



**Board of Trustees - Regular Meeting
Tuesday, April 16, 2013 6:00 PM
Riverside City College, O.W. Noble Building,
AD122 4800 Magnolia Avenue, 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.

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. APPROVAL OF MINUTES

- A. [Minutes of the Board of Trustees Regular/Committee Meeting of March 5, 2013](#)
Recommend approving the March 5, 2013 Board of Trustees Regular/Committee meeting minutes as prepared.
- B. [Minutes of the Board of Trustees Regular Meeting of March 19, 2013](#)
Recommend approving the March 19, 2013 Board of Trustees Regular meeting minutes as prepared.

III. PUBLIC HEARING (NONE)

IV. CHANCELLOR'S REPORTS

- A. [Performance by RCC Student Soloist](#)
Information Only
- B. [Chancellor's Communications](#)
Information Only
- C. [Presentation of Rank of Professor for 2013-2014](#)
Information Only
- D. [Five to Thrive Presentation Led by Ms. Nancy Gall, Associate Professor, Photography](#)
Information Only
- E. [Ratification of Reorganization of Facilities Planning and Development with the Chief of Staff](#)
Recommend ratifying the Chancellor's reorganization of District Facilities Planning and Development with the Chief of Staff; including elimination of Associate Vice Chancellor of Facilities Planning and Development position and upgrading the position of Chief of Staff to Chief of Staff and Facilities Development.
- F. [Future Monthly Committee Agenda Planner and Annual Master Planning Calendar](#)
Information Only

V. STUDENT REPORT

- A. **Student Report**
Information Only
- VI. CONSENT AGENDA ACTION
- A. Diversity/Human Resources
 - 1. **Academic Personnel**
Recommend approving/ratifying academic personnel actions.
 - 2. **Classified Personnel**
Recommend approving/ratifying classified personnel actions.
 - 3. **Other Personnel**
Recommend approving/ratifying other personnel actions.
 - B. District Business
 - 1. **Purchase Order and Warrant Report – All District Resources**
Recommend approving/ratifying the Purchase Orders and Purchase Order Additions totaling \$4,447,702 and District Warrant Claims totaling \$7,733,494.
 - 2. Budget Adjustments
 - a. **Budget Adjustments**
Recommend approving the budget transfers as presented.
 - 3. Resolution(s) to Amend Budget
 - a. **Resolution No. 27-12/13 - 2012-2013 Basic Skills**
Recommend approving adding the revenue and expenditures of \$70,564 to the budget.
 - b. **Resolution No. 29-12/13 for the 2012-2013 Rental of the Riverside Aquatics Center**
Recommend approving adding the revenue and expenditures of \$333,300 to the budget.
 - c. **Resolution No. 31-12/13 – 2012-2013 Student Financial Assistance Programs – Fiscal Coordination Grant**
Recommend approving adding the revenue and expenditures of \$513,150 to the budget.
 - 4. Contingency Budget Adjustments (None)
 - 5. Bid Awards
 - a. **Bid Award for the Lovekin Portable Buildings Relocation and Site Work for Future Tennis Court Construction Project**
Recommend awarding Bid Number 2012/13-36 - Lovekin Portable Buildings Relocation and Site Work for Future Tennis Court Construction Project, in the total amount of \$ 1,748,000 to Western Group, Inc.
 - 6. Grants, Contracts and Agreements
 - a. **Contracts and Agreements Report Less than \$83,400 – All District Resources**
Recommend ratifying contracts totaling \$743,406.
 - 7. **Out-of-State Travel**
Recommend approving the out-of-state travel.
 - 8. Other Items
 - a. **Surplus Property - Donation**
Recommend approving by unanimous vote: declaring the property listed below to be surplus; finding that the property does not exceed the total value of \$5,000; and authorizing the property to be donated to Town and Country Child Care Center.
 - b. **Surplus Property**
Recommend approving by unanimous vote: declaring the property on the attached list to be surplus; finding the property does not exceed the total value of \$5,000; and authorizing the property to be consigned to The Liquidation Company to be sold on behalf of the District.
 - c. **Resolution No. 30-12/13 - Authorization to Encumber Funds**
Recommend approving Resolution 30-12/13 - Authorization to Encumber Funds.
- VII. CONSENT AGENDA INFORMATION
- A. **Monthly Financial Report**
Information Only
- VIII. BOARD COMMITTEE REPORTS

- A. Governance
 - 1. [Revised and New Board Policies - First Reading](#)
Recommend accepting Board Policies 2365, 2716 and 6700.
 - 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](#)
Recommend approving Contract Agreement C12-0040 for the time frame of July 1, 2012 through December 31, 2013 in the amount of \$513,150.00
 - 2. [Proposed Curricular Changes](#)
Recommend approving the proposed curricular changes for inclusion in the college catalogs and in the schedule of class offerings.
 - C. Planning and Operations
 - 1. [Centennial Strategic Plan for 2013-2016 for Riverside Community College District](#)
Recommend approving the 2013-2016 Centennial Strategic Plan.
 - D. Resources (None)
 - E. Facilities
 - 1. [Amendment 3 for the Student Academics Services Facility – Phase III with DLR Group WWCOT](#)
Recommend approving Amendment 3 with DLR Group WWCOT in the amount of \$11,485 for the Moreno Valley Student Academic Services Facility – Phase III.
 - 2. [Amendment 3 for Network Operations Center with Higginson + Cartozian Architects](#)
Recommend approving 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.
 - 3. [Amendment 1 for Norco Operations Center with Inland Inspections and Consulting](#)
Recommend approving Amendment 1 with Inland Inspections & Consulting in the amount of \$21,000 for the Norco Operations Center.
 - 4. [Amendment 8 for Norco Operations Center with Hill Partnership, Inc.](#)
Recommend approving Amendment 8 with Hill Partnership, Inc. in the amount of \$11,848 for additional architectural, HVAC, plumbing, electrical engineering, and structural engineering design services.
 - 5. [Amendment 2 for the Henry W. Coil Sr. and Alice Edna Coil School for the Arts with LPA](#)
Recommend approving Amendment 2 with LPA in the amount of \$171,290 for the Henry W. Coil Sr. and Alice Edna Coil School for the Arts.
- IX. ADMINISTRATIVE REPORTS
- A. Vice Chancellors
 - 1. [Summer Workweek](#)
Recommend approving the Summer Workweek schedule for 2012-2013.
 - 2. [Resolution No. 28-12/13 – Resolution to Recognize Classified School Employee Week](#)
Recommend adopting Resolution No. 28-12/13, and designate the week of May 20 through 24, 2013 as Classified School Employee Week.
 - B. Presidents
 - 1. [Update on Riverside City College Fine and Performing Arts Program Integration](#)
Information Only
- X. ACADEMIC SENATE REPORTS
- A. Moreno Valley College

- B. Norco College/Riverside Community College District
- C. Riverside City College
- XI. BARGAINING UNIT REPORTS
 - A. CTA - California Teachers Association
 - B. CSEA - California School Employees Association
- XII. BUSINESS FROM BOARD MEMBERS
 - A. [California Community College Trustees \(CCCT\) Board of Directors Election - 2013](#)
Recommend voting to fill the vacancies on the CCCT Board.
 - B. [Update from Members of the Board of Trustees on Business of the Board.](#)
Information Only
- XIII. CLOSED SESSION
 - A. [Conference With Legal Counsel - Existing Litigation \[CA Gov. Code 54956.9\(a\)\] - ASR v Riverside Community College District](#)
To Be Determined
 - B. [Pursuant to Government Code Section 54957, Public Employee Discipline/Dismissal/Release](#)
To Be Determined
- XIV. ADJOURNMENT



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[Agenda Item](#)

Agenda Item (II-A)

Meeting	4/16/2013 - Regular
Agenda Item	Approval of Minutes (II-A)
Subject	Minutes of the Board of Trustees Regular/Committee Meeting of March 5, 2013
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommend approving the March 5, 2013 Board of Trustees Regular/Committee meeting minutes as prepared.

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

Attachments:

[030513_MIN](#)

MINUTES OF THE BOARD OF TRUSTEES REGULAR
AND COMMITTEE MEETINGS OF THE GOVERNANCE,
TEACHING AND LEARNING, PLANNING AND OPERATIONS,
RESOURCES, AND FACILITIES COMMITTEES
OF MARCH 5, 2013

President Blumenthal called the Board of Trustees meeting to order at 6:00 p.m., in the Center for Student Success, Room 217, 2001 Third Street, Norco, California.

CALL TO ORDER

Trustees Present

Virginia Blumenthal, President
Sam Davis, Secretary
Mary Figueroa, Board Member
Janet Green, Vice President
Noemi Jubaer, Student Trustee
Nathan Miller, Board Member

Staff Present

Dr. Gregory W. Gray, Chancellor
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Dr. Ray Maghroori, Provost/Vice Chancellor, Educational Services
Dr. Cynthia Azari, President, Riverside City College
Dr. Sandra Mayo, President, Moreno Valley College
Dr. Paul Parnell, President, Norco College
Ms. Chris Carlson, Chief of Staff
Mr. Jim Parsons, Associate Vice Chancellor, Strategic Communications and Relations

Student Trustee Noemi Jubaer led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

The Board observed a moment of silence honoring Professor Emerita Dr. Dina Stallings.

MOMENT OF SILENCE

The Board recessed at 6:05 p.m. and reconvened at 6:10 p.m.

RECESS/RECONVENE

CHANCELLOR'S REPORT

Chancellor Gray informed the Board that the proposed Governance Institute for Student Success for California Community Colleges had been postponed due to lack of participation of California community college districts. A planning session is scheduled to take place on April 7, 2013. Chancellor Gray and Trustees Blumenthal and Figueroa have agreed to attend the April 7 planning session in Long Beach. Details on the planning session will be provided to the Trustees. Discussion followed.

Participation and Designation of Two Trustees for the Governance Institute for Student Success

The Teaching and Learning Committee Chair Sam Davis convened the meeting at 6:17 p.m. Committee members in attendance: Dr. Ray Maghroori, Provost/Vice Chancellor, Educational Services; Academic Senate Representatives: Dr. Travis Gibbs and Mr. Sal Soto (Moreno Valley College) and Dr. Sharon Crasnow (Norco College).

TEACHING AND LEARNING

Dr. Greg Sandoval, Vice President, Student Services, Moreno Valley College, presented the committee with an informational report of the financial aid programs for the academic year 2011/2012 and the new disbursement process for 2013/2014. Discussion followed.

Presentation of RCCD Student Financial Services 2011-2012

The committee adjourned the meeting at 6:44 p.m.

The Planning and Operations Committee Chair Mary Figueroa convened the meeting at 6:45 p.m. Committee members in attendance: Chris Carlson, Chief of Staff; Academic Senate Representatives: Dr. Travis Gibbs and Mr. Sal Soto (Moreno Valley College) and Dr. Sharon Crasnow (Norco College).

PLANNING AND OPERATIONS

Dr. Maghroori introduced Dr. Esteban Soriano of Applied Development Resources who facilitated a presentation of the 2012 RCCD Environmental Scan. Discussion followed.

Presentation of the 2012 RCCD Environmental Scan

The committee adjourned the meeting at 7:07 p.m.

Adjourned

The Resources Committee Chair Janet Green convened the meeting at 7:08 p.m. Committee members in attendance: Mr. Aaron Brown, Vice Chancellor, Business and Financial Services, Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources; Academic Senate Representatives: Dr. Travis Gibbs (Moreno Valley College) and Mr. Jason Rey (Norco College); and CSEA Representative: Ms. Meriel Anderson-McDade.

RESOURCES COMMITTEE

Mr. Aaron Brown presented information on the borrowing of funds for fiscal year 2013-2014 and the issuance and sale of a 2013-2014 Tax and Revenue Anticipation Note that will be presented to the Board for approval at the March 19 regular Board meeting. Discussion followed.

Resolution No. 25- 12/13 – 2013-2014 Tax and Revenue Anticipated Note (TRAN)

The committee adjourned the meeting at 7:11 p.m.

Adjourned

The Facilities Committee Chair Nathan Miller convened the meeting at 7:12 p.m. Committee members in attendance: Mr. Orin Williams, Associate Vice Chancellor, Facilities Planning, Design and Construction; Academic Senate

FACILITIES COMMITTEE

Representatives: Dr. Travis Gibbs and Mr. Sal Soto (Moreno Valley College) and Dr. Sharon Crasnow (Norco College); and Management Representative: Mr. George Walters.

Mr. Orin Williams led the committee review of an amendment with Hill Partnership in the amount of \$3,520 for additional architectural and engineering services for the Norco Operations Center that will be presented to the Board for approval at the March 19 regular meeting. Discussion followed.

Amendment 7 for Norco Operations Center with Hill Partnership, Inc.

Mr. Orin Williams led the committee review of an amendment with River City Testing in the amount of \$40,048.00 for the Norco Operations Center project that will be presented to the Board for approval at the March 19 regular meeting. Discussion followed

Amendment 1 for the Norco Operations Center with River City Testing

The committee adjourned the meeting at 7:15 p.m.

Adjourned

The Board adjourned in memory of Riverside Police Officer Mike Crain and San Bernardino Deputy Jeremiah MacKay, who lost their lives in the line of duty, to closed session at 7:20 p.m. pursuant to Conference with Legal Counsel – Update on Anticipated Litigation (Government Code Section 54956.9(c) - Number of Potential Cases: One (1).

ADJOURNED TO CLOSED SESSION

The Board reconvened to open session at 8:15 p.m. announcing no action had been taken on the closed session item and adjourned the meeting at 8:16 p.m.

RECONVENE/ADJOURNMENT



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Agenda Item (II-B)

Meeting 4/16/2013 - Regular

Agenda Item Approval of Minutes (II-B)

Subject Minutes of the Board of Trustees Regular Meeting of March 19, 2013

College/District District

Funding

Recommended Action It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommend approving the March 19, 2013 Board of Trustees Regular meeting minutes as prepared.

Prepared By: Greg Gray, Chancellor

Michelle Haeckel, Administrative Assistant, Office of the Chancellor

Attachments:

[031913_Minutes](#)

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OF MARCH 19, 2013

President Blumenthal called the regular meeting of the Board of Trustees to order at 6:10 p.m., Center for Student Success, Room 217, Norco College, 2001 Third Street, Norco, California 92860

CALL TO ORDER

Trustees Present

Virginia Blumenthal, President
Janet Green, Vice President
Sam Davis, Secretary
Nathan Miller, Board Member
Noemi Jubaer, Student Trustee

Absent

Mary Figueroa, Board Member

Staff Present

Dr. Gregory W. Gray, Chancellor
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services
Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources
Dr. Ray Maghroori, Provost/Vice Chancellor, Educational Services
Dr. Cynthia Azari, President, Riverside City College
Dr. Sandra Mayo, President, Moreno Valley College
Dr. Paul Parnell, President, Norco College
Mr. Jim Parsons, Associate Vice Chancellor, Strategic Communications and Relations
Ms. Chris Carlson, Chief of Staff
Dr. Sharon Crasnow, President, Academic Senate, District and Norco College
Dr. Travis Gibbs, Academic Senate Representative, Moreno Valley College
Mr. Lee Nelson, Academic Senate Representative, Riverside City College
Dr. Dariush Haghighat, President, CTA

Guests Present

Ms. Amy Cardullo, Director, RCCD Foundation
Mr. Louis Davis, Public Affairs Region Manager, Southern California Edison
Dr. Alexis Gray, Associate Professor, Anthropology, Norco College

Student Trustee Noemi Jubaer led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Green/Davis moved that the Board of Trustees approve the minutes of the Board of Trustees Regular/Committee Meeting of February 5, 2013. Motion carried. (4 ayes, 1 absent [Figueroa])

MINUTES OF THE BOARD OF TRUSTEES REGULAR/COMMITTEE MEETING OF FEBRUARY 5, 2013

Green/Miller moved that the Board of Trustees approve the minutes of the Board of Trustees Regular Meeting of February 19, 2013. Motion carried. (4 ayes, 1 absent [Figueroa])

MINUTES OF THE BOARD OF TRUSTEES REGULAR MEETING OF FEBRUARY 19, 2013

Green/Davis moved that the Board of Trustees approve Trustee Figueroa's absence as excused. Motion carried. (4 ayes, 1 absent [Figueroa])

MOTION TO EXCUSE TRUSTEE'S ABSENCE

CHANCELLOR'S REPORTS

Presentations

Ms. Amy Cardullo, Director, RCCD Foundation, introduced Mr. Louis Davis, Public Affairs Region Manager, Southern California Edison, who awarded two grants, each in the amount of \$25,000, for STEM scholarships at Riverside City College and Norco College.

Presentation of STEM Scholarships from Southern California Edison

Ms. Cardullo introduced Dr. Susan Jindra, Director, RCCD Friends of Forensics, who presented a contribution of \$5,000 to support Riverside City College Model United Nations delegation's trip to the 2013 National Model United Nations Conference in New York City.

Presentation of Contribution for RCC Model United Nations Delegation's Trip from Friends of Forensics

Dr. Cynthia Azari, Riverside City College President, Dr. Sandra Mayo, Moreno Valley College President, and Dr. Paul Parnell, Norco College President provided overviews of programs and partnerships unique to the service area of their respective college and associated high school feeder schools. Some of the programs/partnerships included Upward Bound, Outreach, Foster Youth, Financial Aid, Student Services, Gateway to College, and many more.

Presentation Overview on High School Partnerships

Dr. Alexis Gray, Associate Professor, Anthropology, Norco College, spoke about learning barriers for Post-Traumatic Stress Disorder (PTSD) students and ways to help the students experience success in college by providing an environment that will enable them to thrive. She gave an example of how assembly-type items provided to kinetic learners can help them be successful. She explained that with a different type of student population (students with PTSD), instructors need to modify their teaching methods to accommodate the student's way of learning.

Five to Thrive Presentation led by Dr. Alexis Gray, Associate Professor, Anthropology

The Board of Trustees received information on documents that are used to monitor and review upcoming action items, information items, and presentations, as well as planning for the monthly committee and Board meetings.

Future Monthly Committee Agenda Planner and Annual Master Planning Calendar

Student Trustee Noemi Jubaer presented the report about recent and future student activities at Moreno Valley, Norco, and Riverside City Colleges and Riverside Community College District.

STUDENT REPORT

CONSENT ITEMS

Action

Green/Davis moved that the Board of Trustees:

Approve/ratify the listed academic appointments, and assignment and salary adjustments;

Academic Personnel

Approve/ratify the listed classified appointments, and assignment and salary adjustments;

Classified Personnel

Approve/ratify the listed other personnel appointments, and assignment and salary adjustments;

Other Personnel

Approve/ratify the Purchase Orders and Purchase Order Additions totaling \$2,366,680 and District Warrant Claims totaling \$7,594,881;

Purchase Order and Warrant Report – All District Resources

Approve the budget transfers as presented;

Budget Adjustments

Approve adding the revenue and expenditures of \$3,000 to the budget;

Resolution No. 26-12/13 – 2012-2013 Barnes and Noble Donations

Award the ADA Transition Plan Implementation Project – Phase 1 Barrier Removal - Trade Categories 1-4 and 6, for the total bid amount of \$2,176,789 to the contractors listed;

Bid Awards for the ADA Transition Plan Implementation Project – Phase 1 Barrier Removal – Trade Categories 1-4 and 6

Ratify contracts totaling \$367,140;

Contracts and Agreements Report Less than \$83,400 – All District Resources

Approve the out-of-state travel;

Out-of-State Travel

Declare the property on the attached list to be surplus; find the property does not exceed the total value of \$5,000; and authorize the property to be consigned to The Liquidation Company to be sold on behalf of the District;

Surplus Property

Accept the projects listed on the attachment as complete and approve the execution of the Notice of Completion (under Civil Code Section 3093 – Public Works);

Notices of Completion

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

Information

According to Board Policy 7350, the Chancellor has approved the following resignations: Mr. Richardo Chaidez, Computer Technician, effective March 12, 2013, personal reasons; Ms. Sandra McNabb, Custodian, March 31, 2013, retirement; Ms. Elizabeth Para, Medical Office Receptionist, February 1, 2013, personal reasons; Ms. Elizabeth Romero, Administrative Assistant III, February 28, 2013, personal reasons; Mr. Alejandro Torres, Director, Upward Bound, April 1, 2013, personal reasons.

