necessary. These task groups will review, discuss and recommend policy pertaining to elements/issues relating to the administration of the Student Financial Assistance Programs. Support for these task group meetings will include payment of meeting expenses, travel and per diem for members and any necessary printing costs.

## III. Training and Strategic Planning

### **3.1 New Financial Aid Director Training**

Provide Financial Aid Management training to new Financial Aid Directors. Training may include such areas as new and revised federal and state regulations, Board of Governors Fee Waiver Program, reporting procedures, allocations, MIS, Cal Grants and other areas of vital concern to the management of the Student Financial Assistance Programs. Associated training costs such as travel, per diem, meeting room rental and any necessary printing costs will be covered under this agreement.

### **3.2 All Financial Aid Director Training**

Provide Financial Aid Management training to all Financial Aid Directors. Training may include such areas as new and revised federal and state regulations, Board of Governors Fee Waiver Program, reporting procedures, allocations, MIS, Cal Grants and other areas of vital concern to the management of the Student Financial Assistance Programs. Associated training costs such as travel, per diem, meeting room rental and any necessary printing costs will be covered under this agreement

### **3.3 Foster Youth Success Initiative (FYSI) Liaison Annual Training**

Provide training and support to FYSI Liaison on our college campuses, in their efforts to serve foster youth alumni. Training may include such areas as new and revised federal and state regulations, changes to financial aid programs to better serve foster youth, such as federal or state aid programs, and other areas of vital concern to those serving foster youth. Associated training costs such as travel, per diem, meeting room rental and any necessary printing costs will be covered under this agreement.

### **3.4 Veteran Summit for Certifying Officials**

Provide training and support to veteran certifying officials from our college campuses. Training may include such areas as new or clarified VA policies and regulations, navigating the VA agency structure to find answer to and help for certifying officials and those that serve, new and revised federal and state laws, regulations, and policies regarding veterans and their benefits, and other areas of vital concern to those serving vets and active duty military. Associated training costs

such as travel, per diem, meeting room rental and any necessary printing costs will be covered under this agreement.

### **3.5 Strategic Planning and Initiatives**

Organize and plan meetings as necessary for Financial Aid Directors and/or other Financial Aid staff, and other appropriate stakeholders, to convene and develop strategic plans to address various Student Financial Assistance Programs issues as required. For 2012-13 those issues include, but are not limited to: AB 130/131, AB 1456, , and new state and federal regulations and initiatives. Support for these strategic planning meetings will include payment of meeting room expenses, travel, lodging and per diem expenses, as well as any necessary support or printing costs that may be developed as a result of the meetings' outcomes.

Support the development of strategic financial aid initiatives and technology development that may occur as an outcome of the meetings.

## **IV. Miscellaneous Activities**

### **4.1 Consulting Services FYSI**

Provide consulting services to the colleges or community college system on special projects of vital interest including: research, development of software applications to automate reporting and data submission, development and dissemination of targeted resources and best practice models for administering financial aid programs. The fee(s) will be negotiated and may include travel and per diem expenses. The consultant(s) selected shall be subject to approval by the Chancellor's Office.

### **4.2 Allocation Funding Adjustments**

Pay for prior year allocation funding adjustments to affected districts. Specifically, there was an error made in the 2010-11 final allocation calculations for San Francisco City College. Set-aside funds will be used to correct this error.

### **4.3 Contract Support - Default Prevention Initiative**

The Chancellor's Office will select and contract with a provider of default prevention, financial literacy, or other related services and will then offer those services to colleges who elect or qualify to use them. The District will provide administrative and fiscal oversight to support these activities.

## **V. Administrative Support**

The District will provide necessary administrative and fiscal oversight to support the above activities. The District shall receive 10% of the total agreement award expended as an administrative fee for its services. Additional funding for administrative support may be



appropriated from other categories within this work statement if we are able to secure grants or other awards that support our efforts from outside entities.

All participants attending meetings that require a per diem payment will receive the current state approved rates for lodging, meals, mileage and other transportation expenses. Current documentation requirements will be met.

California Community Colleges Agreement for the  
Student Financial Assistance Programs,  
Student Services and Special Programs Division  
Chancellor's Office

Riverside Community College District

2012-13 SFA AGREEMENT BUDGET

Exhibit G

I.	Regional and State Coordination	\$ 70,000.00
II.	Statewide Ad Hoc Task Groups	\$ 15,000.00
III.	Training and Strategic Planning	\$135,000.00
IV.	Miscellaneous Activities	\$241,835.00

Subtotal  
\$461,835.00

V.	Administrative Support	\$51,315.00
----	------------------------	-------------

**Agreement Total** **\$513,150.00**

**California Community Colleges Agreement for the  
Student Financial Assistance Programs,  
Student Services and Special Programs Division  
Chancellor's Office**

**Riverside Community College District  
2012-13 BUDGET SPECIFICS**

**Exhibit G**

Regional and State Coordination and Consultation

**1.1 Financial Aid Regional Representatives Meetings**

Travel, per diem and meeting expenses for four scheduled Financial Aid Regional Representatives meetings.

Total                    \$40,000

**1.2 Veterans Regional Representatives Meeting**

Travel, per diem and meeting expenses for up to four scheduled Veterans Regional Representative meetings.

Total                    \$ 15,000

**1.3 Foster Youth Regional Representatives Meeting**

Travel, per diem and meeting expenses for up to four scheduled FYSI Regional Representative meetings.

Total                    \$ 15,000

II Statewide Task Groups

**2.1 Financial Aid Related Ad Hoc Task Groups**

Travel, per diem and meeting expenses for any required meetings.

Total                    \$ 15,000

III Training and Strategic Planning

**3.1 New Financial Aid Director Training**

Travel, per diem and meeting expenses incurred for training meetings.

Total                    \$25,000

**3.2 All Financial Aid Director Training**

Travel, per diem and meeting expenses incurred for training meetings.



Total \$40,000

**3.3 Foster Youth Success Initiative (FYSI) Liaison Annual Training**

Travel, per diem and meeting expenses incurred for training meetings.

Total \$20,000

**3.4 Veteran Summit for Certifying Officials**

Travel, per diem and meeting expenses incurred for training meetings.

Total \$40,000

**3.5 Strategic Planning and Initiatives**

Travel, per diem and meeting expenses incurred for strategic planning meetings. Costs incurred through the development and implementation of the meeting outcomes, including printing costs and technology development as necessary, are also allowable.

Total \$10,000

IV Miscellaneous Activities

**4.1 Consulting Services FYSI**

Contract for consulting services on Financial Aid program and management issues. The fee will be subject to negotiation.

Total \$40,000

**4.2 Allocation Funding Adjustments**

Pay for prior year allocation funding adjustments to affected districts.

Total \$40,000

**4.3. Contract Support Default Prevention Initiative**

Contract default prevention, financial literacy or other related services provided to colleges that elect to or qualify to use those services.

Total \$161,835

4 5 Administrative Support

**5.1 Administrative Expenses**

The District will provide necessary administrative and fiscal oversight to support the above activities. The District shall receive 10% of the total agreement award expended as an administrative fee for its services. Additional funding for administrative support may be appropriated from other categories within this work statement if we are able to secure grants or other awards that support our efforts from outside entities.

All participants attending meetings that require a per diem payment will receive the current state approved rates for lodging, meals, mileage and other transportation expenses. Current documentation requirements will be met.

	Total	\$51,315
<b>AGREEMENT TOTAL</b>		<b>\$513,350</b>

**CCC- 1005 (Chancellor's Office, California Community Colleges)  
Contractor Certification Clauses (Rev. 12/06)**

**CERTIFICATION**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i>		<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County of</i>	

**CONTRACTOR CERTIFICATION CLAUSES**

**1. Statement of Compliance (Nondiscrimination)**

Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code, § 12990 (a-f) and Cal. Code Regs., tit. 2, § 8103.) (Not applicable to public entities.)

**2. Drug-Free Workplace Requirements**

Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 (Gov. Code, §§ 8350 et seq.) and will provide a drug-free workplace by taking the following actions:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- b. Establish a Drug-Free Awareness Program to inform employees about:
  1. The dangers of drug abuse in the workplace;
  2. The person's or organization's policy of maintaining a drug-free workplace;
  3. Any available counseling, rehabilitation and employee assistance programs;and,
  4. Penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works on the proposed or resulting Agreement will:
  1. Receive a copy of the company's drug-free workplace policy statement; and,



2. Agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future state contracts or agreements if the Chancellor's Office determines that any of the following has occurred: (1) the Contractor has made false certification, or (2) violated the certification by failing to carry out the requirements as noted above. (Gov. Code, §§ 8350 et seq.)

**3. National Labor Relations Board Certification**

Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contr. Code, § 10296.) (Not applicable to public entities.)

**4. Contracts or Agreements for Legal Services \$50,000 or More – Pro Bono Requirement**

Contractor hereby certifies that Contractor will comply with the requirements of section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the Agreement equal to the lesser of either:

- a. 30 multiplied by the number of full time attorneys in the firm's offices in the state, with the number of hours prorated on an actual day basis for any Agreement period of less than a full year; or
- b. 10% of its Agreement with the Chancellor's Office.

Failure to make a good faith effort may be cause for non-renewal of a state contract or agreement for legal services, and may be taken into account when determining the award of future contracts or agreements with the state for legal services.

**5. Expatriate Corporations**

Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code sections 10286 and 10286.1, and is eligible to contract with the State of California.

**6. Sweatfree Code Of Conduct**

- a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the Chancellor's Office pursuant to the Contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. Contractor further declares under

penalty of perjury that it adheres to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.dir.ca.gov](http://www.dir.ca.gov), and Public Contract Code Section 6108.

b. Contractor agrees to cooperate fully in providing reasonable access to the Contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the Chancellor's Office, the Department of Industrial Relations, or the Department of Justice to determine the Contractor's compliance with the requirements under paragraph a.

## **7. Debarment, Suspension, And Other Responsibility Matters**

If the Agreement for which this Certification is being executed is funded in whole or in part with federal funds, Executive Order 12549, Debarment and Suspension, and the implementing regulations set forth at 34 Code of Federal Regulations part 85, require that prospective participants in covered transactions, as defined at 34 Code of Federal Regulations part 85, sections 85.105 and 85.110, provide the certification set forth in paragraph a. or the explanation required by paragraph b. below.

- a. Contractor certifies that Contractor and its principals:
1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  2. Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph 8(a)(2) of this certification; and
  4. Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- b. Where Contractor is unable to certify to any of the statements in this certification, Contractor shall attach an explanation to this Certification.

## **8. Domestic Partners**

If the amount of this Agreement equals or exceeds \$100,000 or if this Agreement, together with any other contracts Contractor may have with the Chancellor's Office, equals or exceeds \$100,000 during any fiscal year, then Contractor certifies that it will provide the same benefits to an employee with a registered domestic partner that it provides to an employee with a spouse in accordance with the provisions of Public Contract Code section 10295.3. For any Agreement not covered by these requirements, Contractor may elect to offer domestic partner benefits to Contractor's employees in accordance with Public Contract Code section 10295.3. However, Contractor cannot require an employee to cover the costs of providing any benefits that have otherwise

been provided to all employees regardless of marital or domestic partner status. (Pub. Contr. Code, § 10295.3(d).)

### **DOING BUSINESS WITH THE STATE OF CALIFORNIA**

The following laws apply to persons or entities doing business with the Chancellor's Office.

#### **1. Conflicts of Interests**

Contractor needs to be aware of the following provisions regarding current or former state employees, including current or former Chancellor's Office employees or district employees working at the Chancellor's Office on an Interjurisdictional Exchange (IJE). If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the Chancellor's Office must be contacted immediately for clarification.

##### Current State Employees (Pub. Contr. Code, § 10410):

1. No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
2. No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

##### Former State Employees (Pub. Contr. Code, § 10411):

1. For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract or agreement in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract or agreement while employed in any capacity by any state agency.
2. For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract or agreement with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract or agreement within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contr. Code, § 10420.)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contr. Code, § 10430(e).)

#### **2. Labor Code/Workers' Compensation**

Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and Contractor affirms it will comply with such provisions before commencing the performance of the work of this Agreement. (Lab. Code, § 3700.)



**3. Americans With Disabilities Act**

Contractor assures the Chancellor's Office that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. §§ 12101 et seq.)

**4. Contractor Name Change**

An Amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the Chancellor's Office will process the Amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said Amendment.

**5. Corporate Qualifications to Do Business in California**

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in Revenue & Tax Code section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

**6. Resolution**

A county, city, district, or other local public body must provide the Chancellor's Office with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

**7. Air or Water Pollution Violation**

Under the state laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution. (Gov. Code, § 4477.)

**8. Payee Data Record Form (Std. 204)**

This form must be completed by all contractors that are not another state agency or other government entity.



## Agenda Item (IV-B-2)

Meeting	4/2/2013 - Committee/Regular Board
Agenda Item	Committee - Teaching and Learning (IV-B-2)
Subject	Proposed Curricular Changes
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the proposed curricular changes for inclusion in the college catalogs and in the schedule of class offerings.

---

### Background Narrative:

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.

Prepared By: Ray Maghroori, Provost/Vice Chancellor, Educational Services  
Sylvia Thomas, Associate Vice Chancellor, Educational Services

### Attachments:

[Proposed Curricular Changes Backup](#)

Course	Title	Location
--------	-------	----------

### 1. New Stand Alone Courses:

The following course will provide students of Latin American history, art history, anthropology and ethnic studies a specialized course in Pre-Columbian societies:

ART-13	Pre-Columbian Art History	R
--------	---------------------------	---

The following course will bring our lower division coursework more in line with Cabrillo College, Citrus College, Ventura College, and Cal State and the UC system:

ART-14	Latin American Art: Colonial to the Present	R
--------	---	---

The following courses are proposed to provide academic support and assistance to increase student success in their concurrent academic courses:

COM-85A	Communication Clinic	R
---------	----------------------	---

COM-85B	Communication Clinic	R
---------	----------------------	---

The following course is proposed to be part of a new AA in Music for Transfer degree:

MUS-87	Applied Music Training	MNR
--------	------------------------	-----

### 2. New Courses:

The following courses will replace ART-44 in order to transform a previously repeatable course into leveled courses:

ART-44A	Beginning Animation Principles	MNR
---------	--------------------------------	-----

ART-44B	Intermediate Animation Principles	MNR
---------	-----------------------------------	-----

ART-44C	Advanced Animation Principles	MNR
---------	-------------------------------	-----

The following course is proposed to enhance students' opportunities within the discipline:

BIO-11H	Honors Introduction to Molecular and Cellular Biology	M
---------	---	---

The following courses will replace MUS-32 in order to transform a previously repeatable course into leveled courses:

MUS-32A	Class Piano I	MNR
---------	---------------	-----

MUS-32B	Class Piano II	MNR
---------	----------------	-----

MUS-32C	Class Piano III	MNR
---------	-----------------	-----

MUS-32D	Class Piano IV	MNR
---------	----------------	-----

The following course is proposed to enhance students' opportunities within the discipline:

SOC-1H	Honors Introduction to Sociology	R
--------	----------------------------------	---

### 3. Course Inclusions:

The following courses are proposed as part of a new AA in Studio Arts for Transfer degree:

ART-5	History of Non-Western Art	M
-------	----------------------------	---

ART-12	Asian Art History	M
--------	-------------------	---

ART-24	Three Dimensional Design	M
--------	--------------------------	---

The following course is proposed to be included in the MOV course inventory and will also be part of the offerings for the Study Abroad program in Italy:

ENG-48	Short Story and Novel from Twentieth Century to the Present	M
--------	---	---



Course	Title	Location
The following course is proposed to be included in the MOV course inventory and will be part of a new SB1440 Kinesiology degree:		
KIN-10	Introduction to Kinesiology	M
This course will enhance the current music course inventory at Moreno Valley college:		
MUS-23	History of Rock and Roll	M
The following course is proposed as part of the AA in Music for Transfer degree:		
MUS-70	Guitar Lab Ensemble	M
The following course will be part of a new Political Science for Transfer degree:		
POL-8	Introduction to the Public Administration and Policy Development	M

#### 4. Major Course Modifications:

The following modifications are being proposed to update the advisory skills, course content, course materials and add sample assignments:

ART-42	Studio Figure Drawing	MNR
ART-43	Studio Figure Painting	MNR

The following modification is proposed to update the course description, content, student learning outcomes (SLOs), methods of instruction (MOI), methods of evaluation (MOE), course materials and add sample assignments as well as remove repeatability:

DAN-D34	Jazz, Advanced	R
---------	----------------	---

The following modification is being proposed to update the advisory skills, SLOs, course content and course materials:

CIS-72A	Introduction to Web Page Content	MNR
---------	----------------------------------	-----

The following courses are being modified to update the course description and GE SLOs, content, methods of evaluation and instruction, texts, and assignments:

FST-1	Introduction to Film Studies	MR
FST-2	Introduction to Television Studies	R
FST-3	Introduction to International Cinema	MR
FST-4	Introduction to Film Genres	MR
FST-5	Fiction and Film: Adaptation	MR

The following course is being modified to update SLOs, content, methods of instruction and evaluation, assignments, texts:

FST-6	Screenplay Analysis: The Craft of the Screenplay	R
-------	--	---

The following course is being modified to update course description, course and GE SLOs, content, methods of instruction and evaluation, assignments, texts:

FST-7	History of World Film I: From the beginning through the 1950's	R
-------	--	---

The following course is being modified to update course title, description, course and GE SLOs, content, methods of instruction and evaluation, assignments, texts:

FST-8	History of World Film II: The 1950s to the Present	R
-------	--	---

Course	Title	Location
--------	-------	----------

The following courses are being modified to change the prerequisite to add “GAM-31” as an option:

GAM-46	Environment and Vehicle Modeling	N
GAM-49	Game Modeling and Texturing	N

The following course is being modified to add GEG-1H as a corequisite and update the SLOs, course materials and add sample assignments:

GEG-1L	Physical Geography Laboratory	MNR
--------	-------------------------------	-----

The following course is being modified to be C-ID compliant, to update the course description, SLOs, course content, MOE, sample assignments and course materials:

KIN-10	Introduction to Kinesiology	MNR
--------	-----------------------------	-----

The following courses are being modified to change the laboratory hours from 180 to 175 hours due to changes in Title 5 regarding intercollegiate athletics:

KIN-V01	Cross Country, Varsity, Men	R
KIN-V02	Football, Varsity, Men	R
KIN-V04	Basketball, Varsity, Men	R
KIN-V05	Baseball, Varsity, Men	R
KIN-V06	Track and Field, Varsity, Men	R
KIN-V07	Golf, Varsity, Men	R
KIN-V08	Tennis, Varsity, Men	R
KIN-V09	Swimming and Diving, Varsity, Men	R
KIN-V10	Soccer, Varsity, Men	NR
KIN-V11	Pep Squad, Varsity, Men and Women	R
KIN-V12	Cross Country, Varsity, Women	R
KIN-V14	Track and Field, Varsity, Women	R
KIN-V18	Tennis, Varsity, Women	R
KIN-V19	Swimming and Diving, Varsity, Women	R
KIN-V20	Basketball, Varsity, Women	R
KIN-V21	Volleyball, Varsity, Women	R
KIN-V22	Fastpitch, Varsity, Women	R
KIN-V23	Water Polo, Varsity, Men	R
KIN-V24	Water Polo, Varsity, Women	R
KIN-V25	Soccer, Varsity, Women	NR

The following course is being modified to remove the cross listing with MAC-55, update the course description, SLOs, course content, and course materials:

MAN-55	Occupational Safety and Health Administration (OSHA) Standards for General Industry	N
--------	---	---

The following course is being modified to change the laboratory hours from 64 to 54 hours, update the SLOs, course content, materials and add sample assignments:

MAN-56	CNC Machine Set-Up and Operation	N
--------	----------------------------------	---

The following course is being modified to update the course description, SLOs, course content, MOI, MOE,

Course	Title	Location
--------	-------	----------

course materials and to add sample assignments:

MAT-1B	Calculus II	MNR
MAT-3	Linear Algebra	MNR

The following course is being modified to change the prerequisite to add CHE-3 as an option for CHE-2A and remove the options of AMY-2B, 10, BIO-2A,2B, 5, 8, 12, or 34; also to update the course description, advisory skills, SLOs, course content, MOI, MOE, course materials and to add sample assignments:

MIC-1	Microbiology	MNR
-------	--------------	-----

The following course is being modified to update SLOs and align Gen Ed SLOs with this course, to update course materials, course content, methods of instruction, and methods of evaluation; to align with C-ID Descriptor for MUS 180 Ensemble activities and content aligned with C-ID Descriptor for MUS 180 as one option for students in the TMC in Music program. (1 unit ensemble, four semesters):

MUS-57	Gospel Singers	MR
--------	----------------	----

The following course is being modified to update the course description, SLOs, MOI, MOE, course materials and add sample assignments:

PSY-9	Developmental Psychology	MNR
-------	--------------------------	-----

### 5. Course Deletions:

The following courses have not been offered in recent years:

FTV-60	Overview of Digital Media	R
FTV-63	Multimedia Sound Design Techniques	R

The following course does not add substantially to certificate program content.

FTV-69	Script Supervising for Film and Television	R
--------	--	---

### 6. Course Exclusions:

This course has never been offered at Moreno Valley:

MUS-39	Intermediate Applied Music	M
--------	----------------------------	---

This course has never been offered at Riverside City College:

PHI-15	Bio-Medical Ethics	R
--------	--------------------	---

### 7. New State Approved Certificates/Degrees:

Associate in Arts in Art History for Transfer Degree (see attachment A)	R
Associate in Science in Computer Science for Transfer Degree (see attachment B)	MR
Associate in Arts in English for Transfer Degree (see attachment C)	M
Associate in Arts in Music for Transfer Degree (see attachment D)	M
Associate in Arts in Studio Art for Transfer Degree (see attachment E)	R

### 8. Modification to State/Locally Approved Certificates/Degrees:

The following degree is being modified to include the new courses in Music created to address repeatability and also to include courses newly added to the Moreno Valley inventory:

Associate in Arts in Music (see attachment F)	M
---	---



ATTACHMENT A  
PROGRAM OUTLINE OF RECORD  
NEW DEGREE

Associate Arts in Art History for Transfer

College: R

**SHORT DESCRIPTION OF PROGRAM**

The Associate in Arts in Art History for Transfer Degree is designed to facilitate the student's passage from Riverside City College to the California State University System with an emphasis in art history. This degree is intended to satisfy the lower division requirements for the Baccalaureate Degree in Studio Art, Art History track at a California State University. It will also provide the student with a sufficient academic basis from which to pursue a career in the studio art professions.