Separations

The Board received the summary of financial information for the period of July 1, 2012 through February 28, 2013.

Monthly Financial Report

BOARD COMMITTEE REPORTS

Resources

Green/Davis moved that the Board of Trustees approve: (1) participation in the California School Cash Reserve Program; (2) Resolution No. 25-12/13 authorizing the borrowing of funds to a maximum amount of \$25 million for fiscal year 2013-2014; (3) the issuance and sale of 2013- 2014 Tax and Revenue Anticipation Notes; and (4) requesting the Board of Supervisors of the County to issue and sell said notes. Motion carried. (4 ayes, 1 absent [Figueroa])

Resolution No. 25-12/13 - 2013-2014 Tax and Revenue Anticipation Note (TRAN)

Miller/Green moved that the Board of Trustees approve Amendment 1 with River City Testing in the amount of \$40,048.00. Motion carried. (4 ayes, 1 absent [Figueroa])

Amendment 1 for Norco Operations Center with River City Testing

Miller/Green moved that the Board of Trustees approve Amendment 7 with Hill Partnership, Inc. in the amount of \$3,520 for additional architectural and engineering services. Motion carried. (4 ayes, 1 absent [Figueroa])

Amendment 7 for Norco Operations Center with Hill Partnership, Inc.

ACADEMIC SENATE REPORTS

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

Moreno Valley College

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

Norco College and Riverside Community College District

Mr. Lee Nelson presented the report on behalf of Riverside City College.

Riverside City College

BARGAINING UNIT REPORTS

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

CTA – California Teachers Association

BUSINESS FROM BOARD MEMBERS

Green/Miller moved that the Board of Trustees approve pulling Item XII-A, California Community College Trustees (CCCT) Board of Directors Election – 2013” until the April 16, 2013 Regular Meeting of the Board of Trustees due to Trustee Figueroa’s absence. Motion carried. (4 ayes, 1 absent [Figueroa])

California Community College Trustees (CCCT) Board of Directors Election - 2013

The Board adjourned the meeting at 7:30 p.m.

ADJOURNMENT



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Agenda Item (IV-A)

Meeting 4/16/2013 - Regular
Agenda Item Chancellor's Reports (IV-A)
Subject Performance by RCC Student Soloist
College/District Riverside
Information Only

Background Narrative:

Riverside City College student Mikaela Elson will perform Mein herr Marquis from Die Fledermaus by Johann Strauss.

Prepared By: Cynthia Azari, President, Riverside City College

Attachments:



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Agenda Item (IV-B)

Meeting 4/16/2013 - Regular
Agenda Item Chancellor's Reports (IV-B)
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

Attachments:

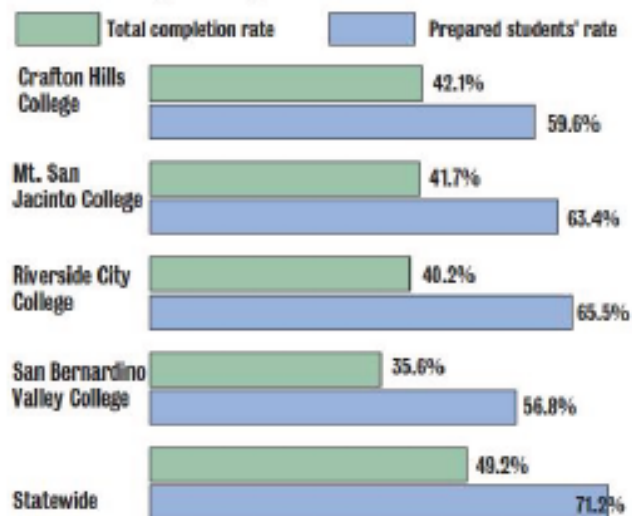
[Student Success Scorecard Presentation](#)

STUDENT SUCCESS SCORECARD

-AN INTRODUCTION

RCCD Board of Trustees, April 16, 2013

COMPLETING COMMUNITY COLLEGE: Students* who didn't need remedial classes when they started community college were more likely to complete a degree, certificate or transfer within six years by 2011-12. The top bar shows the completion rates for all students. The second bar shows completion rates for "prepared" students, who started with college-level English and math courses.



Note: Moreno Valley College and Norco College, both accredited as separate colleges in 2010, do not have published completion rates yet.

* Only includes students seeking a degree or transfer to a university

SOURCE: CALIFORNIA COMMUNITY COLLEGES CHANCELLORS' OFFICE

GRAPH BY JAMES

Fewer finishing at Inland colleges

'Scorecards' show they are losing ground compared to the state average of degrees, certifications or four-year school transfers

BY DAYNA STRAENLEY
STAFF WRITER
dstraenley@pe.com

See the scorecards of inland colleges at pe.com

Fewer Inland community college students complete their degrees or career certifications or transfer to a university within six years, compared to the statewide average, new Student Success Scorecards show.

Many Inland students can't attend college full time because they have to work, college officials said Wednesday, April 10. They also are less likely to have college-educated parents who can help them with college applications and support them once they enroll.

The scorecards released Tuesday, by the California Community

measurements of students' success by race, ethnicity, gender and age to help colleges close achievement gaps, state Chancellor Brice Harris said.

"The scorecard results make it clear how important preparation for college is to student success," Harris said. "If students come to college well prepared, they complete certificates and degrees or transfer at rates exceeding 70 percent."

Statewide, 49.2 percent of all students completed community college within six years. Six years was used for what is considered a two-

attend part time.

Students who didn't need remedial math or English classes when they started community college were more likely to complete their degrees, the scorecards show.

San Bernardino Valley College spokesman Craig Petinak said most Inland students start college needing remedial math, English or both.

"What stands out to me is it really showcases the challenges community colleges have in trying to bring students up to college level," even before they can take courses that will lead to a degree or transferable credit, he said.

Some need two or three years of remedial English and/or math.

Inland educators said other factors, such as parents' education, economics and expectations, also

Overview: Student Success Scorecard

- Student Success Task Force: new accountability framework
- Replaces the ARCC report
- ARCC Advisory Group reconvened
- Refinement of existing ARCC measures

Changes to Existing ARCC

- 4 measures refined
 - ▣ Completion
 - ▣ Persistence
 - ▣ 30 Units
 - ▣ Remedial Progress Rate
- 1 new measure
 - ▣ CTE Completion rate
- 2 measures deleted
 - ▣ Basic Skills / Vocational Course Completion rates

Where is the Scorecard?

- <http://scorecard.cccco.edu>
- Next steps:
 - ▣ Disaggregating the data by college
 - ▣ Formal presentation to Board of Trustees before March 2014

STUDENT SUCCESS SCORECARD

-AN INTRODUCTION

end of slide show



Agenda Item (IV-C)

Meeting	4/16/2013 - Regular
Agenda Item	Chancellor's Reports (IV-C)
Subject	Presentation of Rank of Professor for 2013-2014
College/District	District
Information Only	

Background Narrative:

AP 4000 provides for the granting of Rank of Professor to Riverside Community College District's faculty. Each year, faculty may submit an application for Rank of Professor to the District's Professional Growth & Sabbatical Leave Committee. The applications which meet the minimum qualifications are forwarded to the appropriate college president for review and then to the Chancellor. If all are in agreement that the applicant meets the criteria, the faculty member(s) names are forwarded to the Board for affirmation. This year, seven faculty have been recommended for Rank of Professor.

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

Attachments:

[2013-2014 Rank of Professor](#)

2013-2014 New Professors

MORENO VALLEY

Quin Williams	Carolyn Edd	Music English
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NORCO

Coverdale	John	Computer Information Systems
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RIVERSIDE

Gibbons-Anderson	Joan	Communications Studies
MacDougall	Diana	American Sign Language
Ruiz	Rogelio	Mathematics
Smith	Heather	Biology

Distinguished Professor

N/A



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Agenda Item (IV-D)

Meeting 4/16/2013 - Regular

Agenda Item Chancellor's Reports (IV-D)

Subject Five to Thrive Presentation Led by Ms. Nancy Gall, Associate Professor, Photography

College/District Riverside

Information Only

Background Narrative:

Each month, a faculty member is invited through the Academic Senate to present on teaching and programs from the classroom that distinguish RCCD and its faculty and colleges. This month the presentation will be from Dr. Nancy Gall, Associate Professor, Photography.

Prepared By: Greg Gray, Chancellor

Attachments:

[Five to Thrive Presentation](#)



Agenda Item (IV-E)

Meeting	4/16/2013 - Regular
Agenda Item	Chancellor's Reports (IV-E)
Subject	Ratification of Reorganization of Facilities Planning and Development with the Chief of Staff
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees ratify the Chancellor's reorganization of District Facilities Planning and Development with the Chief of Staff; including elimination of Associate Vice Chancellor of Facilities Planning and Development position and upgrading the position of Chief of Staff to Chief of Staff and Facilities Development.

Background Narrative:

Given the resignation of the Associate Vice Chancellor, Facilities Planning and Development, and in an effort to reduce general operating expenditures and to streamline district operations and functions, the Chancellor requests that the Board ratify the attached reorganization of District Facilities Planning and Development with the Chief of Staff. This reorganization includes an upgrade of the duties and responsibilities for the Chief of Staff and Facilities Development in compliance with provisions of Title 5 section 53021 and elimination of the Associate Vice Chancellor of Facilities Planning and Development position.

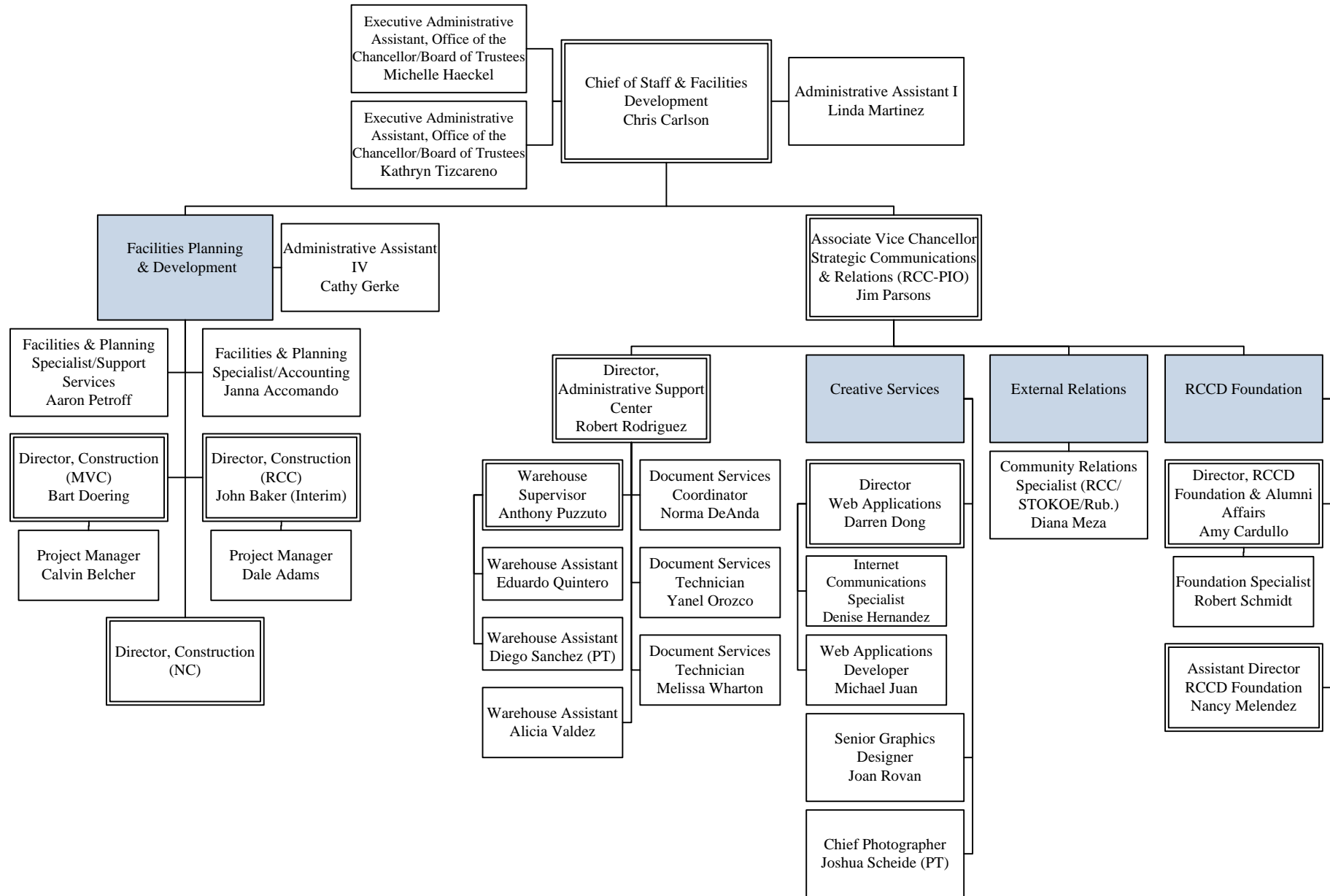
Prepared By: Melissa Kane, Vice Chancellor, Diversity and Human Resources

Attachments:

[20130416_Ratification of Reorg of Facilities Planning and Dev with the Chief of Staff_Backup](#)

Riverside Community College District

Chief of Staff & Facilities Development





[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (IV-F)

Meeting 4/16/2013 - Regular

Agenda Item Chancellor's Reports (IV-F)

Subject Future Monthly Committee Agenda Planner and Annual Master Planning Calendar

College/District District

Information Only

Background Narrative:

Monthly, the Board Committees meet to review upcoming action items or receive information items and presentations. Furthermore, annually the Board sees and takes action on items at the same time each year. For the purposes of planning the monthly committee and Board meetings, the Future Committee Agenda Planner and the Annual Master Planning Calendar are provided for the Board's information.

Prepared By: Greg Gray, Chancellor
Michelle Haeckel, Administrative Assistant, Office of the Chancellor

Attachments:

[Future Monthly Committee Agenda Planner and Annual Master Planning Calendar_041613](#)

RECOMMENDED 2012-13 GOVERNING BOARD AGENDA MASTER PLANNING CALENDAR

Month	Planned Agenda Item
August	<ul style="list-style-type: none"> • Proposed Curricular Changes
September	<ul style="list-style-type: none"> • CCFS–311Q–Quarterly Financial Status Report for the Quarter Ended June 30 • Budget – Public Hearing
October	<ul style="list-style-type: none"> • Annual Master Grant Submission Schedule • Emeritus Awards, Faculty • Presentation of Annual Report by Measure C Citizens’ Bond Oversight Committee
November	<ul style="list-style-type: none"> • Annual CCFS-311 Financial and Budget Report • Annual Proposition 39 Financial and Performance Audits
December	<ul style="list-style-type: none"> • Organizational Meeting: Elect the President, Vice President and Secretary of the Board of Trustees; Board association and committee appointments. • Annual Board of Trustees Meeting Calendar for January-December • RCCD Report Card on the Strategic Plan • Annual District Academic Calendar • CCFS-311Q–Quarterly Financial Status Report for the Quarter Ended September 30 • RCCD Report Card on the Strategic Plan • Annual Independent Audit Report for the Riverside Community College District • Annual Independent Audit Report for the Riverside Community College District Foundation • Fall Scholarship Award to Student Trustee
January	<ul style="list-style-type: none"> • Accountability Reporting for Community Colleges • Grants Office Annual Winter Report • Governor’s Budget Proposal • Federal Legislative Update • Nonresident Tuition and Capital Outlay Surcharge Fees • Proposed Curricular Changes
February	<ul style="list-style-type: none"> • CCFS-311Q-Quarterly Financial Status Report for the Quarter Ended December 31 • Recommendation Not to Employ (March 15th Letters)
March	<ul style="list-style-type: none"> •
April	<ul style="list-style-type: none"> • Academic Rank – Full Professors • Authorization to Encumber Funds • Proposed Curricular Changes • Accountability Reporting for Community Colleges
May	<ul style="list-style-type: none"> • CCFS-311Q-Quarterly Financial Status Report for the Quarter Ended March 31 • Summer Workweek • College Closure – Holiday Schedule • Resolution to Recognize Classified School Employee Week • Board of Trustees Annual Self-Evaluation • Chancellor’s Evaluation
June	<ul style="list-style-type: none"> • Administration of Oath of Office to Student Trustee • Spring Scholarship Award to Student Trustee • Department Chairs and Stipends, Academic Year • Coordinator Assignments • Extra-Curricular Assignments • Notices of Employment–Tenured Faculty; Contract Faculty; and Categorically Funded • Academic Administrator Employment Contracts • Tentative Budget and Notice and Public Hearing on the Budget • Five-Year Capital Construction Plan, Initial Project Proposals and Final Project Proposals • Moreno Valley College Catalog • Norco College Catalog • Riverside City College Catalog • Board Self Evaluation – Reporting Out

COMMITTEES OF THE BOARD OF TRUSTEES - PLANNING WORKSHEET

A. Governance	B. Teaching and Learning	C. Planning and Operations	D. Resources	E. Facilities
Chancellor	Vice Chancellor, Academic Affairs	Chief of Staff	Vice Chancellor, Admin. & Finance; Vice Chancellor, Diversity and Human Resources	Associate Vice Chancellor, Facilities Planning, Design & Construction
<ul style="list-style-type: none"> ✓ Minutes and Small Committee (R. Adams) 	<ul style="list-style-type: none"> ★ Economic Development Presentation (Maghroori/Tillquist) Info Only ✓ Presentation Summary of Annual Grant Activities and Accomplishments (Keeler/Molko) Info Only <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> ✓ Board report & backup materials attached for review by the Cabinet. ■ Board report and/or backup not yet complete – review pending. ★ Approved by the Cabinet for placement on the Board agenda. <p style="color: red; font-weight: bold; margin-top: 5px;">ALL FINAL REPORTS DUE TO THE CHANCELLOR'S OFFICE BY 04/30/13 and 05/14/13</p> </div>			<ul style="list-style-type: none"> ■ Coil School for the Arts, Exterior Views Presentation – by LPA. (Azari/Carlson/Williams) ■ Amendment 1 RCC Student Services Bldg. w/ HMC Architects for FF&E (Williams/Baker) ■ RCC Athletic Office Remodel Budget & Agreement w/ HCA Architects– (Williams/Baker) ■ Amendment No. 1 – RCC Lovekin Parking/Tennis Project w/ HCA Architects (Williams/Baker) ■ Annual Presentation on Status Update of Project Labor Agreement w/ Padilla & Associates (Williams/Doering) ■ Capital Project Management System w/ Logic Domain (Williams/Doering)



[e-board](#) › [Agenda Item](#)

[Agenda Item](#)

Agenda Item (V-A)

Meeting 4/16/2013 - Regular

Agenda Item Student Report (V-A)

Subject Student Report

College/District District

Information Only

Background Narrative:

Student Trustee Noemi Jubaer will be presenting the report about the recent and future student activities at Moreno Valley College, Norco College, Riverside City College, and Riverside Community College District.

Prepared By: Chris Carlson, Chief of Staff

Attachments:

[Student Reports_041613](#)



**MORENO VALLEY COLLEGE
ASSOCIATED STUDENTS
BOARD REPORT
April 2013**

- Attended the American Student Association for Community Colleges, (ASACC) Advocacy & Policy Conference, in Washington DC, March 16- 20, 2013. Workshops on issues that impact student life, such as Pell Grants, the high cost of text books, unit cap Student debt and more will be addressed. Also, we meet and discussed these issues and more issues students are facing, with Congressman Mark Takano. It was a good visit.
- As a part of the "Women's Her-Story Celebration" on Thursday, March 21st, during the college hour, the Multi Cultural Advisory Council, (MCAC), hosted a panel of Moreno Valley College Professional Women sharing information about their backgrounds, successes and challenges in their professions. The students were engaging and found the information helpful and informative. After the event, food and beverages was offered to the participants.
- On Friday, March 22, the Associated Students of Moreno Valley College hosted their Annual Egg Hunt, from 4 - 6 pm, where community members with children under the age of 10 enjoyed an afternoon filled with hands on activities, music ,food, fun and of course the "Easter Bunny". Clubs/Organizations were allowed to fundraise at the event and all had huge turnouts.
- The annual spring Blood Drive and Health Faire held on Tuesday, March 26 from 9 am - 3 pm. was a success. Approximately 30 + health agencies participated in the Health Faire and approximately 160 students signed up to donate blood. We are waiting to receive confirmation of the "good" draws.
- On Tuesday, April 2nd and Wednesday, April 3rd, ASMVC hosted the Annual Student Trustee Elections. On day-one, 160 students voted! The results will be announced on Thursday April 4th or Friday, April 5th.
- On Thursday, April 4th, The Board of Commissioners is hosting a Drug and Alcohol Awareness Event with special speakers from the MADD Organization. They will speak to the students regarding the effects of drugs and alcohol.
- The Student Senate of Moreno Valley College, are in the process of developing the "Transportation Survey II" for Moreno Valley College students. The transportation survey will consist of five to six questions for students to answer regarding their transportation needs and will be available as a hard copy and electronically. The survey is scheduled to commence the week of April 15th, the Monday after Spring Break and will run for the remainder of the month.
- The Student Senate Ad Hoc Committee is surveying our college Parking Lots for two reasons; first, to see what days and times the parking lots are crowded and overflowing. Seconded, to see how many Staff and Faculty are utilizing the limited Student Parking spaces.
- April 16th and 18th Student Government, (BOC) will be hosting BBQ's during the college hour 12:50-1:50 pm. The BBQ's will be free to students who have paid their Student Service Fee.
- As a part of Diversity Awareness Month, ASMVC is sponsoring a Day of Tolerance event during the College hour on Tuesday, April 23rd, 12:50-1:50. Student Government will be promoting good body image, self-confidence and have invited a Zumba instructor to come out to the College and teach students and staff members how to Zumba! After the workout, a light healthy lunch will be provided for all who participate.
- Thursday April 25th-Sunday April 28th, five Student Leaders and the Coordinator of Student Activities/Advisor to Student Government will travel to Burlingame, San Francisco to attend the Student Senate of California Community College (SSCCC) General Assembly to exercise and participate in political practices by debating resolutions which we feel will benefit community colleges.
- On Wednesday, May 1st and Thursday, May 2nd, Moreno Valley College Student Government will be having elections for next years Student Body President, Vice President, and Student Senators.
- On Thursday, May 9, ASMVC will host their Annual Student of Distinction and Awards Banquet at the Moreno Valley Conference and Recreation Center from 6 - midnight.



The Associated Student of Norco College have been working hard on training and preparing potential candidates for next year's ASNC. We currently completed the elections for the RCCD Student Trustee; and are getting ready to hold the ASNC elections.

In regards to activities on campus, ASNC has been involved in the following:

- Breast Cancer Booth where ANSC was raising money for the American Cancer Society
 - ASNC raised over \$450.00
 - Breast Cancer walk is April 27th in Chino, CA
- Zumba Event which was hosted by T3P for Women's History Month
- Women's Panel which was hosted by T3P for Women's History Month
 - We had a wonderful panel of women faculty, administrators and staff participate and answer questions
- ASNC is currently conducting budget hearing for all organizations on campus
 - Meetings are scheduled on Tuesday and Thursday
- ASNC is all creating the ASNC budget for the 2014-2015 academic year

ASNC is currently looking forward to the following upcoming event:

- Norco Trading Post Grand Opening – April 27th and 28th
 - ASNC would like to congratulate our very own ASNC President Shaunna Winn who was hired as the Assistant General Manager for this venue
 - Event is free to the public
- Social Gathering which is being held by all of the clubs and organizations on campus
 - This is going to be a fun time for clubs and organizations to engage with their fellow mustangs and show how great the community is at Norco College
- Art Festival which is being hosted by Puente
- Veterans Social on May 14th
 - This is an event to honor all of the Norco College Veterans
 - Food will be provided by ASNC
 - T-shirts for all veterans will also be given out on behalf of ASNC and the Veterans Services Department

ASSOCIATED STUDENTS of riverside city college



April 2013
Board of Trustees Student Monthly Report

The Associated Students of Riverside City College are underway to another great semester celebrating many accomplishments throughout the semester.

The following are highlights from activities/events leading up to the April BOT Meeting:

- Celebrated Cesar Chavez Day by having performances on campus, free food, and a presentation by the sculptor of the new Cesar Chavez monument going up in downtown Riverside.
- Celebrated women in history by hosting a Women's "Her" story day along with presentations of the Vagina Monologues.
- Hosted our annual Bunny Hop event for hundreds of community children.
- Had a week long Peace Week in which clubs participated in several events including raising can good towards our student resource center.
- We ended the month with a huge "Tiger Pride Day" celebration.
- We hosted a new event celebrating single parents through a "Single Parents Appreciation Day"
- We are getting ready for ASRCC elections.

We are excited for spring semester and are confident that we are working hard at adding value to the college experience for our students.

Best Regards,

Associated Students of Riverside City College



Agenda Item (VI-A-1)

Meeting 4/16/2013 - Regular

Agenda Item Consent Agenda Action (VI-A-1)

Subject Academic Personnel

College/District District

Funding

Recommended Action It is recommended that the Board of Trustees approve/ratify the academic personnel actions

Background Narrative:

Riverside Community College District, pursuant to Board Policies, routinely makes academic personnel appointments and takes actions. The attached list of academic personnel actions are for the Board's approval/ratification.

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

Attachments:

[20130416_Academic Personnel](#)

[20130416_Academic Personnel_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Academic Personnel

Date: April 16, 2013

1. Appointments

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

The Chancellor recommends approval/ratification for the following appointment(s) and authorizes the Vice Chancellor, Diversity and Human Resources to sign the employment contracts:

a. Management Contract

<u>Name</u>	<u>Position</u>	<u>Term of Employment</u>	<u>Salary Placement</u>
MORENO VALLEY COLLEGE			
Vakil, David	Dean, Instruction	05/01/13 - 06/30/13	Z-1
RIVERSIDE CITY COLLEGE			
Croan, Deborah	Director, Health Services	07/15/13 – 06/30/14	V-2

b. Contract Faculty
(None)

c. Long-Term, Temporary Faculty
(None)

2. Request for Tenure

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

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

3. Academic Rank

Board Policy 4000 establishes guidelines for academic rank; and the Professional Growth and Sabbatical Leave Committee reviewed the attached listing of academic rank changes for the 2013-2014 academic year.

It is recommended the Board of Trustees approve the 2013-2014 academic rank changes as specified on the attached list.

Subject: Academic Personnel

Date: April 16, 2013

4. Tenured Educational Administrator's Retreat Request

Board Policy 7250 gives a tenured educational administrator the right to make a formal request to the Chancellor for a faculty position. Dr. Cordell Briggs, Dean, Public Safety Education & Training, made a request to return to a tenured faculty position in English at Moreno Valley College. The Chancellor consulted with the Academic Senate President at Moreno Valley College.

It is recommended that the Board of Trustees approve and appoint Dr. Cordell Briggs to the position and rank of Associate Professor, English, Moreno Valley College, beginning with the 2013-2014 academic year, with salary placement at Column H, Step 19 of the Faculty Salary Schedule.

5. Categorically Funded Academic Administrator Employment Contract Extension

The Governing Board of Riverside Community College District, consistent with the provisions of Education Code Section 87470, employs academic administrators, in programs and projects to perform services conducted under contract with public or private agencies, or other categorically funded projects of indeterminate duration. Employment may be for periods that are less than a full college year, and may be terminated at the expiration of the contract or specially funded project without regard to other requirements of the Education Code respecting the termination of contract or regular employees.

It is recommended that the Board of Trustees approve the employment contract extension for the following categorically funded academic administrator and authorize the Vice Chancellor, Diversity and Human Resources to sign the contract.

<u>Name</u>	<u>Position</u>	<u>Term of Employment</u>	<u>Salary Placement</u>
LaPorte, Jeanette	Project Director, FIPSE Grant (50% FTE)	03/31/2013-06/30/2013	T-3

6. Salary Reclassification

Board Policy 7160 establishes the procedures for professional growth and salary reclassification.

It is recommended the Board of Trustees grant a salary reclassification to the following faculty member effective May 1, 2013.

<u>Name</u>	<u>From Column</u>	<u>To Column</u>
Yates, Sharon	C	D

Subject: Academic Personnel

Date: April 16, 2013

7. Separation(s)

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

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

<u>Name</u>	<u>Title</u>	<u>Last Day of Employment</u>	<u>Reason</u>
Almquist, David	Associate Professor, Kinesiology	06/07/13 (Correction)	Retirement
Briggs, Cordell	Dean, Public Safety Education & Training	06/30/13	Retreat to Faculty
Estrada, Michael	Associate Professor, Physician Assistant Program	05/17/13	Personal
Seniguar, John	Assistant Professor, CTE, Cosmetology	03/31/13	Retirement
Smith, John	Associate Professor, Kinesiology and Athletics	06/10/13	Personal
Stone, Sylvia	Visiting Assistant Professor, Nursing	06/07/13	Retirement

REQUEST FOR TENURE

MORENO VALLEY COLLEGE

<u>Name</u>	<u>Discipline</u>
Chi, Winston	Economics
Hannum, Natalie	Fire Technology
Kim, Joyce	Speech Language Pathology
Renfrow, Debra	Public Services Librarian
Richards-Dinger, Kari	Mathematics
Ygloria, Alexander	Counseling

NORCO COLLEGE

<u>Name</u>	<u>Discipline</u>
Capps, Nicole	English
Comstock, Tami	English
Franco, Nicholas	Counseling
Greene, Lyn	Political Science
Park, Steve	Mathematics
Tyler, Stanley	Chemistry

RIVERSIDE CITY COLLEGE

<u>Name</u>	<u>Discipline</u>
Eldridge, Stacie	Chemistry
Hammock, Shannon	Library/Technical Services
Huff, Tonya	Biology
Kim, William	Art
Knieriem, James	Welding
Wolpoff, Marc	Psychology

CHANGE IN ACADEMIC RANK
ACADEMIC YEAR 2013-14

RANK CHANGE TO ASSISTANT PROFESSOR CAREER & TECHNICAL EDUCATION

RIVERSIDE CITY COLLEGE

<u>Name</u>	<u>Discipline</u>
Knieriem, James	Welding

RANK CHANGE TO ASSOCIATE PROFESSOR

MORENO VALLEY COLLEGE

<u>Name</u>	<u>Discipline</u>
Chi, Winston	Economics
Hannum, Natalie	Fire Technology
Kim, Joyce	Speech Language Pathology
Renfrow, Debra	Public Services Librarian
Richards-Dinger, Kari	Mathematics
Ygloria, Alexander	Counseling

NORCO

<u>Name</u>	<u>Discipline</u>
Capps, Nichole	English
Comstock, Tami	English
Franco, Nicholas	Counseling
Greene, Lyn	Political Science
Park, Steve	Mathematics
Tyler, Stanley	Chemistry

RIVERSIDE CITY COLLEGE

<u>Name</u>	<u>Discipline</u>
Eldridge, Stacie	Chemistry
Hammock, Shannon	Library/Technical Services
Huff, Tonya	Biology
Kim, William	Art
Wolpoff, Marc	Psychology

CHANGE IN ACADEMIC RANK
ACADEMIC YEAR 2013-14

RANK CHANGE TO PROFESSOR

MORENO VALLEY COLLEGE

Name

Quin, Carolyn
Williams, Edd

Discipline

Music
English

NORCO COLLEGE

Name

Coverdale, John

Discipline

Computer Information Systems

RIVERSIDE CITY COLLEGE

Name

Gibbons-Anderson, Joan
MacDougall, Diana
Ruiz, Rogelio
Smith, Heather

Discipline

Communications Studies
American Sign Language
Mathematics
Biology



Agenda Item (VI-A-2)

Meeting 4/16/2013 - Regular

Agenda Item Consent Agenda Action (VI-A-2)

Subject Classified Personnel

College/District District

Funding

Recommended Action It is recommended that the Board of Trustees approve/ratify the classified personnel actions

Background Narrative:

Riverside Community College District, pursuant to Board Policies, routinely makes classified personnel appointments and takes actions. The attached list of classified personnel actions are for the Board's approval/ratification.

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

Attachments:

[20130416_Classified Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Classified Personnel

Date: April 16, 2013

1. Appointments

Board Policy 2200 authorizes the Chancellor (or designee) to make an offer of employment to a prospective employee, subject to final approval by the Board of Trustees. The Chancellor recommends the Board of Trustees approve/ratify the following appointments and authorize the Chancellor and/or Vice Chancellor, Diversity and Human Resources to sign the employment agreements:

	<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Contract/ Salary</u>	<u>Action</u>
a.	Management/Supervisory DISTRICT				
	Carlson, Christine	Chief of Staff and Facilities Development	04/17/13- 04/16/15	\$172,607	Reorg.
b.	Management/Supervisory – Categorically Funded RIVERSIDE CITY COLLEGE				
	Diaz, Jose	Interim Director, Upward Bound	04/22/13	R-1	Contract
c.	Classified/Confidential MORENO VALLEY COLLEGE				
	Davis, Lourdes	Administrative Assistant III	03/18/13	I-5	Rehire
	NORCO COLLEGE				
	Uduman, Shazna	Admissions and Records Operations Assistant (Part-Time, 47.5%)	04/17/13	C-1	Appointment
	RIVERSIDE CITY COLLEGE				
	Rojas, Jr., Octavio	Senior Officer, Safety and Police	04/17/13	P-5	Promotion
	Rodriguez, Yesenia	Cosmetology Operations Assistant (Part-time, 50%)	04/17/13	G-1	Appointment
d.	Classified/Confidential – Categorically Funded MORENO VALLEY COLLEGE				
	Lopez, Norma	Learning Center Assistant (Part-time, 48.75%)	04/26/13	A-4	Rehire

Subject: Classified Personnel

Date: April 16, 2013

2. Request to Adjust End Date of Classified Service

At the meeting on January 22, 2013 the Board approved Resolution No. 18-12/13 to eliminate and/or reduce classified service due to lack of funds and/or workload effective March 31, 2013. The US Department of Education awarded an extension for the FIPSE Grant therefore a revision to the end date has been requested from March 31, 2013 to June 30, 2013 for the position of Administrative Assistant I (47.5%) in the Public Safety Education and Training department. This request has the approval of the Moreno Valley College President.

3. Requests for Temporary Increase in Workload

It is recommended the Board of Trustees approve/ratify the temporary increase in workload for the following individuals. These requests have the approval of the College President.

<u>Name</u>	<u>Title</u>	<u>From/To Workload</u>	<u>Effective Date</u>
Cowgill, Barbara	Job Placement Technician	70% to 100%	06/01/13-06/30/14
DiSalvio, Linda	Clerk Typist	48.75% to 98.75%	05/06/13-05/31/13
Orta-Perez, Angel	Outreach Specialist	50% to 100%	04/17/13-09/30/13
Perez, Christel	Clerk Typist	48.75% to 98.75%	05/06/13-05/31/13
Stewart, Kaladon	Student Services Technician	48.75% to 100%	03/21/13-05/31/13
Travis, Towanda	Clerk Typist	48.75% to 98.75%	05/06/13-05/31/13

4. Request to Adjust End Date for Temporary Increase in Workload

At the meeting on November 20, 2012, the Board approved the temporary increase in workload for Patricia Gill from 11/26/12-06/30/13. It is recommended the Board of Trustees approve the adjustment of the end date to 05/31/13. This request has the approval of the College President.

5. Request for Permanent Increase in Workload

It is recommended the Board of Trustees approve the permanent increase in workload for the following individual. This request has the approval of the Chancellor.

<u>Name</u>	<u>Title</u>	<u>From/To Workload</u>	<u>Effective Date</u>
Martinez, Linda	Administrative Assistant I	48.75% to 100%	04/17/13

Subject: Classified Personnel

Date: April 16, 2013

6. Separation(s)

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

It is recommended the Board of Trustees approve/ratify the resignation of the individual(s) listed below:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Reason</u>
Parra, Elizabeth	Medical Office Receptionist	02/01/13	Personal
Reifschneider, Linda	Public Affairs Officer	05/04/13	Personal
Williams, Orin	Associate Vice Chancellor, Facilities, Planning & Development	04/16/13	Personal



Agenda Item (VI-A-3)

Meeting	4/16/2013 - Regular
Agenda Item	Consent Agenda Action (VI-A-3)
Subject	Other Personnel
College/District	District
Funding	n/a
Recommended Action	It is recommend that the Board of Trustees approve/ratify the other personnel actions

Background Narrative:

Riverside Community College District Board of Trustees, pursuant to Board policies and education code requirements, routinely makes other personnel appointments such as hiring of non-classified substitute, short-term, professional expert, and student employees. The attached list of other personnel actions are for the Board's approval/ratification.

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

Attachments:

[20130416_Other Personnel](#)
[20130416_Other Personnel_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Other Personnel

Date: April 16, 2013

1. Substitute Assignments

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

2. Short-term Positions

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

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

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

4. Professional Experts

Pursuant to Ed Code 88003, a professional expert is any person employed on a temporary basis for a specific project, regardless of length of employment. It is recommended that the Board of Trustees approve the employment of the professional experts as indicated on the attached and authorize the Vice Chancellor, Diversity and Human Resources to sign the employment agreements.