**PROGRAM LEARNING OUTCOMES**

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

- Identify, describe, analyze, and discuss the stylistic characteristics of a wide variety of countries, regions, and periods of European and non-European artworks.
- Formulate and synthesize observations and evaluations regarding the historical, social, and political context in which various forms of art were created in both written and oral form.
- Apply various methodologies for interpreting a range of art forms to evaluate and analyze the ideas and philosophies expressed and explored within the art works.
- Critique, compare, and contrast various key artists, artworks and styles across a wide span of time using appropriate art terminology.
- Recognize distinctive iconography from a mixture of different geographical areas and relate these manifestations to local, social, cosmological, and political institutions.

<u>Required Courses (18 units)</u>		<u>Units</u>
ART-1	History of Western Art: Prehistoric, Ancient, and Medieval	3
ART-2/2H	History of Western Art: Renaissance through Contemporary	3
ART-17	Beginning Drawing	3
Electives	Choose from List A	3
Electives	Choose from List B	3
Electives	Choose from List C	3

List A: Choose 3 units from the following:

ART-5	History of Non-Western Art	3
ART-9	African Art History	3
ART-12	Asian Art History	3

List B: Choose 3 units from the following:

ART-15	Beginning Ceramics	3
ART-18	Intermediate Drawing	3
ART-20	Beginning Sculpture	3
ART-23	Design and Color	3
ART-26	Beginning Painting	3
ART-30	Printmaking	3
ART-36	Computer Art	3
ART-40	Figure Drawing	3
PHO-8	Introduction to Photography	3

List C: Choose 3 units from the following:

Any course from List A or List B not already used above		
ART-4	Introduction to Visual Culture	3
ART-7	Women Artists in History	3
ART-10	Modern and Contemporary Art History	3

The Associate in Art History for Transfer degree 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).

ATTACHMENT B  
PROGRAM OUTLINE OF RECORD  
NEW DEGREE

Associate in Science in Computer Science for Transfer Degree

College: MR

**SHORT DESCRIPTION OF PROGRAM**

This degree is designed to facilitate the student's passage from Moreno Valley and Riverside City College to the University System with an Associate Degree in Computer Science. This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor's Degree in Computer Science. With this degree the student will be prepared for transfer to the university upper division level.

**PROGRAM LEARNING OUTCOMES**

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

- write programs utilizing the following data structures: arrays, records, strings, linked lists, stacks, queues, and hash tables.
- write and execute programs in assembly language illustrating typical mathematical and business applications.
- demonstrate different traversal methods of trees and graphs.

<u>Required courses (29 units)</u>		<u>Units</u>
CSC/CIS-5	Programming Concepts & Methodologies I: C++	4
CSC/CIS-7	Discrete Structures	3
CSC/CIS-11	Computer Architecture and Organization: Assembly	3
CSC/CIS-17A	Programming Concepts & Methodologies II: C++	3
MAT -1A	Calculus I	4
MAT -1B	Calculus II	4
PHY-4A	Mechanics	4
PHY-4B	Electricity Magnetism	4

The Associate in Science in Computer Science for Transfer degree 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).

\*Students with more than one target transfer institution should consult their counselor to determine if they should take any additional course(s).

ATTACHMENT C  
PROGRAM OUTLINE OF RECORD  
NEW DEGREE

Associate in Arts in English for Transfer Degree

College: M

**PROGRAM DESCRIPTION**

The Associate in Arts in English for Transfer degree is a curricular pattern designed specifically to transfer students as English majors with junior status to the CSU system. Though the Associate in Arts in English for Transfer also provides broad general preparation for English majors entering any four-year university, students must consult the specific requirements of any non-CSU campus to which they are applying. Students earning the Associate in Arts in English for Transfer will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses, and they will encounter interpretive questions to which there are multiple plausible answers. Students earning this degree will also have exposure to a variety of literary genres and periods and will be able to illustrate a basic understanding of the ways that literature can embody cultural, intellectual, and artistic trends.

**PROGRAM LEARNING OUTCOMES**

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

- Think critically about and interpret literature, employing language and methods of literary analysis to construct interpretive arguments and to address the ways that literature invites multiple interpretive possibilities.
- Write essays of literary analysis effectively supported by effectively integrated, interpreted, and relevant textual evidence.
- Demonstrate an understanding of how cultural history informs and is informed by literature.

<u>Required Courses (19 units)</u>		<u>Units</u>
ENG-1B* or 1BH*	Critical Thinking and Writing	4
LIST A	Choose from the list below	6
LIST B	Choose from the list below	6
LIST C	Choose from the list below	3

LIST A Choose two courses from the following (6 units):

ENG-6*	British Literature I: Anglo-Saxon through Eighteenth Century	3
ENG-7*	British Literature II: Romanticism through Modernism/Post-Modernism	3
ENG-14*	American Literature I: Pre-Contact through Civil War	3
ENG-15*	American Literature II: 1860 to the Present	3
ENG-40*	World Literature I: From Ancient Literatures to the Seventeenth Century	3
ENG-41*	World Literature II: Seventeenth Century Through the Present	3

LIST B Choose two courses from the following (6 units)

Any course from List A not already used		
ENG-11*	Creative Writing	3
ENG-16*	Introduction to Language	3

LIST C Choose one course from the following (3 units)

Any course from List A and List B not already used		
ENG-9*	Introduction to Shakespeare	3
ENG-10	Special Studies in Literature	3
ENG-20*	Survey of African American Literature	3
ENG-23*	The Bible as Literature (same as HUM 23)	3
ENG-25*	Latino Literature of the United States	3
ENG-30*	Children's Literature	3
ENG-35*	Images of Women in Literature	3
JOU-1	Introduction to Journalism	3
JOU-20A	Newspaper: Beginning	3
COM -7	Oral Interpretation of Literature	3

\*courses may be double-counted

#### Associate in Arts for Transfer Degree

The Associate in Arts in English for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements, 2-17 units of electives 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)



ATTACHMENT D  
PROGRAM OUTLINE OF RECORD  
NEW DEGREE

Associate in Arts in Music for Transfer Degree

College: M

**SHORT DESCRIPTION OF PROGRAM**

The Associate in Arts in Music for Transfer Degree is designed to prepare the student for transfer to four-years institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate in Arts in Music at the California State University. Ed Code Section 66746-66749 states that students earning the Music AA-T Degree will be granted priority for admission as a Music major to a local CSU, as determined by the CSU campus to which the student applies. This degree is designed to prepare students to demonstrate competence and discipline in the study of music theory, music analysis, music composition, and musicianship skills, and demonstrate proficiency in ensemble skills and solo performance skills. Completion of this curriculum will demonstrate commitment to the serious study of Music in practice and in theory and provide comprehensive preparation for upper-division work.

**PROGRAM LEARNING OUTCOMES**

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

- Demonstrate ensemble specific performance practices and professional standards of conduct expected of ensemble participants.
- Perform solo literature with an accompanist (if appropriate) using stylistically accurate rhythm, pitch, diction (or articulation) and musical expression.
- Demonstrate the ability to “audiate” a musical score by sight reading and performing complex rhythms and by sightsinging chromatic, modulating, and post-tonal melodies.
- Demonstrate the ability to recognize patterns and musical function by aurally identifying and transcribing scales, modes, post-tonal melodies, and complex harmonic progressions.
- Analyze chromatic harmonic progressions that include modulation using 20<sup>th</sup> century techniques.
- Write, analyze, and compose music using 20<sup>th</sup> century techniques, such as tone rows, set theory, augmented sixth chords, pandiatonicism and polytonalism.
- Demonstrate keyboard proficiency at the level required to perform theoretical concepts studied in music theory courses.

Required Courses (20-24 units)

Units (12-16)

MUS-3	Fundamentals of Music (test out option includes Musicianship) (also counts in CSU GE C1)	4
MUS-4	Music Theory I (includes Musicianship) (also counts in CSU GE C1)	4
MUS-5	Music Theory II (includes Musicianship)	4
MUS-6	Music Theory III (includes Musicianship)	4

Applied Music: 1 unit per semester for a total of 4 units from the following: 4

MUS-87	Applied Music Training, 1 unit per semester	
--------	---	--

Ensemble: 1 unit per semester for a total of 4 units from among the following: 4

MUS-29	Concert Choir, 1 unit	
MUS-31	College Choir, 1 unit	
MUS-70	Guitar Lab Ensemble, 1 unit	
MUS-71	College Chorus, 1 unit	
MUS-57	Gospel Singers, 1 unit	
MUS-58	Gospel Choir, 1 unit	
MUS-83	Advanced Chamber Choir, 1 unit	

Notes: Students in the TMC for the A.A.-T. in Music should be encouraged to study the courses below as additional preparation for upper-division music study:

(1) Music Appreciation/History/Literature:—counts in CSU GE Area C1 (one or two classes allowed/recommended)—*no units required until C-ID is designated*

MUS 19, Music Appreciation, 3 units

MUS 20, Great Composers and Masterpieces of Music Before 1820, 3 units

MUS 21, Great Composers and Masterpieces of Music After 1820, 3 units

MUS 22, Survey of Music Literature, 3 units

(2) Music Technology:—*no units required until C-ID is designated*

Courses that require the use of technology (software and hardware) as integral to the methods of instruction and methods of evaluation: MUS 3, Fundamentals of Music; MUS 4, Music Theory I; MUS 5, Music Theory II; MUS 6, Music Theory III

(3) Colleges must require keyboard proficiency by exam.

Keyboard Proficiency: 1-4 units (required placement exam to exit the College and evaluation upon entry at the transfer institution)

*For students with no previous keyboard experience: "MUS 32 family"*

MUS 32 A, Class Piano I, 1 unit

MUS 32 B, Class Piano II, 1 unit

MUS 32 C, Class Piano III, 1 unit

MUS 32 D, Class Piano IV, 1 unit

MUS 53 Keyboard Proficiency, 1 unit

#### Associate in Arts for Transfer Degree

The Associate in Arts in Music for Transfer degree 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 and 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)

ATTACHMENT E  
PROGRAM OUTLINE OF RECORD  
NEW DEGREE

**Associate in Arts in Studio Arts Degree for Transfer**

College: R

**SHORT DESCRIPTION OF PROGRAM**

The Associate in Arts in Studio Arts for Transfer Degree is designed to facilitate the student's passage from Riverside City College to the California State University System with an Associate Degree in Art. This degree is intended to satisfy the lower division requirements for the Baccalaureate Degree in Art at a California State University. It will also provide the student with a sufficient academic basis from which to pursue a career in the studio art professions.

**PROGRAM LEARNING OUTCOMES**

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

- Articulate ideas utilizing art terminology for critical discussion.
- Demonstrate proficient technical and creative skills with a variety of art materials.
- Describe and discuss art in its cultural and historical context.
- Demonstrate accurate visual perception, working in an observational context.

Required Courses (24 units)		Units
ART-2/2H*	History of Western Art: Renaissance through Contemporary	3
ART-22	Basic Design	3
ART-24	Three Dimensional Design	3
ART-17	Beginning Drawing	3
Electives	Choose from List A	3
Electives	Choose from List B	9

List A: Choose 3 units from the following:

ART-1*	History of Western Art: Pre-Historic, Ancient, and Medieval	3
ART-12*	Asian Art History	3
ART-5*	Non Western Art History	3

List B: Choose one course from any three of the following areas for a maximum of 9 units:

<u>Curricular Area*</u>			
<u>Drawing</u>	ART-40	Figure Drawing	3
	ART-18	Intermediate Drawing	3
	ART-35	Illustration	3
	ART-44	Animation	3
	ART-26	Beginning Painting	3
<u>Painting</u>	ART-30	Printmaking	3
<u>Printmaking</u>	ART-15	Beginning Ceramics	3
<u>Ceramics</u>	ART-20	Beginning Sculpture	3
<u>Sculpture</u>	ART-36	Computer Art	3
<u>Digital Art</u>	PHO-8	Introduction to Photography	3
<u>Photography</u>	ART-23	Design and Color	3
<u>Color</u>			

\*courses may be double-counted for 6 units in CSU GE, C-1

Total units: 24

The Associate in Arts in Studio Arts for Transfer degree 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).

ATTACHMENT F  
PROGRAM OUTLINE OF RECORD  
DEGREE MODIFICATION

MUSIC (M) MAA564

College: M

The Associate in Arts in Music from Moreno Valley College offers students a systematic plan of study for developing skills in music theory, musicianship, music literature, collaborative performance, and keyboard proficiency. The program provides students with broad knowledge of the field of film music and/or Western musical history through listening and writing and opportunities to focus on preparation for specific career paths, such as music therapy, musicology, independent studio teaching, or general music. Students planning to transfer to a four-year institution and major in music should consult with a counselor regarding the transfer process and lower division requirements.

Associate in Arts Degree

Program Learning Outcomes

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

- Demonstrate proficiency in musicianship skills including functional keyboard skills.
- Successfully communicate within the music environment using notation, computer skills, written expression, and oral communication skills.
- Analyze and evaluate notated music using appropriate symbols.
- Compare historical style periods in Western concert music from the Middle Ages to the present or to compare film music styles with other styles of music.
- Prepare stylistically sensitive performance interpretations on an instrument or voice.

Required Courses (18 units)

Core Requirements (12 units)

Units

MUS-4	Music Theory I	4
MUS-22	Survey of Music Literature	3
MUS-19	Music Appreciation	3
	or	
MUS-26	Film Music Appreciation	3
Electives	(choose from the list below)	2

Electives (2 units)

MUS-29	Concert Choir	1
MUS-30	Class Voice	1
MUS-31	College Choir	1
MUS-32A	Class Piano I	1
MUS-32B	Class Piano II	1
MUS-32C	Class Piano III	1
MUS-32D	Class Piano IV	1
MUS-37	Class Guitar	1
MUS-38	Beginning Applied Music Training	2
MUS-53	Keyboard Proficiency	1
MUS-57	Gospel Singers	1
MUS-58	Gospel Choir	1
MUS-70	Guitar Lab Ensemble	1
MUS-71	College Chorus	1
MUS-77	Guitar Ensemble	2
MUS-83	Advanced Chamber Choir	1

In addition choose and complete courses from one emphasis below:



Music History Emphasis		
Core Requirements		12
<hr/>		
and		
MUS-20	Great Composers and Masterpieces of Music before 1820	3
MUS-21	Great Composers/Music Masterpieces After 1820	3
Music Therapy Emphasis		
Core Requirements		12
<hr/>		
and		
MUS-5	Music Theory II	4
and take two of the following (2 units)		
MUS-32A	Class Piano I	1
MUS-32B	Class Piano II	1
MUS-32C	Class Piano III	1
MUS-32D	Class Piano IV	1
General Music Emphasis		
Core Requirements		12
<hr/>		
and		
MUS-5	Music Theory II	4
Electives	(choose from the list below)	2
Electives (2 units)		
<hr/>		
MUS-29	Concert Choir	1
MUS-30	Class Voice	1
MUS-31	College Choir	1
MUS-32A	Class Piano I	1
MUS-32B	Class Piano II	1
MUS-32C	Class Piano III	1
MUS-32D	Class Piano I V	1
MUS-37	Class Guitar	1
MUS-38	Beginning Applied Music Training	2
MUS-53	Keyboard Proficiency	1
MUS-57	Gospel Singers	1
MUS-58	Gospel Choir	1
MUS-70	Guitar Lab Ensemble	1
MUS-71	College Chorus	1
MUS-77	Guitar Ensemble	2
MUS-83	Advanced Chamber Choir	1

#### Associate in Arts Degree

The Associate in Arts Degree in Music will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.



## Agenda Item (IV-B-3)

Meeting	4/2/2013 - Committee/Regular Board
Agenda Item	Committee - Teaching and Learning (IV-B-3)
Subject	Presentation on the Enrollment Process for New Incoming Students at RCCD
College/District	District
Information Only	

---

### Background Narrative:

This presentation provides an overview of the Riverside Community College District enrollment process for new incoming students.

Prepared By: Ray Maghroori, Provost/Vice Chancellor, Educational Services  
Ed Bush, Vice President, Student Services

### Attachments:

[New Student Enrollment Process](#)

# ENROLLMENT PROCESS

## New Student Perspective

# APPLICATION PERIOD

TERM	BEGINS	ENDS	TOTAL WEEKS
SUMMER	MARCH 1 <sup>ST</sup>	Two weeks before start of term	12
FALL			24
WINTER	OCTOBER 1 <sup>ST</sup>		10
SPRING			16

## APPLICATION PERIOD IS ADVERTISED IN:

- Schedule of Classes
- College Catalogs
- College and District Websites
- Automated Messages (Email and Phone)
- Brochures
- Outreach and Admissions & Records Activities



# RCCD

RIVERSIDE  
COMMUNITY  
COLLEGE  
DISTRICT

# ADMISSION APPLICATION



RCCD RIVERSIDE COMMUNITY COLLEGE DISTRICT

Website  GO

[A-Z list](#) [Find People](#) [Maps](#)

[About RCCD](#) [Colleges / Centers](#) [District Services](#) [Programs](#) [Students](#) [Alumni / Donors](#) [Community / Business](#) [Employees](#)

Riverside Community College District > RCCD

APPLICATIONS

Call for Applications: Citizens' Bond Oversight Committee

International Film Festival poster competition

- Links
- Athletics
  - Board of Trustees
  - Business Assistance/Training
  - Community Education
  - Center for Social Justice & Civil Liberties
  - Employment/Jobs
  - Green Initiatives
  - International Students
  - Measure C
  - Online Classes
  - RCCD Foundation
  - Henry W. and Alice Edna Coil School for the Arts
  - Academic Calendar
  - Apply Now

WHAT'S NEW

APPLY FOR COLLEGE

HIGH SCHOOL STUDENTS

INTERNATIONAL STUDENTS

VETERANS

- Links
- APPLY NOW
  - WEBADVISOR
  - Accreditation

Gateways

- Apply for College
- Accreditation **UPDATED**
- Class Schedule
- Construction/Parking **UPDATED**
- E-mail
- Events

# APPLICATION PROCESS

- TERM
- HOME COLLEGE DESIGNATION
- PROGRAM OF STUDY

Welcome, Mark

CCCApply.ORG  
 ADMISSION APPLICATION

- 1 Enrollment Information
- 2 Personal Information
- 3 Contact Information
- 4 Education
- 5 Residency 1
- 6 Residency 2
- 7 Needs & Interests
- 8 Request for Consent
- 9 Supplemental Questions

Term applying for: Fall 2013

Educational goal:  
 Improve basic skills

College & Major Selection

College: Norco College [Set College]

Major: Select one

- Select one
- AA, Administration & Information Systems
- AS, Administration of Justice
- COA, Administration of Justice
- CCP, ADJ: Crime Scene Investigation
- CCP, ADJ: Investigative Assistant
- AS, Architecture
- COA, Architecture
- CCP, Architectural Graphics
- AS, Business Admin: Accounting Concentration
- COA, Business Admin: Accounting Concentration
- AS, Business Admin: General Business Concentration
- COA, Business Admin: General Business
- AS, Business Admin: Human Resources Concentration
- COA, Business Admin: Human Resources Concentration
- AS, Business Admin: Logistics Mgmt. Concentration
- COA, Business Admin: Logistics Mgmt. Concentration
- AS, Business Admin: Management Concentration
- COA, Business Admin: Management
- AS, Business Admin: Marketing Concentration
- COA, Business Admin: Marketing Concentration
- AS, Business Admin: Real Estate Concentration
- COA, Business Admin: Real Estate Concentration
- AA, Commercial Music: Performance

# APPLICATION PROCESS

- CA RESIDENCY
- MILITARY EXPERIENCE or MILITARY DEPENDENTS

Welcome, Mark

CCCApply.ORG  
 ADMISSION APPLICATION

- 1 ✓ Enrollment Information
- 2 ✓ Personal Information
- 3 ✓ Contact Information
- 4 ✓ Education
- 5 **Residency 1**
- 6 Residency 2
- 7 Needs & Interests
- 8 Request for Consent
- 9 Supplemental Questions

✓ = completed and saved  
 ... current page =

SKIP & JUMP to:  
 5 Residency 1 GO

My Applications  
 Introduction  
 HELP  
 SAVE  
 LOG OFF  
 For your security, always log off before leaving CCCApply.  
 SUBMIT  
 MY COMPLETED APPLICATION

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

RESIDENCY 1

[Help regarding residency](#)

WARNING: Providing false information about your citizenship, military status, and/or California residency could result in criminal charges for perjury and/or fraud, with the possibility of imprisonment if you are convicted.