SUBSTITUTE ASSIGNMENTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
Futch, Marcus	Community Service Aide I	Safety & Police	03/01/13-06/30/13	\$15.45
O'Neal, Joseph	Community Service Aide I	Safety & Police	03/01/13-06/30/13	\$15.45
Rodriguez, Jr. Faustino	Warehouse Assistant	Warehouse	03/29/13-06/30/13	\$16.07
MORENO VALLEY COLLEGE				
Romero, Liz	Clerk Typist	Public Safety Education and Training	04/10/13-06/08/13	\$20.56
NORCO COLLEGE (None)				
RIVERSIDE CITY COLLEGE (None)				

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
Aceto, Christina	Research Intern	Institutional Research	04/17/13-06/30/13	\$14.22
Ashcraft, Melissa	Research Intern	Institutional Research	04/17/13-06/30/13	\$14.22
Bragg, Josephine	Research Intern	Institutional Research	04/17/13-06/30/13	\$14.22
Brown-Rogers, Arletha	Research Intern	Institutional Research Disabled Student	04/17/13-06/30/13	\$14.22
Holston, Hollie	Interpreter Apprentice	Programs & Services Diversity Equity & Compliance	04/17/13-06/30/13	\$11.00
Kirchner, Rhiannon	Research Intern	Institutional Research	01/01/13-03/31/13	\$14.22
Solem, Loann	Research Intern	Institutional Research	04/17/13-06/30/13	\$14.22
Washington, Raniece	Research Intern	Institutional Research	04/17/13-06/30/13	\$14.22
MORENO VALLEY COLLEGE				
Solem, Loann	Research Intern	Public Safety Education and Training	04/17/13-06/30/13	\$14.22
Van Gorder, Bryan	Role Player	Public Safety Education and Training	04/17/13-06/30/13	\$8.00
Ybarra, Andrew	Role Player	Public Safety Education	04/17/13-06/30/13	\$8.00
NORCO COLLEGE				
(None)				
RIVERSIDE CITY COLLEGE				
Roberts, Drake	SI Leader	Academic Support	04/17/13-06/30/13	\$12.00

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

Backup Other Personnel
April 16, 2013
Page 1 of 2

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<u>DISTRICT FUNDS</u>				
MORENO VALLEY COLLEGE				
Cedano, Esther	Student Aide III	Puente	04/03/13	\$ 10.50
Garcia, Areli	Student Aide I	Tutorial Services	04/03/13	\$ 8.50
NORCO COLLEGE				
		Business Engineering Industrial		
Kitchings, Michael	Student Aide III	Technology/Game Lab	03/12/13	\$ 10.00
Pulsifer, Donald	Student Aide III	Tutorial Services	03/08/13	\$ 10.00
Ramirez, Salvador	Student Aide I	Food Services	03/11/13	\$ 8.00
Vasquez, Mary	Student Aide II	Tutorial Services	03/15/13	\$ 9.00
RIVERSIDE CITY COLLEGE				
Caminero, Hansel	Student Aide V	Academic Support	03/19/13	\$ 12.00
Cappellano, Sherrie	Student Aide I	Info Systems and Tech	03/20/13	\$ 8.00
Coulter, Khallid	Student Aide I	Tutorial Services	03/12/13	\$ 8.00
Davies, Michael	Student Aide I	Tutorial Services	03/12/13	\$ 8.00
Dechert, Elizabeth	Student Aide I	Performing Arts / Music	03/19/13	\$ 8.00
Love, Jennifer	Student Aide I	Tutorial Services	03/11/13	\$ 8.00
Medina, Carlos	Student Aide I	Performing Arts / Dance	03/20/13	\$ 8.25
Reynolds, Brian	Student Aide I	Tutorial Services	03/11/13	\$ 8.00
Ruble, Rachelle	Student Aide I	Tutorial Services	03/11/13	\$ 8.00
Hill, Argie	Student Aide III	Political Science	04/03/13	\$ 10.50
<u>CATEGORICAL FUNDS</u>				
AMERICA READS PROGRAM				
Parmely-Wheeler, Teresa	Student Aide II	My Learning Studio - RIV	03/19/13	\$ 9.00
Powell, Michael	Student Aide IV	Palm Middle School - MV	03/11/13	\$ 12.00
Williams, Monay	Student Aide II	La Sierra Library - RIV	03/28/13	\$ 9.00
AMERICA COUNTS PROGRAM				
Parmely-Wheeler, Teresa	Student Aide II	My Learning Studio - RIV	03/19/13	\$ 9.00
Powell, Michael	Student Aide IV	Palm Middle School - MV	03/11/13	\$ 12.00
COMMUNITY SERVICE PROGRAM				
Escobedo, Rosa	Student Aide II	MVUSD -Risk Mgmt	03/21/13	\$ 9.00

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

Backup Other Personnel
April 16, 2013
Page 2 of 2

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
MORENO VALLEY COLLEGE				
Callan, Trent	Student Aide II	Tutorial Services	03/20/13	\$9.50
Casillas, Maria	Student Aide I	BCTC/Fire Academy	03/21/13	\$9.00
Coats, David	Student Aide I	Tutorial Services	04/03/13	\$9.00
Duran, Anthony	Student Aide II	BCTC/Fire Academy	03/21/13	\$9.00
Kelley, Jordan	Student Aide I	Library	03/21/13	\$ 8.00
Manning, Mary	Student Aide I	HHPS/Human Svcs	03/21/13	\$9.00
Morgan, Brittany	Student Aide II	CalWorks	03/21/13	\$10.00
Pratt, Christopher	Student Aide II	SSS Program	03/19/13	\$9.25
Robinson, Asmar	Student Aide IV	HHPS/Human Svcs	03/21/13	\$11.00
Sawyer, Debra	Student Aide I	EOPS	03/21/13	\$9.00
Scott, Kathleen	Student Aide II	Admissions & Records	03/21/13	\$9.00
Watts, Tameika	Student Aide II	Student Employment	03/20/13	\$10.00
NORCO COLLEGE				
Castro, Joe	Student Aid I	Facilities	03/19/13	\$ 8.00
Flores, Wendy	Student Aide II	Languages	03/20/13	\$ 9.00
Lucho, Robert	Student Aide II	Trio/Upward Bound	03/19/13	\$ 9.00
Ramirez-Palestino, Raquel	Student Aide I	Financial Aide	03/12/13	\$ 8.00
Rubi, Stephanie	Student Aide II	Tutorial Services	03/15/13	\$ 9.00
Shabzada, Saida	Student Aide II	Tutorial Services	03/12/13	\$ 9.00
Short, Catherine	Student Aid I	Facilities	03/19/13	\$ 8.00
RIVERSIDE CITY COLLEGE				
Blackmon, Ashanti	Student Aide I	Kinesiology / Football	03/21/13	\$ 8.00
Dennis, Vanjunior	Student Aide I	Kinesiology / Football	03/21/13	\$ 8.00
Fanene Jr., Aukusitino	Student Aide I	Kinesiology / Football	03/21/13	\$ 8.00
Fino, Jaime	Student Aide II	Performance Riverside	03/28/13	\$ 9.00
Islas Vargas, Dorian	Student Aide I	Disabled Student Svcs	03/15/13	\$ 8.00
Ortiz, Robert	Student Aide I	Kinesiology / Football	03/28/13	\$ 8.00
Thissell, Jeremy	Student Aide II	Kinesiology / Volleyball	03/21/13	\$ 9.00

PROFESSIONAL EXPERTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>TERM</u>	<u>RATE/ AMOUNT</u>
DISTRICT (None)				
MORENO VALLEY COLLEGE (None)				
NORCO COLLEGE (None)				
RIVERSIDE CITY COLLEGE				
DeRosia, Courtney	Psychological Health Services Intern/Grant Program Director	Health Services	7/1/13-6/30/14	\$20/hour
Casella, Daniel	Psychological Health Services Supervisor	Health Services for All Three Colleges	7/1/13-6/30/14	\$85,000



Agenda Item (VI-B-1)

Meeting	4/16/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-1)
Subject	Purchase Order and Warrant Report – All District Resources
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve/ratify the Purchase Orders and Purchase Order Additions totaling \$4,447,702 and District Warrant Claims totaling \$7,733,494.

Background Narrative:

The attached Purchase Order and Warrant Report – All District Resources is submitted to comply with Education Code Sections 81656 and 85231. The Purchase Orders and Purchase Order Additions, totaling \$4,447,702 requested by District staff and issued by the District Business Office have been reviewed to verify that budgeted funds are available in the appropriate categories of expenditure.

District Warrant Claims (numbers 205781 – 207350) totaling \$7,733,494 have been reviewed by the Business Office to verify that monies are available in the appropriate funds for payment of these warrants. These claims also have been reviewed, on a sample basis, by the Riverside County Office of Education through its claim audit process.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Majd Askar, Purchasing Manager

Attachments:

[04162013_Purchase Order and Warrant Report \(March\)](#)

Report of Purchases-All District Resources
 Purchases Over \$83,400
 3/01/13 thru 3/31/13

PO #	Department	Vendor Name	Description	Amount
C0004167	Communications Center - Moreno Valley	Canon Financial Services, Inc.	Rents and Leases	\$ 116,667
C0004184	Facilities Planning & Development	Benel Mechanical, Inc.	District-Wide ADA Transition Plan Bid Award	462,215
C0004185	Facilities Planning & Development	AJ Fistes Corporation	District-Wide ADA Transition Plan Bid Award	706,405
C0004186	Facilities Planning & Development	Daniel's Electrical Construction Co., Inc.	District-Wide ADA Transition Plan Bid Award	186,000
C0004187	Facilities Planning & Development	Fata Construction & Development	District-Wide ADA Transition Plan Bid Award	234,000
C0004188	Facilities Planning & Development	JRH Construction Company, Inc.	District-Wide ADA Transition Plan Bid Award	588,169
P0036688	Facilities - Norco	Tangram	Furniture, Norco OPS Center, CSU Agreement Award	120,464
P0037073	Facilities - Norco	CDW-G	Network Equipment, Norco NOC, National IPA Award	199,276
			Total	<u>\$ 2,613,196</u>
All Purchase Orders, Contracts, and Additions for the Period 3/01/13 - 3/31/13				
Contracts- C4166 - C4188				743,406
Contract Additions- C2150 - C4159				
Purchase Orders- P36671 - P37147				882,612
Purchase Order Additions- P33929 - P36595				
Blanket Purchase Orders- B11062 - B11092				208,488
Blanket Purchase Order Additions- B9911 - B11059				
Total				<u>\$ 1,834,506</u>
Grand Total				<u>\$ 4,447,702</u>



Agenda Item (VI-B-2-a)

Meeting	4/16/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-2-a)
Subject	Budget Adjustments
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the budget transfers as presented.

Background Narrative:

The 2012-13 adopted budget represents our best estimates of both income and expenditures. As the year progresses, however, some accounts have surplus funds while others are under budgeted. As provided in Title 5, Section 58307, the Board of Trustees may approve budget transfers between major object code expenditure classifications within the approved budget to allow for needed purchases of supplies, services, equipment and hiring of personnel. Unless otherwise noted, the transfers are within the unrestricted General Fund (Fund 11, Resource 1000).

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

Attachments:

[04162013_Budget Adjustments](#)

Budget Adjustments April 16, 2013

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Riverside</u>		
R1. Transfer to provide for an academic substitute. (Fund 12, Resource 1190)		
From: Pathways to Excellence	Consultant	\$ 370
To: Pathways to Excellence	Academic Teaching Sub	\$ 300
	Employee Benefits	70
R2. Transfer to provide for license fees. (Fund 12, Resource 1190)		
From: Emancipation Services & Incentives	Supplies	\$ 1,474
	Food	900
To: Emancipation Services & Incentives	License Fees	\$ 2,374
R3. Transfer to reallocate the Completion Counts grant budget. (Fund 12, Resource 1190)		
From: Completion Counts	Professional Services	\$ 5,607
To: Completion Counts	Academic PT Teaching	\$ 450
	Academic Teaching Sub	250
	Classified FT	300
	Instructional Aides, Hourly	1,400
	Student Help – Instructional	2,700
	Employee Benefits	507
R4. Transfer to reallocate the California Work Opportunity and Responsibility to Kids grant budget. (Fund 12, Resource 1190)		
From: CalWORKs	Supplies	\$ 2,600
To: CalWORKs	Student Help – Non-Instr	\$ 2,233
	Employee Benefits	2
	Travel Expenses	165
	Comp Software Maint/Lic	200

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R5. Transfer to provide for transportation.		
From: Facilities	Other Transprtn Supplies	\$ 4,000
To: Facilities	Transportation	\$ 4,000
R6. Transfer to provide for instructional supplies, repairs, and to purchase a printer.		
From: Other Communications	Repairs	\$ 1,927
	Comp Software Maint/Lic	579
Culinary Arts	Rents and Leases	500
To: Other Communications	Instructional Supplies	\$ 6
	Repair Parts	2,500
Culinary Arts	Equipment	500
R7. Transfer to reallocate the Community Learning in Partnership grant budget. (Fund 12, Resource 1190)		
From: Community in Learning Partnership	Supplies	\$ 5,825
To: Community in Learning Partnership	Academic PT Teaching	\$ 1,800
	Classified FT	1,200
	Instructional Aides, Hourly	1,000
	Student Help – Instructional	1,000
	Employee Benefits	825
R8. Transfer to purchase computer software licenses. (Fund 12, Resource 1190)		
From: Completion Academies	Copying & Printing	\$ 12,218
	Supplies	56,768
To: Safety and Police	Comp Software Maint/Lic	\$ 68,986

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R9. Transfer to purchase nursing instructional equipment, scanner and accessories. (Fund 12, Resource 1190)		
From: Enrollment Growth & Reten 12/13	Supplies	\$ 40,358
To: Enrollment Growth & Reten 12/13	Equipment	\$ 40,358
R10. Transfer to reallocate the Enrollment Growth & Retention 10/11 grant budget. (Fund 12, Resource 1190)		
From: Enrollment Growth & Reten 10/11	Classified Perm PT	\$ 388
	Short-term Temporary	190
	Classified Instr FT	678
	Instructional Supplies	144,989
	Tests	3,789
	Software	700
	Conferences	8,000
	Equipment	3,297
To: Enrollment Growth & Reten 10/11	Instr Salaries, Reg FT	\$ 39,226
	Academic FT Non-Instr	6,790
	Academic PT Teaching	90,071
	Academic PT Non-Instr	2,851
	Employee Benefits	23,093
R11. Transfer to reallocate the Student Health Fund resource. (Fund 12, Resource 1070)		
From: Student Health Fund	Supplies	\$ 6,000
	Equipment	7,500
To: Student Health Fund	Short-term Temporary	\$ 6,000
	Student Help – Non-Instr	5,000
	Professional Services	2,000
	Other Services	500
R12. Transfer to provide for sports entry fees.		
From: Athletics	Custodial Supplies	\$ 5,000
To: Athletics	Entry Fees	\$ 5,000

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R13. Transfer to provide for student help.		
From: International Students	Advertising	\$ 5,000
To: International Students	Student Help – Non-Instr	\$ 5,000
R14. Transfer to provide for student help, classified salaries and employee benefits. (Fund 12, Resource 1190)		
From: Basic Skills/ESL 2012/2013	Academic FT Non-Instr	\$ 21,127
To: Basic Skills/ESL 2012/2013	Student Help - Instructional	\$ 1,512
	Classified Perm PT	18,247
	Employee Benefits	1,368
R15. Transfer to purchase repair parts, community garden gazebo, laptop computer, and to install an ADA accessible sidewalk in the community garden area.		
From: VP, Business Svcs – Holding Accts	Classified Substitutes	\$ 10,590
	Employee Benefits	512
	Consultants	5,981
To: VP, Business Services	Repair Parts	\$ 1,251
	Fixtures & Fixed Equipment	7,690
	Equipment	1,895
	Other	6,247
R16. Transfer to purchase a copier and chairs.		
From: Auxiliary Business Services	Postage	\$ 3,500
To: Auxiliary Business Services	Equipment	\$ 3,500
R17. Transfer to provide for fuel.		
From: VP, Academic Affairs	Conferences	\$ 1,243
To: Geology	Other Trans Supplies	\$ 1,243

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R18. Transfer to provide for travel expenses.		
From: Music – Show Choir	Student Help - Instructional	\$ 744
	Employee Benefits	17
	Instructional Supplies	710
	Copying and Printing	667
Music – Guitar Ensemble	Instructional Supplies	245
To: Music – Chamber Choir	Travel Expenses	\$ 2,383
R19. Transfer to purchase a smog certification machine and supplies and to provide for copying and printing.		
From: Career & Tech Education	Administrative Contingency	\$ 16,130
To: Career & Tech Education	Copying and Printing	\$ 281
	Supplies	219
Automotive Technology	Equipment	15,500
Early Childhood Studies	Copying and Printing	130
R20. Transfer to provide for travel expenses.		
From: Honor’s Program	Supplies	\$ 600
To: Honor’s Program	Conferences	\$ 600
R21. Transfer to reallocate the BFAP-SFAA grant budget. (Fund 12, Resource 1190)		
From: Student Financial Services	Meeting Expenses	\$ 1,175
	Other Services	8,068
To: Student Financial Services	Copying and Printing	\$ 2,594
	Supplies	2,297
	Food	729
	Equipment	3,623

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R22. Transfer to purchase tests. (Fund 12, Resource 1190)		
From: DSPS	Mileage	\$ 292
	Conferences	149
	Other Services	142
	Comp Software Maint/Lic	200
To: DSPS	Tests	\$ 783

Norco

N1. Transfer to reallocate the Vice President of Business Services' budget.

From: VP, Business Services	Administrative Contingency	\$ 48,942
	Other Services	10,000
To: VP, Business Services - Norco	Classified Overtime	\$ 2,400
Soccer Field	Employee Benefits	266
Admissions and Records	Classified Perm PT	2,000
	Supplies	9,642
	Equipment	935
Facilities	Grounds Supplies	7,334
	Fixtures & Fixed Equipment	18,687
	Equipment	8,856
Student Activities	Equipment	8,822

N2. Transfer to provide for repairs and rent.

From: Facilities	Equipment	\$ 1,400
To: Facilities	Repairs	\$ 1,000
	Rents and Leases	400

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N3. Transfer to the administrative contingency account and to provide for fingerprinting and conferences.		
From: Dean of Instruction	Academic Special Project	\$ 10,000
To: Dean of Instruction	Administrative Contingency	\$ 7,800
	Fingerprints	1,000
	Conferences	1,200
N4. Transfer to purchase a printer.		
From: Library	Student Help – Non-Instr	\$ 1,067
To: Library	Equipment	\$ 1,067
N5. Transfer to provide for a conference.		
From: Counseling	Supplies	\$ 110
To: Counseling	Conferences	\$ 110
N6. Transfer to reallocate the Board Financial Assistance Program/Student Financial Aid Administration program budget. (Fund 12, Resource 1190)		
From: Student Financial Services	Classified FT	\$ 1,500
	Supplies	3,603
	Equipment	2,419
To: Student Financial Services	Conferences	\$ 2,522
	Professional Services	5,000
N7. Transfer to provide for cell phones.		
From: Student Financial Services	Supplies	\$ 87
To: Student Financial Services	Cellular Telephone	\$ 87

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N8. Transfer to provide for student help.		
From: Student Services	Supplies	\$ 695
To: Student Services	Student Help – Non-Instr	\$ 695
N9. Transfer to purchase food and a printer. (Fund 12, Resource 1190)		
From: Student Services – Upward Bound Corona High School	Employee Benefits Transportation	\$ 10,000 405
To: Student Services – Upward Bound Corona High School	Food Equipment	\$ 10,000 405
N10. Transfer to provide for travel expenses. (Fund 12, Resource 1190)		
From: Student Services – Upward Bound AUSD	Supplies Food	\$ 1,500 1,500
To: Student Services – Upward Bound AUSD	Travel Expenses	\$ 3,000

Moreno Valley

M1. Transfer to reallocate the Project TAP (Technology Access Program) grant budget. (Fund 12, Resource 1190)		
From: Project TAP	Equipment Travel Expenses	\$ 39,016 542
To: Project TAP	Short-Term Temporary Classified Perm PT Employee Benefits	\$ 30,000 5,000 4,558

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M2. Transfer to reallocate the Title V- Answering the Call: Expanding Access to Public Safety Programs grant budget. (Fund 12, Resource 1190)		
From: Title V – Answering the Call	Academic FT Administrator	\$ 997
	Academic PT Non-Instr	20,000
	Instructional Supplies	6,904
	Supplies	5,000
	Mileage	2,000
	Conferences	3,000
	Equipment	10,682
To: Title V – Answering the Call	Classified Perm PT	\$ 11,200
	Employee Benefits	37,383
M3. Transfer to purchase a computer monitor.		
From: President	Supplies	\$ 165
To: President	Equipment	\$ 165
M4. Transfer to provide for permanent part-time staff.		
From: Student Services	Administrative Contingency	\$ 800
	Supplies	404
To: Student Services	Classified Perm PT	\$ 983
	Employee Benefits	221
M5. Transfer to purchase supplies.		
From: Business & Computer Info Systems	Comp Software Maint/Lic	\$ 1,000
To: Learning Resource Center	Supplies	\$ 1,000
M6. Transfer to purchase computers.		
From: Counseling	Short-Term Temporary	\$ 3,000
To: Counseling	Equipment	\$ 3,000

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M7. Transfer to reallocate the Equal Opportunity Programs & Services (EOPS) budget. (Fund 12, Resource 1190)		
From: EOPS	Employee Benefits	\$ 10,166
	Book Grants	2,262
To: EOPS	Classified Substitutes	\$ 936
	Student Help – Non-Instr	5,863
	Supplies	3,933
	Equipment	1,696

M8. Transfer to reallocate the Matriculation budget. (Fund 12, Resource 1190)		
From: Matriculation	Student Help – Non-Instr	\$ 10,383
To: Matriculation	Employee Benefits	\$ 3
	Copying & Printing	1,450
	Conference	1,700
	Computer Software Maint/Lic	265
	Memberships	200
	Other Services	265
	Equipment	6,500

M9. Transfer to reallocate the Disabled Students Programs & Services (DSPS) budget. (Fund 12, Resource 1190)		
From: DSPS	Instructional Aides, Hourly	\$ 10,575
To: DSPS	Other Services	\$ 8,000
	Fixtures & Fixed Equipment	2,575

District Office and District Support Services

D1. Transfer to provide for guest speakers.		
From: Diversity, Equity & Compliance	Supplies	\$ 2,000
To: Diversity, Equity & Compliance	Professional Services	\$ 2,000

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D2. Transfer to purchase a computer.		
From: Institutional Research	Comp Software Maint/Lic	\$ 2,114
To: Institutional Research	Equipment	\$ 2,114
D3. Transfer to reallocate the CTE Community Collaborative Project 10/11 grant budget. (Fund 12, Resource 1190)		
From: CTE Community Collaborative	Academic Special Project	\$ 200
	Classified FT Administrator	4,841
	Classified FT	7,720
	Student Help – Non-Instr	1,114
	Employee Benefits	6,552
	Equipment	11,100
To: CTE Community Collaborative	Other Services	\$ 29,245
	Supplies	2,282
D4. Transfer to purchase supplies and provide for copying and printing. (Fund 12, Resource 1190)		
From: CTE Comm Collaborative Pathways	Equipment	\$ 4,000
To: CTE Comm Collaborative Pathways	Supplies	\$ 3,367
	Copying & Printing	633
D5. Transfer to provide for computer software maintenance and licensing.		
From: Information Services	Copying & Printing	\$ 137
	Supplies	3,323
	Equipment	1,385
	Equipment Replacement	11,236
To: Information Services	Comp Software Maint/Lic	\$ 16,081

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D6. Transfer to purchase supplies for the Small Business Development Center program. (Fund 12, Resource 1190)		
From: Economic Development	Consultants	\$ 5,000
To Economic Development	Supplies	\$ 5,000



Agenda Item (VI-B-3-a)

Meeting	4/16/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-a)
Subject	Resolution No. 27-12/13 - 2012-2013 Basic Skills
College/District	District
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$70,564 to the budget.

Background Narrative:

The Riverside Community College District has received additional funding for the 2012-2013 Basic Skills program in the amount of \$70,564 from the California Community Colleges Chancellor's Office. These funds have been allocated to the Riverside City, Norco and Moreno Valley Colleges by the State Chancellor's Office as follows: Riverside City College - \$37,222, Norco College - \$22,099, and Moreno Valley College - \$11,243. These funds will be used for salaries, benefits, and other operational expenses of the program.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Ed Bush, Vice President, Student Services
Debbie DiThomas, Vice President, Student Services (Norco)
Greg Sandoval, Vice President, Student Services

Attachments:

[04162013_Resolution No. 27-12/13 - Basic Skills](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 27-12/13

2012-2013 Basic Skills

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$70,564 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on April 16, 2013.

Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 27-12/13
 2012-2013 Basic Skills**

Year	County	District	Date	Fund
13	33	07	4/16/2013	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0029	8659	37,222 00	REVENUE
12	E00	1190	0	0000	0029	8659	22,099 00	
12	F00	1190	0	0000	0029	8659	11,243 00	
								EXPENDITURES
12	DJA	1190	0	6010	2029	4590	37,222 00	Supplies
12	EJA	1190	0	6010	2029	1490	9,500 00	Academic Special Project
12	EJA	1190	0	6010	2029	2129	9,437 00	Classified Perm PT
12	EJA	1190	0	6010	2029	3130	784 00	Employee Benefits
12	EJA	1190	0	6010	2029	3220	1,028 00	
12	EJA	1190	0	6010	2029	3320	558 00	
12	EJA	1190	0	6010	2029	3325	131 00	
12	EJA	1190	0	6010	2029	3335	138 00	
12	EJA	1190	0	6010	2029	3520	99 00	
12	EJA	1190	0	6010	2029	3530	206 00	
12	EJA	1190	0	6010	2029	3620	218 00	↓
12	FJA	1190	0	6010	2029	4590	5,621 00	Supplies
12	FJA	1190	0	6010	2029	5220	5,622 00	Conferences
							70,564 00	TOTAL INCOME
							70,564 00	TOTAL EXPENDITURES



Agenda Item (VI-B-3-b)

Meeting	4/16/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-b)
Subject	Resolution No. 29-12/13 for the 2012-2013 Rental of the Riverside Aquatics Center
College/District	Riverside
Funding	General Fund
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$333,300 to the budget.

Background Narrative:

Riverside City College will receive revenue for rental of the Riverside Aquatics Center for the filming of Splash in the amount of \$333,300. The funds necessary to support the production (i.e. police overtime, maintenance and operations overtime) will be drawn from this fund. The remaining funds will be used to support the Riverside Aquatics Center operations and maintenance.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Cynthia Azari, President, Riverside City College
Charlie Wyckoff, Interim Vice President, Business Services, RCC

Attachments:

[04162013_Resolution No. 29-12/13 - 90266 Productions, LLC](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 29 -12/13

2012-2013 90266 Productions, LLC

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$333,300 is assured to said college, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on April 16, 2013.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 29-12/13
 2012-2013 90266 Productions, LLC

Year	County	District	Date	Fund
13	33	07	3/19/2013	11

Fund	School	Resource	PY	Goal	Func	Object	Amount		Object Code Description
11	0	1000	0	0000	0710	8890	333,300	00	REVENUE
									EXPENDITURES
11	DDD	1000	0	6831	0710	2139	152	00	Classified Hourly Staff
11	DDD	1000	0	6831	0710	2129	300	00	Permanent Part-Time Staff
11	DDD	1000	0	6831	0710	2349	2,726	00	Classified Salary Overtime
11	DDD	1000	0	6831	0710	3320	169	00	Employee Benefits
11	DDD	1000	0	6831	0710	3325	46	00	
11	DDD	1000	0	6831	0710	3520	35	00	
11	DDD	1000	0	6831	0710	3620	70	00	↓
11	DMA	1000	0	6017	1710	5198	660	00	Professional Services
11	DMA	1000	0	6017	1710	5890	1,680	00	Other Services
11	DMA	1000	0	6017	1710	5899	327,462	00	Administrative Contingency
							333,300	00	TOTAL INCOME
							333,300	00	TOTAL EXPENDITURES



Agenda Item (VI-B-3-c)

Meeting	4/16/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-c)
Subject	Resolution No. 31-12/13 – 2012-2013 Student Financial Assistance Programs – Fiscal Coordination Grant
College/District	District
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$513,150 to the budget.

Background Narrative:

With the Board of Trustees approval of Contract Agreement C12-0040, presented later in this agenda, the Riverside Community College District will enter into an agreement with the California Community Colleges Chancellor's Office in the amount of \$513,150. The agreement will allow the Riverside Community College District to administer the reimbursement process for statewide Student Financial Assistance Directors who attend conferences hosted by the California Community College 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:

[04162013_Resolution No. 31-12/13 - Fiscal Coordination Grant](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 31-12/13

2012-2013 Student Financial Assistance Programs – Fiscal Coordination Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$513,150 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on April 16, 2013.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT

Resolution No. 31-12/13

2012-2013 Student Financial Assistance Programs - Fiscal Coordination Grant

Year	County	District	Date	Fund
13	33	07	4/16/2013	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	000	1190	0	0000	0330	8627	513,150 00	REVENUE
								EXPENDITURES
12	DCW	1190	0	6020	0330	2118	35,653 00	Classified FT Administrator
12	DCW	1190	0	6020	0330	3120	2,941 00	Employee Benefits
12	DCW	1190	0	6020	0330	3325	517 00	
12	DCW	1190	0	6020	0330	3420	10,996 00	
12	DCW	1190	0	6020	0330	3520	392 00	
12	DCW	1190	0	6020	0330	3620	816 00	↓
12	DCW	1190	0	6020	0330	5110	40,000 00	Consultants
12	DCW	1190	0	6020	0330	5219	220,000 00	Other Travel
12	DCW	1190	0	6020	0330	5890	201,835 00	Other Contract Support
							513,150 00	TOTAL REVENUE
							513,150 00	TOTAL EXPENDITURES



Agenda Item (VI-B-5-a)

Meeting	4/16/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-a)
Subject	Bid Award for the Lovekin Portable Buildings Relocation and Site Work for Future Tennis Court Construction Project
College/District	Riverside
Funding	College Measure C
Recommended Action	It is recommended that the Board of Trustees award Bid Number 2012/13-36 - Lovekin Portable Buildings Relocation and Site Work for Future Tennis Court Construction Project, in the total amount of \$ 1,748,000 to Western Group, Inc.

Background Narrative:

On March 26, 2013, the District received bids in response to an Invitation for Bid solicitation for the Lovekin Portable Buildings Relocation and Site Work for Future Tennis Court Construction Project for Riverside City College. The project consists of all necessary site work, construction and building utility connections for the relocation of nine (9) portable buildings; street improvements and grading for future tennis court construction; and interior office improvements for the police department. See the attached Lowest Responsive and Responsible Bidder list summary.

References for Western Group, Inc. were checked by District staff and found to be satisfactory.

Prepared By: Orin Williams, Associate Vice Chancellor, Facilities Planning & Development
John Baker, Interim-Director of Construction
Charlie Wyckoff, Interim Vice President, Business Services, RCC
Majd Askar, Purchasing Manager

Attachments:

[04162013_Lowest Responsive and Responsible Bidder List Summary](#)

**Lowest Responsive and Responsible Bidders
Lovekin Portable Buildings Relocation and
Site Work for Future Tennis Court Construction Project**

<u>Contractor</u>	<u>Business Location</u>	<u>Total Bid</u>
Marjani Builders	Mission Viejo	Withdrew due to clerical error
Western Group, Inc.	Woodland Hills	\$ 1,748,000
Fata Construction & Development	Riverside	\$ 1,976,000
Roadway Engineering	Mira Loma	\$ 1,984,450
MDE Group, Inc	Riverside	\$ 2,189,000
California Building Evaluation	Buena Park	\$ 3,400,000



Agenda Item (VI-B-6-a)

Meeting	4/16/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-a)
Subject	Contracts and Agreements Report Less than \$83,400 – All District Resources
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees ratify contracts totaling \$743,406.

Background Narrative:

On September 11, 2007, the Board of Trustees authorized delegating authority to the Chancellor to enter into contractual agreements and the expenditure of funds pursuant to the Public Contract Code Section 20650 threshold, currently set at \$83,400. The attached listing of contracts and agreements under \$83,400 requested by college and District staff has been reviewed and verified that budgeted funds are available in the appropriate categories of expenditure. The contracts and agreements have been executed pursuant to the Board's delegation of authority and are presented on this agenda for ratification.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Majd Askar, Purchasing Manager

Attachments:

[04162013_Contracts and Agreement Less than \\$83,400 \(March\)](#)

Contracts and Agreements Report-All District Resources
 \$83,400 and Under
 3/01/13 thru 3/31/13

PO #	Department	Vendor Name	Location	Description	Amount
C0004166	Dean of Instruction - Moreno Valley	Center for Community College Student	Austin, TX	Memberships	\$ 950
C0004168	Admissions & Records - Moreno Valley	City of Moreno Valley	Moreno Valley	Rents and Leases	330
C0004169	Campus Student Services - Norco	H & L Charter Company, Inc.	Rancho Cucamonga	Transportation Contracts	5,512
C0004170	Customized Solutions	DLI Associates LLC	Kamuela, HI	Consultants	20,001
C0004171	Facilities Planning & Development	Inland Inspections & Consulting	Riverside	Inspection	43,420
C0004172	Information Services	NEC Corporation of America	Long Beach	PBX Phone System, Master Purchase Agreement Award	35,045
C0004173	Workforce Preparation	Aha! Process, Inc.	Highlands, TX	Professional Services	2,500
C0004174	Workforce Preparation	Solano, Alberto	Santa Ana	Professional Services	10,000
C0004175	Customized Solutions	Custom Corporate Communications LLC	Redondo Beach	Grant / Contract Sub Agreements	80,000
C0004176	Community Ed & Senior Citizen Education	LTM Associates	Montclair	Community Education Presenter	1,188
C0004177	Community & Economic Development	Grove Community Church	Riverside	Rents and Leases	1,400
C0004178	RCCD Foundation	Sharp Electronics Corp.	Santee	Rents and Leases	9,668
C0004179	Community & Economic Development	Li, Shuquan (Sherman)	Diamond Bar	Professional Services	10,297
C0004180	Customized Solutions	Developing Leaders	Fontana	Professional Services	250
C0004181	Customized Solutions	Lean Business Solutions	San Diego	Grant / Contract Sub Agreements	50,000
C0004182	Facilities Planning & Development	River City Testing	Riverside	District Wide Utility Infrastructure (Norco)	11,626
C0004183	Workforce Preparation	Phillips, Linda	Murrieta	Professional Services	1,850
N/A	Customized Solutions	Riverside County Regional Medical Center	Riverside	Critical Care Nursing Program	No Cost
N/A	Physician Assistant	Zamora, Michael	Murrieta	Stipend Recipient	38,280
N/A	Physician Assistant	Bell, Kevin	Redlands	Stipend Recipient	38,280
N/A	Physician Assistant	Barragan, Aileen	Riverside	Stipend Recipient	38,280
N/A	Physician Assistant	Mitchell, Paul	Hemet	Stipend Recipient	38,280
N/A	Physician Assistant	Nava, Demi	Redlands	Stipend Recipient	38,280
N/A	Physician Assistant	Nguyen, Minh	Huntington Beach	Stipend Recipient	38,280
N/A	Physician Assistant	Saurin, Andrew	Perris	Stipend Recipient	38,280
N/A	Physician Assistant	Robertson, Jared	Riverside	Stipend Recipient	38,280
N/A	Physician Assistant	Searing, Kristin	Riverside	Stipend Recipient	38,280
N/A	Physician Assistant	Wolter, Brian	Murrieta	Stipend Recipient	38,280
N/A	Career & Technical Education	Alvord Unified School District	Riverside	Student Teacher Internship	No Cost
N/A	Community Ed & Senior Citizen Education	MK Education	Downers Grove, IL	Career Training Classes	No Cost
N/A	TriTech	CSUF Auxiliary Services Corporation	Fullerton	Grant / Contract Sub Agreements	No Cost
N/A	Public Safety, Education & Training	City of Corona	Corona	Field Service Experience for EMS Students	No Cost
Additions to Approved/Ratify Contracts of \$83,400 and Under					
C0002150	Facilities - Riverside	Adecco USA, Inc.	Ontario	Transportation Services	2,500
C0002563	Facilities Planning & Development	Hill Partnership, Inc	Newport Beach	Architect's Fees	3,520
C0003529	Customized Solutions	Gereau, Servando	Redlands	Training Services	1,000
C0003628	Community Ed & Senior Citizen Education	Koba, Rosalia	Laguna Niguel	Community Education Presenter	2,600
C0003646	Community Ed & Senior Citizen Education	WITS	Virginia Beach, VA	Professional Services	3,992
C0003660	Community Ed & Senior Citizen Education	Youngerman, Stephen	Riverside	Community Education Presenter	1,000
C0003679	Community Ed & Senior Citizen Education	Christensen, Bobbie	Sacramento	Community Education Presenter	400
C0003773	Facilities Planning & Development	River City Testing	Riverside	Norco Network Operations Center, DSA Testing	40,048
C0003810	Facilities Planning & Development	JT Wimsatt Contracting Co Inc	Valencia	Moreno Valley Phase III Student Academic Svs Facility	1,376
C0003878	Community & Economic Development	Amaya, Teresa	Beaumont	Professional Services	1,750
C0003941	Community Ed & Senior Citizen Education	Napoli, William	Alta Loma	Community Education Presenter	3,500
C0004013	Workforce Preparation	Taylor, Dena	Soquel	Professional Services	81
C0004031	Disabled Student Services - Moreno Valley	Rise - ASL Interpreters	Hemet	Interpreter Services	8,000

Contracts and Agreements Report-All District Resources
 \$83,400 and Under
 3/01/13 thru 3/31/13

PO #	Department	Vendor Name	Location	Description	Amount
C0004058	Community Ed & Senior Citizen Education	California Mind Institute	La Quinta	Professional Services	6,000
C0004076	Community Ed & Senior Citizen Education	Ingram, Mark	San Pedro	Community Education Presenter	800
C0004159	Customized Solutions	Carlson, Patricia J	Rancho Cucamonga	Training Services	2
N/A	Student Financial Services	Sallie Mae Campus Solutions	Fishers, IN	Amend #1, Adjusts Student Fee	No Cost
N/A	Workforce Preparation	Riverside County Department of Public Social Svs	Riverside	Amend #5, Reallocates Budget	No Cost
				Total	<u>\$ 743,406</u>



Agenda Item (VI-B-7)

Meeting 4/16/2013 - Regular

Agenda Item Consent Agenda Action (VI-B-7)

Subject Out-of-State Travel

College/District District

Funding

Recommended Action It is recommended that the Board of Trustees approve the out-of-state travel.

Background Narrative:

Board Policy 6900 establishes procedures for reimbursement for out-of-state travel expenses; and the Board of Trustees must formally approve out-of-state travel beyond 500 miles.

Prepared By: Greg Gray, Chancellor
Linda Martinez, Administrative Assistant I

Attachments:

[Out-of-State Travel_041613](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel Date:

April 16, 2013

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

Retroactive:

- 1) Dr. Joanna Werner-Fraczek, associate professor, biology, math, science & Kinesiology, Moreno Valley College, to travel to Bethesda, Maryland, March 21 – 24, 2013, to attend the Community College Undergraduate Research Initiative Conference and conduct a presentation. There is no cost to the District. (This travel request was not submitted in time for the March Board meeting. Therefore, this travel request could not be included in the March meeting.)

Revision

- 1) Ms. Lilly Wong, grant analyst, center for international trade development, to travel to Shenzhen, China, April 12 – 21, 2013, to attend the China Medical Equipment Fair Trade Show Exhibition. Estimated cost: \$4,953.00. Funding source: State Trade and Export Promotion Grant funds. (The date has changed to April 11 – 21, 2013)

Current:

Moreno Valley College:

- 1) Dr. Joanna Werner-Fraczek, associate professor, biology, to travel to Bellevue, Washington, April 26 – 28, 2013, to attend the Laboratory Method Workshop organized by Community College Undergraduate Research Initiative. There is no cost to the District.
- 2) Mr. Felipe Galicia, associate professor, biology, to travel to Bellevue, Washington, April 25 – 28, 2013, to attend the Laboratory Method Workshop organized by Community College Undergraduate Research Initiative. There is no cost to the District.

Norco College:

None.

Riverside City College

- 1) Dr. Shelagh Camak, vice president, workforce & resource development, to travel to Chicago, Illinois, May 7 – 9, 2013, to attend the National League of Cities, Communities Learning in Partnership Cross Site Meeting. Estimated cost: \$786.69. Funding source: National League of Cities and Completion Counts Grant fund.
- 2) Ms. Jan Schall, director, international education, to travel to Kenya, Africa, July 8 – 21, 2013, to attend the Faculty Leader Summer Study Tour. Estimated cost: \$2,200.00. Funding source: the general fund.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel Date:

April 16, 2013

Riverside Community College District:

None.