Answer the questions on this page with regard to the *day before* the starting date of the term you are applying for

Term applying for: **Fall 2013**      Start date of term: **8/26/2013**

Citizenship

Citizenship status: U.S. Citizen

If you are not a U.S. citizen, please enter the following:

Alien registration number:  OR

Visa type: Select a visa type OR

No documents

Visa/Alien registration issue date: Select a month Select a day      yyyy

Visa/Alien registration expiration date: Select a month Select a day      yyyy

Check here if no expiration date

U.S. Military / Dependent of Military Status

U.S. military status as of 8/25/2013: None apply to me

Date you were discharged (if applicable): Select a month Select a day      yyyy

If you are currently active in the U.S. military, or were discharged within the last year, answer the following questions about yourself.  
 If you are a dependent spouse or child of an active member of the U.S. military,

# APPLICATION PROCESS

- FINANCIAL ASSISTANCE
- FOSTER YOUTH
- SPECIAL SERVICES

The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains a progress indicator with steps 5 through 9, a 'SKIP & JUMP to:' dropdown menu, and buttons for 'My Applications', 'Introduction', 'HELP', 'SAVE', 'LOG OFF', and 'SUBMIT MY COMPLETED APPLICATION'. The main content area has three sections, each with a title circled in red:

- Financial Assistance**: "Please check the following that apply to you."
  - I would like information about money for college.
  - I receive TANF, SSI, or General Assistance.
- Foster Youth Benefits**:  I am a former or current Foster Youth, and am interested in financial aid and/or other benefits and services available to Foster Youth.
- Needs & Interests**: "Are you interested in any of the following programs and services? (Not all college campuses offer every program and service listed.)"
  - Academic counseling/advising
  - Athletics/Intercollegiate sports
  - Basic skills (reading, writing, math)
  - CalWorks
  - Career Planning
  - Child Care
  - Counseling - Personal
  - DSPS - Disabled Student Programs and Services
  - EOPS - Extended Opportunity Programs and Services
  - ESL - English as a Second Language
  - Health services
  - Housing information
  - Employment assistance
  - Online classes
  - Re-entry program (after 5 years out)
  - Scholarship information
  - Student government
  - Testing, assessment, orientation
  - Transfer information
  - Tutoring services
  - Veterans services



# APPLICATION PROCESS

- ATHLETIC INTEREST

- SUBMIT

**SUBMIT**  
 MY COMPLETED  
 APPLICATION

Welcome, Mark

CCC Apply.ORG  
 ADMISSION APPLICATION

- 1 Enrollment Information
- 2 Personal Information
- 3 Contact Information
- 4 Education
- 5 Residency 1
- 6 Residency 2
- 7 Needs & Interests
- 8 Request for Consent
- 9 Supplemental Questions

✓ = completed and saved  
 ... current page = 3

SKIP & JUMP to:  
 Screen 9

My Applications  
 Introduction  
 HELP  
 SAVE  
 LOG OFF  
 For your security, always log off.  
 SUBMIT MY COMPLETED APPLICATION

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**ATHLETIC INTEREST AND ABILITIES: Are you interested in any future athletic participation?**

Please select one of the options.

WOMEN'S Sports Interest Survey requires 12 units during season of sport. If interested click the check box.

Badminton <input type="checkbox"/>	Baseball <input type="checkbox"/>
Basketball <input type="checkbox"/>	Basketball <input type="checkbox"/>
Cross Country <input type="checkbox"/>	Cross Country <input type="checkbox"/>
Field Hockey <input type="checkbox"/>	Football <input type="checkbox"/>
Golf <input type="checkbox"/>	Golf <input type="checkbox"/>
Gymnastics <input type="checkbox"/>	Lacrosse <input type="checkbox"/>
Lacrosse <input type="checkbox"/>	Skiing/Snowboarding <input type="checkbox"/>
Skiing / Snowboarding <input type="checkbox"/>	Soccer <input type="checkbox"/>
Soccer <input type="checkbox"/>	Swim / Diving <input type="checkbox"/>
Softball <input type="checkbox"/>	Tennis <input type="checkbox"/>
Swim / Diving <input type="checkbox"/>	Track & Field <input type="checkbox"/>
Tennis <input type="checkbox"/>	Volleyball <input type="checkbox"/>
Track & Field <input type="checkbox"/>	Water Polo <input type="checkbox"/>
Volleyball <input type="checkbox"/>	Wrestling <input type="checkbox"/>

# WELCOME EMAILS



## Welcome to Norco College!

Please print your [WebAdvisor](#) log-in information listed below to access available resources online.

Student Name:	Johnny Mustang
Student ID Number:	1234567
WebAdvisor User ID ( <a href="#">Log In</a> ):	jm1234567
Student Email ( <a href="#">Sign In</a> ):	<a href="mailto:jmustang@student.rcc.edu">jmustang@student.rcc.edu</a>

Your initial password to access WebAdvisor and Student Email is your 6-digit date of birth (January 2, 1994 is 010294)

### IMPORTANT ANNOUNCEMENT:

This is the last time you will receive an email to your personal email account. You need to activate your [student email](#) to receive information from members of Norco College.

### What's Next:

The majority of services will be available only at your designated home college location. Please click on the link below to continue your enrollment process:

- [General College Students](#) (for New, Returning, or Continuing College Students)
- [Veterans and VA Dependents](#)
- [Concurrent High School Student](#) (Suspended until further notice- excludes Early/Middle College Programs)
- [Kennedy Middle College Students](#)

### Registration Information:

Registration appointments are assigned based on the [order of registration](#). Access WebAdvisor to determine your registration appointment and view the [class schedule](#) for a list of course offerings. Unpaid classes may be dropped if fees are not paid by the [fee deadline](#).

### Other Services:

You are encouraged to take advantage of services at Norco College, such as:

- [Counseling & Transfer](#)
- [Student Government](#)
- [Student Employment](#)
- [Financial Aid](#)
- [Disability Resource Center](#)
- [Support Programs](#)

Norco College promotes learning, positive social interactions, and support services for members of our college community. Disruptive behavior is subject to disciplinary action. Review [Board Policy 5500](#) for more information about the Standards of Student Conduct.

If you need more information, please visit [www.norcocollege.edu](http://www.norcocollege.edu) or contact the Office of Admissions and Records at (951) 372-7003 for details.

Sincerely,

Admissions and Records

• BASED ON INTEREST

• COLLEGE WELCOME EMAIL

# REQUIRED A.O.C. FOR FIRST TIME COLLEGE STUDENTS

## ASSESSMENT (ENGLISH, MATH, & READING)

- Appointment is completed online (based on home college)
- Results are available on WebAdvisor

Riverside Community College District

RIVERSIDE CITY COLLEGE

### On-line Assessment Appointment System

**PLEASE READ ALL OF THE FOLLOWING INFORMATION PRIOR TO MAKING YOUR APPOINTMENT**

**Appointments for the new year will become available starting 12/26. If you are new to the Riverside Community College district,** and you submitted your application for admission after 8:00 am on 12/21/12, you will need to wait until after 1/2/13 before you can make an appointment for the Assessment test.

**Important note about Home College:** Students must receive their student services (*such as assessment and counseling*) at their self-chosen Home College. (*You chose a home college when you submitted your online admissions application.*) If you don't know your Home College, you can find it by logging into [WebAdvisor](#) and clicking "Update Program of Study".

**Don't know your Student ID number?** You can visit the [Web Advisor](#) welcome page and click, "Learn your Web Advisor User Name and Password." Once you know your Web Advisor User name, just remove the initials and that's your Student ID number.

**Are you required to test or not?** Find out [Who needs to be assessed](#).

---

Please choose the type of test you need to take:

- [General Assessment Test](#) (English, Math, Reading)
- [English as a Second Language Test](#) (For students who learned another language prior to learning English)
- [Spanish Language Test](#) (Test for non-native Spanish language speakers who wish to take a Spanish class higher than SPA-1. This is not an ESL test delivered in Spanish)

# REQUIRED A.O.C. FOR FIRST TIME COLLEGE STUDENTS

## ORIENTATION (Online Video)

Riverside Community College District

RCCD | Riverside City | Moreno Valley | Norco | Learning Centers

MAKING COLLEGE WORK FOR you

New Student Orientation



# REQUIRED A.O.C. FOR FIRST TIME COLLEGE STUDENTS

## COUNSELING (One Semester Education Plan) Accessible through WebAdvisor

### View First Semester Ed Plan

By viewing your approved First Semester Ed plan you have completed the Assessment, Orientation, and Counseling requirement. The classes appearing on this page are suggested courses for your first couple of terms at the colleges of Riverside Community College District.

IMPORTANT: Completing your First Semester Ed Plan DOES NOT MEAN you are enrolled in classes. Click on the [Check my Registration Date/Holds](#) link located at the top of the page to check your registration date and remember to enroll for classes on or after your registration date.

*\*\*For additional information regarding other suggested general education or elective options based upon your placement in English, click on the Help tab. You may use the print capabilities of your browser to print and can reference this list when registering for classes.*

Name

Robin Hood

ID

1964456

Academic Program

CE544 Early Childhood Education

Catalog

2004-2005 Catalog

Educational Goal

Planned Term	Course Name	Title	Credits	CEUs
Fall 2011	EAR-20	Child Growth and Development	3.00	
Fall 2011	GUI-45	Introduction to College	1.00	
Fall 2011	LIB-1	Information Competency	1.00	
Fall 2011	REA-51	Reading, Level I	3.50	

Term Term Credits Term CEUs

Fall 2011	8.50	
-----------	------	--

Special Service Need Need Date

No special services recorded.		
-------------------------------	--	--

Comments

# REGISTRATION

WebAdvisor



Riverside Community College District  
Moreno Valley \* Norco \* Riverside

[CHANGE PASSWORD](#)

[LOG OUT](#)

[MAIN MENU](#)

[STUDENTS MENU](#)

[CONTACT US](#)

## CURRENT STUDENTS MENU

Welcome Mark!

[Student Email](#)

The following links may display confidential information.

### Registration

- [Do I Need to Apply?](#)
- [Cosmetology Application](#)
- [CAP Program Application Form](#)
- [Search for Classes](#)
- [Check my Registration Dates/Holds](#)
- [Register and Drop Classes](#)
- [My Class Schedule](#)
- [Purchase Student Parking](#)
- [My Account Summary by Term](#)
- [Make a Payment](#)
- [Order Textbooks](#)

### Instructions/Tutorials

- [Registration Tutorial](#)
- [RCCD Email Tutorial](#)
- [Video Help](#)
- [Need Adobe Reader? Click Here](#)
- [Virtual Access Direct Gateway](#)
- [Virtual Access Direct Gateway Download](#)
- [New Wireless Network - RCCD Access](#)

### Other Services

- [Student Email](#)
- [Online Skills Workshop](#)
- [Voter Registration](#)

# 2012- 2013 ENROLLMENT STATISTICS

FALL 2012		SPRING 2013	
Registration Appointments	Peak Enrollment Headcount	Registration Appointments	Peak Enrollment Headcount
99,710	32,169	78,996	31,071

# Advice for New Students

## 1. PLAN AHEAD

- Apply and complete requirements (AOC) ASAP
- Review course offerings and draft your schedule early
- Know your registration appointment

## 2. UTILIZE EXISTING RESOURCES

- Contact Admissions & Records for assistance  
Moreno Valley College (951) 571-6101 or [admissions@mvc.edu](mailto:admissions@mvc.edu)  
Norco College (951) 372-7003 or [admissions@norcollege.edu](mailto:admissions@norcollege.edu)  
Riverside (951) 222-8600 or [admissionsriverside@rcc.edu](mailto:admissionsriverside@rcc.edu)
- Frequently Asked Questions (FAQs) on college websites
- WebAdvisor offers immediate services online





## Agenda Item (IV-C-1)

Meeting	4/2/2013 - Committee/Regular Board
Agenda Item	Committee - Planning and Operations (IV-C-1)
Subject	Centennial Strategic Plan for 2013-2016 for Riverside Community College District
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the 2013-2016 Centennial Strategic Plan.

---

### Background Narrative:

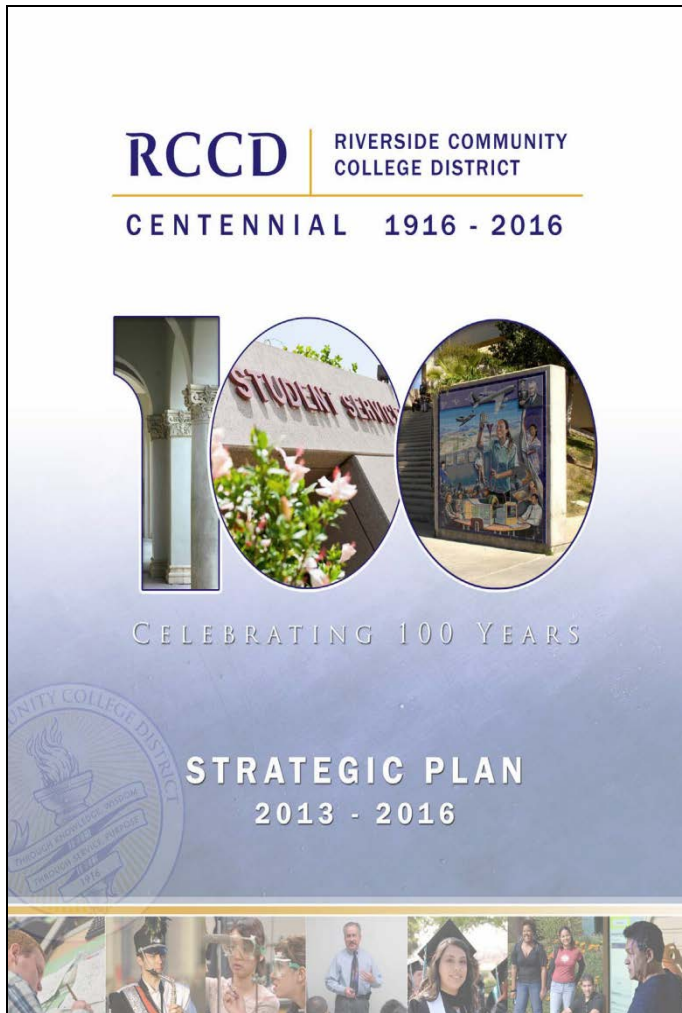
Riverside Community College District's last strategic plan covered the period 2008-2012. That plan reflected issues and considerations related to a district which was in the midst of a major structural transformation from a single college district to a multi-college district. The plan reflected and facilitated that transition.

Recognizing the significant changes that have taken place in the District during the last three years, the District Strategic Planning Committee has been working on refreshing the plan developed in 2008. The centennial plan benefits from an external environmental scan and a corresponding Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis. The plan reflects RCCD's structural evolution and embraces additional change and adaptation that positions the District to advance its mission and to address its goals.

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

### Attachments:

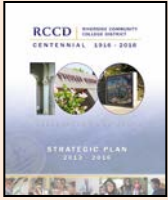
[Centennial Strategic Plan PP Presentation attachment 2.pdf](#)  
[Centennial Strategic Plan attachment2.pdf](#)



# **RCCD Centennial Strategic Plan: 2013-16**

---

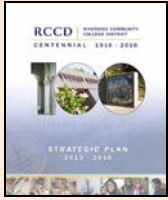
**A Report to the Board of Trustees  
April 2, 2013  
By Members of the  
District Strategic Planning Committee**



# Introduction

- Since 2001, the RCCD has prepared and benefitted from a District strategic plan
- **The most current District-wide plan covers the 2008-12 time period**
- For the past year, the 27-member District Strategic Planning Committee has been hard at work preparing an updated plan
- **This presentation presents the major components of the Centennial Strategic Plan: 2013-16, submitted for your review and approval**

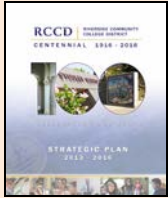




# Plan Development Context

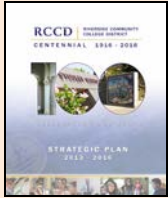
- 1. Broad leadership participation via expanded DSPC membership**
- 2. Based on latest data and trends**
- 3. Updated mission, vision, values statements and strategic themes**
- 4. All narrative/text/ideas from DSPC**
- 5. Extensive District-wide vetting**
- 6. Reviewed, revised, ratified by entire District**





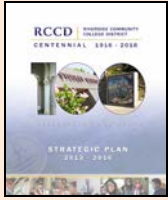
# Plan Development Procedures

- 1. Updated plan driven by the DSPC**
- 2. Meetings and steps were facilitated by external counsel**
- 3. Monthly meetings or retreats**
- 4. Our updated plan benefitted from a review of other multi-college strategic plans and those plans of all adjacent community college districts**
- 5. Progress vetted with SPCs of Colleges and other leadership for feedback**



# Plan Design Priorities

- 1. Identify a set of overarching strategic themes and goals with District-wide importance to Colleges and District Office**
- 2. Present District-wide strategic themes and goals for annual operationalization at the College and District Office levels**



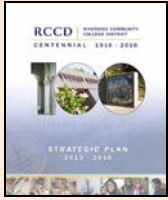
# Updated Vision, Values, Mission Statement and Strategic Themes

## 2013-16 Vision Statement:

**Riverside Community College District is committed to service excellence by providing opportunities for learning, personal enrichment, innovation and community development**

## 2013-16 Values Statement: (Core/Shared Values)

<b>Legacy</b>	<b>Enrichment</b>
<b>Inclusiveness</b>	<b>Excellence</b>
<b>Service</b>	<b>Shareholders</b>
<b>Stewardship</b>	



# Updated Vision, Values, Mission Statement and Strategic Themes

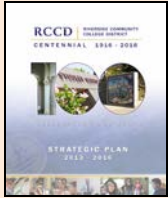
## **2013-16 Mission Statement:**

**Riverside Community College District is dedicated to the success of its students and to the development of the communities it serves. By facilitating its Colleges and learning centers to provide educational and student services, it meets the needs and expectations of its unique community of learners. The District provides the Colleges with leadership in the areas of advocacy, resource stewardship, and planning**

## **2013-16 Strategic Themes:**

- |  |   |
|--|---|
| <b>1. Student Access</b>               | <b>4. Community Collaboration and Partnership</b> |
| <b>2. Student Learning and Success</b> | <b>5. Creativity and Innovation</b>               |
| <b>3. Resource Stewardship</b>         | <b>6. System Effectiveness</b>                    |

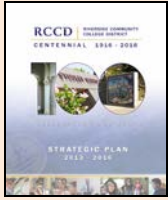




# 2013-16 Goals by Strategic Themes

## Student Access:

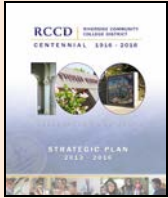
- Goal 1: Remove barriers to access for all students, while making the process of accessing new student information and applying to District Colleges more user-friendly
- Goal 2: Increase the number and awareness of scholarship opportunities and the effectiveness of financial aid counseling
- Goal 3: Provide programs and services that address community educational needs and priorities
- Goal 4: Improve the delivery of curriculum by ensuring responsive scheduling and a variety of delivery formats
- Goal 5: Sustain and deliver educational and community partnerships focused on student preparation, awareness of, and access to District Colleges and educational programs



# 2013-16 Goals by Strategic Themes

## Student Learning and Success:

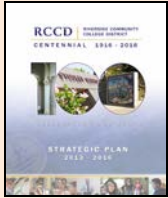
- Goal 1: Develop effective pathways for student success by encouraging all students to use student services and promoting the completion of a self-identified program of study and/or educational plan
- Goal 2: Increase rates of transfer, degree, and certificate completion
- Goal 3: Recruit outstanding faculty, and support faculty development, and teaching excellence for the improvement of student learning outcomes
- Goal 4: Reduce the gap in both student achievement and outcomes
- Goal 5: Support and increase student engagement in and out of the classroom



# 2013-16 Goals by Strategic Themes

## Resource Stewardship:

- Goal 1: With transparency and collaboration, annually assess resource needs, development, and allocations to ensure that the core missions of the Colleges are met as a priority
- Goal 2: Integrate public and private resource development efforts with District strategic planning and resource allocation
- Goal 3: Create a greater culture of entrepreneurship and philanthropy by encouraging the expansion and diversity of external funding

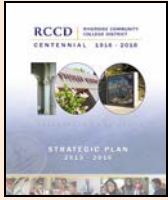


# 2013-16 Goals by Strategic Themes

## **Community Collaboration and Partnership:**

- Goal 1: Refine and promote programs in Career and Technical Education, Economic Development, and Community Education that improve the competency and competitive capabilities of service area incumbent workers
- Goal 2: Create and expand programs with business, community, and educational partners, with particular focus on responding to workforce development, economic advancement, current and emerging high demand occupations, student internships and employment, and overall resource development
- Goal 3: Develop new, and strengthen existing, relationships with community groups and organizations that focus on identifying and collectively responding to community needs through maximizing the use of current District-wide programs and collaborative new initiatives
- Goal 4: Establish or expand multiple outreach efforts, joint programs and events, collaborative grants, and community partnerships to address regional workforce needs
- Goal 5: Ensure that residents in all geographic areas of the District have opportunities for personal enrichment and life-long learning through the academic programs of the Colleges, Community Education, and other initiatives

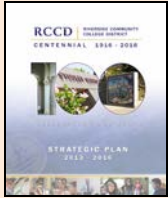




# 2013-16 Goals by Strategic Themes

## **Creativity and Innovation:**

- Goal 1: Build a culture of acceptance of diverse ideas and strategies which celebrate the uniqueness of each institution
- Goal 2: Develop green strategies and programs to save general fund resources and reduce the impact to the environment
- Goal 3: Support the Colleges' innovative ideas in entrepreneurial initiatives and resource development
- Goal 4: Develop and implement a plan to keep current with technology advancement
- Goal 5: Encourage and support creativity from all stakeholders to improve operations, systems delivery, and instruction District-wide



# 2013-16 Goals by Strategic Themes

## System Effectiveness:

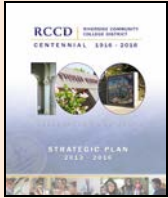
Goal 1: Develop efficient and effective processes and procedures that:

- *Reduce red tape*
- *Eliminate redundancies*
- *Encourage collaboration*
- *Increase interdepartmental communication*
- *Reduce the number of meetings*
- *Promote on-going assessment in order to continually refine our educational technology capability to address future needs*

Goal 2: Enhance and institutionalize operational and strategic planning processes that are: (a) deliberative, systematic, and data driven, (b) complement the District and College strategic and master plans, and (c) effectively prioritize new and ongoing resource needs

Goal 3: Continue implementation and improvement of a comprehensive enrollment management plan and effectively coordinate program and course offerings within and between Colleges and centers to best serve students

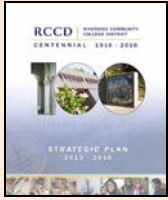
Goal 4: Refine the District functional map to better define responsibilities of various departments



# A Living Document

## Maintaining Accountability Through:

1. Annual operationalized updates
2. DSPC work focused on benchmarking, indicators, evaluation methods, etc.
3. Revisions reflecting changes in external and internal environments and drivers
4. Continued work towards strategic planning process alignment at College and District levels



# Conclusion of Presentation

**Thank you for your  
attention and review**



# RCCD

RIVERSIDE COMMUNITY  
COLLEGE DISTRICT

CENTENNIAL 1916 - 2016



CELEBRATING 100 YEARS



## STRATEGIC PLAN 2013 - 2016



# BOARD OF TRUSTEES

Virginia Blumenthal, President

Janet Green, Vice President

Samuel Davis, Secretary

Mary Figueroa, Trustee

Nathan Miller, Trustee

Noemi Jubaer, Student Trustee

## DISTRICT ADMINISTRATION

### **CHANCELLOR**

Gregory Gray, Ed.D.

### **PROVOST/VICE CHANCELLOR, EDUCATIONAL SERVICES**

Ray Maghroori, Ph.D.

### **VICE CHANCELLOR, BUSINESS AND FINANCIAL SERVICES**

Aaron Brown

### **VICE CHANCELLOR, DIVERSITY AND HUMAN RESOURCES**

Melissa Kane

## ACKNOWLEDGEMENTS

This RCCD Centennial Strategic Plan 2013-16 is the product of a collaborative effort. A 27-member District Strategic Planning Committee (DSPC) met for over one year and spent a combined hundreds of hours examining trends, reviewing and connecting earlier District strategic plans and the current strategic plans of the three Colleges within the District, updating vision and mission statements, refreshing strategic themes, and creating updated strategic goals for each of those themes. The Committee created initial working drafts of this plan and oversaw the vetting of the proposed Centennial Strategic Plan District-wide and across all Colleges. All District and College personnel were invited to review and enrich working drafts so that the best possible final version could be produced and presented to our District Board of Trustees for discussion and ratification. A special note of appreciation goes to each member of the DSPC and all employees of the District who provided feedback.



# RCCD

## CENTENNIAL STRATEGIC PLAN 2013-16

### TABLE OF CONTENTS

- 2 Chancellor's Message
- 3 About the District
- 4 Emerging Trends
- 6 Introduction
- 7 Purpose
- 8 Development Process
- 10 Connections and Comparisons
- 12 District Strategic Planning Committee
- 14 RCCD Vision, Values and Mission Statement
- 15 **Strategic Themes**
- 16 *Student Access*
- 17 *Student Learning and Success*
- 18 *Resource Stewardship*
- 19 *Community Collaboration and Partnership*
- 20 *Creativity and Innovation*
- 21 *System Effectiveness*



# EXCELLENCE TODAY & STRATEGIES FOR TOMORROW

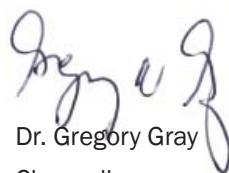


The milestone of our first one hundred years is fast approaching. In this age of everything-on-demand mass media, we take great pride in our history of a personalized educational experience, both on campus and online, and excellence achieved one student at a time.

In fall 1916, in borrowed high school classrooms, we enrolled an inaugural class of 110 students. Today, even in these challenging economic times, in a typical fall term we enroll nearly 34,000 students in the excellent academic programs offered by Moreno Valley College, Norco College, and Riverside City College. Chances are good that you or your neighbors, co-workers, employees, relatives, and friends are either alumni or current students. And every year, our community education and customized training programs, regional economic development initiatives, the contributions of our alumni, and myriad cultural and athletics offerings, also touch the lives of tens of thousands of residents and thousands of businesses both here and beyond the Inland Empire.

This Riverside Community College District (RCCD) Centennial Strategic Plan 2013-16 is our pledge to those who live, work and do business within our service area that we will continue in the great and maturing tradition by which we have served several of society's noblest causes—the education of coming generations, the preparation of today's and tomorrow's workforce and partnership for a strong regional economic future, and the provision of life-long learning opportunities for all.

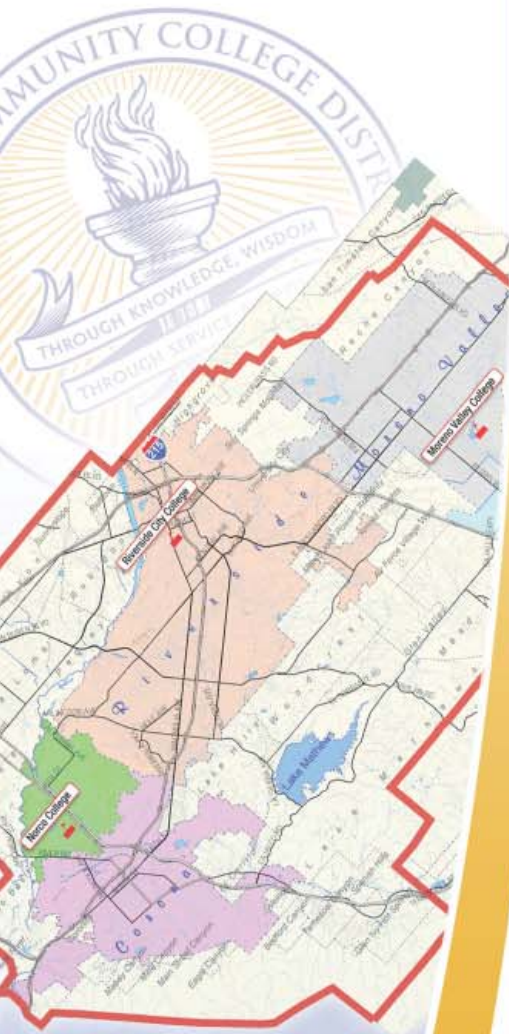
As you read these pages, you will see our unwavering commitment to student access and success, community partnerships, stewardship and wise use of resources, our constant search for increased effectiveness through best practices, and our unbridled exuberance for creativity and innovation. Of course, you play a significant part in this pledge for a vision and future that matters. Your continued role as a champion for the resources and statewide policies needed to sustain the programs and colleges of RCCD – the region's largest provider of public higher education and workforce preparation – and bring these strategies to life is more important than ever! Today and tomorrow, we are proud to be your partner.



Dr. Gregory Gray  
Chancellor



# ABOUT THE DISTRICT:



Riverside Community College District (RCCD) is a comprehensive regional education asset comprised of three local Colleges (Moreno Valley College, Norco College, and Riverside City College), a District Office providing key support and advocacy leadership, and a broad array of area-wide services that include community education, customized training, on-line education, economic development initiatives, and many other enriching programs.

The District's service area is over 440 square miles and is home to over one million residents, and counting. The combined population of Riverside and Moreno Valley exceeds 500,000 people. In a typical fall term, the District's three Colleges enroll 34,000+ students. Just our fall term enrollment alone is larger than the combined annual enrollments of all public and private universities in our service area.

RCCD is the seventh oldest and fifth largest community college district in California. Our service area is home to the three largest school districts in Riverside County – Corona-Norco Unified, Moreno Valley Unified, and Riverside Unified. The majority of public college-bound high school graduates from these districts attend one of the three District Colleges.

The excellence of our academic programs is nationally recognized and the District has been awarded the distinction of being one of the top 25 community college districts in the country. And, our career and technical education programs have been heralded as preparing some of the region's finest nurses, dental and medical assistants, EMTs, public safety professionals, chefs and hospitality personnel, green technology and building industry technicians, and workforce staff, managers, and executives.

Every year, thousands of adults continue their quest for life-long learning by enrolling in any of the hundreds of community education classes offered by the District. Tens of thousands more are patrons of our performing arts and musical productions and sporting events. Annually, hundreds of workers receive customized training helping them stay sharp with the latest industry best practices and their companies stay competitive. With such broad outreach, it is certain that every day you or someone close to you has been positively impacted by the excellent programs, services, trainings, graduates, faculty and staff, or alumni of the Riverside Community College District.

The history of the Riverside Community College District is a legacy of impact that matters, of lives changed for the better, communities enriched, and businesses made stronger. That was the vision in our founding year of 1916, our mission today, and our strategic commitment for tomorrow.



# EMERGING TRENDS:

To ensure the development of a well-grounded strategic plan, the District commissioned an extensive external environmental scan (a separate 80+ page report) to identify historical trends, current conditions, and projected changes to the region's economy, population, workforce, educational systems, and indicators that influence funding for such public educational institutions as RCCD. Some of the trends considered by the diverse committee that created and vetted this plan included:

## POPULATION TRENDS

- The County's current population is 2.2 million:
  - By 2015, the County's population is projected to grow to 2.4 million.
  - By 2020, the County's population is forecasted to grow to 2.6 million residents.
  - By 2025, County population should grow to 2.88 million people and Riverside County will have 450,000 more residents than San Bernardino County.
- From 2005-2012, the County's population grew by nearly one-third million people.
- Combined, the Riverside and Moreno Valley population exceeds 500,000 people.
- Riverside is now the 12th largest city in California and continues steady annual growth.
- RCCD's service area is demographically and ethnically diverse. For example:
  - 71.8% of Perris' population is Hispanic
  - 24.2% of Eastvale's population is Asian
  - 18% of Moreno Valley residents are Black
- In 1990, 14.9% of County residents were foreign-born; as of 2012, that figure is 22.4%.
- In 1990, 25% of County residents over 5 years of age did not speak English at home; today, it is nearly 40%.

## WORKFORCE & INDUSTRY SECTOR TRENDS

- As of 2012, Riverside County's labor force totaled nearly 1,000,000 workers 16 years of age and older.
- As of May 2012, 110,000 Riverside County residents remain unemployed, down from 135,900 in 2010.
- The area's (Inland Empire) transportation/warehousing/utility cluster has experienced 65% job growth since 2003.
- Since 2003:
  - The health care/social assistance sector added 9,800 workers; a 21% employment growth.
  - Hospitality accommodations and food services companies added 8,100 workers, for a 16% growth rate.
- The region is forecast to add 106,500 new jobs between 2008 and 2018.

## ECONOMIC ACTIVITY TRENDS

- County taxable sales appear to have begun a rebound as of 2010.
- Riverside County residential and commercial building permits will grow to 6,000 by early 2013 and 12,300 in 2015.
- Inland Empire (Riverside and San Bernardino Counties) employment will grow over 1% in 2012 and then 2% yearly through 2015.
- The transportation sector will experience 4%-5% job growth annually for 3 years in the Inland Empire.

## EDUCATION TRENDS

- In 2010-11, District service area feeder school districts enrolled over 185,000 students.
- For fall 2010, 3,272 feeder school graduates attended a RCCD College (Moreno Valley College, Norco College and/or Riverside City College) as first-time freshmen.
- About 1-in-3 of all service area high school graduates ultimately attends a RCCD College as a first-time freshman.
- The six feeder high school districts, in general, continue to grow and this growth can fuel RCCD growth, too.

## STATE FUNDING TRENDS

- From 2008-12, California community colleges suffered an \$800 million budget reduction, down 12%.
- In 2008-09, California State general fund support totaled \$145 million for the District. For the recent 2011-12 year, the District was provided \$129 million in general fund support, an 11% reduction.
- For 2012-17, State revenue increases are posited, but so are expenditures, leaving potential State funding shortfalls in some years from now through 2017.
- State projected shortfalls, while diminishing starting next year, will still reach \$5.4 billion in 2016-17. Unless budget reduction or revenue increase measures are enacted, Californians, and general fund-dependent public institutions such as RCCD, will continue to be faced with annual multi-billion State budget deficits.

Through 2016-17, RCCD will be faced with challenges and opportunities. State budget difficulties will be a challenge through 2017, unemployment will still be in the high single digits through the end of 2013 and into 2014, and the housing market will take years to recover. Yet, area school districts will continue to grow and send more students to RCCD colleges, while area jobs will increase, labor pools will expand and industry sectors will be hiring the type of educated and trained workers RCCD colleges are expert at providing.

# INTRODUCTION TO THE RCCD CENTENNIAL STRATEGIC PLAN 2013-16



Since 2001, the Riverside Community College District has been engaged in a continual, productive and integrated effort to refine its strategic planning processes, both at the District-wide and College levels. Over this period of time, RCCD's strategic plan has served as a complement to other planning efforts by the District and individual Colleges, including the District Master Plan, the Educational Master Plans of each College, and the individual Strategic Plans of each College.

In 2016, Riverside Community College District will achieve an important milestone in its history...its centennial celebration. Since its founding in 1916 and its first classes in borrowed classrooms at Polytechnic High School, the District has grown from serving that inaugural fall class of 110 students to 34,000+ students in today's typical fall term. In 2014, the District will celebrate its 50th anniversary as a separate community college district when voters approved separating then Riverside Community College from the public school system in 1964 and forming what is known today as the Riverside Community College District. From the single college that sustained the District for nearly 90 years of its existence, the District today has matured into a formal multi-college system where service area residents can access truly outstanding, excellent educational, personal enrichment, and life-long learning programs at its three unique Colleges: Moreno Valley College, Norco College, and Riverside City College.

The purpose of any strategic plan is to identify a common set of strategic objectives, or themes, and chart a course and plan of action – via goals – to achieve those objectives. Strategic plans are designed to be nimble and in a constant state of review and refinement. Through on-going environmental scans, stakeholder needs assessments, knowledge of evolving best practices, and awareness of State economic and fiscal realities that impact funding, strategic plans and their goals and implementation initiatives, undergo organized modification and updating. Such has been the process for all prior District strategic plans over the past decade and is the specific framework for this Riverside Community College District Centennial Strategic Plan 2013-16.

# PURPOSE OF THIS CENTENNIAL STRATEGIC PLAN

This RCCD Centennial Strategic Plan was designed with several purposes in mind:

1. Identify a set of overarching District-wide strategic themes based on a comprehensive external environmental scan and an internal review (focused on the data from annual District Fact Books).
2. Update the District's vision, values, and mission statements to reflect a multi-college district and to balance these statements with a strong regard for its history and heritage, and recognition of today's changing dynamic, and diverse on- and off-campus communities that it is committed to serve.
3. Identify and affirm statements that value and recognize the unique qualities of each College and the District Office. (See our updated Mission Statement, for example)
4. Review functional responsibilities of the Colleges and the roles played by the District in support of the Colleges.
5. Operationalize the six Centennial strategic themes with a series of goal statements designed to stimulate specific strategic initiatives and actions at the appropriate College and District Office level.

The intent of the District Centennial Strategic Plan is, in short, to identify a set of common priorities and directions for the District Office, Colleges, and centers. Honoring their respective uniqueness, the Colleges can, and should, add any number of specific themes and initiatives to this list of six overarching strategic themes as they engage in the on-going update and revision of their current Strategic Plans.



# CENTENNIAL STRATEGIC PLAN DEVELOPMENT PROCESS:

Beginning with the District's 2005 Strategic Plan, the District and its three "campuses" (now three Colleges) utilized an integrated strategic planning process. In brief, the District utilizes a District Strategic Planning Committee (DSPC), comprised of representatives from each College, plus specific representatives from College administration and faculty, College strategic planning committees, student government, classified senates, and other constituencies. Among its key responsibilities, the District Strategic Planning Committee is responsible for overseeing the development of RCCD's updated strategic plans.

Each College has its own College Strategic Planning Committee and process for developing its own strategic plan. Those individual College Strategic Plans are developed and finalized in consultation with the District Strategic Planning Committee. This collaborative exchange results in several benefits. First, College strategic plans are constructed with the relevant specific District-wide strategic themes as their foundation. Second, the District Office, through the District Strategic Planning Committee, is made aware of and educated regarding new and emerging strategic themes and objectives of import to individual Colleges.

To produce the Centennial Strategic Plan, the 27-member District Strategic Planning Committee (DSPC) followed a number of **specific steps and procedures:**

1. The DSPC spent 2011-12 reviewing the progress achieved by the District regarding the seven strategic themes of the District's Strategic Plan: 2008-12.
2. Subcommittees were developed to begin discussions regarding the updating of District vision, mission, and values statements.
3. In May 2012 the DSPC recommended that a comprehensive external scan be undertaken to generate a body of fresh data for future use in updating the vision, mission, value statements, and revised District-wide strategic themes. The DSPC also recommended that a SWOT analysis be commissioned, once the scan had been completed, to assess the District's strengths, weaknesses, and its external threats and opportunities.

4. From June to early September 2012, an 88-page comprehensive external environmental scan was developed and published. The scan presented historical, contemporary, and projective data regarding the region's population, economic activity, education, workforce, and local and State budget realities.
5. In September 2012, the DSPC began a series of multi-hour, bi-weekly workshops to provide structured time to develop and finalize updated statements, strategic themes, and strategic goals per theme.
6. During September and October 2012, the DSPC: (a) received a briefing on the external scan, (b) revised and approved District vision, values, and mission statements, and (c) revised and approved 2012-16 District strategic themes.
7. In early October 2012, once the strategic themes for 2012-16 were finalized, the DSPC undertook a facilitated SWOTS (strength, weaknesses, opportunities, threats, and strategies) analysis for each updated strategic theme in order to develop strategic goals fully cognizant of current and envisioned demographic, economic, budgetary and other issues/trends. Once the SWOTS analysis was concluded, the DSPC revised and approved an initial set of strategic goals for each strategic theme.
8. In October 2012, District Centennial Strategic Plan elements and framework drafts were generated and edited by the DSPC.
9. From October through December 2012, the Chancellor and DSPC had the framework draft vetted with the faculty, staff, and students of all Colleges.
10. Through March 2013, the DSPC considered all district-wide input and crafted and approved a final version of the strategic plan that was forwarded to the Chancellor and Executive Cabinet with a recommendation for adoption.
11. The Centennial Strategic Plan was then presented to the District's Board of Trustees for review and adoption.



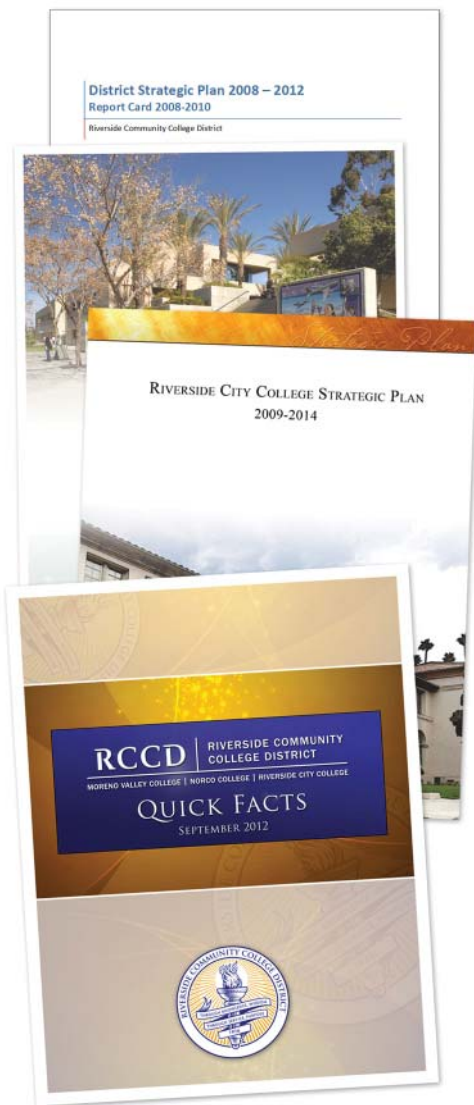
## CONNECTIONS AND COMPARISONS:

The District Strategic Planning Committee compiled a substantial body of reference material used to inform the updating of mission, vision, and value statements and for the refinement of strategic themes and goals. The following existing documents were assembled and reviewed:

- *RCCD External Environmental Scan 2012*
- *RCCD Strategic Plan 2008-12*
- *Moreno Valley College Integrated Strategic Plan 2010-15*
- *Norco College Strategic Plan and Process 2008-12*
- *Riverside City College Strategic Plan 2009-14*
- *District Strategic Plan Report Card 2010*
- *District Strategic Plan Report Card 2009*
- *RCCD Quick Facts, September 2012*
- *RCCD Fact Book and Individual College Fact Books, 2012*

In addition, the District Office generated some unique reference material to provide background and context to support the work of the DSPC:

- Comparative Listing of Current Vision, Values, Mission Statements and Strategic Plan Themes of RCCD and its Colleges. This document presented side-by-side views of the statements and themes for the District and each College so that DSPC members could immediately identify both common and unique characteristics between current District and College statements and Plan themes.
- Vision, Mission, and Value Statements and Current Strategic Plan Themes and Goals of Multi-College Districts Similar to RCCD. This analysis presented RCCD's current vision, mission, value statements, and strategic themes/goals along with these same data from all other 3-college districts in the State, as well as the same data for all 2- and 3-college districts proximate to RCCD. Thus, the DSPC was able to update the District's mission, vision, and value statements in context of these statements for each District College and similar statements from other 2- and 3-college districts in the State. So, too, was the DSPC able to update the District's strategic themes in the context of the current themes of District Colleges and those from all other 3-college districts and area 2-college districts.