Agenda Item (VI-B-8-a)

Meeting 4/16/2013 - Regular

Agenda Item Consent Agenda Action (VI-B-8-a)

Subject Surplus Property - Donation

College/District Norco

Funding

Recommended Action It is recommended that the Board of Trustees by unanimous vote: (1) declare the property listed below to be surplus; (2) find that the property does not exceed the total value of \$5,000; and (3) authorize the property to be donated to Town and Country Child Care Center.

Background Narrative:

Education Code Section 81450 permits the Board of Trustees to declare District property as surplus if the property is not required for school purposes; is deemed to be unsatisfactory or not suitable for school use; or if it is being disposed of for the purpose of replacement. The District has determined that the property described below does not exceed the total value of \$5,000 and is requesting the property be donated to Town and Country Child Care Center in Norco.

Town and Country will remove the equipment at their expense and will provide the necessary insurance verification to the College prior to removing the equipment.

Item: Henderson Recreation Play Structure
Manufacturer: Kid Stuff
Model #: 13943
Asset Tag #: 033172

Prepared By: Paul Parnell, President, Norco College
David Bobbitt, Interim Vice President, Business Services (Norco)

Attachments:



Agenda Item (VI-B-8-b)

Meeting	4/16/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-b)
Subject	Surplus Property
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees by unanimous vote: (1) declare the property on the attached list to be surplus; (2) find property does not exceed the total value of \$5,000; and (3) authorize the property to be consigned to The Liquidation Company to be sold on behalf of the District.

Background Narrative:

Education Code Section 81450 permits the Board of Trustees to declare District property as surplus if the property is not required for school purposes; is deemed to be unsatisfactory or not suitable for school use; or if it is being disposed of for the purposes of replacement. Education Code section 81452 permits surplus property to be sold at private sale, without advertising, if the total value of the property does not exceed \$5,000. The District has determined that the property on the attached list does not exceed the total value of \$5,000. To help defray disposal costs and to generate a nominal amount of revenue, the staff proposes that we consign the surplus property identified in the attachment to The Liquidation Company for disposal.

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

Attachments:

[04162013_Surplus Property List](#)



Agenda Item (VI-B-8-c)

Meeting	4/16/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-c)
Subject	Resolution No. 30-12/13 - Authorization to Encumber Funds
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve Resolution 30-12/13 - Authorization to Encumber Funds.

Background Narrative:

In order to issue purchases orders and encumber funds prior to July 1, for fiscal year 2013-2014, the Riverside County Office of Education annually requests that a resolution be adopted by the Board of Trustees. This resolution will allow; 1) departments to submit FY 2013-2014 purchase requisitions now, 2) FY 2013-2014 purchase orders to be issued in mid-June, and 3) departments to receive goods and services as early as July 1, 2013.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Majd Askar, Purchasing Manager

Attachments:

[04162013_Resolution No. 30-12/13 - Authorization to Encumber Funds](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 30-12/13

Authorization to Encumber Funds

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

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

Gregory W. Gray, Chancellor
Aaron S. Brown, Vice Chancellor, Business and Financial Services
Reza Maghroori, Provost/Vice Chancellor, Educational Services
Melissa Kane, Vice Chancellor, Diversity and Human Resources
Bill J. Bogle, Jr., Controller
Michael W. Simmons, Director, Risk Management
Khaled Khalil, Payroll Manager
Majd S. Askar, Purchasing Manager

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

PASSED AND ADOPTED this 16th day of April, 2013.

Samuel Davis
Secretary, Board of Trustees



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (VII-A)

Meeting 4/16/2013 - Regular
Agenda Item Consent Agenda Information (VII-A)
Subject Monthly Financial Report
College/District District
Information Only

Background Narrative:

See the attached monthly Financial Report for the period July 1, 2012 through March 31, 2013.

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

Attachments:

[04162013_Financial Report for July - March 2013](#)

MONTHLY FINANCIAL REPORT JULY 1, 2012 – MARCH 31, 2013

<u>General Funds</u>	<u>Page</u>
Resource 1000 - General Operating	2
Resource 1050 - Parking	3
Resource 1070 - Student Health Services	4
Resource 1080 - Community Education	5
Resource 1090 - Performance Riverside	6
Resource 1110 - Contractor-Operated Bookstore	7
Resource 1120 - Center for Social Justice and Civil Liberties	8
Resource 1170 - Customized Solutions	9
Resource 1180 - Redevelopment Pass-Through	10
Resource 1190 - Grants and Categorical Programs	11
 <u>Special Revenue Funds</u>	
Resource 3200 - Food Services	12
Resource 3300 - Child Care	13
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Resource 4100 - State Construction & Scheduled Maintenance	14
Resource 4130 - La Sierra Capital 14	
Resource 4160 - G. O. Bond Funded Capital Outlay Projects	16
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 <u>Internal Service Funds</u>	
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**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2013**

Fund 11, Resource 1000 is the primary operating fund of the District. It is used to account for those transactions that, in general, cover the full scope of operations of the entire District. All transactions, expenditures and revenue are accounted for in the general operating resource unless there is a compelling reason to report them elsewhere. Revenues received by the District from state apportionments, county or local taxes are deposited in this resource.

Fund 11, Resource 1000 - General Operating - Unrestricted

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 128,908,691	\$ 132,376,561	\$ 132,417,663	\$ 68,395,158
Inter/Intrafund Transfer from				
La Sierra Capital Fund (Resource 4130)	1,615,982	2,000,000	2,000,000	0
District Bookstore (Resource 1110)	160,165	250,000	250,000	187,500
Total Revenues	<u>\$ 130,684,838</u>	<u>\$ 134,626,561</u>	<u>\$ 134,667,663</u>	<u>\$ 68,582,658</u>
Expenditures				
Academic Salaries	\$ 60,722,870	\$ 59,364,311	\$ 59,373,805	\$ 42,393,105
Classified Salaries	28,803,886	27,651,295	27,662,044	19,858,746
Employee Benefits	29,745,571	29,152,842	29,166,198	19,835,227
Materials & Supplies	1,884,903	2,385,958	2,330,863	1,235,443
Services	11,791,813	14,351,442	14,157,187	8,063,320
Capital Outlay	806,346	736,490	993,343	269,156
Intrafund Transfers For:				
DSP&S Program (Resource 1190)	665,157	665,157	665,157	498,868
Federal Work Study (Resource 1190)	197,302	365,798	365,798	145,915
Performance Riverside (Resource 1090)	730,982	0	0	0
General Fund Backfill (Resource 1190)	944,573	699,157	699,157	485,060
Interfund Transfer to:				
Resource 4130	678,000	0	0	0
Resource 6100	250,000	1,500,000	1,500,000	1,125,000
Total Expenditures	<u>\$ 137,221,403</u>	<u>\$ 136,872,450</u>	<u>\$ 136,913,552</u>	<u>\$ 93,909,840</u>
Revenues Over (Under) Expenditures	\$ (6,536,565)	\$ (2,245,889)	\$ (2,245,889)	\$ (25,327,182)
Beginning Fund Balance	<u>13,342,484</u>	<u>6,805,919</u>	<u>6,805,919</u>	<u>6,805,919</u>
Ending Fund Balance	<u>\$ 6,805,919</u>	<u>\$ 4,560,030</u>	<u>\$ 4,560,030</u>	<u>\$ (18,521,263)</u>
Ending Cash Balance				<u>\$ 2,824,864</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2013**

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

Fund 12, Resource 1050 - Parking

	Prior Year Actuals <u>7-1-11 to 6-30-12</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,297,564	\$ 2,594,061	\$ 2,594,061	\$ 1,874,808
Expenditures				
Classified Salaries	\$ 1,131,524	\$ 1,532,626	\$ 1,532,626	\$ 1,103,654
Employee Benefits	411,814	588,815	588,815	388,843
Materials & Supplies	45,336	49,000	52,864	29,403
Services	682,168	631,040	644,810	333,053
Capital Outlay	131,666	196,000	178,366	46,777
Total Expenditures	\$ 2,402,508	\$ 2,997,481	\$ 2,997,481	\$ 1,901,730
Revenues Over (Under) Expenditures	\$ (104,944)	\$ (403,420)	\$ (403,420)	\$ (26,922)
Beginning Fund Balance	749,233	644,289	644,289	644,289
Ending Fund Balance	\$ 644,289	\$ 240,869	\$ 240,869	\$ 617,367
Ending Cash Balance				\$ 643,996

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2013**

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

Fund 12, Resource 1070 - Student Health Services

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,257,695	\$ 1,325,872	\$ 1,325,872	\$ 1,029,558
Expenditures				
Academic Salaries	\$ 289,876	\$ 332,035	\$ 332,035	\$ 198,855
Classified Salaries	566,923	681,894	692,894	435,158
Employee Benefits	192,143	235,167	235,167	126,378
Materials & Supplies	93,844	106,305	100,305	39,360
Services	267,132	328,309	330,809	203,423
Capital Outlay	58,144	46,786	39,286	239
Total Expenditures	\$ 1,468,062	\$ 1,730,496	\$ 1,730,496	\$ 1,003,413
Revenues Over (Under) Expenditures	\$ (210,367)	\$ (404,624)	\$ (404,624)	\$ 26,145
Beginning Fund Balance	2,170,456	1,960,089	1,960,089	1,960,089
Ending Fund Balance	\$ 1,960,089	\$ 1,555,465	\$ 1,555,465	\$ 1,986,234
Ending Cash Balance				\$ 1,947,191

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Community Education was established to account for the financial activities of the Community Education Program which serves the community at large by providing not-for-credit classes for personal growth and enrichment.

Fund 11, Resource 1080 - Community Education

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 583,386	\$ 657,416	\$ 657,416	\$ 335,386
Expenditures				
Academic Salaries	\$ 4,197	\$ 4,272	\$ 4,272	\$ 3,204
Classified Salaries	229,183	229,313	229,313	168,579
Employee Benefits	54,632	58,594	58,594	39,926
Materials & Supplies	1,634	2,300	2,300	913
Services	295,780	330,775	330,775	191,745
Total Expenditures	\$ 585,426	\$ 625,254	\$ 625,254	\$ 404,367
Revenues Over (Under) Expenditures	\$ (2,040)	\$ 32,162	\$ 32,162	\$ (68,981)
Beginning Fund Balance	(47,023)	(49,063)	(49,063)	(49,063)
Ending Fund Balance	\$ (49,063)	\$ (16,901)	\$ (16,901)	\$ (118,044)
Ending Cash Balance				\$ (113,724)

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

Fund 11, Resource 1090 - Performance Riverside

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 595,079	\$ 735,931	\$ 735,931	\$ 330,067
Intrafund Transfer from General Operating (Resource 1000)	730,982	0	0	0
Total Revenues	<u>\$ 1,326,061</u>	<u>\$ 735,931</u>	<u>\$ 735,931</u>	<u>\$ 330,067</u>
Expenditures				
Classified Salaries	\$ 318,013	\$ 262,398	\$ 262,398	\$ 191,672
Employee Benefits	129,965	110,605	110,605	72,347
Materials & Supplies	19,021	18,749	18,749	9,155
Services	344,453	343,600	343,600	211,840
Total Expenditures	<u>\$ 811,452</u>	<u>\$ 735,352</u>	<u>\$ 735,352</u>	<u>\$ 485,014</u>
Revenues Over (Under) Expenditures	\$ 514,609	\$ 579	\$ 579	\$ (154,947)
Beginning Fund Balance	<u>(784,316)</u>	<u>(269,707)</u>	<u>(269,707)</u>	<u>(269,707)</u>
Ending Fund Balance	<u>\$ (269,707)</u>	<u>\$ (269,128)</u>	<u>\$ (269,128)</u>	<u>\$ (424,654)</u>
Ending Cash Balance				<u>\$ (404,060)</u>

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Contractor-Operated Bookstore is used to record the revenues and expenditures associated with the District's contract with Barnes and Noble, Inc. to manage the District's Bookstore operations.

Fund 11, Resource 1110 - Contractor-Operated Bookstore

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 573,266	\$ 689,092	\$ 689,092	\$ 477,572
Expenditures				
Services	\$ 43,920	\$ 43,920	\$ 43,920	\$ 32,796
Interfund Transfer to				
Food Services (Resource 3200)	323,129	441,414	441,414	303,518
Intrafund Transfer to				
General Operating (Resource 1000)	160,165	250,000	250,000	187,500
Total Expenditures	\$ 527,214	\$ 735,334	\$ 735,334	\$ 523,814
Revenues Over (Under) Expenditures	\$ 46,052	\$ (46,242)	\$ (46,242)	\$ (46,242)
Beginning Fund Balance	10,190	56,242	56,242	56,242
Ending Fund Balance	\$ 56,242	\$ 10,000	\$ 10,000	\$ 10,000
Ending Cash Balance				\$ 10,000

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Contractor-Operated Bookstore is used to record the revenues and expenditures associated with the District's contract with Barnes and Noble, Inc. to manage the District's Bookstore operations.

Fund 12, Resource 1120 - Center for Social Justice and Civil Liberties

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 0	\$ 50,000	\$ 50,000	\$ 25,018
Expenditures				
Academic Salaries	\$ 0	\$ 11,000	\$ 11,000	\$ 5,554
Employee Benefits	0	533	533	269
Materials & Supplies	0	2,500	6,502	348
Services	0	35,967	31,965	5,220
Total Expenditures	\$ 0	\$ 50,000	\$ 50,000	\$ 11,391
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 13,627
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	\$ 0	\$ 0	\$ 0	\$ 13,627
Ending Cash Balance				\$ 13,627

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Customized Solutions is used to record the revenues and expenditures associated with customized training programs offered to local businesses and their employees.

Fund 11, Resource 1170 - Customized Solutions

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 74,489	\$ 230,000	\$ 1,180,216	\$ 5,056
Expenditures				
Academic Salaries	\$ 17,436	\$ 0	\$ 6,487	\$ 5,189
Classified Salaries	4,322	59,603	59,603	21,922
Employee Benefits	4,068	26,175	26,977	9,013
Materials & Supplies	1,865	9,600	190,150	0
Services	27,788	116,401	878,778	13,654
Total Expenditures	\$ 55,479	\$ 211,779	\$ 1,161,995	\$ 49,778
Revenues Over (Under) Expenditures	\$ 19,010	\$ 18,221	\$ 18,221	\$ (44,722)
Beginning Fund Balance	54,549	73,559	73,559	73,559
Ending Fund Balance	\$ 73,559	\$ 91,780	\$ 91,780	\$ 28,837
Ending Cash Balance				\$ 29,071

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Redevelopment Pass-Through receives a portion of tax increment revenues from various redevelopment projects within the boundaries of the District. Currently, expenditures are restricted to capital projects located in the redevelopment project areas generating the tax increment revenues.

Fund 12, Resource 1180 - Redevelopment Pass-Through

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,355,113	\$ 1,423,300	\$ 1,423,300	\$ 770,342
Expenditures				
Services	\$ 574,795	\$ 350,604	\$ 350,604	\$ 252,961
Capital Outlay	4,020,531	3,321,363	3,321,363	54,526
Total Expenditures	\$ 4,595,326	\$ 3,671,967	\$ 3,671,967	\$ 307,487
Revenues Over (Under) Expenditures	\$ (3,240,213)	\$ (2,248,667)	\$ (2,248,667)	\$ 462,855
Beginning Fund Balance	9,407,665	6,167,452	6,167,452	6,167,452
Ending Fund Balance	\$ 6,167,452	\$ 3,918,785	\$ 3,918,785	\$ 6,630,307
Ending Cash Balance				\$ 6,483,313

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

Fund 12, Resource 1190 - Grants and Categorical Programs

	Prior Year Actuals <u>7-1-11 to 6-30-12</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 20,609,768	\$ 31,217,754	\$ 31,863,744	\$ 15,162,285
Intrafund Transfers from				
General Operating (Resource 1000)				
For DSP&S	897,223	874,302	898,738	655,727
For EOPS	97,313	0	0	0
For Federal Work Study	197,302	365,798	365,798	145,915
For Matriculation	524,050	334,599	338,958	250,949
For Middle College High School	91,144	103,002	103,002	77,252
For General Fund Backfill	0	52,411	23,616	0
Total Revenues	<u>\$ 22,416,800</u>	<u>\$ 32,947,866</u>	<u>\$ 33,593,856</u>	<u>\$ 16,292,128</u>
Expenditures				
Academic Salaries	\$ 3,939,937	\$ 4,258,878	\$ 4,690,303	\$ 2,876,555
Classified Salaries	7,120,950	7,860,093	8,586,403	5,579,795
Employee Benefits	3,515,537	3,759,939	4,168,616	2,494,509
Materials & Supplies	1,475,125	2,983,784	2,135,904	496,559
Services	4,160,592	8,143,549	8,092,297	2,419,693
Capital Outlay	1,448,459	3,780,936	3,779,272	874,430
Student Grants (Financial, Book, Meal, Transportation)	756,200	2,160,687	2,141,061	654,004
Total Expenditures	<u>\$ 22,416,800</u>	<u>\$ 32,947,866</u>	<u>\$ 33,593,856</u>	<u>\$ 15,395,545</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 896,583
Beginning Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 896,583</u>
Ending Cash Balance				<u>\$ 453,336</u>

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Food Services is used to account for the financial activities for all food service operations in District facilities, except for the Culinary Academy on Spruce Street. It is intended to be self-sustaining.

Fund 32, Resource 3200 - Food Services

	Prior Year Actuals <u>7-1-11 to 6-30-12</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 1,790,321	\$ 1,859,153	\$ 1,859,153	\$ 1,397,595
Interfund Transfers from Contractor-Operated Bookstore (Resource 1110)	<u>323,129</u>	<u>441,414</u>	<u>441,414</u>	<u>303,518</u>
Total Revenues	<u>\$ 2,113,450</u>	<u>\$ 2,300,567</u>	<u>\$ 2,300,567</u>	<u>\$ 1,701,113</u>
Expenditures				
Classified Salaries	\$ 815,659	\$ 736,658	\$ 736,658	\$ 535,628
Employee Benefits	333,096	257,081	257,081	176,288
Materials & Supplies	838,126	856,926	855,492	553,180
Services	160,708	163,124	163,124	107,127
Capital Outlay	<u>14,702</u>	<u>7,000</u>	<u>8,434</u>	<u>586</u>
Total Expenditures	<u>\$ 2,162,291</u>	<u>\$ 2,020,789</u>	<u>\$ 2,020,789</u>	<u>\$ 1,372,809</u>
Revenues Over (Under) Expenditures	\$ (48,841)	\$ 279,778	\$ 279,778	\$ 328,304
Beginning Fund Balance	<u>58,473</u>	<u>9,632</u>	<u>9,632</u>	<u>9,632</u>
Ending Fund Balance	<u>\$ 9,632</u>	<u>\$ 289,410</u>	<u>\$ 289,410</u>	<u>\$ 337,936</u>
Ending Cash Balance				<u>\$ 333,017</u>

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

Fund 33, Resource 3300 - Child Care

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,046,881	\$ 1,036,513	\$ 1,036,513	\$ 675,655
Expenditures				
Academic Salaries	\$ 601,845	\$ 591,573	\$ 591,573	\$ 341,926
Classified Salaries	142,656	148,905	148,905	78,768
Employee Benefits	134,576	163,403	163,403	77,436
Materials & Supplies	36,028	44,355	44,355	17,959
Services	80,740	86,225	86,225	35,124
Capital Outlay	13,971	10,000	10,000	1,098
Total Expenditures	\$ 1,009,816	\$ 1,044,461	\$ 1,044,461	\$ 552,311
Revenues Over (Under) Expenditures	\$ 37,065	\$ (7,948)	\$ (7,948)	\$ 123,344
Beginning Fund Balance	26,760	63,825	63,825	63,825
Ending Fund Balance	\$ 63,825	\$ 55,877	\$ 55,877	\$ 187,169
Ending Cash Balance				\$ 195,140

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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State Construction & Scheduled Maintenance was established to account for the financial activities of State-approved construction and maintenance projects. The funding sources are state funds and matching funds for Scheduled Maintenance from the District's General Obligation Bond Funded Capital Outlay Projects (Resource 4160). The State has suspended funding Scheduled Maintenance.