- SWOTS Analyses by Revised Strategic Themes. Once revised strategic themes were developed, the DSPC undertook a facilitated SWOTS (strengths, weaknesses, opportunities, threats, strategies) analysis for each revised theme. This modified SWOT exercise added Strategies (the last S in SWOTS) to the analysis as a way to transition from the examination of strengths, weaknesses, etc., and move to the development of strategies in the context of those strengths, weaknesses, etc. These “strategies” were then more readily converted into goal statements for each strategic theme.
- Individual Strategic Goal Statements for Revised Strategic Themes. As part of the exercises to develop goal statements for each newly updated strategic theme, DSPC members created at least one goal for each of the six updated strategic themes. Those individual goal statements, per theme, were then assembled, and a cluster analysis was performed to aggregate similar statements. DSPC members were then able to consider the goal ideas and contributions of each individual participant.
- Sample Goal Statements Linked to Updated RCCD Strategic Themes. As an additional resource to facilitate the development of strategic goals, a special report was generated that listed the goals of the current RCCD strategic plan themes that were carried forward in the newly revised themes for 2013-16. Then, the report presented the goals of other 2- and 3-college districts having those same themes in their current strategic plans. New goal statements then were developed in the context of goal statements featured in the District’s 2008-12 Strategic Plan and goal statements codified by other multi-college districts.
- Introductory/Explanatory Text Examples Linked to Updated RCCD Strategic Themes: RCCD 2008-12 Theme Narratives and Those of Other Multi-College Districts. This document presented the narrative that the District’s current strategic plan used to introduce and explain each of the strategic themes that were carried forward in the Centennial Strategic Plan. For additional context, the introductory text for these themes that were generated by other 2- and 3-college districts for their strategic plans were included. This analysis was used by the DSPC as members created the text to explain and introduce each strategic theme featured in the Centennial Strategic Plan.

The District Office maintains a website devoted to strategic planning. The website features seven years of minutes and output from the District Strategic Planning Committee. The site features links to the District Strategic Plan 2008-12, annual progress reports for the current Strategic Plan, description of the strategic planning process, and links to the strategic planning process and plans of each College. The site has a section dedicated to “RCCD Centennial Strategic Plan 2013-16: Documents and Resources.” This section contains the External Environmental Scan 2012 Report and other working documents. The website is located at:

<http://www.rccd.edu/administration/educationalservices/ieffectiveness/Pages/StrategicPlanning.aspx>

DSPC members were able to update statements, strategic themes and strategic goals within a rich backdrop of access to each College’s current strategic plan, the strategic plans of other proximate multi-college districts, progress reports associated with the District’s current strategic plan, and data from a comprehensive external environmental scan. The work of the Committee was facilitated, as well, through a SWOTS (Strength, Weaknesses, Opportunity, Threats, and Strategies) workshop focused on updated strategic themes.



# DISTRICT STRATEGIC PLANNING COMMITTEE

## COMMITTEE - DRIVEN OUTPUT

To develop each element of the Centennial Strategic Plan the District Strategic Planning Committee utilized a process of facilitated individual, small group, and full group brainstorming, vetting, and decision-making. Each of the work sessions was assisted by an external facilitator to ensure equal input and standing for all members. The creativity and output that formed the Centennial Strategic Plan came exclusively from DSPC members. The words and text for the updated District 2013-16 plan's mission, vision, and value statements, strategic themes and the goals for each theme were derived from committee members. Working with the external facilitator, the DSPC edited, vetted, and finalized the proposed Centennial Strategic Plan.

## COMMITTEE MEMBERSHIP

The 27-member District Strategic Planning Committee (DSPC) is comprised of members representing virtually all key constituencies in the District Office and the Colleges. From the Academic Senate to CSEA and Confidential Staff, from Associated Students to facilities management, and from faculty to HR to College administration and District research services, the range of DSPC's membership assures a diversity of input, opinion, and connection to various stakeholders and constituents.

Chancellor, Gregory Gray

Provost/Vice Chancellor Educational Services, Ray Maghroori

Vice Chancellor Business and Financial Services, Aaron Brown

Vice Chancellor Diversity and Human Resources, Melissa Kane

Associate Vice Chancellor, Economic Development, John Tillquist

Associate Vice Chancellor, Facilities, Planning & Development, Orin Williams

Associate Vice Chancellor, Information Services, Lea Deesing

Director, RCCD Foundation, Amy Cardullo

Dean, Grants, Richard Keeler

District's General Counsel, Ruth Adams

Dean, Institutional Research, David Torres

Chief of Staff, Chris Carlson

## COMMITTEE MEMBERSHIP

(continued)

President, Moreno Valley College, Sandra Mayo  
Strategic Planning Admin Co-Chair, Moreno Valley College, Robin Steinback  
Strategic Planning Committee Co-Chair, Moreno Valley, Debbi Renfrow  
Academic Senate President, Moreno Valley, Travis Gibbs

President, Norco College, Paul Parnell  
Strategic Planning Admin Co-Chair, Norco College, Diane Dieckmeyer  
Strategic Planning Committee Co-Chair, Norco, Gail Zwart  
Academic Senate President, Norco, Sharon Crasnow

President, Riverside City College, Cynthia Azari  
Strategic Planning Committee Administrative Co-Chair, Riverside, Ed Bush  
Strategic Planning Committee Co-Chair, Riverside, Lee Nelson  
Vice President, Academic Affairs, Wolde-Ab Isaac

CSEA Representative, Cindy Conley  
Student Trustee, Noemi Jubaer  
Confidential Staff Representative, Debra Creswell

Working together, and with the process and reference resources described earlier, these Committee members generated the following statements, strategic themes and strategic goals based on the vision and assumption of available State general fund and other resources.

# RCCD

## MISSION STATEMENT

Riverside Community College District is dedicated to the success of its students and to the development of the communities it serves. By facilitating its Colleges and learning centers to provide educational and student services, it meets the needs and expectations of its unique communities of learners. The District provides the Colleges with leadership in the areas of advocacy, resource stewardship, and planning.



## VISION

Riverside Community College District is committed to service excellence by providing opportunities for learning, personal enrichment, innovation and community development.

## VALUES

Riverside Community College District is committed to the following set of shared values that form its core beliefs and guides its actions.

### Legacy

- Heritage
- Standards
- Foundation of future

### Inclusiveness

- Appreciation of diversity/equity
- Respect
- Collegiality
- Shared governance

### Service

- To students
- To community
- To the Colleges
- Education/service learning

### Stewardship

- Planning
- Resource development
- Sustainability
- Responsibility/accountability
- Transparency/collaboration
- Integrity

### Enrichment

- Economic development
- Lifetime learning
- Professional development
- Community advancement

### Excellence

- Innovation
- Student success
- Organizational effectiveness
- Learning environment

### Shareholders

- Economic partner
- Community mindedness
- Community responsibility

# STRATEGIC THEMES



**1. Student Access**

**2. Student Learning and Success**

**3. Resource Stewardship**

**4. Community Collaboration and Partnership**

**5. Creativity and Innovation**

**6. System Effectiveness**



## Strategic Theme **1**

# STUDENT ACCESS



As open access institutions of higher education, Riverside Community College District and its Colleges are committed to ensuring that the educational needs of its diverse service area and population are met effectively and efficiently.

- GOAL 1:** *Remove barriers to access for all students, while making the process of accessing new student information and applying to District Colleges more user-friendly.*
- GOAL 2:** *Increase the number and awareness of scholarship opportunities and the effectiveness of financial aid counseling.*
- GOAL 3:** *Provide programs and services that address community educational needs and priorities.*
- GOAL 4:** *Improve the delivery of curriculum by ensuring responsive scheduling and a variety of delivery formats.*
- GOAL 5:** *Sustain and deliver educational and community partnerships focused on student preparation, awareness of, and access to District Colleges and educational programs.*

## Strategic Theme **2**

# STUDENT LEARNING AND SUCCESS



Riverside Community College District will continue to facilitate student learning and success by offering clear pathways which support the attainment of individual educational goals. Now and in the coming years, its goals for student learning and success are to:

- GOAL 1:** *Develop effective pathways for student success by encouraging all students to use student services and promoting the completion of a self-identified program of study and/or educational plan.*
- GOAL 2:** *Increase rates of transfer, degree, and certificate completion.*
- GOAL 3:** *Recruit outstanding faculty, and support faculty development, and teaching excellence for the improvement of student learning outcomes.*
- GOAL 4:** *Reduce the gap in both student achievement and outcomes.*
- GOAL 5:** *Support and increase student engagement in and out of the classroom.*

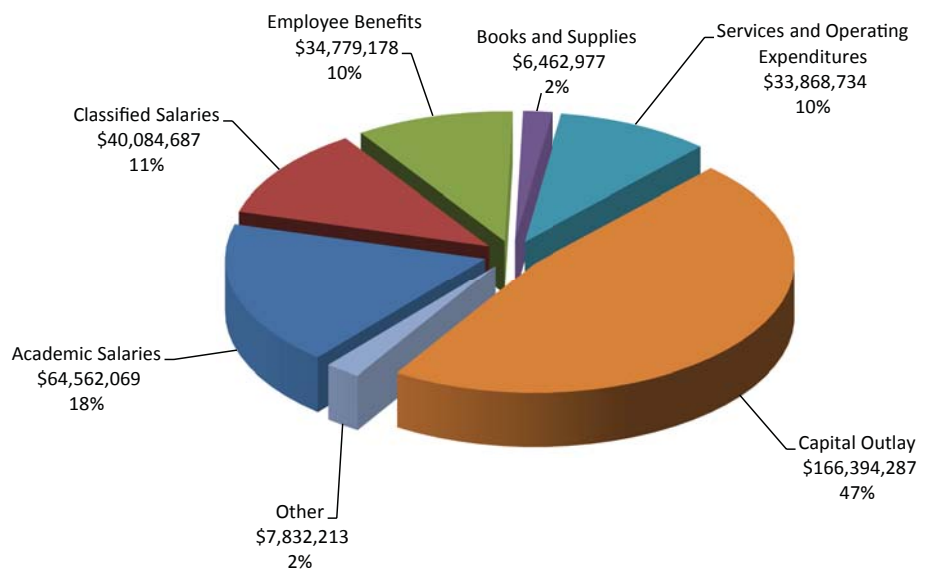
Strategic Theme **3**

# RESOURCE STEWARDSHIP

Riverside Community College District will ensure a viable and strong economic future through diligent and thoughtful stewardship and planning to effectively manage the District's resources (e.g., physical, fiscal, policy, programmatic, technological, human resources, etc.). To this end, District goals are to:

- GOAL 1:** *With transparency and collaboration, annually assess resource needs, development, and allocations to ensure that the core missions of the Colleges are met as a priority.*
- GOAL 2:** *Integrate public and private resource development efforts with District strategic planning and resource allocation.*
- GOAL 3:** *Create a greater culture of entrepreneurship and philanthropy by encouraging the expansion and diversity of external funding.*

**RCCD Expenditure Budget - All Funds  
2012-2013**



## Strategic Theme 4

# COMMUNITY COLLABORATION AND PARTNERSHIP



The business sector in the Riverside Community College District service area continues to face considerable challenges. Local industries are looking for workers with technical, vocational, and training skills but the education of the current workforce does not, in all cases, match employer needs. At the same time, population gains in the service area have outrun gains in job creation for college graduates. This gap between workers and jobs has resulted in the region continuing to be one of the nation's largest commuter communities. The District is committed to collaborating and partnering with community stakeholders to provide an array of educational training and business development services to empower the economic and social life of the region.

In addition, the District recognizes its fundamental and leadership role in providing residents with access to excellent educational, life-long learning, and personal enrichment programs. It will continue and expand its efforts to collaborate with education, business, and community organization partners in "best practices" initiatives that prepare, inform, and assist today's and tomorrow's prospective students.

**GOAL 1:** *Refine and promote programs in Career and Technical Education, Economic Development, and Community Education that improve the competency and competitive capabilities of service area incumbent workers.*

**GOAL 2:** *Create and expand programs with business, community, and educational partners, with particular focus on responding to workforce development, economic advancement, current and emerging high demand occupations, student internships and employment, and overall resource development.*

**GOAL 3:** *Develop new, and strengthen existing, relationships with community groups and organizations that focus on identifying and collectively responding to community needs through maximizing the use of current District-wide programs and collaborative new initiatives.*

**GOAL 4:** *Establish or expand multiple outreach efforts, joint programs and events, collaborative grants, and community partnerships to address regional workforce needs.*

**GOAL 5:** *Ensure that residents in all geographic areas of the District have opportunities for personal enrichment and life-long learning through the academic programs of the Colleges, Community Education, and other initiatives.*



## Strategic Theme **5**

# CREATIVITY AND INNOVATION

Creativity and innovation are the hallmarks of great societies, companies, and educational institutions. In spite of current and on-going statewide fiscal challenges, the Riverside Community College District remains even more committed to work collaboratively with its Colleges, District Office, and community partners to maintain excellence, access to learning opportunities, and effective support services for students and stakeholders through creative programming and delivery systems. The District re-affirms its collective resolve to find efficient ways to work, leverage resources, and identify alternative funding and income streams.

**GOAL 1:** *Build a culture of acceptance of diverse ideas and strategies which celebrate the uniqueness of each institution.*

**GOAL 2:** *Develop green strategies and programs to save general fund resources and reduce the impact to the environment.*

**GOAL 3:** *Support the Colleges' innovative ideas in entrepreneurial initiatives and resource development.*

**GOAL 4:** *Develop and implement a plan to keep current with technology advancement.*

**GOAL 5:** *Encourage and support creativity from all stakeholders to improve operations, systems delivery, and instruction District-wide.*



## Strategic Theme **6**

# SYSTEM EFFECTIVENESS

Riverside Community College District, like all of the State's educational systems, is experiencing a sustained, precedent-setting period of economic instability and fiscal challenge. Such a fiscal reality works to limit growth and challenges all to maximize effectiveness and create new ways and methods to maintain excellence. Above all, the District and Colleges are dedicated to continued diligence and creativity to ensure system efficiency and effectiveness. In this regard, District goals are to:

**GOAL 1:** *Develop efficient and effective processes and procedures that:*

- *Reduce red tape*
- *Eliminate redundancies*
- *Encourage collaboration*
- *Increase interdepartmental communication*
- *Reduce the number of meetings*
- *Promote on-going assessment in order to continually refine our educational technology capability to address future needs*

**GOAL 2:** *Enhance and institutionalize operational and strategic planning processes that are: (a) deliberative, systematic, and data driven, (b) complement the District and College strategic and master plans, and (c) effectively prioritize new and ongoing resource needs.*

**GOAL 3:** *Continue implementation and improvement of a comprehensive enrollment management plan and effectively coordinate program and course offerings within and between Colleges and centers to best serve students.*

**GOAL 4:** *Refine the District functional map to better define responsibilities of various departments.*



**Riverside Community College District**

1533 Spruce Street

Riverside, CA 92507

[www.rccd.edu](http://www.rccd.edu)



## Agenda Item (IV-D-1)

Meeting	4/2/2013 - Committee/Regular Board
Agenda Item	Committee - Resources (IV-D-1)
Subject	Budget Augmentation for Phase III Student Academic Services Facility for Furniture, Fixtures and Equipment
College/District	Moreno Valley
Funding	College Measure C Funds
Recommended Action	Approve budget augmentation of \$1,651,000 for furniture, fixtures and equipment for the Moreno Valley College Phase III Student Academic Services project and approve the revised Measure C allocation of \$7,044,265 for the project.

---

### Background Narrative:

The original budget of \$736,000 for this project (State – \$654,000/Measure C – \$82,000) was based on State allowances that have remained the same for decades and do not reflect current standards for classroom or office furniture and does not provide funds for instructional or network technology. Consequently, the amount allocated by the State is insufficient to furnish and equip the building to district standards. The requested augmentation illustrates anticipated need in preparation to receive competitive bids.

This augmentation will provide funds for instructional and network technology, emergency phones, interior and exterior furniture, and custodial equipment; and, will revise the furniture, fixtures and equipment budget to \$2,387,000. The augmented Measure C budget for the Student Academic Services project will be \$7,044,265.

Prepared By: Sandra Mayo, President, Moreno Valley College  
Norm Godin, Vice President, Business Services, MVC  
Laurens Thurman, District Consultant

### Attachments:

[Student Academic Services Furniture Floor Plans](#)  
[Student Academic Services Furniture, Fixtures and Equipment Budget Summary](#)



MORENO VALLEY COLLEGE  
STUDENT ACADEMIC SERVICES BUILDING  
Furniture, Fixtures and Equipment Budget Summary

<b>Category</b>	<b>Projected Expense</b>
Technology: network, phones, computers, and copiers	\$570,000
Audio-visual equipment	350,000
Interior & exterior furniture	1,146,000
Building and grounds equipment	41,000
Contingency and professional services	280,000
<b>Total</b>	<b>\$2,387,000</b>

**STUDENT ACADEMIC SUCCESS CENTER  
 FIRST FLOOR FURNITURE PLAN**

Project

**MORENO VALLEY COLLEGE  
 RIVERSIDE COMMUNITY COLLEGE  
 DISTRICT**

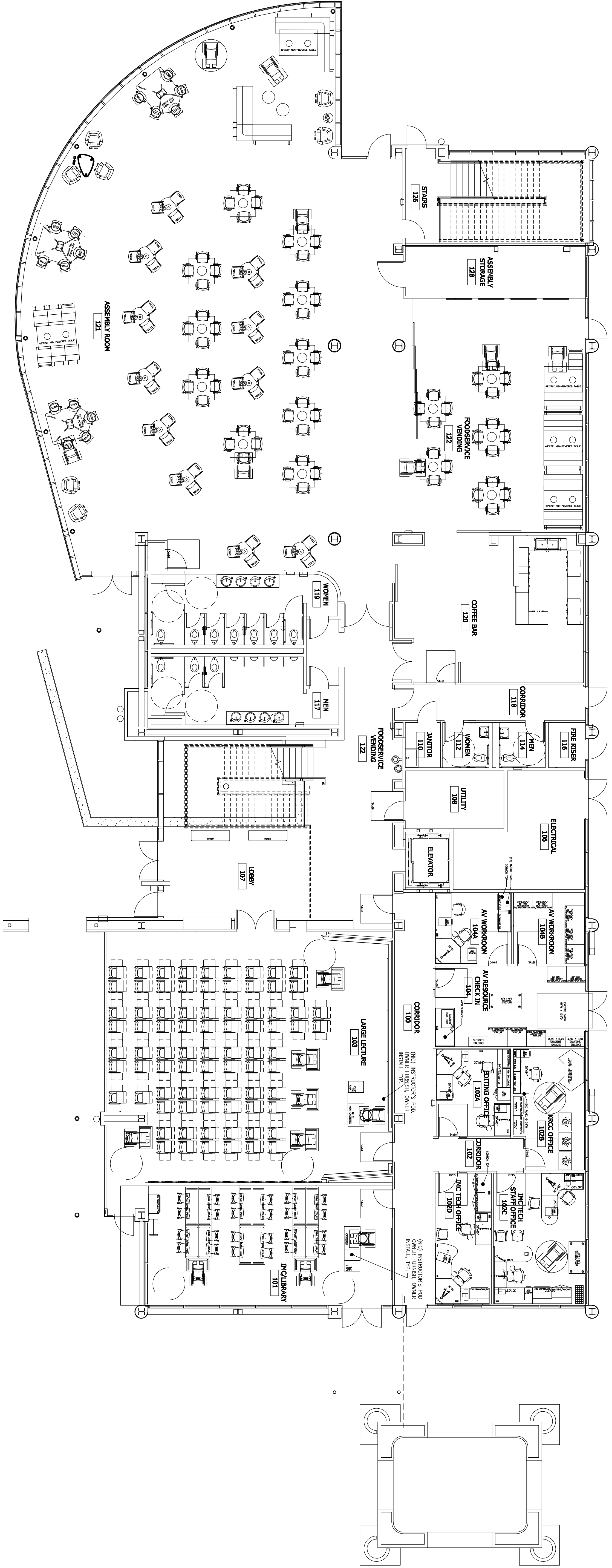
Owner

PAL IDS proj no:	
file name:	
drawn by:	checked by:
date:	
Rev:	date:
	description:
△	
△	
△	
△	
△	
△	
△	

Drawing Title:

Sheet Number:

**ID-01**



**STUDENT ACADEMIC SUCCESS CENTER  
RIVERSIDE COMMUNITY COLLEGE  
DISTRICT**

Project

**MORENO VALLEY COLLEGE  
RIVERSIDE COMMUNITY COLLEGE  
DISTRICT**

Owner

PAL IDS proj. no:

file name:

drawn by: checked by:

date:

Rev: date: description:

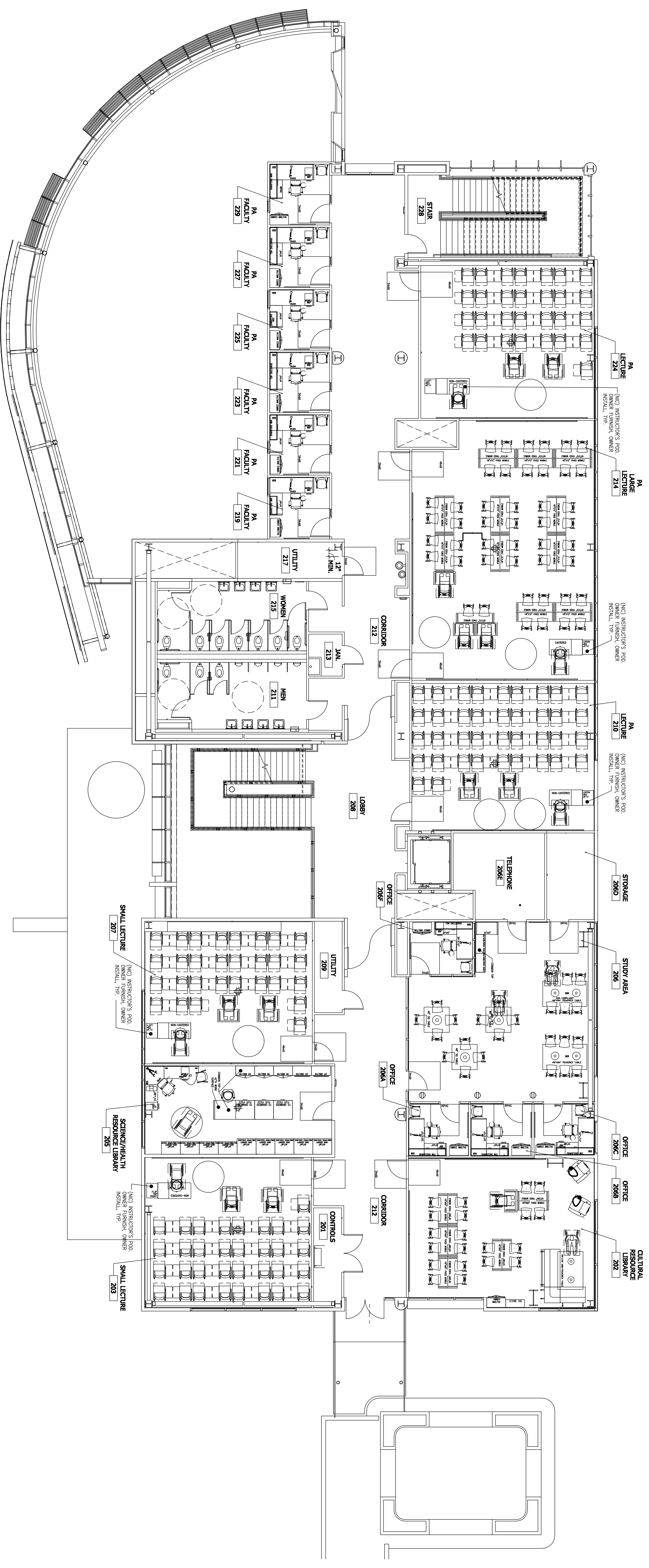
Rev:	date:	description:

THIS DRAWING AND THE DESIGN, SPECIFICATIONS, SEALS AND OTHER REPRESENTATIONS THEREON ARE THE PROPERTY OF PML AND SHALL REMAIN THE PROPERTY OF PML. NO PART HEREOF SHALL BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF PML. IT IS THE RESPONSIBILITY OF THE USER TO VERIFY THE ACCURACY OF THE INFORMATION PROVIDED HEREON.

Drawing Title:

Sheet Number:

**ID-02**



**STUDENT ACADEMIC SUCCESS CENTER  
 THIRD FLOOR FURNITURE PLAN**

Project

**MORENO VALLEY COLLEGE  
 RIVERSIDE COMMUNITY COLLEGE  
 DISTRICT**

Owner

PAL IDS proj no: \_\_\_\_\_

file name: \_\_\_\_\_

drawn by: \_\_\_\_\_ checked by: \_\_\_\_\_

date: \_\_\_\_\_

Rev: date: \_\_\_\_\_ description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

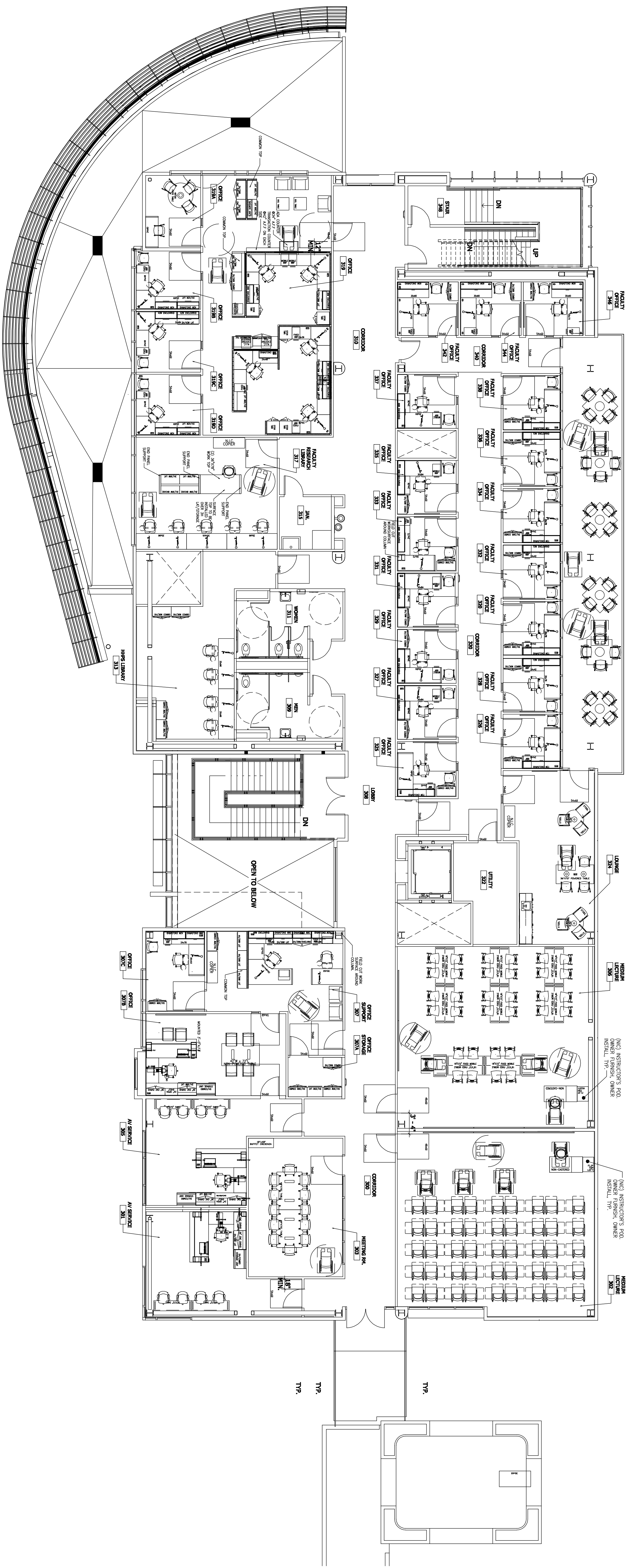
\_\_\_\_\_

\_\_\_\_\_

Drawing Title:

Sheet Number:

**ID-03**



THIS DRAWING AND THE DESIGN, SPECIFICATIONS, SEALS AND OTHER REPRESENTATIONS  
 THEREON ARE THE PROPERTY OF PML IDSTUDIO. NO PART OF THIS DRAWING OR ANY  
 INFORMATION CONTAINED HEREIN IS TO BE REPRODUCED OR TRANSMITTED IN ANY  
 FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING,  
 RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT  
 THE WRITTEN PERMISSION OF PML IDSTUDIO.



[e-board](#) › [Agenda Item](#)

[Agenda Item](#)

## Agenda Item (IV-D-2)

Meeting	4/2/2013 - Committee/Regular Board
Agenda Item	Committee - Resources (IV-D-2)
Subject	Presentation for FY 2013-14 Riverside Community College District Budget Planning
College/District	District
Information Only	

---

### Background Narrative:

Staff will present a report on the District's FY 2013-14 budget planning efforts for the Board's review and information.

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

### Attachments:

[04022013\\_FY 2013-14 RCCD Budget Planning Presentation](#)



# RIVERSIDE COMMUNITY COLLEGE DISTRICT



## FY 2013-14 BUDGET PLANNING

As of

APRIL 2, 2013

# RIVERSIDE COMMUNITY COLLEGE DISTRICT

Budget Planning  
As of April 2, 2013



# GOVERNOR'S BUDGET PROPOSAL COMMUNITY COLLEGES

# RIVERSIDE COMMUNITY COLLEGE DISTRICT

## Budget Planning As of April 2, 2013



### FY 2012-2013

Base Apportionment	<u>\$50</u>	million
--------------------	-------------	---------

### FY 2013-2014

Base Apportionment	\$196.9	million
--------------------	---------	---------

Energy Efficiency	\$49.5	million
-------------------	--------	---------

Technology	\$16.9	million
------------	--------	---------

Adult Education	<u>\$315.7</u>	million
-----------------	----------------	---------

Subtotal	\$579.0	million
----------	---------	---------

Deferral "Buy Down"	<u>\$179.0</u>	million
---------------------	----------------	---------

Total	<u>\$758.0</u>	million
-------	----------------	---------

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**Budget Planning  
As of April 2, 2013**



**GOVERNOR'S BUDGET PROPOSAL  
RIVERSIDE COMMUNITY  
COLLEGE DISTRICT**

# RIVERSIDE COMMUNITY COLLEGE DISTRICT

Budget Planning  
As of April 2, 2013



## FY 2012-2013

- Workload Restoration (\$50 million)
  - \$1.27 million for RCCD (310 FTES)
- Redevelopment Funds
  - Estimated shortfall of \$47.8 million
  - Backfilled in Governor's Budget Proposal –Will it hold?
- Property Taxes – Shortfall ? None Estimated at P1
- Enrollment Fees – Shortfall ? None Estimated at P1



# RIVERSIDE COMMUNITY COLLEGE DISTRICT

Budget Planning  
As of April 2, 2013



## FY 2013-2014

- Base Apportionment (\$196.9 million)
  - 3.6% Increase to base apportionment funding
  - Estimated at \$4.4 million for RCCD
    - How will it be allocated?
      - COLA? (1.65% = \$2.1 million)
      - Workload Restoration? 2.0% = \$2.3 million (500 FTES)
      - Categorical Restoration?
      - Student Success Initiative?
    - Who will decide?
      - BOG or Legislature

# RIVERSIDE COMMUNITY COLLEGE DISTRICT

Budget Planning  
As of April 2, 2013



## FY 2013-2014 *(continued)*

- Energy Efficiency (\$49.5 million)
  - Funded from Prop 39 funds
  - How much for RCCD?
    - Depends on how it's allocated
    - FTES/Competitive Grant/Other
      - If FTES - \$1.0 million
    - Energy Efficiency Projects/Training

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

Budget Planning  
As of April 2, 2013



### FY 2013-2014 *(continued)*

- Technology (\$16.9 million)
  - How much for RCCD?
    - Unknown at this point
    - Most likely cost reduction rather than new funds
  
- Adult Education (\$315.7 million)
  - How much for RCCD?
    - Unknown at this point
    - “...many implementation issues to be resolved...”
    - Delayed implementation?
    - Assembly Budget Committee voted to reject the Governor’s Adult Education Proposal

# RIVERSIDE COMMUNITY COLLEGE DISTRICT

Budget Planning  
As of April 2, 2013



## FY 2013-2014 *(continued)*

- Deferral “Buy Down” (\$179.0 million)
  - Estimated of \$3.8 million for RCCD
  - ...Or reduce by \$20 million and fund Student Success Initiative
  
- Redevelopment Funds
  - Estimated shortfall of \$133.2 million
  - Backfilled in Governor’s Budget Proposal
  - Will it hold?
  - Will it be backfilled if shortfall is larger?

# RIVERSIDE COMMUNITY COLLEGE DISTRICT

Budget Planning  
As of April 2, 2013



## RECENT BUDGET HISTORY



# RIVERSIDE COMMUNITY COLLEGE DISTRICT

## Budget Planning As of April 2, 2013



### Enrollment Fee Rate Per Unit



# RIVERSIDE COMMUNITY COLLEGE DISTRICT

Budget Planning  
As of April 2, 2013



## CCC Funding Rate Per Credit FTES

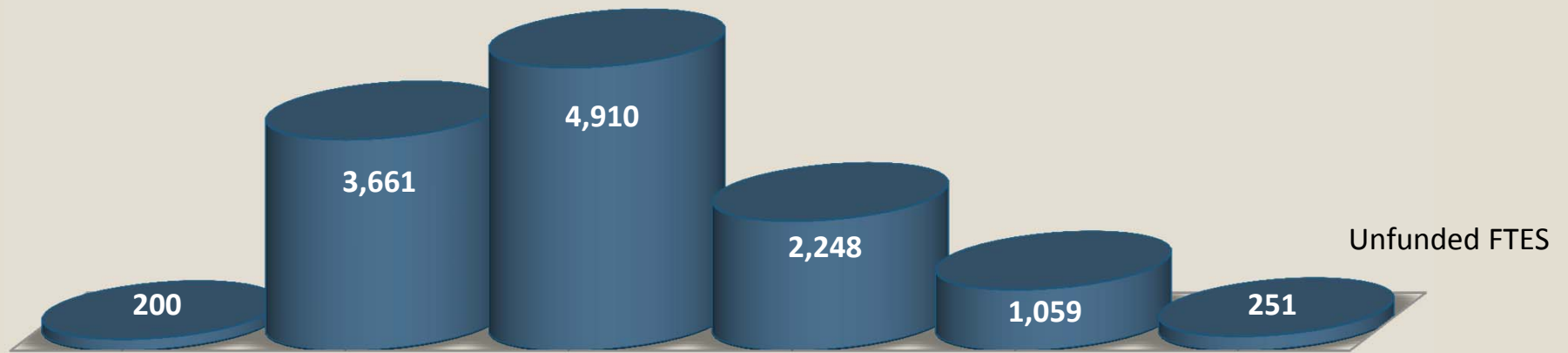


# RIVERSIDE COMMUNITY COLLEGE DISTRICT

## Budget Planning As of April 2, 2013



### Credit FTES



<u>FY 07-08</u>	<u>FY 08-09</u>	<u>FY 09-10</u>	<u>FY 10-11</u>	<u>FY 11-12</u>	<u>FY 12-13*</u>	
26,610	27,010	26,051	26,785	24,738	25,047	Funded FTES
26,810	30,671	30,961	29,033	25,797	25,298	Actual FTES

\*As of P1

# RIVERSIDE COMMUNITY COLLEGE DISTRICT

## Budget Planning As of April 2, 2013



### RCCD Revenue Adjustments

	Base Reduction	Property Tax and Enrollment Fee Shortfall	Growth	Basic Allocation Increase*
FY 08-09	\$ -	\$ (1.57)	\$ 1.86	\$ -
FY 09-10	\$ (2.84)	\$ -	\$ -	\$ 2.77
FY 10-11	\$ -	\$ (0.43)	\$ 3.14	\$ -
FY 11-12	\$ (9.37)	\$ (2.91)	\$ -	\$ -
FY 12-13	\$ -	\$ -	\$ 1.27	\$ -
	<u>\$ (12.21)</u>	<u>\$ (4.91)</u>	<u>\$ 6.27</u>	<u>\$ 2.77</u>

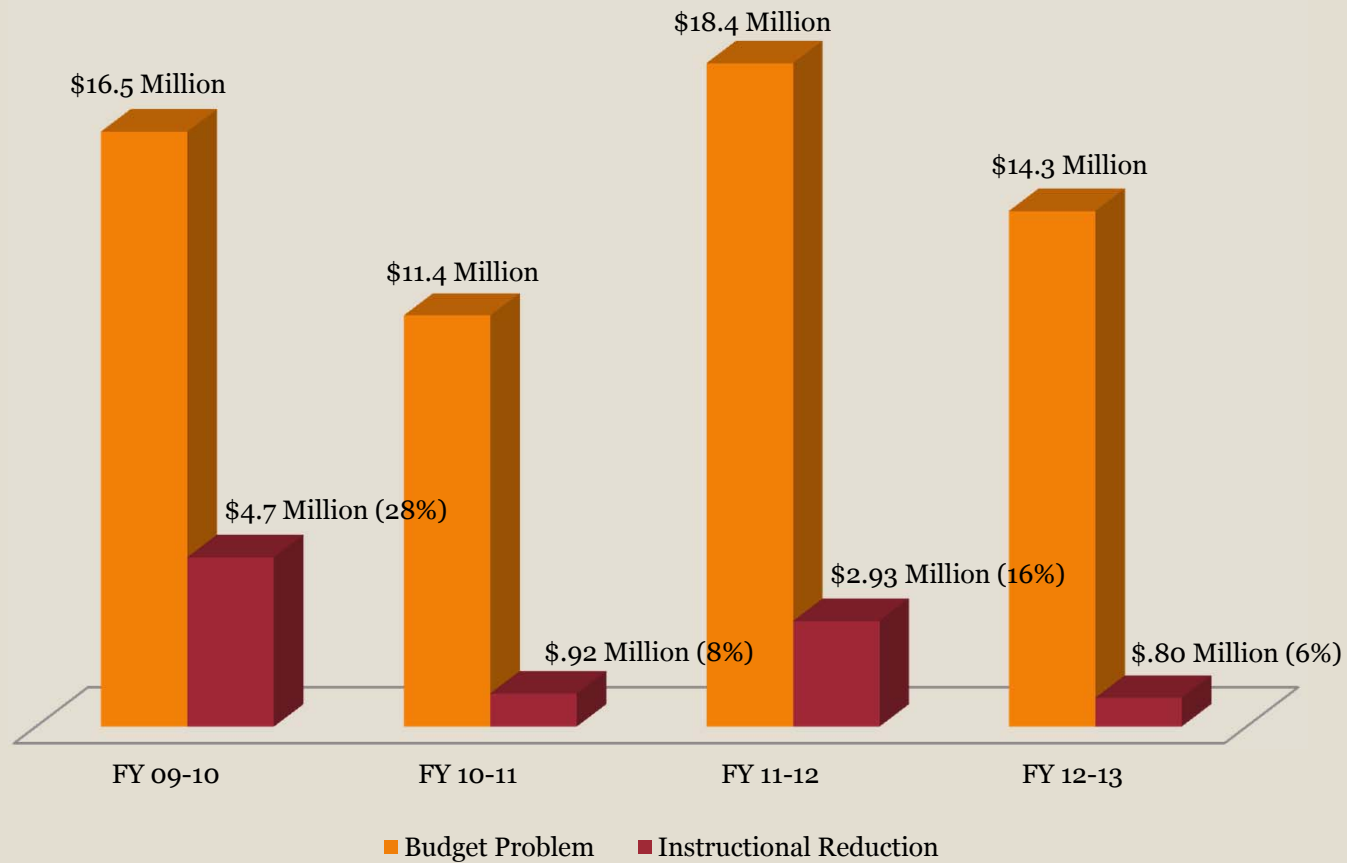
\* Norco and Moreno Valley became Colleges

# RIVERSIDE COMMUNITY COLLEGE DISTRICT

## Budget Planning As of April 2, 2013



### RCCD Budget Problem FY 2009-10 through FY 2012-13





**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**Budget Planning  
As of April 2, 2013**



**BUDGET PLANNING  
ENDING BALANCE ESTIMATE  
FY 2012-2013**

# RIVERSIDE COMMUNITY COLLEGE DISTRICT

## Budget Planning As of April 2, 2013



<u>Revenues</u>	<u>Range</u>	
Adopted Budget	<u>\$ 134.38</u>	<u>\$ 134.38</u>
Workload Restoration (\$50M)	\$ 1.27	\$ .97
Redevelopment Shortfall	-0-	(1.25)
Enrollment Fee Shortfall	-0-	(.25)
Property Tax Shortfall	-0-	-0-
Other	<u>1.44</u>	<u>.94</u>
Total Revenue Adjustments	<u>\$ 2.71</u>	<u>\$ .41</u>
Net Revenues for FY 2012-2013	<u>\$ 137.09</u>	<u>\$ 134.79</u>

# RIVERSIDE COMMUNITY COLLEGE DISTRICT

## Budget Planning As of April 2, 2013



### Expenditures

### Range

Adopted Budget	<u>\$ (136.62)</u>	<u>\$ (136.62)</u>
Estimated Budget Savings		
Salaries and Benefits	\$ .91	\$ .73
Supplies and Services	2.46	1.39
Capital Outlay	<u>.42</u>	<u>.30</u>
Total Expenditure Budget Savings	<u>\$ 3.79</u>	<u>\$ 2.42</u>
Net Expenditures for FY 2012-2013	<u>\$ (132.83)</u>	<u>\$ (134.20)</u>
Net Current Year Estimated Surplus/(Deficit)	\$ 4.26	\$ .59
Beginning Balance at July 1, 2012	<u>6.80</u>	<u>6.80</u>
Estimated Ending Balance at June 30, 2013	<u>\$ 11.06</u>	<u>\$ 7.39</u>

# RIVERSIDE COMMUNITY COLLEGE DISTRICT

Budget Planning  
As of April 2, 2013



## BUDGET PLANNING

**FY 2013-2014**

# RIVERSIDE COMMUNITY COLLEGE DISTRICT

## Budget Planning As of April 2, 2013



### Range

<u>Beginning Balance at July 1, 2013</u>	<u>\$</u>	<u>11.06</u>	<u>\$</u>	<u>7.39</u>
 <u>Revenues</u>				
Adjusted Base Budget	\$	135.65	\$	135.65
Apportionment		4.35		3.28
Other		.20		.20
Prior Year Interfund Transfer from La Sierra Fund (One-Time)		<u>(2.00)</u>		<u>(2.00)</u>
 Net Estimated Revenues for FY 2013-2014	 \$	 <u>138.20</u>	 \$	 <u>137.13</u>
Total Available Funds	\$	149.26	\$	144.52
Less, 5% Ending Balance Target		<u>(8.21)</u>		<u>(7.94)</u>
Amount Available for Expenditures	\$	<u>141.05</u>	\$	<u>136.58</u>



# RIVERSIDE COMMUNITY COLLEGE DISTRICT

## Budget Planning As of April 2, 2013



### Expenditures

### Range

Base Budget	<u>\$ 136.62</u>	<u>\$ 136.62</u>
Ten Faculty Positions (6 New and 4 Replacement)	\$ .48	\$ .48
Part-Time Faculty Adjustment	.50	.70
Step/Column/Growth/Placement/Classification	.74	.74
Employee Benefits – Health Insurance	.92	1.10
Employee Benefits – Other	.30	.50
Contracts and Agreements	.30	.40

# RIVERSIDE COMMUNITY COLLEGE DISTRICT

## Budget Planning As of April 2, 2013



### Expenditures *(continued)*

### Range

Utilities	.10	.20
New Facilities Operation Costs	.51	1.20
Repayment of La Sierra Capital Loans	1.27	1.27
Other	<u>.01</u>	<u>.10</u>
Total Expenditure Adjustments	<u>\$ 5.13</u>	<u>\$ 6.69</u>
Net Expenditures for FY 2013-2014	<u>\$ 141.75</u>	<u>\$ 143.31</u>
Estimated Budget Problems for FY 2013-2014	<u>\$ (.70)</u>	<u>\$ (6.73)</u>

# RIVERSIDE COMMUNITY COLLEGE DISTRICT

Budget Planning  
As of April 2, 2013



# BUDGET DEVELOPMENT CALENDAR

## FY 2013-2014

# RIVERSIDE COMMUNITY COLLEGE DISTRICT

## Budget Planning As of April 2, 2013



- March to May ~ BAM Revision Project
- April ~ Reporting on State Tax Revenues
- May 14 ~ May Revise Budget
- May 22 ~ Tentative RCCD Budget Completed
- June 1 ~ Tentative BAM Allocations to Colleges – Chancellor Letter
- June 4 ~ Tentative RCCD Budget Resources Committee
- June ~ Second Principal Apportionment Report
- June 18 ~ Tentative RCCD Budget to Board of Trustees for Action
- July 1 ~ New Fiscal Year Begins
- August ~ State Budget Workshops / Advance Apportionment
- August 16 ~ RCCD Year-End Closing
- August 1 ~ Final RCCD Budget Completed
- ~ Final BAM Allocations to Colleges – Chancellor Letter
- September ~ Final RCCD Budget to Resources Committee
- On or before  
September 15 ~ Final RCCD Budget to Board of Trustees for Action



## Agenda Item (IV-E-1)

Meeting	4/2/2013 - Committee/Regular Board
Agenda Item	Committee - Facilities (IV-E-1)
Subject	Amendment 3 for the Student Academics Services Facility – Phase III with DLR Group WWCOT
College/District	Moreno Valley
Funding	State Construction Act Funds and College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve Amendment 3 with DLR Group WWCOT in the amount of \$11,485 for the Moreno Valley Student Academic Services Facility – Phase III.