Fund 41, Resource 4100 - State Construction & Scheduled Maintenance

	Prior Year Actuals <u>7-1-11 to 6-30-12</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 12,940,526	\$ 12,882,075	\$ 13,536,075	\$ 592,362
Expenditures				
Capital Outlay	\$ 12,940,526	\$ 12,882,075	\$ 13,536,075	\$ 4,583,357
Total Expenditures	\$ 12,940,526	\$ 12,882,075	\$ 13,536,075	\$ 4,583,357
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ (3,990,995)
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	\$ 0	\$ 0	\$ 0	\$ (3,990,995)
Ending Cash Balance				\$ (2,899,246)

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La Sierra Capital is used to account for the revenues and expenses associated with the District's La Sierra Property.

Fund 41, Resource 4130 - La Sierra Capital

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 34,587	\$ 20,000	\$ 20,000	\$ 14,867
Inter/Intrafund Transfer from				
General Operating (Resource 1000)	678,000	0	0	0
General Operating (Resource 1000)	555	0	0	0
Total Revenues	<u>\$ 713,142</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 14,867</u>
Expenditures				
Services	\$ (14,848)	\$ 2,593	\$ 2,593	\$ 4,531
Capital Outlay	128,192	5,908,936	5,908,936	0
Interfund Transfer to				
General Operating (Resource 1000)	1,615,982	2,000,000	2,000,000	0
Total Expenditures	<u>\$ 1,729,326</u>	<u>\$ 7,911,529</u>	<u>\$ 7,911,529</u>	<u>\$ 4,531</u>
Revenues Over (Under) Expenditures	\$ (1,016,184)	\$ (7,891,529)	\$ (7,891,529)	\$ 10,336
Beginning Fund Balance	<u>8,907,713</u>	<u>7,891,529</u>	<u>7,891,529</u>	<u>7,891,529</u>
Ending Fund Balance	<u>\$ 7,891,529</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,901,865</u>
Ending Cash Balance				<u>\$ 7,751,864</u>

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General Obligation Bond Funded Capital Outlay Projects was established to account for General Obligation Bond proceeds and financial activities related to Board approved Measure C projects.

Fund 41, Resource 4160 - General Obligation Bond Funded Capital Outlay Projects

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 245,575	\$ 490,284	\$ 490,284	\$ 189,737
Expenditures				
Classified Salaries	\$ 235,332	\$ 501,480	\$ 501,480	\$ 248,642
Employee Benefits	103,407	245,321	245,321	101,270
Materials & Supplies	24,695	0	0	0
Services	461,801	615,715	615,715	322,009
Capital Outlay	2,886,594	54,483,217	52,283,217	1,295,522
Total Expenditures	\$ 3,711,829	\$ 55,845,733	\$ 53,645,733	\$ 1,967,443
Revenues Over (Under) Expenditures	\$ (3,466,254)	\$ (55,355,449)	\$ (53,155,449)	\$ (1,777,706)
Beginning Fund Balance	32,708,389	29,242,135	29,242,135	29,242,135
Ending Fund Balance	\$ 29,242,135	\$ (26,113,314)	\$ (23,913,314)	\$ 27,464,429
Ending Cash Balance				\$ 27,238,697

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

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

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget *	Year to Date Activity
Revenues	\$ 32,729	\$ 30,000	\$ 30,000	\$ 12,366
Expenditures				
Capital Outlay	\$ 524,072	\$ 5,522,051	\$ 5,522,051	\$ 1,366,510
Total Expenditures	\$ 524,072	\$ 5,522,051	\$ 5,522,051	\$ 1,366,510
Revenues Over (Under) Expenditures	\$ (491,343)	\$ (5,492,051)	\$ (5,492,051)	\$ (1,354,144)
Beginning Fund Balance	7,380,458	6,889,115	6,889,115	6,889,115
Ending Fund Balance	\$ 6,889,115	\$ 1,397,064	\$ 1,397,064	\$ 5,534,971
Ending Cash Balance				\$ 5,536,171

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

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

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget*	Year to Date Activity
Revenues	\$ 319,173	\$ 300,000	\$ 1,200,000	\$ 86,824
Expenditures				
Academic Salaries	\$ 5,524	\$ 0	\$ 0	\$ 0
Classified Salaries	43,104	0	0	15,624
Employee Benefits	3,484	0	0	1,015
Materials & Supplies	145	0	0	635
Services	338,503	29,303	29,303	30,016
Capital Outlay	32,862,512	79,494,239	82,594,239	12,801,077
Total Expenditures	\$ 33,253,272	\$ 79,523,542	\$ 82,623,542	\$ 12,848,367
Revenues Over (Under) Expenditures	\$ (32,934,099)	\$ (79,223,542)	\$ (81,423,542)	\$ (12,761,543)
Beginning Fund Balance	83,078,092	50,143,993	50,143,993	50,143,993
Ending Fund Balance	\$ 50,143,993	\$ (29,079,549)	\$ (31,279,549)	\$ 37,382,450
Ending Cash Balance				\$ 37,571,757

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Health and Liability Self-Insurance is used to account for the revenues and expenditures of the District's health and liability self insurance programs.

Fund 61, Resource 6100 - Health and Liability Self-Insurance

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 4,798,379	\$ 4,405,878	\$ 4,405,878	\$ 3,646,857
Interfund transfer from				
General Operating (Resource 1000)	<u>250,000</u>	<u>1,500,000</u>	<u>1,500,000</u>	<u>1,125,000</u>
Total Revenue	<u>\$ 5,048,379</u>	<u>\$ 5,905,878</u>	<u>\$ 5,905,878</u>	<u>\$ 4,771,857</u>
Expenditures				
Classified Salaries	\$ 113,758	\$ 171,185	\$ 171,185	\$ 117,975
Employee Benefits	53,178	79,219	79,219	45,673
Materials & Supplies	46,514	3,200	3,200	392
Services	5,377,355	5,512,300	5,509,544	5,527,566
Capital Outlay	<u>422,814</u>	<u>2,597</u>	<u>5,353</u>	<u>5,362</u>
Total Expenditures	<u>\$ 6,013,619</u>	<u>\$ 5,768,501</u>	<u>\$ 5,768,501</u>	<u>\$ 5,696,968</u>
Revenues Over (Under) Expenditures	\$ (965,240)	\$ 137,377	\$ 137,377	\$ (925,111)
Beginning Fund Balance	<u>2,110,632</u>	<u>1,145,392</u>	<u>1,145,392</u>	<u>1,145,392</u>
Ending Fund Balance	<u>\$ 1,145,392</u>	<u>\$ 1,282,769</u>	<u>\$ 1,282,769</u>	<u>\$ 220,281</u>
Ending Cash Balance				<u>\$ 1,574,978</u>

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Workers' Compensation Self-Insurance is used to account for the revenues and expenditures of the District's workers' compensation self-insurance program.

Fund 61, Resource 6110 - Workers' Compensation Self-Insurance

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,681,849	\$ 2,333,098	\$ 2,333,098	\$ 1,676,347
Expenditures				
Classified Salaries	\$ 120,564	\$ 249,237	\$ 249,237	\$ 150,727
Employee Benefits	35,701	101,484	100,484	52,171
Materials & Supplies	4	300	1,300	435
Services	1,553,142	2,783,867	2,783,867	1,349,352
Capital Outlay	0	2,597	2,597	2,596
Total Expenditures	\$ 1,709,411	\$ 3,137,485	\$ 3,137,485	\$ 1,555,281
Revenues Over (Under) Expenditures	\$ (27,562)	\$ (804,387)	\$ (804,387)	\$ 121,066
Beginning Fund Balance	3,221,022	3,193,460	3,193,460	3,193,460
Ending Fund Balance	\$ 3,193,460	\$ 2,389,073	\$ 2,389,073	\$ 3,314,526
Ending Cash Balance				\$ 5,017,995

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

Associated Students of RCCD

	Prior Year Actuals <u>7-1-11 to 6-30-12</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 614,011	\$ 650,000	\$ 650,000	\$ 529,092
Expenditures				
Materials & Supplies	\$ 759,958	\$ 734,213	\$ 734,213	\$ 496,017
Total Expenditures	\$ 759,958	\$ 734,213	\$ 734,213	\$ 496,017
Revenues Over (Under) Expenditures	\$ (145,947)	\$ (84,213)	\$ (84,213)	\$ 33,075
Beginning Fund Balance	994,561	848,614	848,614	848,614
Ending Fund Balance	<u>\$ 848,614</u>	<u>\$ 764,401</u>	<u>\$ 764,401</u>	<u>\$ 881,689</u>
Ending Cash Balance				<u>\$ 2,074,942</u>

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 FOR THE PERIOD ENDED MARCH 31, 2013**

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

	<u>Student Financial Aid</u>			
	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	<u>\$ 51,887,581</u>	<u>\$ 53,769,010</u>	<u>\$ 53,769,010</u>	<u>\$ 34,377,029</u>
Expenditures				
Other				
Scholarships and Grant Reimbursements	<u>\$ 51,887,581</u>	<u>\$ 53,769,010</u>	<u>\$ 53,769,010</u>	<u>\$ 33,816,140</u>
Total Expenditures	<u>\$ 51,887,581</u>	<u>\$ 53,769,010</u>	<u>\$ 53,769,010</u>	<u>\$ 33,816,140</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 560,889
Beginning Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 560,889</u>
Ending Cash Balance				<u>\$ 637,174</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MARCH 31, 2013**

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

RCCD Development Corporation

	Prior Year Actuals <u>7-1-11 to 6-30-12</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 10	\$ 0	\$ 0	\$ 6
Expenditures				
Services	\$ 0	\$ 0	\$ 0	\$ 20
Total Expenditures	\$ 0	\$ 0	\$ 0	\$ 20
Revenues Over (Under) Expenditures	\$ 10	\$ 0	\$ 0	\$ (14)
Beginning Fund Balance	<u>16,222</u>	<u>16,232</u>	<u>16,232</u>	<u>16,232</u>
Ending Fund Balance	<u>\$ 16,232</u>	<u>\$ 16,232</u>	<u>\$ 16,232</u>	<u>\$ 16,218</u>
Ending Cash Balance				<u>\$ 16,218</u>



Agenda Item (VIII-A-1)

Meeting	4/16/2013 - Regular
Agenda Item	Committee - Governance (VIII-A-1)
Subject	Revised and New Board Policies - First Reading
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees accept Board Policies 2365, 2716 and 6700 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.

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:

[Governance Committee - April 2013](#)

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:

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 (VIII-B-1)

Meeting	4/16/2013 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-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:

[C12-0040 - Riverside City College](#)

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.

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- 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).

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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

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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.

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- 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.

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- 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.

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- 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.

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(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

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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 decision making 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

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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
	<u>Agreement Total</u>	<u>\$513,150.00</u>

**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
AGREEMENT TOTAL		\$513,350

**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, 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 (VIII-B-2)

Meeting	4/16/2013 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-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 approval are proposed curricular changes. The District Curriculum Committee and the administration have reviewed the attached 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
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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
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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
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The following courses are proposed to provide academic support and assistance to increase student success in their concurrent academic courses:

COM-85A	Communication Studies Clinic	R
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COM-85B	Communication Studies Clinic II	R
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The following course is proposed to be part of a new AA in Music for Transfer degree:

MUS-87	Applied Music Training	MNR
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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
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ART-44B	Intermediate Animation Principles	MNR
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ART-44C	Advanced Animation Principles	MNR
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The following course is proposed to enhance students' opportunities within the discipline:

BIO-11H	Honors Introduction to Molecular and Cellular Biology	M
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The following courses will replace MUS-32 in order to transform a previously repeatable course into leveled courses:

MUS-32A	Class Piano I	MNR
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MUS-32B	Class Piano II	MNR
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MUS-32C	Class Piano III	MNR
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MUS-32D	Class Piano IV	MNR
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The following course is proposed to enhance students' opportunities within the discipline:

SOC-1H	Honors Introduction to Sociology	NR
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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
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ART-12	Asian Art History	M
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ART-24	Three Dimensional Design	M
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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
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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
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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
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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
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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
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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
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Course	Title	Location
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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
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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
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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
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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
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Course	Title	Location
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The following course is being modified to update the course description, SLOs, course content, MOI, MOE, 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
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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
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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
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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
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6. Course Exclusions:

This course has never been offered at Moreno Valley:

MUS-39	Intermediate Applied Music	M
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This course has never been offered at Riverside City College:

PHI-15	Bio-Medical Ethics	R
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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
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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 20th century techniques.
- Write, analyze, and compose music using 20th 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
<u>Painting</u>	ART-26	Beginning Painting	3
<u>Printmaking</u>	ART-30	Printmaking	3
<u>Ceramics</u>	ART-15	Beginning Ceramics	3
<u>Sculpture</u>	ART-20	Beginning Sculpture	3
<u>Digital Art</u>	ART-36	Computer Art	3
<u>Photography</u>	PHO-8	Introduction to Photography	3
<u>Color</u>	ART-23	Design and Color	3

*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 (VIII-C-1)

Meeting	4/16/2013 - Regular
Agenda Item	Committee - Planning and Operations (VIII-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:

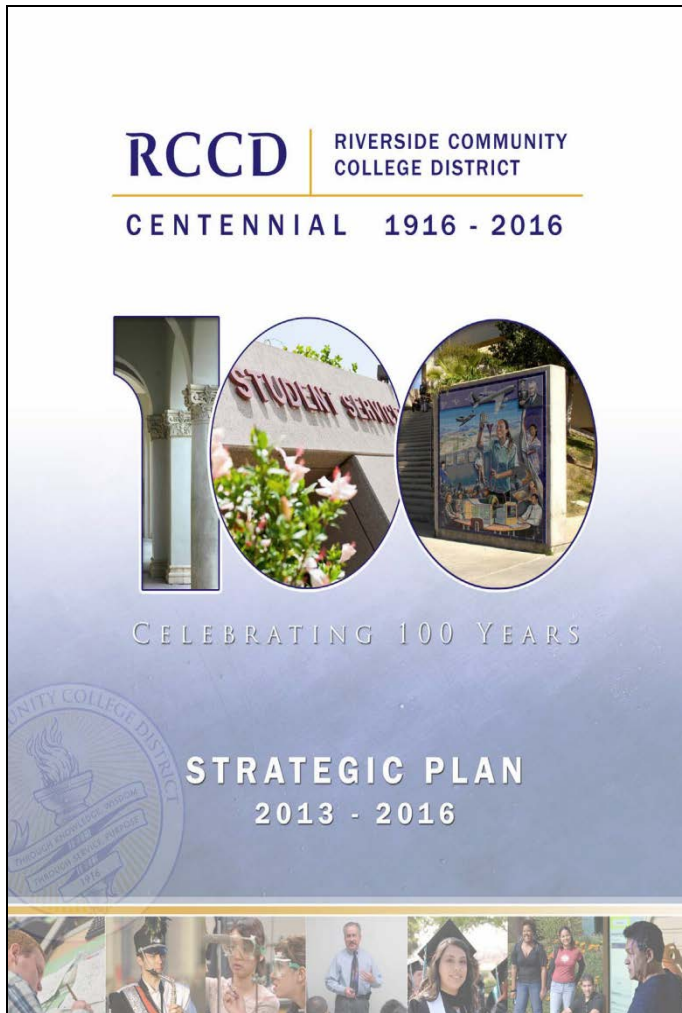
Riverside Community College District's last strategic plan covered the period 2008-2012. That plan reflected issues and considerations related to a district which was in the midst of a major structural transformation from a single college district to a multi-college district. The plan reflected and facilitated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

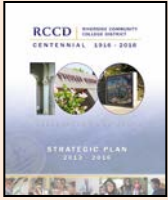
Attachments:

[Centennial Strategic Plan PP Presentation attachment 1.pdf](#)
[Centennial Strategic Plan attachment2.pdf](#)



RCCD Centennial Strategic Plan: 2013-16

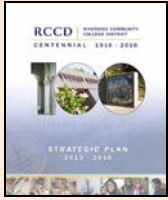
**A Report to the Board of Trustees
April 2, 2013
By Members of the
District Strategic Planning Committee**



Introduction

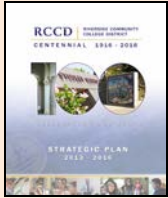
- Since 2001, the RCCD has prepared and benefitted from a District strategic plan
- **The most current District-wide plan covers the 2008-12 time period**
- For the past year, the 27-member District Strategic Planning Committee has been hard at work preparing an updated plan
- **This presentation presents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





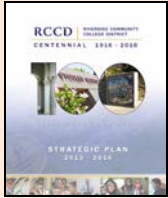
Plan Development Context

- 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**



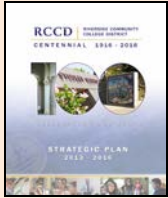
Plan Development Procedures

- 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**



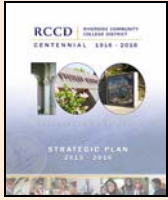
Updated Vision, Values, Mission Statement and Strategic Themes

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)

Legacy	Enrichment
Inclusiveness	Excellence
Service	Shareholders
Stewardship	



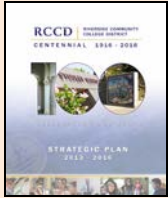
Updated Vision, Values, Mission Statement and Strategic Themes

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:

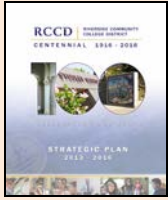
- | | |
|--|---|
| 1. Student Access | 4. Community Collaboration and Partnership |
| 2. Student Learning and Success | 5. Creativity and Innovation |
| 3. Resource Stewardship | 6. System Effectiveness |



2013-16 Goals by Strategic Themes

Student Access:

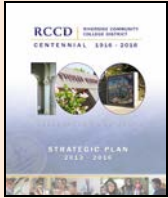
- Goal 1: Remove barriers to access for all students, while making the process of accessing new student information and applying to District Colleges more user-friendly
- Goal 2: Increase the number and awareness of scholarship opportunities and the effectiveness of financial aid counseling
- Goal 3: 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:

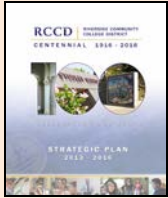
- Goal 1: Develop effective pathways for student success by encouraging all students to use student services and promoting the completion of a self-identified program of study and/or educational plan
- Goal 2: Increase rates of transfer, degree, and certificate completion
- Goal 3: Recruit outstanding 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:

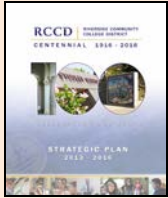
- Goal 1: With transparency and collaboration, annually assess resource needs, development, and allocations to ensure that the core missions of the Colleges are met as a priority
- Goal 2: Integrate public and private resource development efforts with District strategic planning and resource allocation
- 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:

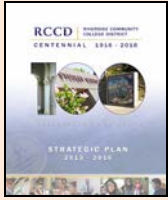
- Goal 1: Refine and promote programs in Career and Technical Education, Economic Development, and Community Education that improve the competency and competitive capabilities of service area incumbent workers
- Goal 2: Create and expand programs with business, community, and educational partners, with 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:

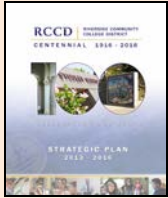
Goal 1: Develop efficient and effective processes and procedures that:

- *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

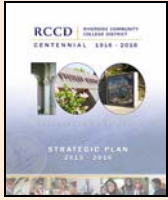
Goal 4: Refine the District functional map to better define responsibilities of various departments



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



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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

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EXCELLENCE TODAY & STRATEGIES FOR TOMORROW

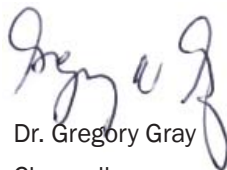


The milestone of our first one hundred years is fast approaching. In this age of everything-on-demand mass media, we take great pride in our history of a personalized educational experience, both on campus and online, and excellence achieved one student at a time.