---

### Background Narrative:

On October 19, 2010, the Board of Trustees approved the architectural services agreement with DLR Group WWCOT for the Moreno Valley College Phase III – Student Academic Services Facility (MVC SASF) project in the amount of \$1,325,200. On September 20, 2011, the Board of Trustees approved Amendment No. 1 in the amount of \$15,215 to upgrade the electrical power system. Then on August 21, 2013, the Board of Trustees approved Amendment No. 2 with DLR Group WWCOT in the amount of \$14,590 for additional services regarding changes to Eastern Municipal Water District’s submittal requirements, irrigation controller design, and redesign of the steel column footings for the MVC SASF project.

Staff now requests approval of Amendment 3 with DLR Group WWCOT in the amount of \$11,485 for electrical revisions; new three-compartment sink; new hose bibbs designs; and security sensor upgrades. Detailed explanation of this additional scope of work is outlined in the attached amendment (Exhibit 1). The agreement with DLR Group WWCOT now totals \$1,366,490 including this amendment and reimbursable expenses.

Cost for the requested amendment is within the original project budget approved by the Board of Trustees, and will be paid from project contingency.

Prepared By: Sandra Mayo, President, Moreno Valley College  
Orin Williams, Associate Vice Chancellor, Facilities Planning & Development  
Bart Doering, Director, Construction

### Attachments:

[20130402\\_Amendment 3\\_DLR Group WWCOT](#)



THIRD (3) AMENDMENT TO AGREEMENT  
BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND  
DLR GROUP WWCOT  
*(MVC Phase III – Student Academic Services Facility Project)*

This document amends the original agreement between the Riverside Community College District and DLR Group WWCOT, which was originally approved by the Board of Trustees on October 19, 2010.

The agreement is hereby amended as follows:

Additional compensation of this amended agreement shall not exceed \$11,485, including reimbursable expenses, totaling agreement to \$1,366,490. The term of the agreement, payments and final payment shall coincide with original agreement.

Additional scope of work shall be provided 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 this Amendment as of the date written below.

DLR GROUP WWCOT

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

By: \_\_\_\_\_  
Pamela Touschner  
Principal  
4280 Latham Street, Suite H  
Riverside, CA 92501

By: \_\_\_\_\_  
Aaron S. Brown  
Vice Chancellor  
Business and Financial Services

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

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

## Exhibit I

*Project:* Moreno Valley Phase III – Student Academic Services Facility (Moreno Valley College)

*Scope of Work:* Additional services regarding revisions to electrical layout, new three-compartment sink, new hose bibbs and security sensor upgrades.

- 1.0 Provide two (2) new TV outlets and two (2) duplex receptacles at +10' AFF, dedicated circuit in first floor Large Lecture Room 100.
- 2.0 Provide one (1) new data outlet, one (1) TV and one (1) duplex receptacle at +15" AFF and one (1) data outlet, one (1) TV outlet and one (1) duplex receptacle at +120" in second floor PA Large Lecture Room 213.
- 3.0 Provide one (1) new data outlet, one (1) TV outlet, and one (1) duplex receptacle at 15" AFF and one (1) data outlet, one (1) TV outlet and one (1) duplex receptacle at +120" in third floor IMC/Library 126.
- 4.0 Provide two (2) new data and two (2) duplex receptacles each in third floor Rooms 307 and 311.
- 5.0 Provide two (2) junction boxes in two locations for furniture power connection in Room 312.
- 6.0 Provide two (2) additional hose bibbs and one (1) three-compartment sink.
- 7.0 The plumbing scope is to include hot and cold water and indirect waste to the three-compartment sink and cold water to the hose bibbs. Only 120 degree F water shall be provided therefore any sanitation will be by chemical means.
- 8.0 Provide new security motion sensor devices throughout the building and coordinate with the C-CURE system.
- 9.0 Provide architectural support, coordination, construction administration and project management.

### 1.0 Proposed Fee

- 1.1 DLR Group WWCOT will provide the services described under Section 1.0 Scope of Work for a fixed fee of Ten Thousand Eight Hundred Eighty Five Dollars (\$10,885). In addition, reimbursable expense will be Six Hundred Dollars (\$600).

- 1.1.1 The Fee breakdown is as follows:

TMAD Taylor & Gaines	\$ 5,200
Security by Design	\$ 1,200
DLR Group WWCOT	\$ 3,525
Consultant Administrative Mark Up (15%)	\$ 960
Reimbursable Expenses	\$ 600
<b>Total</b>	<b>\$11,485</b>

- 3.3 Should there be changes to the scope of the project that affect the fee, DLR Group WWCOT will not proceed without written and signed authorization from RCCD for additional services. DLR Group WWCOT hourly rates are defined in Exhibit "B".

**EXHIBIT "B"**

**1.0 2013 Hourly Billing Rates**

- 1.1 For any additional services that may be authorized by you, DLR Group WWCOT 2013 Billing Rates will apply. These rates are updated on an annual basis.

<u>Architectural</u>	<u>Rates</u>
Senior Expert	\$ 350
Discipline Leader	\$ 225
Senior Professional	\$ 165
Professional	\$ 140
Professional Support	\$ 110
Technical	\$ 85
Clerical	\$ 55



## Agenda Item (IV-E-2)

Meeting	4/2/2013 - Committee/Regular Board
Agenda Item	Committee - Facilities (IV-E-2)
Subject	Amendment 3 for Network Operations Center with Higginson + Cartozian Architects
College/District	Moreno Valley
Funding	College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve amendment 3 with Higginson + Cartozian Architects in the amount of \$76,000 for I.T. Revisions and Design Upgrades to the Network Operations Center plans.

---

### Background Narrative:

On April 17, 2007, the Board of Trustees approved the agreement with Higginson + Cartozian Architects, Inc. (HCA), to prepare plans, designs, engineering specifications, bid documents, and construction contracts for the Network Operations Center (NOC) project located at the Moreno Valley College in the amount of \$69,275. This building will house central telephone and network operations equipment, and IMC staff who serve the college.

Both Amendments 1 and 2 were for date extensions of the agreement only, with the latter being ratified by the Board of Trustees on April 20, 2010.

Staff now requests approval of Amendment 3 with HCA in an amount not to exceed \$76,000 for I.T. Revision/Design Upgrades to the Division of the State Architect (DSA) approved Network Operations Center plans. The additional scope of work is outlined in the attached amendment (Exhibit I), but includes the addition of 300 square feet, new engineering and DSA approval, I.T. Audit additions, and improved connections to the new Student Academic Services building (SAS). The HCA agreement, including amendments and reimbursable expenses, totals \$145,275.

Cost for the requested agreement/amendment is within the original project budget approved by the Board of Trustees, and will be paid from project contingency funds.

Prepared By: Sandra Mayo, President, Moreno Valley College  
Norm Godin, Vice President, Business Services, MVC  
Laurens Thurman, District Consultant  
Orin Williams, Associate Vice Chancellor, Facilities Planning & Development  
Bart Doering, Director, Construction

### Attachments:

[20130402\\_Amendment 3\\_HCA](#)

THIRD (3) AMENDMENT TO AGREEMENT  
BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND  
HIGGINSON + CARTOZIAN ARCHITECTS, INC.  
*(Network Operations Center – Moreno Valley College)*

This document amends the original agreement between the Riverside Community College District and Higginson + Cartozian Architects, Inc., which was originally approved by the Board of Trustees on April 17, 2007.

The agreement is hereby amended as follows:

Additional compensation of this amended agreement shall not exceed \$76,000, including reimbursable expenses, totaling agreement to \$145,275. The term of this agreement shall be from the original agreement date of April 18, 2007, to the extended amended date of April 16, 2014.

Payments and final payment shall coincide with original agreement.

Additional scope of work shall be provided 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 this Amendment as of the date written below.

HIGGINSON + CARTOZIAN  
ARCHITECTS, INC.

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

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

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

David Higginson, AIA  
CEO  
1455 Park Avenue  
Redlands, CA 92373

Aaron S. Brown  
Vice Chancellor  
Business and Financial Services

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

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



## Exhibit I

Higginson + Cartozian Architects, Inc.  
1455 Park Avenue  
Redlands, CA 92373



March 14, 2013

### **PROPOSAL / CONTRACT: Moreno Valley N.O.C.**

**Riverside Community College District  
Facilities Planning, Design and Construction  
450 E. Alessandro Blvd., Riverside, CA 92508  
Riverside, CA 92502**

Attn: Calvin Belcher, Project Manager

Re: Moreno Valley Network Operating Center (Addendum to Contract)  
I.T. Revisions / Upgrades to Approved DSA Documents (FCD approval only)

Calvin,

We are pleased to provide an Addendum to our original contract for extra services to complete staff revisions to the currently approved Riverside Community College Moreno Valley Campus Network Operating Center. Our fee will be fifty six thousand dollars (\$56,000.00). Revisions will include architectural, civil, structural, I.T, electrical, mechanical, and DSA approval for a minor plan revision only (Not a new submittal). All printing will be at the expense of the client.

Note: An allowance of \$20,000.00 will be added to the contract for unforeseen DSA approvals beyond a DSA minor plan revision approval included in agreement revised agreement. A DSA Resubmittal requirement is not known at this time.

It is our understanding that this agreement is to be invoiced to Riverside Community College District attention Calvin Belcher. If you have any questions feel free to contact me at your earliest convenience.

Thank you for your consideration. We look forward to completing another fantastic project with Riverside Community College District.

### **TERMINATION OF AGREEMENT:**

1. This agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.

Phone: 909.793.3100 • Facsimile: 909.793.3140

2. On the event of termination due to the fault of parties other than the architect, the architect shall be paid his compensation for services performed to termination date, including reimbursable expenses due and all termination expenses.
3. Termination expenses are defined as reimbursable expenses directly attributed to termination, plus an amount computed as a percentage of the total compensation earned to the time of termination.

Extent of Agreement:

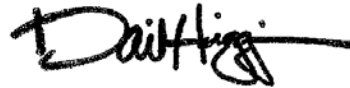
This agreement represents the entire and integrated agreement between the client and the architect and supersedes all prior negotiation, representation or agreement, either written or oral. This agreement may be amended only by written instrument signed by both parties.

Thank you for your consideration. We look forward to completing another fantastic project with Riverside Community College.

**Proposal/Contract prepared by:**



Darryl K. Cartozian A.I.A., C.F.O. C32543  
Higginson + Cartozian Architects, Inc.  
1455 Park Avenue, Redlands California 92373  
Ph. (909) 793-3100 Fax (909) 793-3140



David Higginson A.I.A., C.E.O.

**Proposal / Contract accepted by:**

\_\_\_\_\_  
R.C.C.D.

\_\_\_\_\_  
Date



## Agenda Item (IV-E-3)

Meeting	4/2/2013 - Committee/Regular Board
Agenda Item	Committee - Facilities (IV-E-3)
Subject	Amendment 1 for Norco Operations Center with Inland Inspections and Consulting
College/District	Norco
Funding	Norco College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve Amendment 1 with Inland Inspections & Consulting in the amount of \$21,000 for the Norco Operations Center.

---

### Background Narrative:

On March 20, 2012, the Board of Trustees approved the agreement with Inland Inspections for Division of the State Architect (DSA) Inspection Services for the Norco Operations Center (NOC) in the amount of \$139,300.

Staff now requests approval of Amendment 1 with Inland Inspections and Consulting in the amount of \$21,000 for the NOC project. Approval of the amendment is requested for the following additional scope of work and also to extend the term of the contract to December 31, 2013.

- Increase based on the final schedule provided by the construction management firm which is longer than the preliminary schedule for which the initial proposal was based.
- Overtime hours required.

Detailed explanation of the additional scope of work is outlined in the attached amendment (Exhibit I). The agreement with Inland Inspection brings their total fee to \$160,300 including this amendment and reimbursable expenses.

Cost for the requested amendment is within the original project budget approved by the Board of Trustees, and will be paid from project contingency funds.

Prepared By: Paul Parnell, President, Norco College

David Bobbitt, Interim Vice President, Business Services (Norco)

Laurens Thurman, District Consultant

Orin Williams, Associate Vice Chancellor, Facilities Planning & Development

### Attachments:

[20130402\\_Amendment 1\\_Inland Inspections and Consulting](#)

FIRST (1) AMENDMENT TO AGREEMENT  
BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND  
AND INLAND INSPECTIONS AND CONSULTING  
*(Operations Center Project – Norco College)*

This document amends the original agreement between the Riverside Community College District and Inland Inspections and Consulting, which was originally approved by the Board of Trustees on March 20, 2012.

The agreement is hereby amended as follows:

Additional compensation of this amended agreement shall not exceed \$21,000, including reimbursable expenses. Inland Inspections and Consulting's agreement, including amendment and reimbursable expenses, now totals \$160,300. The term of this agreement shall be from the original agreement date of March 21, 2012, to the extended amended date of December 31, 2013. Payments and final payment shall coincide with original agreement.

Additional scope of work shall be provided 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 this Amendment as of the date written below.

INLAND INSPECTIONS & CONSULTING

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

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

Robert E. Schumacher  
Director of Operations  
7338 Sycamore Canyon Blvd., Ste. 4  
Riverside, CA 92508

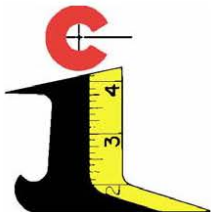
By: \_\_\_\_\_

Aaron S. Brown  
Vice Chancellor  
Business and Financial Services

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

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

Exhibit I



**INLAND INSPECTIONS & CONSULTING**  
7338 SYCAMORE CANYON BLVD., STE. 4, RIVERSIDE, CA 92508  
(951) 697-1000 \* FAX (951) 697-1030

February 15, 2013

Attention: Orin Williams

E-MAILED TO: orin.williams@rccd.edu

RE: Norco College Networking Operating Center  
DSA Application Number 04-111515, File Number 33-C1  
Purchase Order C-0003772

This information is being provided *for your use only* as a back-up to our request for increase to the referenced Purchase Order. Our cost break-down is outlined below.

<b>DSA Project Inspector</b>	
<b>240 hours @ \$87.50 per hour</b>	<b>\$21,000.00</b>
<b>(3 weeks in February and 3 weeks in March)</b>	

This request for increase is based on the final schedule provided by Tilden Coil which is longer than the preliminary schedule we used for our proposal. In addition to the extension of the schedule some overtime hours were required.

Please contact me if you have any questions regarding this request for increase.

Sincerely,

A handwritten signature in blue ink, appearing to read 'R. Schumacher', with a long horizontal flourish extending to the right.

Robert E. Schumacher  
Director of Operations





## Agenda Item (IV-E-4)

Meeting	4/2/2013 - Committee/Regular Board
Agenda Item	Committee - Facilities (IV-E-4)
Subject	Amendment 8 for Norco Operations Center with Hill Partnership, Inc.
College/District	Norco
Funding	College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve Amendment 8 with Hill Partnership, Inc. in the amount of \$11,848 for additional architectural, HVAC, plumbing, electrical engineering, and structural engineering design services.

---

### Background Narrative:

Staff requests approval of Amendment 8 with Hill Partnership, Inc. (HPI) in an amount not to exceed \$11,848 for additional scopes of work which include the following:

- Provide architectural, HVAC, plumbing and electrical engineering design services for the ASI #5 revisions at the Norco Operations Center (NOC) along with coordination of engineering disciplines. Amount for above services totals \$1,848. (Exhibit I on attached amendment)
- Provide electrical engineering drawings to convert temporary power for existing site lighting to permanent power. Provide permanent power for emergency telephone from Panel FP from Circuit #3. Provide electrical engineering drawings to convert temporary power for existing portables south of Rodeo Way to permanent power. Provide coordination services. Amount for above services totals \$7,510. (Exhibit II on attached amendment)
- Provide structural engineering drawings that eliminate the concrete bond beam at the tops of the sloping Concrete Masonry Unit (CMU) walls per the Contractor's request. The Contractor prefers constructing the wall using CMU up to the top of the wall. Provide architectural services to process the Field Change Directive (FCD) at the Division of the State Architect (DSA) along with coordination services. Amount for above services totals \$2,490. (Exhibit III on attached amendment)

Detailed explanations of the additional scopes of work are outlined in the attached amendment (Exhibit I, II, and III). The HPI agreement, including amendments and reimbursable expenses, totals \$1,022,539.50.

Cost for the requested amendment is within the original project budget approved by the Board of Trustees, and will be paid from project contingency funds.

Prepared By: Paul Parnell, President, Norco College  
David Bobbitt, Interim Vice President, Business Services (Norco)  
Laurens Thurman, District Consultant  
Orin Williams, Associate Vice Chancellor, Facilities Planning & Development

### Attachments:



EIGHTH (8) AMENDMENT TO AGREEMENT  
BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND  
HILL PARTNERSHIP, INC.  
*(Operations Center Project – Norco College)*

This document amends the original agreement between the Riverside Community College District and Hill Partnership, Inc., which was originally approved by the Board of Trustees on May 19, 2009.

The agreement is hereby amended as follows:

Additional compensation of this amended agreement shall not exceed \$11,848, including reimbursable expenses. Hill Partnership, Inc.'s agreement, including amendments and reimbursable expenses, now totals \$1,022,539.50. The term of this agreement shall be from the original agreement date of May 20, 2009, to the extended amended date of December 31, 2013. Payments and final payment shall coincide with original agreement.

Additional scopes of work shall be provided 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 this Amendment as of the date written below.

HILL PARTNERSHIP, INC.

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

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

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

Lawrence A. Frapwell  
President  
115 Twenty-Second Street  
Newport Beach, CA 92663

Aaron S. Brown  
Vice Chancellor  
Business and Financial Services

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

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

## Exhibit I



115 22nd street newport beach, california 92663  
p. 949.675.6442 f. 949.675.4543  
hplarchitecture.com

March 10, 2013

Orin L. Williams  
Associate Vice Chancellor  
Riverside Community College District  
3845 Market Street  
Riverside, CA 92501-3225

Project: **RCCD – Norco Campus Operations Center**

Subject: **Additional Services to Complete ASI #5 Revisions**

Dear Orin,

Thank you for allowing us to submit the following proposal to provide additional professional services.

### **PARTIES TO AGREEMENT**

CLIENT: Riverside Community College District (District)  
3845 Market Street  
Riverside, CA 92501-3225

ARCHITECT: Hill Partnership Inc. (HPI)  
115 22<sup>nd</sup> Street  
Newport Beach, CA 92663

### **FORM OF AGREEMENT AND PROVISIONS OF SERVICE**

It is assumed for purposes of this proposal that all services shall be provided pursuant to an Amendment issued in accordance with the provisions of our Agreement between Riverside Community College District and Hill Partnership, Inc. executed with the District on May 20, 2009.

### **SERVICES**

- As requested by the District, provide architectural, HVAC, plumbing and electrical engineering design services for the ASI #5 revisions at the Operations Center, Norco Campus, as outlined in S & K Engineer's March 10, 2013 proposal attached.
- Coordination of engineering disciplines.

I:\2PROJECTS\Riverside Community College District\Norco M&O\1\1.2\owilliams 09mar2013 ASP.ASI #5 Revisions.doc

Mr. Orin L. Williams  
March 10, 2013  
Page 2

**OTHER CONDITIONS OF SERVICE:**

All conditions of the original Agreement shall apply to the provision of the above referenced services.

**COMPENSATION**

HPI proposes to provide the services outlined above on a fixed fee basis as follows :

HVAC/Plumbing/Electrical Engineering (S & K):    \$ 1,680.00 x 1.1 =    \$ 1,848.00

---

**Total Fixed Fee:**

**\$ 1,848.00**

Sincerely,

HILL PARTNERSHIP, INC.



Lawrence A. Frapwell, Architect  
President

I:\2PROJECTS\Riverside Community College District\Norco M&O\11.2\owilliams 09mar2013 ASP.ASI #5 Revisions.doc





March 10, 2013

Ammar Sarsam  
Hill Partnership  
115 22<sup>nd</sup> Street  
Newport Beach, CA 92663

Project: Norco-RCCD Operation Center  
ASI #5

Dear Ammar:

Thank you very much for the opportunity to submit the following Additional Services Fee Proposal to provide mechanical, (HVAC, plumbing) and electrical engineering services for the ASI #5 revisions at the Operations Center at the Norco Campus of the Riverside Community College District.

#### SCOPE OF WORK

- Add receptacle on west wall of MCC Storage A108.
- Relocate casework in room A129 to south wall of A123. Delete Sink and all associated plumbing.
- Security for door A129B to be deleted and security now added to the new door at Room A108.
- Delete Floor Box in Room A105
- Delete 1 floor Box in room A107
- Door A129A will move further south on east wall (this may have been talked about originally)
- Room A129 will need 4 data drops on west wall for new furniture. Power that is called out on west wall should be a quad.
- Room A124 will need a 3rd hardwired junction box at SE corner of furniture, in lieu of 2. They can be on the same 4 circuits they currently show now on E3.1
- Room A124 only 3 Data floor boxes are required not 4 as shown on TC2.0. SW corner box can be deleted. The data will be ran through the furniture panels. This applies to the rest of the floor boxes.
- Room A105- The 2 data floor boxes on north side of room shown on E3.4 will be deleted and 2 wall boxes installed instead.

#### COMPENSATION

- A. We will provide Electrical and plumbing additional services for a fixed fee of: \$1,680.00 based on the below schedule of hours.

B. Our fee will be billed monthly based on progress of completion.

Again, thank you for the opportunity to submit this proposal. We look forward to working with you.

Norco Operations Center ASI #5 Electrical and Plumbing Revisions					
Discipline	Building	Categories	Hours	Rate per Hour	Total
Mechanical		SUPERVISORS			
		DESIGNERS			
		DRAFTERS			
		SPECIFICATIONS WRITERS			
		TYPISTS			
		ESTIMATORS			
Plumbing		SUPERVISORS	1		
		DESIGNERS	4		
		DRAFTERS			
		SPECIFICATIONS WRITERS			
		TYPISTS			
		ESTIMATORS			
Electrical		SUPERVISORS	1		
		DESIGNERS	5		
		DRAFTERS			
		SPECIFICATIONS WRITERS			
		TYPISTS	1		
		ESTIMATORS			
<b>Total</b>			12	140	1680

Sincerely,  
**S&K Engineers**

Kevin Keyfauver, P.E., LEED AP  
 Principal

Accepted by:

HPI \_\_\_\_\_

Date \_\_\_\_\_

421 EAST HUNTINGTON DRIVE MONROVIA, CALIFORNIA 91016  
 626.930.1383 PH 626.930.1385 FAX www.skengineers.com

## Exhibit II



115 22nd street newport beach, california 92663  
p. 949.675.6442 f. 949.675.4543  
hpiarchitecture.com

March 10, 2013

Orin L. Williams  
Associate Vice Chancellor  
Riverside Community College District  
3845 Market Street  
Riverside, CA 92501-3225

Project: **RCCD – Norco Campus Operations Center**  
Subject: **Additional Electrical Engineering Services for the RFI #002R and #006R Revisions at the Operations Center, Norco Campus.**

Dear Orin,

Thank you for allowing us to submit the following proposal to provide additional professional services.

### **PARTIES TO AGREEMENT**

CLIENT: Riverside Community College District (District)  
3845 Market Street  
Riverside, CA 92501-3225

ARCHITECT: Hill Partnership Inc. (HPI)  
115 22<sup>nd</sup> Street  
Newport Beach, CA 92663

### **FORM OF AGREEMENT AND PROVISIONS OF SERVICE**

It is assumed for purposes of this proposal that all services shall be provided pursuant to an Amendment issued in accordance with the provisions of our Agreement between Riverside Community College District and Hill Partnership, Inc. executed with the District on May 20, 2009.

### **SERVICES**

As requested by the District, provide Architectural and Electrical Engineering design services for the following additional scope of work as outlined in S & K Engineers' March 10, 2013 proposals attached:

- Provide electrical engineering drawings to convert temporary power for existing site lighting to permanent power.
- Provide permanent power for emergency telephone from Panel FP from Circuit #3.

I:\2PROJECTS\Riverside Community College District\Norco M&O\1\1.2\lowilliams 09mar2013 EE ASP.RFI 002R 006R.doc

Mr. Orin L. Williams  
March 10, 2013  
Page 2

- Provide electrical engineering drawings to convert temporary power for existing portables south of Rodeo Way to permanent power.
- Provide coordination services.

**OTHER CONDITIONS OF SERVICE:**

All conditions of the original Agreement shall apply to the provision of the above referenced services.

**COMPENSATION**

HPI proposes to provide the services outlined above on a fixed fee basis as follows :

Architectural Services			
4 hrs @ \$140.00/hr.	=	\$	560.00
Electrical Engineering (S&K) \$ 6,319.00 x 1.1	=	\$	<u>6,950.90</u>

**Total Fixed Fee:** \$ 7,510.00

Sincerely,

HILL PARTNERSHIP, INC.



Lawrence A. Frapwell, Architect  
President



March 10, 2013

Jack Wilinski  
Hill Partnership  
115 22<sup>nd</sup> Street  
Newport Beach, CA 92663

Project: Norco-RCCD Operation Center  
RFI 002R

Dear Jack:

Thank you very much for the opportunity to submit the following Additional Services Fee Proposal to provide electrical engineering services for the RFI 002R revisions at the Operations Center at the Norco Campus of the Riverside Community College District.

**SCOPE OF WORK**

1. Provide engineering drawings to convert temporary power for existing site lighting to permanent power. Permanent power will come from Panel FL.
2. Provide permanent power for emergency telephone from Panel FP from Circuit #3.

**COMPENSATION**

A. We will provide Electrical additional services for a fixed fee of: **\$3,931.00** based on the below schedule of hours.

Task	Sr Engr	Des	CAD
Proj Management	1	0	0
Field work	0	4	0
Add power circuiting, panel schedules, load schedules	2	4	6
lighting	2	2	2
gen notes, details	0	1	2
coordination	0	2	0
Total Hours	5	13	10
Rates - \$/Hour	\$194	\$147	\$105
	\$970	\$1,911	\$1,050
<b>TOTAL</b>	<b>\$3,931</b>		



B. Our fee will be billed monthly based on progress of completion.

Again, thank you for the opportunity to submit this proposal. We look forward to working with you.

Sincerely,  
S&K Engineers

Accepted by:



John G. Holland, P.E., LEED AP  
Director of Engineering

HPI \_\_\_\_\_  
Date \_\_\_\_\_

421 EAST HUNTINGTON DRIVE MONROVIA, CALIFORNIA 91016  
626-930-1385 PH 626-930-1385 FAX www.skengineers.com



March 10, 2013

Jack Wilinski  
Hill Partnership  
115 22<sup>nd</sup> Street  
Newport Beach, CA 92663

Project: Norco-RCCD Operation Center  
RFI 006R

Dear Jack:

Thank you very much for the opportunity to submit the following Additional Services Fee Proposal to provide electrical engineering services for the RFI 006R revisions at the Operations Center at the Norco Campus of the Riverside Community College District.

**SCOPE OF WORK**

1. Provide engineering drawings to convert temporary power for existing portables south of Radeo way to permanent power following suggestion of RFI 006R.

**COMPENSATION**

- A. We will provide Electrical additional services for a fixed fee of: **\$2,388.00** based on the below schedule of hours.

Task	Sr Engr	Des	CAD
Proj Management	1	0	0
Field work	0	4	0
Add power circuiting, panel schedules, load schedules	1	2	4
gen notes, details	0	1	2
coordination	1	1	0
Total Hours	3	8	6
Rates - \$/Hour	\$194	\$147	\$105
	\$582	\$1,176	\$630
<b>TOTAL</b>	<b>\$2,388</b>		

B. Our fee will be billed monthly based on progress of completion.

Again, thank you for the opportunity to submit this proposal. We look forward to working with you.

Sincerely,  
S&K Engineers

Accepted by:



John G. Holland, P.E., LEED AP  
Director of Engineering

HPI \_\_\_\_\_  
Date \_\_\_\_\_

421 EAST HUNTINGTON DRIVE - MONROVIA, CALIFORNIA 91016  
626.930.1383 PH - 626.930.1385 FAX - www.skengineers.com

## Exhibit III



115 22nd street newport beach, california 92663  
p. 949.675.6442 f. 949.675.4543  
hpiarchitecture.com

March 9, 2013

Orin L. Williams  
Associate Vice Chancellor  
Riverside Community College District  
3845 Market Street  
Riverside, CA 92501-3225

Project: **RCCD – Norco Campus Operations Center**

Subject: **Additional Architectural and Structural Engineering Services regarding the elimination of Concrete Bond Beam at Tops of Sloping CMU Walls at the Operations Center, Norco Campus.**

Dear Orin,

Thank you for allowing us to submit the following proposal to provide additional professional services.

### **PARTIES TO AGREEMENT**

CLIENT: Riverside Community College District (District)  
3845 Market Street  
Riverside, CA 92501-3225

ARCHITECT: Hill Partnership Inc. (HPI)  
115 22<sup>nd</sup> Street  
Newport Beach, CA 92663

### **FORM OF AGREEMENT AND PROVISIONS OF SERVICE**

It is assumed for purposes of this proposal that all services shall be provided pursuant to an Amendment issued in accordance with the provisions of our Agreement between Riverside Community College District and Hill Partnership, Inc. executed with the District on May 20, 2009.

### **SERVICES**

Provide Architectural and Structural Engineering design services for the following additional scope of work as outlined in MHP's March 9, 2013 proposal attached:

- Provide structural engineering drawings that eliminate the concrete bond beam at the tops of the sloping CMU walls per the Contractor's request. The Contractor prefers constructing the wall using CMU up to the top of the wall.

I:\2PROJECTS\Riverside Community College District\Norco M&O\1.2\owilliams 09mar2013 SE ASP.CMU Walls.doc

Mr. Orin L. Williams  
March 9, 2013  
Page 2

- Provide architectural services to process the FCD at DSA.
- Provide coordination services.

**OTHER CONDITIONS OF SERVICE:**

All conditions of the original Agreement shall apply to the provision of the above referenced services.

**COMPENSATION**

HPI proposes to provide the services outlined above on a fixed fee basis as follows :

Architectural Services		
6 hrs @ \$140.00/hr.	= \$	840.00
Structural Engineering (MHP) \$ 1500.00 x 1.1 =	<u>\$</u>	<u>1,650.00</u>
<b>Total Fixed Fee:</b>		<b>\$ 2,490.00</b>

Sincerely,

HILL PARTNERSHIP, INC.



Lawrence A. Frapwell, Architect  
President





March 9, 2013

Ammar Sarsam  
The Hill Partnership  
115 22nd Street  
Newport Beach, CA 92663-4307

**Re: Proposal/Agreement for Additional Services  
Elimination of Concrete Bond Beam at Tops of Sloping CMU Walls  
Riverside Community College District  
Norco Campus - Operations Center Building  
2001 3<sup>rd</sup> Street, Norco, California  
MHP JN: 09-0181-101**

Dear Mr. Sarsam:

This letter serves to confirm that our office will provide additional professional engineering services on the subject project as requested by your office and summarized below:  
Scope of work includes eliminating the concrete bond beam at the tops of the sloping CMU walls per the Contractor's request. The Contractor prefers constructing the wall using CMU up to the top of the wall. Details on sheets S4.2, S5.2, and S5.4 will be revised.

These services will be billed as Additional Services Scope in accordance with the provisions of our existing contractual agreement, on the basis of a **Fixed Fee of \$1,500 (One Thousand Five Hundred Dollars and No/100).**

Following your signature, please retain one copy for your records, and return the other signed original back to us. Upon receipt of your signed acknowledgement of this agreement for Additional Services, we will commence the work.

Thank you for this opportunity to be of professional service. If you have any questions, please call our office.

Sincerely

  
Rick Beall, S.E. CA S3503

**Accepted:**

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

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

For: The Hill Partnership, Inc.

H:\2009\090181\Documents\090181101.a01.doc

3900 Cover Street, Long Beach, CA 90808

562.985.3200 P

562.985.1011 F

www.mhpse.com



## Agenda Item (IV-E-4)

Meeting	4/2/2013 - Committee/Regular Board
Agenda Item	Committee - Facilities (IV-E-4)
Subject	Amendment 8 for Norco Operations Center with Hill Partnership, Inc.
College/District	Norco
Funding	College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve Amendment 8 with Hill Partnership, Inc. in the amount of \$11,848 for additional architectural, HVAC, plumbing, electrical engineering, and structural engineering design services.

---

### Background Narrative:

Staff requests approval of Amendment 8 with Hill Partnership, Inc. (HPI) in an amount not to exceed \$11,848 for additional scopes of work which include the following:

- Provide architectural, HVAC, plumbing and electrical engineering design services for the ASI #5 revisions at the Norco Operations Center (NOC) along with coordination of engineering disciplines. Amount for above services totals \$1,848. (Exhibit I on attached amendment)
- Provide electrical engineering drawings to convert temporary power for existing site lighting to permanent power. Provide permanent power for emergency telephone from Panel FP from Circuit #3. Provide electrical engineering drawings to convert temporary power for existing portables south of Rodeo Way to permanent power. Provide coordination services. Amount for above services totals \$7,510. (Exhibit II on attached amendment)
- Provide structural engineering drawings that eliminate the concrete bond beam at the tops of the sloping Concrete Masonry Unit (CMU) walls per the Contractor's request. The Contractor prefers constructing the wall using CMU up to the top of the wall. Provide architectural services to process the Field Change Directive (FCD) at the Division of the State Architect (DSA) along with coordination services. Amount for above services totals \$2,490. (Exhibit III on attached amendment)

Detailed explanations of the additional scopes of work are outlined in the attached amendment (Exhibit I, II, and III). The HPI agreement, including amendments and reimbursable expenses, totals \$1,022,539.50.

Cost for the requested amendment is within the original project budget approved by the Board of Trustees, and will be paid from project contingency funds.

Prepared By: Paul Parnell, President, Norco College  
David Bobbitt, Interim Vice President, Business Services (Norco)  
Laurens Thurman, District Consultant  
Orin Williams, Associate Vice Chancellor, Facilities Planning & Development

### Attachments:



SECOND (2) AMENDMENT TO AGREEMENT  
BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND  
LPA  
*(Henry W. Coil Sr. and Alice Edna Coil School for the Arts)*

This document amends the original agreement between the Riverside Community College District and LPA, which was originally approved by the Board of Trustees on June 19, 2012.

The agreement is hereby amended as follows:

Additional compensation of this amended agreement shall not exceed \$171,290, including reimbursable expenses, totaling agreement to \$2,372,484. The term of this agreement shall be from the original agreement date of June 20, 2012, to the completion of the project. Payments and final payment shall coincide with original agreement.

Additional scopes of work shall be provided 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 this Amendment as of the date written below.

LPA

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

By: \_\_\_\_\_  
Robert O. Kupper, AIA  
Chief Executive Officer  
5161 California Avenue, Suite 100  
Irvine, CA 92617

By: \_\_\_\_\_  
Aaron S. Brown  
Vice Chancellor  
Business and Financial Services

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

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

Exhibit I

**RCCD COIL SCHOOL FOR THE ARTS**

Project Budget	\$ 41,138,000	RCCD & LPA Per Agreement, Attachment "A" Dated June 19, 2012
LPA Contracted Services	\$ 2,111,599	RCCD & LPA Per Agreement, Attachment "A" Dated June 19, 2012
	\$ 20,000	Reimbursable Expenses not to exceed amount per Agreement
<b>Total</b>	<b>\$ 2,131,599</b>	RCCD & LPA Per Agreement, Attachment "A" Dated June 19, 2012

**Included Services**

Programming	LPA	Included	RCCD & LPA Agreement, Attachment "B" Dated June 19, 2012
Architecture	LPA	Included	
Landscape Design	LPA	Included	
Civil	LPA	Included	
Structural	LPA	Included	
Mechanical	LPA	Included	
Electrical	LPA	Included	
Plumbing Design	LPA	Included	
Theater Consultant	Landry & Bogan	Included	
Acoustical (Theater)	Newson Brown	Included	
Audio Visual	P2S	Included	
Lighting Design	LPA	Included	
Parking Structure	PDA	Included	
Illustrator 2 renderings	Shimahara	Included	

**Required Specialty Services \$ 171,290 Notes:**

Security	TK1SC	\$26,990	Not included in LPA original proposal of services because security is often designed and installed by District to insure one common vendor across the District.
Geopier	Geopier Foundation Company	\$10,500	This service was required due to soils conditions identified recently by a District Geotechnical consultant. Not included in the original proposal because it was an unexpected condition, but a necessary safety measure.
Acoustic Concert Hall	Dohn & Associates	\$114,000	This service, Acoustical Consultant, was included in the original contracted services for a Multi-purpose Theater for \$30,000. During the programming phase the project scope of work was modified to be a Concert Hall. As a result a higher level of expertise was required to meet the District/College's goal of building a State-of-the-art concert Hall with acoustics as the number one priority. The expert acoustician fee is \$144,000. The balance after deducting the original \$30,000 fee is \$114,000.
Structured Cabling	TK1SC	\$19,800	Request Specialty Service to accommodate change in scope from a Multi-purpose Theater Project to a teaching facility with multiple classrooms, Labs, faculty offices and rehearsal spaces



## Agenda Item (IV-E-5)

Meeting	4/2/2013 - Committee/Regular Board
Agenda Item	Committee - Facilities (IV-E-5)
Subject	Amendment 2 for the Henry W. Coil Sr. and Alice Edna Coil School for the Arts with LPA
College/District	Riverside
Funding	Riverside City College/Program Reserve Measure C Funds, Redevelopment Funds, and La Sierra Funds
Recommended Action	It is recommended that the Board of Trustees approve Amendment 2 with LPA in the amount of \$171,290 for the Henry W. Coil Sr. and Alice Edna Coil School for the Arts.

---

### Background Narrative:

On June 19, 2012, the Board of Trustees approved the architectural agreement with LPA for design services for the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts (CSA) project in the amount of \$2,131,599. On February 19, 2013, the Board of Trustees approved Amendment 1 with LPA in the amount of \$69,595 (which includes reimbursable expenses) to add Fire Protection Design Services.

Staff now requests approval of Amendment 2 with LPA in the amount of \$171,290 for the CSA project. Approval of the amendment is requested to add the following additional scopes of work.

- Security System Design Services to include schematic design, design development, construction documentation and construction administration
- Geopier Service required due to soils conditions identified recently by a District Geotechnical consultant
- Acoustic Concert Hall Service – modified from original contracted services
- Structured Cabling System Design Services to include schematic design, design development, construction documentation and construction administration

Detailed explanation of the additional scopes of work is outlined in the attached amendment (Exhibit I). The agreement with LPA brings their total fee to \$2,372,484 including amendments and reimbursable expenses.

Cost for the requested amendment is within the original project budget approved by the Board of Trustees, and will be paid from project contingency funds.

Prepared By: Cynthia Azari, President, Riverside City College  
Charlie Wyckoff, Interim Vice President, Business Services, RCC  
Orin Williams, Associate Vice Chancellor, Facilities Planning & Development  
John Baker, Interim-Director of Construction

### Attachments:

[20130402\\_Amendment 2\\_LPA](#)



SECOND (2) AMENDMENT TO AGREEMENT  
BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND  
LPA  
*(Henry W. Coil Sr. and Alice Edna Coil School for the Arts)*

This document amends the original agreement between the Riverside Community College District and LPA, which was originally approved by the Board of Trustees on June 19, 2012.

The agreement is hereby amended as follows:

Additional compensation of this amended agreement shall not exceed \$171,290, including reimbursable expenses, totaling agreement to \$2,372,484. The term of this agreement shall be from the original agreement date of June 20, 2012, to the completion of the project. Payments and final payment shall coincide with original agreement.

Additional scopes of work shall be provided 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 this Amendment as of the date written below.

LPA

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

By: \_\_\_\_\_  
Robert O. Kupper, AIA  
Chief Executive Officer  
5161 California Avenue, Suite 100  
Irvine, CA 92617

By: \_\_\_\_\_  
Aaron S. Brown  
Vice Chancellor  
Business and Financial Services

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

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

Exhibit I

**RCCD COIL SCHOOL FOR THE ARTS**

Project Budget	\$ 41,138,000	RCCD & LPA Per Agreement, Attachment "A" Dated June 19, 2012
LPA Contracted Services	\$ 2,111,599	RCCD & LPA Per Agreement, Attachment "A" Dated June 19, 2012
	\$ 20,000	Reimbursable Expenses not to exceed amount per Agreement
<b>Total</b>	<b>\$ 2,131,599</b>	RCCD & LPA Per Agreement, Attachment "A" Dated June 19, 2012

**Included Services**

Programming	LPA	Included	RCCD & LPA Agreement, Attachment "B" Dated June 19, 2012
Architecture	LPA	Included	
Landscape Design	LPA	Included	
Civil	LPA	Included	
Structural	LPA	Included	
Mechanical	LPA	Included	
Electrical	LPA	Included	
Plumbing Design	LPA	Included	
Theater Consultant	Landry & Bogan	Included	
Acoustical (Theater)	Newson Brown	Included	
Audio Visual	P2S	Included	
Lighting Design	LPA	Included	
Parking Structure	PDA	Included	
Illustrator 2 renderings	Shimahara	Included	

**Required Specialty Services \$ 171,290 Notes:**

Security	TK1SC	\$26,990	Not included in LPA original proposal of services because security is often designed and installed by District to insure one common vendor across the District.
Geopier	Geopier Foundation Company	\$10,500	This service was required due to soils conditions identified recently by a District Geotechnical consultant. Not included in the original proposal because it was an unexpected condition, but a necessary safety measure.
Acoustic Concert Hall	Dohn & Associates	\$114,000	This service, Acoustical Consultant, was included in the original contracted services for a Multi-purpose Theater for \$30,000. During the programming phase the project scope of work was modified to be a Concert Hall. As a result a higher level of expertise was required to meet the District/College's goal of building a State-of-the-art concert Hall with acoustics as the number one priority. The expert acoustician fee is \$144,000. The balance after deducting the original \$30,000 fee is \$114,000.
Structured Cabling	TK1SC	\$19,800	Request Specialty Service to accommodate change in scope from a Multi-purpose Theater Project to a teaching facility with multiple classrooms, Labs, faculty offices and rehearsal spaces