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.

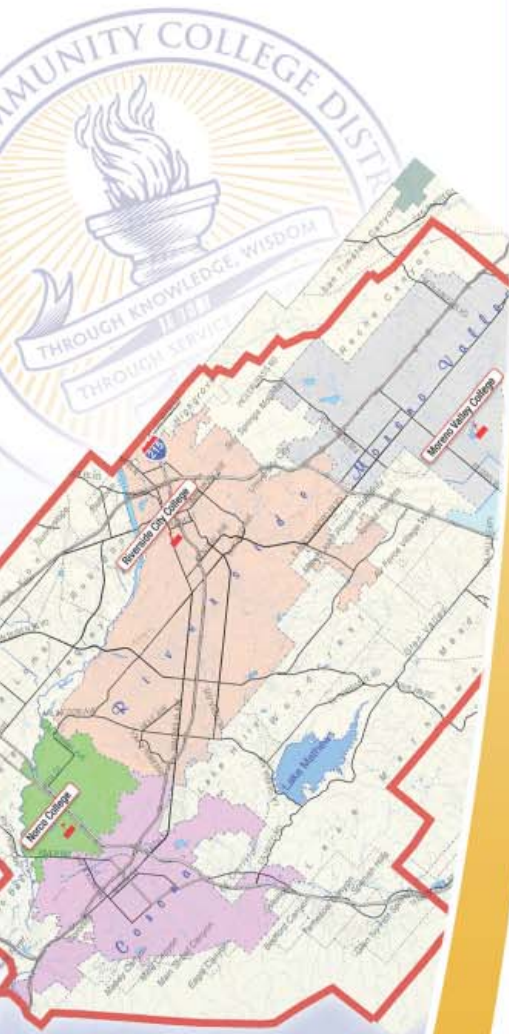
This Riverside Community College District (RCCD) Centennial Strategic Plan 2013-16 is our pledge to those who live, work and do business within our service area that we will continue in the great and maturing tradition by which we have served several of society's noblest causes—the education of coming 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.



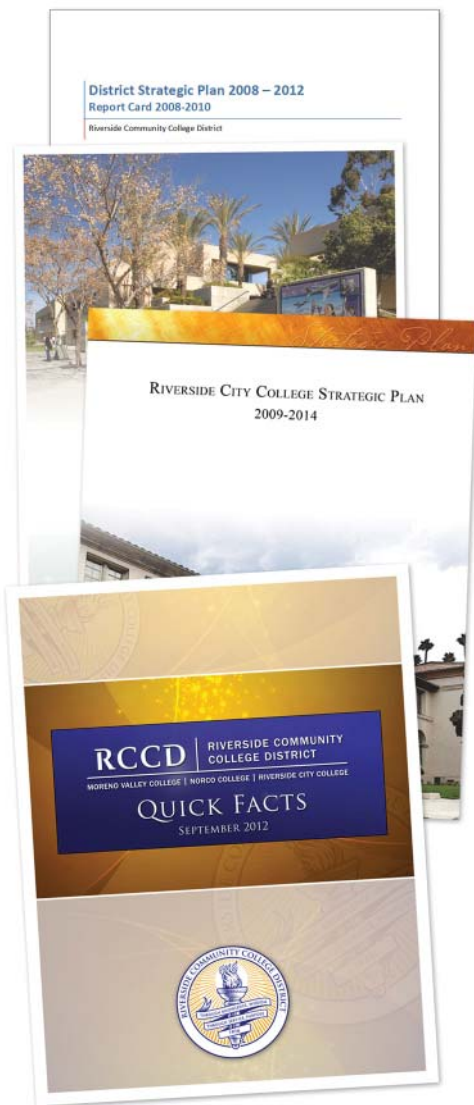
CONNECTIONS AND COMPARISONS:

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.*

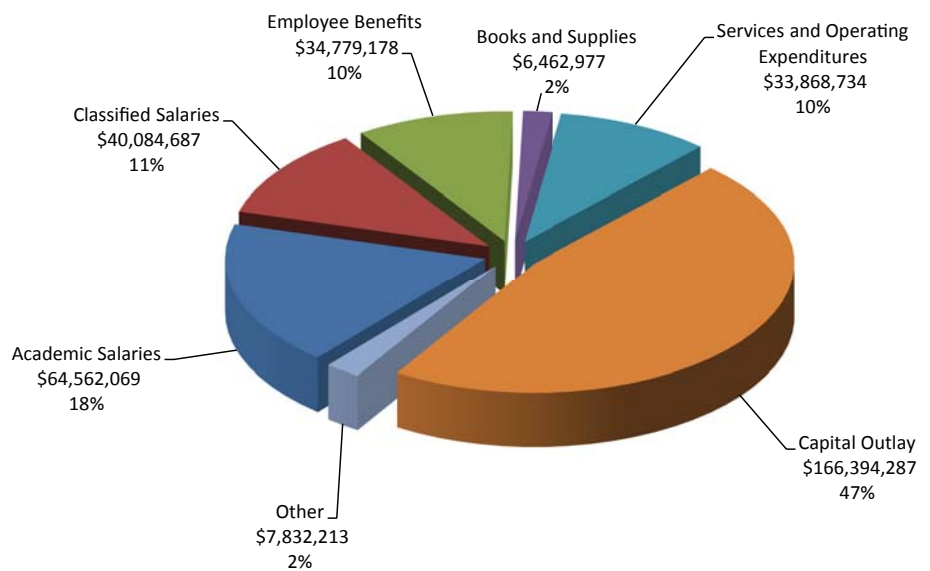
Strategic Theme **3**

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



Agenda Item (VIII-E-1)

Meeting	4/16/2013 - Regular
Agenda Item	Committee - Facilities (VIII-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:

[20130416_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
Total	\$11,485

- 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 (VIII-E-2)

Meeting	4/16/2013 - Regular
Agenda Item	Committee - Facilities (VIII-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:

[20130416_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 (VIII-E-3)

Meeting	4/16/2013 - Regular
Agenda Item	Committee - Facilities (VIII-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:

[20130416_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

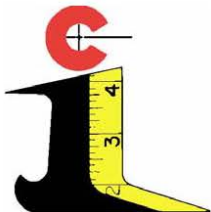
By: _____

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.

DSA Project Inspector	
240 hours @ \$87.50 per hour	\$21,000.00
(3 weeks in February and 3 weeks in March)	

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 (VIII-E-4)

Meeting	4/16/2013 - Regular
Agenda Item	Committee - Facilities (VIII-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:

[20130416_Amendment 8_HPI](#)

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: _____
Lawrence A. Frapwell
President
115 Twenty-Second Street
Newport Beach, CA 92663

By: _____
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 22nd 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.

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March 10, 2013

Ammar Sarsam
Hill Partnership
115 22nd 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			
Total			12	140	1680

Sincerely,
S&K Engineers

Accepted by:

Kevin Keyfauver, P.E., LEED AP
 Principal

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 22nd 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 = \$ 6,950.90

Total Fixed Fee: \$ 7,510.00

Sincerely,

HILL PARTNERSHIP, INC.



Lawrence A. Frapwell, Architect
President



March 10, 2013

Jack Wilinski
Hill Partnership
115 22nd 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
TOTAL	\$3,931		

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 22nd 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
TOTAL	\$2,388		

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 22nd 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\11.2\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>
Total Fixed Fee:		\$ 2,490.00

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 3rd 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.

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3900 Cover Street, Long Beach, CA 90808 562.985.3200 P 562.985.1011 F www.mhpse.com



Agenda Item (VIII-E-5)

Meeting	4/16/2013 - Regular
Agenda Item	Committee - Facilities (VIII-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:

[20130416_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
Total	\$ 2,131,599	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 (IX-A-1)

Meeting	4/16/2013 - Regular
Agenda Item	Administrative Reports (IX-A-1)
Subject	Summer Workweek
College/District	District

Funding

Recommended Action It is recommended that the Board of Trustees approve the four-ten hour day workweek from June 10 through August 16, 2013 for management, classified, and confidential support staff. Staff will work ten hours per day during the four (4) days Monday through Thursday of each week with the following exceptions;

a. Offices which are required to serve the needs of the District and/or the public Monday through Friday will provide staffing for the five days. Staff members shall be scheduled by the immediate supervisor with input from unit members involved. Such scheduling shall remain the same for the entire summer and may either provide for (1) scheduling all employees for five eight-hour days; or (2) an alternate scheduling plan which gives unit members the option to work four ten-hour days with either Monday or Friday as their unscheduled day. These exceptions will be approved and communicated by the appropriate President, Vice President or Vice Chancellor.

b. During the week of July 4th, all employees will go back to their regular 8-hour workday due to the July 4th holiday.

c. Employees who do not wish to participate in the four-ten hour day workweek have the option of using vacation, compensatory time, or may request a reduced workload. All requests are subject to supervisor approval.

Background Narrative:

The District has provided summer workweek schedules in the past several years to provide staff with a shortened workweek and lengthened weekends. The District and CSEA have agreed to activate a four-ten hour day workweek between June 10, 2013 and August 16, 2013 for classified support staff.

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

Attachments:



Agenda Item (IX-A-2)

Meeting	4/16/2013 - Regular
Agenda Item	Administrative Reports (IX-A-2)
Subject	Resolution No. 28-12/13 – Resolution to Recognize Classified School Employee Week
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees adopt Resolution No. 28-12/13, and designate the week of May 20 through 24, 2013 as Classified School Employee Week.

Background Narrative:

The third full week in May, May 20 through 24, 2013, is designated by the State as Classified School Employee Week, pursuant to Article 10, Section 88270 of the California Education Code. The annual Classified School Employee Week has been supported by the Board of Trustees to honor and recognize the contribution that classified school employees make to the Riverside Community College District (RCCD) and its three colleges – Moreno Valley College, Norco College and Riverside City College. RCCD employees assist the District in the fulfillment of its mission, goals and objectives and this week acknowledges their contribution to the RCCD and to the communities we serve.

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

Attachments:

[20130416_CSEW Res No 28 12-13](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
MORENO VALLEY COLLEGE • NORCO COLLEGE • RIVERSIDE CITY COLLEGE

Resolution No. 28-12/13

Resolution to Recognize Riverside Community College Classified Employees During Classified School Employee Week

WHEREAS, May 20 -24, 2013, has been designated as Classified School Employee Week in California by the California State Legislature and the California School Employees Association; and,

WHEREAS, the Riverside Community College District desires to acknowledge and thank its classified employees; and,

WHEREAS, Riverside Community College District's classified employees are essential to the District, serving students in a professional, helpful, friendly and courteous manner, and conducting business in an exemplary fashion; and,

WHEREAS, employees assigned to District offices, Moreno Valley College, Norco College and Riverside City College contribute in such a positive way the fulfillment of district functions, goals and objectives; and,

WHEREAS, these same employees also provide valuable support to the faculty and administrators and in so doing contribute to a positive learning environment; and,

WHEREAS, Riverside Community College District's classified employees are key ambassadors to the community, involved in every facet of community life through non-profit organizations, youth sports, philanthropic efforts, and other endeavors; and,

WHEREAS, their dedication and caring contributes in a positive spirit to our communities and our students, young and old; and,

WHEREAS, Riverside Community College District's classified employees deserve our respect, commendation, and recognition;

THEREFORE, BE IT RESOLVED that the Board of Trustees officially recognizes the professional contributions of our classified employees, proclaims that they enhance the excellence of education in the state of California and in this District, and declares the week of May 20-24, 2013, as Classified School Employee Week in the Riverside Community College District.

Passed and adopted this 16th day of April 2013.

BOARD OF TRUSTEES OF THE RIVERSIDE
COMMUNITY COLLEGE DISTRICT



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Agenda Item (IX-B-1)

Meeting 4/16/2013 - Regular

Agenda Item Administrative Reports (IX-B-1)

Subject Update on Riverside City College Fine and Performing Arts Program Integration

College/District Riverside

Information Only

Background Narrative:

Dr. Wolde-Ab Isaac, Vice President of Academic Affairs and Acting Dean of Fine and Performing Arts will provide an update on the integration of Performance Riverside and RCC's Fine and Performing Arts.

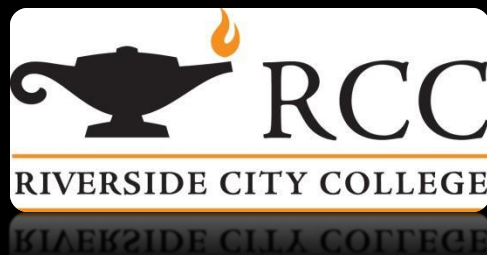
Prepared By: Cynthia Azari, President, Riverside City College
Wolde-Ab Isaac, Vice President, Academic Affairs

Attachments:

[RCC Program Integration Presentation](#)

SCHOOL FOR THE ARTS

Riverside City College



MISSION STATEMENT

Provide students authentic, integrated, innovative, and industry-relevant training that will allow students to pursue their own artistic endeavors and to utilize artistic means to raise awareness of social justice and civil liberties in our culturally diverse community. The broad scope of the curriculum integrating academic, arts and technology courses infuses educational experiences leading to the most advanced levels of artistic, technical, aesthetic, and reflective skills needed to be creative in a knowledge and career-based economy.

PROGRAM INTEGRATION



- Fine and Performing Arts
- Performance Riverside

INTEGRATION OF STAFF



- Faculty
- Dean
- Theatre Manager

INTEGRATION OF FACILITIES

- Landis, Concert Hall
- Rehearsal and practice spaces



PARTNERSHIPS

- School Districts
- Universities
- Industry
- Community





Agenda Item (XII-A)

Meeting	4/16/2013 - Regular
Agenda Item	Business From Board Members (XII-A)
Subject	California Community College Trustees (CCCT) Board of Directors Election - 2013
College/District	District
Funding	
Recommended Action	Recommend that the Board of Trustees vote to fill the seven vacancies on the CCCT Board.

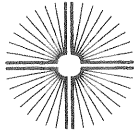
Background Narrative:

The election of the members of the CCCT Board of Directors takes place between March 10-April 25, 2013. There are seven, three-year vacancies on the board. All those nominated for election are listed on the attachment for your consideration

Prepared By: Chris Carlson, Chief of Staff
Kathy Tizcareno, Administrative Assistant

Attachments:

[2013_CCCT Election](#)



COMMUNITY COLLEGE LEAGUE
OF CALIFORNIA

RECEIVED
MAR 08 2013
CHANCELLOR'S
OFFICE

DATE: February 28, 2013
TO: California Community College Trustees
California Community College District Chancellors/Superintendents
FROM: Judy Centlivre, Executive Assistant
SUBJECT: CCCT BOARD ELECTION — 2013

Pursuant to the CCCT Board Governing Policies, the election of members of the CCCT board of the League will take place between March 10 and April 25. This year there are seven, three-year vacancies on the board.

Each member community college district board of the League shall have one vote for each of the seven vacancies on the CCCT board. Only one vote may be cast for any nominee or write-in candidate. The seven candidates who receive the most votes will serve three-year terms. In the event of a tie vote for the last position to be filled, the CCCT board will vote to break the tie. While districts may nominate more than one trustee, only one may be elected to the board. The candidate from such district with the highest number of votes will be seated, and additional candidates will be seated based on vote order.

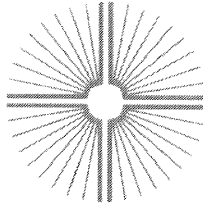
The fifteen trustees who have been nominated for election to the board are listed on the enclosed sheet in the Secretary of State's random drawing order. An official ballot for the election is also enclosed in this mailing to each community college district chancellor/superintendent, as well as copies of the statement of candidacy and biographic sketch form of each of the twelve candidates.

Please remember that: *1) ballots must be signed by the board secretary and board president or vice-president; and 2) ballot return envelopes must have no identifying information or signatures.* Official ballots must be signed and returned to the League office, **postmarked no later than April 25**. Faxed ballots will **not** be accepted. The ballots will be opened and counted by three tellers appointed by the CCCT President and the results announced at the CCCT Annual Conference, May 3-5 in Lake Tahoe.

If you have any questions on the CCCT board election, please call the League office at (916) 444-8641.

Attachments:

List of Candidates
CHANCELLORS/SUPERINTENDENTS ONLY:
Official Ballot and Return Envelope
Candidates' Biographic Sketches and Statements



2013 CCCT BOARD ELECTION
CANDIDATES LISTED IN SECRETARY OF STATE'S
RANDOM DRAWING ORDER OF JANUARY 22, 2013

1. Dianne B. McKay, Ventura County CCD
2. Howard Rudd, Sierra Joint CCD
3. Adrienne Grey, West Valley-Mission CCD
4. *Cy Gulassa, Peralta CCD
5. *Louise Jaffe, Santa Monica CCD
6. *Isabel Barreras, State Center CCD
7. Sally W. Biggin, Redwoods CCD
8. Greg Bonaccorsi, Ohlone CCD
9. Susan M. Keith, Citrus CCD
10. Garrett Yee, Ohlone CCD
11. Loren Steck, Monterey Peninsula CCD
12. *Jerry D. Hart, Imperial CCD
13. Brent Hastey, Yuba CCD
14. Jeffrey Lease, San Jose-Evergreen CCD
15. Linda S. Wah, Pasadena Area CCD

* Incumbent



Agenda Item (XII-B)

Meeting	4/16/2013 - Regular
Agenda Item	Business From Board Members (XII-B)
Subject	Update from Members of the Board of Trustees on Business of the Board.
College/District	District
Information Only	

Background Narrative:

Members of the Board of Trustees will briefly share information about recent events/conferences they attended since the last meeting, including any updates regarding the following assigned associations:

Association of Community College Trustees (ACCT)

Association of Governing Board of Universities and Colleges (AGB)

California Community College Trustees and Legislative Network (CCCT)

Community College League of California (CCLC)

Latino Trustees Association

Inland Valleys Trustees and CEO Association

African-American Organizations Liaison Riverside Branch - NAACP

Hispanic Chambers of Commerce: Corona, Moreno Valley, and Riverside

Chambers of Commerce: Corona, Moreno Valley, and Norco

Riverside County School Board Association

Riverside County Committee on School District Organization

Alvord Unified School District Ad-Hoc Committee

Mine Okubo Committee

Prepared By: Chris Carlson, Chief of Staff

Attachments:



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Agenda Item (XIII-A)

Meeting	4/16/2013 - Regular
Agenda Item	Closed Session (XIII-A)
Subject	Conference With Legal Counsel - Existing Litigation [CA Gov. Code 54956.9(a)] - ASR v Riverside Community College District
College/District	District
Funding	N/A
Recommended Action	To Be Determined

Background Narrative:

None

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

Attachments:



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Agenda Item (XIII-B)

Meeting	4/16/2013 - Regular
Agenda Item	Closed Session (XIII-B)
Subject	Pursuant to Government Code Section 54957, Public Employee Discipline/Dismissal/Release
College/District	District
Funding	n/a
Recommended Action	To Be Determined

Background Narrative:

None

Prepared By: Greg Gray, Chancellor

Attachments: