



**Board of Trustees - Regular Meeting
Tuesday, June 18, 2013 6:00 PM
Center for Student Success, Room 217, Norco
College, 2001 Third Street, Norco, California**

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 May 7, 2013](#)

Recommend approving the May 7, 2013 Board of Trustees Regular/Committee meeting minutes as prepared.

B. [Minutes of the Board of Trustees Special Meeting of May 14, 2013](#)

Recommend approving the May 14, 2013 Board of Trustees Special meeting minutes as prepared.

C. [Minutes of the Board of Trustees Regular Meeting of May 21, 2013](#)

Recommend approving the May 21, 2013 Board of Trustees Regular meeting minutes as prepared.

III. PUBLIC HEARING (NONE)

IV. CHANCELLOR'S REPORTS

A. [Chancellor's Communications](#)

Information Only

B. [Presentation of Spring 2013 Scholarship Award to Student Trustee](#)

- b. [Bid Award for the District-Wide Utility Infrastructure 12kV Loop Project](#)
Recommend awarding Bid Number 2012/13-49 Trade Category 02 – Electrical, District-Wide Utility Infrastructure 12kV Loop Project at Riverside City College, in the total amount of \$3,127,000 to RIS Electrical Contractors, Inc.
- 6. Grants, Contracts and Agreements
 - a. [Contracts and Agreements Report Less than \\$83,400 – All District Resources](#)
Recommend ratifying contracts totaling \$479,888.
 - b. [Renewal of Head Start Grounds Lease Agreement with Riverside County Superintendent of Schools](#)
Recommend approving the agreement with Riverside County Superintendent of Schools beginning October 1, 2013 through September 30, 2018.
 - c. [Amendment No. 5 for Professional Services with Facilities Planning and Consulting Services](#)
Recommend approving Amendment Number 5 for Professional Services with Facility Planning and Consulting Services, for an additional \$100,000 for the 2013 - 2014 fiscal year.
 - d. [MOU Amendment to Agreement for Dispatch Services with California State University, San Bernardino](#)
Recommend approving the MOU Amendment with California State University, San Bernardino for the new annual cost of \$89,888.
 - e. [Selection of an Insurance Broker to Provide Self-Insurance Program and Claims Management Services and Adopt Resolution No. 37-12/13 to Participate in Southern California Schools Risk Management Joint Powers Agreement](#)
Recommend approving the agreement in the amount of \$835,779 and adopting the resolution to participate in Southern California Schools Risk Management Joint Powers Agreement.
 - f. [Agreement for Facilities Planning and Construction Services with Professional Personnel Leasing, Inc](#)
Recommend approving the agreement with Professional Personnel Leasing, Inc. for \$122,650, for 2013 to 2014.
- 7. [Out-of-State Travel](#)
Recommend approving the out-of-state travel.
- 8. Other Items
 - a. [Notices of Completion](#)
Recommend accepting the projects listed on the attachment as complete and approving the execution of the Notices of Completion (under Civil Code Section 3093 – Public Works).
 - b. [Surplus Property](#)
Recommend declaring the property listed to be surplus, finding that 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. 38-12/13 - Temporary Loans - Potential General Fund Cash Shortage Arising from State Apportionment Deferrals](#)
Recommend approving Resolution No. 38 – 12/13 authorizing temporary and periodic loans for FY 2013-2014 from funds listed.
- d. [Signature Authorization](#)
Recommend authorizing Dr. Cynthia Azari, Interim Chancellor, to sign vendor warrant orders, salary payment orders, notices of employment, bank checks, purchase orders, and grant documents effective July 1, 2013.

VII. CONSENT AGENDA INFORMATION

- A. [Monthly Financial Report](#)
Information Only

VIII. BOARD COMMITTEE REPORTS

A. Governance

- 1. [Revised and New Board Policies and Administrative Procedures - Second Reading and Approval](#)
Recommend approving Administrative Procedure 3420.
- 2. [Revised and New Board Policies - First Reading](#)
Recommend accepting Board Policies 4020 and 5500 for first reading.

B. Teaching and Learning

- 1. [Proposed Curricular Changes](#)
Recommend approving the proposed curricular changes for inclusion in the college catalogs and the schedule of class offerings.
- 2. [Student Services Fee Increase for the Students of the Riverside Community College District](#)
Recommend approving the student services fee for the students of the Riverside Community College District.

C. Planning and Operations

- 1. [2015-2019 Five-Year Capital Construction Plan, Initial Project Proposals and Final Project Proposals](#)
Recommend approving the 2015-2019 Five-Year Capital Construction Plan and project proposals for the listed projects.
- 2. [Project Budget and Agreement for Moreno Valley College Comprehensive Master Plan with HMC Architects](#)
Recommend approving the project budget of \$372,000 for a Moreno Valley College Comprehensive Master Plan and the contract with HMC for \$342,000.

D. Resources

- 1. [Addendum to Master Agreement Between Riverside Community College District and RCCD Foundation](#)

Recommend approving Addendum to the Master Agreement for debt retirement of Riverside Aquatics Complex between RCCD Foundation and Riverside City College

2. [Tentative Budget for 2013-2014 and Notice of Public Hearing on the 2013 - 2014 Final Budget](#)
Recommend approving the 2013-2014 Tentative Final Budget and forwarding a copy to Riverside County Superintendent of Schools. Further recommend that the Board announce the date, time and location for public inspection of the proposed final budget, date and time for public hearing, and adoption of the 2013-2014 Final Budget.

E. Facilities

1. [Change Order No. 1 for Norco Operations Center with First Responder Fire Protection Corp.](#)
Recommend approving project Change Order No. 1 in the amount of \$13,793.52 and the change order in excess of ten percent by a total of \$6,749.52.
2. [Inspector Services Agreement for the District-wide Utility Infrastructure Upgrade Project with Inland Inspections and Consulting](#)
Recommend approving the agreement for Inspection Services with Inland Inspections & Consulting in the amount of \$121,910.

IX. ADMINISTRATIVE REPORTS

A. Vice Chancellors

1. [Holiday Schedule for Fiscal Year 2013-2014](#)
Recommend approving the fiscal year 2013-2014 holiday schedule for classified, confidential, and management employees.

B. Presidents

1. [Update on Physician Assistant Program Accreditation 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. [Reporting Out of Board of Trustees Annual Self Evaluation for 2013](#)
Recommend reviewing and accepting the objectives for the next 12-month Board Self Evaluation period, as a means of reporting out from the 2012-13 Board Self Evaluation process.
- B. [Possible Approval of Employment Agreement with Interim Chancellor](#)

Recommend approving the Employment Agreement with the proposed Interim Chancellor if a tentative agreement has been reached.

- C. [Authorization to Prepare and Distribute RFQ/RFP for Consulting Services for Chancellor Search](#)

Recommend preparing and distributing a RFQ/RFP to solicit proposals from Executive Search Firms to provide consulting services for recruiting and selecting a Chancellor for the District.

- D. [Potential Update and/or Recommendation from the Ad Hoc Board of Trustees Ethics Advisory Committee](#)

Recommend receiving any update and/or recommendation from the Ad Hoc Board of Trustees Ethics Advisory Committee

- E. [Update from Members of the Board of Trustees on Business of the Board.](#)

Information Only

XIII. CLOSED SESSION

- A. [Pursuant to Government Code Section 54957.6 Conference with Labor Negotiator, District-Designated Representative: Brad Neufeld of Gresham Savage, Unrepresented Employee: Interim Chancellor](#)

Recommended Action to be Determined

- B. [Pursuant to Government Code Section 54957, Public Employee Discipline/Dismissal/Release](#)

Recommended Action to be Determined

XIV. ADJOURNMENT



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[Agenda Item](#)

Agenda Item (II-A)

Meeting	6/18/2013 - Regular
Agenda Item	Approval of Minutes (II-A)
Subject	Minutes of the Board of Trustees Regular/Committee Meeting of May 7, 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 May 7, 2013 Board of Trustees Regular/Committee meeting minutes as prepared.

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

Attachments:

[050713_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 MAY 7, 2013

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

CALL TO ORDER

Trustees Present

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

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 and Facilities Development
Mr. Jim Parsons, Associate Vice Chancellor, Strategic Communications
and Relations

Guests Present

Mr. Steve Flanagan, Principal, LPA
Ms. Patricia Padilla, PLA Administrator, Padilla & Associates

Student Trustee Noemi Jubaer led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Several students spoke regarding the STEM Center and the Writing and Math labs at Riverside City College and rumors they have heard that the center and labs may be closed. Students requested that they remain open and cited the numerous benefits they provide to the students.

PUBLIC COMMENTS

Students also advised that it is difficult to meet the required hours in the writing center due to heavy use of the labs, printers that do not work properly, the need for the labs to be open more hours due to overcrowding, and the benefit to students if the labs were open on the weekends.

Mr. Brennan Gonerig , student, criticized Trustee Miller for comments he made at the April 16th regular Board meeting regarding ASRCC President Mr. Doug Figueroa and an incident from Mr. Figueroa’s past. Mr. Gonerig stated that Mr. Figueroa is repentant about his past history and has turned his life around.

Trustee Green, on behalf of Mr. Tom Evans, East Riverside Rotary Club, read from an email he’d sent her regarding a car show that was held during the past weekend. He acknowledged the great students from the RCC automotive program car club who helped with trash management thereby making the experience a positive one for the 10,000 to 15,000 people who attended. Some scholarships will be given as a result of the rotary club fundraiser.

President Blumenthal convened the meeting at 6:33 pm. Committee members in attendance: Dr. Gregory Gray, Chancellor, Academic Senate Representatives: Dr. Travis Gibbs (Moreno Valley College), Dr. Sharon Crasnow (Norco College) and Mr. Lee Nelson (Riverside City College); CTA Representatives: Dr. Fabian Biancardi and Mr. John Sullivan; ASRCCD Representative: Mr. Brennan Gonerig; and Management Representative: Ms. Sherry Stone. CSEA Representative: Mr. Gustavo Segura.

GOVERNANCE

Ms. Ruth Adams, General Counsel, and Ms. Chani Beeman, Director, Diversity & Human Resources, reviewed AP 3420: Equal Employment Opportunity Plan with the committee. The State Chancellor’s Office is requiring that the administrative procedure be approved by the Board of Trustees no later than June 30.

Revised and New Board Policies -
First Reading

AP 3420 is based on model language provided by the State Chancellor’s Office and modified to reflect the District’s policies and procedures. Sections of AP 3420 are not complete due to the lack of employment availability data necessary to comply with current Title 5 regulations.

Although efforts were made to change Title 5 to comply and were approved by the Board of Governors, they were not approved by the Department of Finance. Revisions will be made when the data becomes available or the conflict with the Title 5 regulations is resolved. AP 3420 will be brought to the Board on May 21st for approval. Discussion followed.

Ms. Adams reviewed protocols and standards for minutes of Board meetings and whether or not motions made at the Board meetings need to be seconded. She cited Roberts

Presentation and Discussion on Minutes
of the Board and Seconding Motions

Rules of Order, the Ed Code, and reviewed applicable standards. Discussion followed.

The committee adjourned the meeting at 7:10 p.m.

Adjourned

The Teaching and Learning Committee Chair Sam Davis convened the meeting at 7:12 p.m. Committee members in attendance: Dr. Ray Maghroori, Provost/Vice Chancellor, Educational Services; Academic Senate Representatives: Mr. Sal Soto (Moreno Valley College), Ms. Peggy Campo (Norco College) and Mr. Lee Nelson (Riverside City College); ASRCCD Representative: Mr. Brennan Gonerig; and CTA Representative: Mr. John Sullivan.

TEACHING AND LEARNING

Dr. Maghroori reviewed for the committee the proposed curricular changes that will be presented to the Board of Trustees on May 21st. Discussion followed.

Proposed Curricular Changes

Dr. John Tillquist, Associate Vice Chancellor, Economic Development, presented the 2012 Annual Report outlining the work completed in the last year that included information on newly-created jobs, jobs saved, specific services offered at no cost or minimal cost, and the generation of millions of dollars in new capital and new sales. The Presidents of Moreno Valley, Norco, and Riverside City Colleges provided comments about their particular college's programs and community partnerships. Discussion followed.

Presentation of Annual 2012 Report for the Office of Economic Development

Mr. Richard Keeler, Dean, and Ms. Colleen Molko, Director, Grants Office, provided a summary report for the office that included an update to the Master Submission Schedule, a summary of grant applications and awards received as well as accomplishments on behalf of the District and its three colleges.

Presentation of Grants Office Summary Report of 2012-2013

Ms. Judy Perry, Professor of Computer Information Systems, Norco College; Dr. Sandy Baker, Dean of the School of Nursing and Ms. Tammy VantHul, Associate Professor of Nursing, Riverside City College; and Mr. Julio Gonzales, Director, Middle College High School, were recognized for their vision and expertise in applying for and obtaining major federal grant funds. Discussion followed.

The committee adjourned the meeting at 7:38 p.m.

Adjourned

Trustee Green convened the meeting at 7:40 p.m. Committee members in attendance: Mr. Aaron Brown, Vice Chancellor, Business and Financial Services, Ms. Melissa Kane, Vice Chancellor, Diversity and Human Resources;

RESOURCES COMMITTEE

Academic Senate Representatives: Mr. Travis Gibbs (Moreno Valley College) and Mr. Lee Nelson (Riverside City College); ASRCCD Representative: Mr. Brennan Gonerig; CTA Representative: Ms. Cynthia Mahon. CSEA Representative: Mr. Gustavo Segura.

Ms. Carlson provided information regarding a budget augmentation that will be presented to the Board of Trustees on May 21st for a management system that will assist the office of Facilities Planning and Development in managing and controlling numerous construction projects. Discussion followed.

Budget Augmentation for Capital Project Management System

Ms. Carlson led the committee's review of a requested budget approval and architectural agreement with Higginson + Cartozian Architects for the Wheelock Gymnasium and Seismic Retrofit renovation that will be considered on May 21st by the Board. Discussion followed.

Project Budget Approval and Architect Agreement for Athletic Offices Remodel

Mr. Brown reported on the proposed use of proceeds from funding resulting from the passage of Proposition 30 to partially fund instructional salaries and benefits in the amount of \$20,365,183. The Board of Trustees will be asked to approve the funding and expenditures at the May 21st Board meeting. Discussion followed.

Adoption of Education Protection Account Funding and Expenditures

The committee adjourned the meeting at 8:01 p.m.

Adjourned

The Facilities Committee Chair Nathan Miller convened the meeting at 8:04 p.m. Committee members in attendance: Ms. Chris Carlson, Chief of Staff and Facilities Development; Academic Senate Representatives: Mr. Sal Soto (Moreno Valley College) and Mr. Lee Nelson (Riverside City College); ASRCCD Representative: Mr. Brennan Gonerig; CTA Representative: Ms. Rhonda Taube; and Management Representative: Mr. George Walters. CSEA Representative: Mr. Gustavo Segura.

FACILITIES COMMITTEE

Ms. Carlson noted that a proposed amendment for furniture, fixtures and equipment services for the Student Services Building project at Riverside City College in the amount of \$1,715,680 would be presented to the Board of Trustees at the meeting on the 21st of May. Discussion followed.

Amendment 1 for Student Services Building with HMC Architects

Ms. Carlson discussed with the committee a proposed amendment to the architectural agreement with Higginson + Cartozian in the amount of \$27,375 for required additional services for the parking/tennis project. The amendment will be presented to the Board on May 21st. Discussion followed.

Amendment 1 for Lovekin Parking/Tennis Project with Higginson + Cartozian

Ms. Carlson reviewed the change orders totaling \$48,764 for the retrofit project that will be presented to the Board for approval on May 21st. Discussion followed.

Change Orders 1 and 2 for Wheelock Gymnasium, Seismic Retrofit Project w/ Siemens Industry, Inc.

Mr. Steve Flanagan, Principal; LPA, Mr. Charlie Wyckoff, Interim Vice President, Business Services, Riverside City College; and Dr. Azari presented information on the school for the arts and the Renaissance Block projects, addressing both past and future project details such as the Center for Social Justice and Civil Liberties, the Culinary Arts Building, the RCCD Office Building, and the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts. Included in the presentation was information on interior, exterior, and landscaping designs, as well as colors, textures, and materials that will be used in the projects. Discussion followed.

Presentation of the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts and RCCD Renaissance Block by LPA

Ms. Pat Padilla, PLA administrator, Padilla & Associates, provided the annual status update of the District's Project Labor Agreement oversight that included a review of the District's achievements in meeting RCCD's economic development initiatives. Past and active projects were discussed as well as comparisons of non-union and union project awards. Ms. Padilla confirmed for Board members that the Nursing/Math/Science building at Riverside City College was developed prior to the PLA projects. Discussion followed.

Annual Presentation on Status Update of Project Labor Agreement by Padilla and Associates

The committee adjourned the meeting at 8:25 p.m.

Adjourned

OTHER BUSINESS

President Blumenthal stated that in her capacity as the Board President she was informed of an unresolved standard of good practice violation by Trustee Davis. According to Board Policy 2715, a committee of two Board members must be formed to hear the case and determine if a censure is in order; and, if so, will be placed on a scheduled Board meeting agenda for full Board consideration. Trustees Figueroa and Green were nominated by the Board President for the committee and both accepted the appointment.

Appointment of an Ad Hoc Board of Trustees Ethics Advisory Committee

The Board adjourned to closed session at 8:27 p.m. to consider the following closed session items:

ADJOURNED TO CLOSED SESSION

Pursuant to Government Code Section 54957, Public Employee Performance Evaluation: Title: "Chancellor"

Pursuant to Government Code Section 54957.6, Conference with Labor Negotiator, District Negotiator: Bradley Neufeld, Gresham Savage, Unrepresented Employee: "Chancellor"

The Board reconvened to open session at 8:50 p.m., announcing no action had been taken on the closed session items and adjourned the meeting at 8:51 p.m.

ADJOURNED/RECONVENED



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Agenda Item (II-B)

Meeting 6/18/2013 - Regular

Agenda Item Approval of Minutes (II-B)

Subject Minutes of the Board of Trustees Special Meeting of May 14, 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 May 14, 2013 Board of Trustees Special meeting minutes as prepared.

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

Attachments:

[051413_MIN](#)

MINUTES OF THE SPECIAL BOARD OF TRUSTEES
MEETING OF MAY 14, 2013

President Blumenthal called the special meeting of the Board of Trustees to order at 6:00 p.m., in Conference Room 319, Third Floor, District Office, 1533 Spruce Street, Riverside, California.

CALL TO ORDER

Trustees Present

Virginia Blumenthal, President
Samuel Davis, Secretary
Mary Figueroa, Board Member
Janet Green, Vice President
Nathan Miller, Board Member

Trustees Absent

Naomi Jubaer, Student Trustee

Staff Present

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

Guest(s) Present

Attorney Brad Neufeld, Gresham Savage Nolan & Tilden

The Board adjourned to closed session at 6:03 p.m. pursuant to Government Code Section 54957, Public Employee Appointment, Title: Chancellor

ADJOURNED TO CLOSED
SESSION

The Board reconvened to open session at 6:03 p.m., announcing no action had been taken on the closed session item and adjourned the meeting at 7:50 p.m.

RECONVENED/ADJOURNMENT

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[Agenda Item](#)

Agenda Item (II-C)

Meeting	6/18/2013 - Regular
Agenda Item	Approval of Minutes (II-C)
Subject	Minutes of the Board of Trustees Regular Meeting of May 21, 2013
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommend approving the May 21, 2013 Board of Trustees Regular meeting minutes as prepared.

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

Attachments:

[052113_MIN](#)

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OF MAY 21, 2013

President Blumenthal called the regular meeting of the Board of Trustees to order at 6:00 p.m., in Student Services 101, Moreno Valley College, 16130 Lasselle Street, Moreno Valley, California 92551

CALL TO ORDER

Trustees Present

Virginia Blumenthal, President
Janet Green, Vice President
Sam Davis, Secretary (arrived at 6:11 p.m.)
Mary Figueroa, Board Member
Nathan Miller, Board Member
Noemi Jubaer, Student Trustee

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 & Facilities Development
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. Kelli Dower, Music Associate Faculty/Director of Choirs, Moreno Valley College
Ms. Tina Frey, Counselor/College Liaison, Nuvview Bridge Early College High School
Ms. Cheryl Honoree, Professor, Accounting/Co-Advisor of Choirs, Moreno Valley College
Dr. Christopher Nollette, Associate Professor/Director, EMS/Paramedic Programs
Ms. Carolyn Quinn, Associate Professor, Music, Moreno Valley College
Mr. Jeff Simmons, Principal, Nuvview Bridge Early College High School

Student Trustee Noemi Jubaer led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

RCC Students Ms. Dominique Williams and Ms. Candace Luckett commented on their grievances in dealing with the counseling department and stated that they had received inaccurate information from the counselors which delayed their ability to transfer to a four year university.

COMMENTS FROM THE PUBLIC

RCC Students Mr. Wellington Bennett and Mr. Devone Berryman made comments about the difficulties encountered with the current configuration of the computer applications at the writing center and that the current requirement of 18 lab

hours per semester should not be mandatory for all students due to each individual's writing skills proficiency.

Green/Miller moved that the Board of Trustees approve the minutes of the Board of Trustees Regular/Committee Meeting of April 2, 2013. Motion carried. (4 ayes, 1 absent [Davis])

Green/Figueroa moved that the Board of Trustees approve the minutes of the Board of Trustees Regular Meeting of April 16, 2013. Motion carried. (4 ayes, 1 absent [Davis])

Green/Figueroa moved that the Board of Trustees approve the minutes of the Board of Trustees Special Meeting of April 23, 2013. Motion carried. (4 ayes, 1 absent [Davis])

MINUTES OF THE BOARD OF TRUSTEES REGULAR/COMMITTEE MEETING OF APRIL 2, 2013

MINUTES OF THE BOARD OF TRUSTEES REGULAR MEETING OF APRIL 16, 2013

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING OF APRIL 23, 2013

CHANCELLOR'S REPORTS

Presentations

Dr. Azari provided an informational report on the air quality testing results of the Math and Science Building at Riverside City College.

Update on the Math and Science Building

Ms. Dower and Ms. Honoree gave a presentation on the high lights of the Moreno Valley College Chamber Singers April 6-10 Spring Tour in Las Vegas. The 23 member choir chamber singers performed two choruses: "A Living Song" by David Brunner and "Way Over in Beulah Lan" by Stacey Gibbs, accompanied on piano by Ms. Quin

Presentation on the Moreno Valley College Chamber Singers Tour Highlights

Mr. Simmons and Ms. Frey from the Nuview Bridge Early College High School thanked the Board of Trustees and Moreno Valley College for its support of their partnership and the early college program that is serving the educational needs of students throughout Riverside County. Students Devin Thomas, Nkem Ehiemere, and Daniel Perez, who will be graduating in June, shared their experiences with the early college program.

Presentation – Nuview Bridge Early College High School Program Students

Dr. Nollette gave a hands-on interactive presentation on the brain based learning method used in the paramedic program at the Ben Clark Training Center.

Five to Thrive Presentation led by Dr. Christopher Nollette, Associate Professor/Director, EMS Paramedic Programs, Moreno Valley College

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

Figueroa/Green moved that the Board of Trustees:

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

Academic Personnel

Approve/ratify the listed classified appointments, separations, 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 \$2,446,504 and District Warrant Claims totaling \$6,417,200;

Purchase Order and Warrant Report – All District Resources

Approve the budget transfers as presented;

Budget Adjustments

Approve adding the revenue and expenditures of \$142,980 to the budget;

Resolution No. 32-12/13 – 2012-2013 California State Trade and Export Promotion Grant

Approve adding the revenue and expenditures of \$89,687 to the budget;

Resolution No. 33-12/13 – 2012-2013 Enrollment Growth & Retention ADN-RN Grant

Approve adding the revenue and expenditures of \$5,000 to the budget;

Resolution No. 34-12/13 – 2012-2013 State Transition to Nursing Practice Program

Award Bid Number 2012/13-45 - Lovekin Complex Tennis Courts Project, in the total amount of \$2,078,000 to Malibu Pacific Tennis Courts, Inc.;

Bid Award for the Lovekin Complex Tennis Courts Project

Award Bid Number 2012/13-47 - MLK Teaching and Learning Center Interior Alterations Project, in the total amount of \$200,000 to IBN Construction, Inc.;

Bid Award for the MLK Teaching and Learning Center Interior Alterations Project

Ratify contracts totaling \$492,529;

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

Approve contract agreement with Office of Statewide Health Planning and Development for the time frame of August 1, 2013 through September 9, 2015, in the amount of \$200,000.00;

Contract for Nursing Education with Office of Statewide Health Planning and Development

Approve contract agreement with Office of Statewide Health Planning and Development for the time frame of August 1, 2013 through September 9, 2015, in the amount of \$125,000.00;

Contract for Nursing Education with Office of Statewide Health Planning and Development

Approve the Purchase and Sale Agreement for Property known as APN 215-022-017 and 215-022-018 with the Housing Authority of the City of Riverside, for \$121,580;

Purchase and Sale Agreement for Property known as APN 215-022-017 & 215-022-018 with the Housing Authority of the City of Riverside

Approve the out-of-state travel;

Out-of-State Travel

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

Declare the property on the attached list to be surplus; find 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

Authorize Chris Carlson, Chief of Staff and Facilities Development, to sign change orders;

Signature Authorization Update

Motion carried. (5 ayes)

Information

The Board received the summary of financial information for the period of July 1, 2012 through April 30, 2013.

Monthly Financial Report

The Board received the quarterly financial status report for the quarter ended March 31, 2013.

CCFS – Quarterly Financial Status Report for the 3rd Quarter Ended March 31, 2013

BOARD COMMITTEE REPORTS

Governance

Blumenthal/Davis moved that the Board of Trustees accept Board Policies 2365, 2716 and 6700 for second reading. Motion carried (5 ayes)

Revised and New Board Policies – Second Reading and Approval

Blumenthal/Davis moved that the Board of Trustees

Revised and New Board Policies

accept Administrative Procedure 3420 for first reading. Motion carried (5 ayes)

– First Reading

Davis/Green moved that the Board of Trustees approve the proposed curricular changes for inclusion in the college catalogs and in the schedule of class offerings. Motion carried. (5 ayes)

Teaching and Learning

Proposed Curricular Changes

Green/Davis moved that the Board of Trustees approve the budget augmentation in the amount of \$1,651,000 for furniture, fixtures and equipment; and approve the revised Measure C allocation of \$7,044,275 for the project at Moreno Valley College. Motion carried. (5 ayes)

Resources

Budget Augmentation for Phase III Student Academic Services Facility for furniture, Fixtures and Equipment

Green/Davis moved that the Board of Trustees approve a project budget in the amount of \$96,030 for the Athletic Offices Remodel project at Wheelock Gym at Riverside City College and approve the architectural services agreement with Higginson + Cartozian Architects in the amount of \$16,800. Motion carried. (5 ayes)

Project Budget Approval and Architect Agreement for Athletic Offices Remodel

Green/Miller moved that the Board of Trustees approve the budget augmentation in the amount of \$38,250 for the Capital Project Management System. Motion carried. (5 ayes)

Budget Augmentation for Capital Project Management System

Green/Davis moved that the Board of Trustees approve the use of the estimated \$20,365,183 of Education Protection Account proceeds resulting from the passage of Proposition 30 to partially fund instructional salaries and benefits. Motion carried. (5 ayes)

Adoption of Education Protection Account Funding and Expenditures

Miller/Green moved that the Board of Trustees approve Amendment 1 for FF&E services with HMC Architects in the amount of \$103,500 for the Student Services Building project at Riverside City College. Motion carried. (5 ayes)

Facilities

Amendment 1 for Student Services Building with HMC Architects

Miller/Green moved that the Board of Trustees approve Amendment 1 with Higginson + Cartozian Architects, Inc. in the amount of \$27,375 for the Lovekin Parking/Tennis project at Riverside City College. Motion carried. (5 ayes)

Amendment 1 for Lovekin Parking/Tennis Project with Higginson + Cartozian

Miller/Green moved that the Board of Trustees approve Change Order No.1 in the amount of \$29,738 and Change Order No. 2 in the amount of \$19,026, totaling \$48,764 with Seimens Industry Inc. Motion carried. (5 ayes)

Change Orders 1 and 2 for Wheelock Gymnasium, Seismic Retrofit Project with Siemens Industry, Inc.

ADMINISTRATIVE REPORTS

Vice Chancellors

Green/Davis moved that the Board of Trustees adopt Resolution No. 35-12/13, authorizing the Chancellor, or Designee, of the District to layoff and reduce hours of the classified service and send the appropriate notification. Motion carried. (5 ayes)

Resolution No. 35-12/13 – Resolution Authorizing the Chancellor, or Designee, of the District to Layoff and Reduce Hours of the Classified Service

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

Ms. Cynthia Mahon, adjunct faculty, presented the report on behalf of the CTA.

CTA – California Teachers Association

Ms. Angela Thomas, Instructional Media/Broadcast Technician, presented the report on behalf of the CSEA.

CSEA – California School Employees Association

BUSINESS FROM BOARD MEMBERS

Ms. Carlson assisted the Board in reviewing the results of their annual self-evaluation and setting the goals for next year.

Annual Self Evaluation for Board of Trustees

The Board of Trustees adjourned to closed session at 8:28 p.m. to consider Closed Session item XIII-B “Pursuant to Government Code Section 54957, Public Employee Performance Evaluation: Title: Chancellor.” The Board reconvened at 8:49 p.m. announcing that no action had been taken.

ADJOURNED TO CLOSED SESSION/RECONVENED

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

ADJOURNED



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Agenda Item (IV-A)

Meeting 6/18/2013 - Regular

Agenda Item Chancellor's Reports (IV-A)

Subject Chancellor's Communications

College/District District

Information Only

Background Narrative:

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

Prepared By: Greg Gray, Chancellor

Attachments:



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Agenda Item (IV-B)

Meeting 6/18/2013 - Regular

Agenda Item Chancellor's Reports (IV-B)

Subject Presentation of Spring 2013 Scholarship Award to Student Trustee

College/District District

Information Only

Background Narrative:

Chancellor will present the Spring 2013 Scholarship Award to Student Trustee.

Prepared By: Greg Gray, Chancellor

Attachments:



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Agenda Item (IV-C)

Meeting 6/18/2013 - Regular
Agenda Item Chancellor's Reports (IV-C)
Subject Swearing-in of 2013-14 Student Trustee
College/District District
Information Only

Background Narrative:

The Chancellor will administer the oath of office for the 2013-14 Student Trustee, Jared Snyder.

Prepared By: Greg Gray, Chancellor

Attachments:



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Agenda Item (IV-D)

Meeting 6/18/2013 - Regular
Agenda Item Chancellor's Reports (IV-D)
Subject Presentation on Norco College TRiO Programs
College/District Norco
Information Only

Background Narrative:

Presentation on Norco College's TRiO programs for students from disadvantaged backgrounds who are pursuing a college degree.

Prepared By: Paul Parnell, President, Norco College
Debbie DiThomas, Vice President, Student Services (Norco)

Attachments:

[TRiO Programs Powerpoint](#)

Norco College

TRiO Programs

Student Support Services
S.S.S. & S.S.S. RISE

Upward Bound
Corona High school
Centennial High School
Norte Vista High School





What is TRiO?

TRiO is a set of federally-funded college opportunity programs that motivate and support students from disadvantaged backgrounds in their pursuit of a college degree.

The Educational Opportunity Act of 1964 established an experimental program known as Upward Bound. Then, in 1965, the Higher Education Act created Talent Search. Finally, another program, Special Services for Disadvantaged Students (later known as Student Support Services), was launched in 1968. Together, this “trio” of federally-funded programs encouraged access to higher education for low-income students.

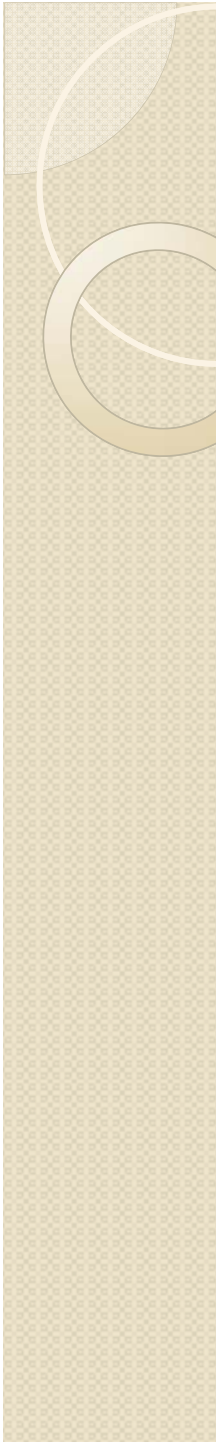


What is the Student Support Services Program?

Student Support Services projects work to enable low-income students to stay in college until they earn their baccalaureate degrees. Participants, who include disabled college students, receive tutoring, counseling and remedial instruction.

Our Mission:

- ✦ To offer students a strong academic advising support system to assist with their college transitions and retention.
- ✦ Our goal is to increase the graduation and transfer rates of community college students.



SSS	SSS RISE
Participants: 160 students	Participants: 100 students
Grant Amount: \$238,496 per year	Grant Amount: \$220,000 per year
Grant Period: 5 years	Grant Period: 5 years
Student Population: <ul style="list-style-type: none">• Low Income• 1st Generation• Disabled	Student Population: <ul style="list-style-type: none">• Disabled• Low Income• 1st Generation

Student Support Services Standardized Grant Objectives

Program Objective	Approved Rate	SSS Actual Attained Rate 2010-2011	SSS Actual Attained Rate 2011-2012	Norco College Students
Persistence Rate	70%	86%	89%	57.5%
Good Academic Standing	70%	88%	91%	68.6%
Associate's Degree or Certificate	20%	35%	38%	
Associate's Degree or Certificate and Transfer to a 4-Year Institution	25%	24%	54%	
Funded Number	Number of Participants Funded to Serve	Number of Participants Served	Percent Served	
	160	160	100%	

TRiO Student Support Services (S.S.S.)

STUDENT SUPPORT SERVICES

1ST YEAR SERVICES

- Summer Guidance Course
 - Guidance 48 Course
- Student Educational Plan (SEP)
 - Financial Literacy 101
- Academic Advice, Course Selection & Progress Reports
 - Career Exploration
 - Priority Registration
- Monthly Informational/Educational Meetings
- Financial Aid Scholarships Application Assistance & SSS Grant Aid
 - Book Loan Program
- Referrals to Academic Center

2ND YEAR SERVICES

- Guidance 47 Course
- Academic Advice, Course Selection & Progress Reports
 - Priority Registration
- Financial Aid Scholarships Application Assistance & SSS Grant Aid
 - Book Loan Program
- Enhanced Tutorial Services
- Supplemental Instruction

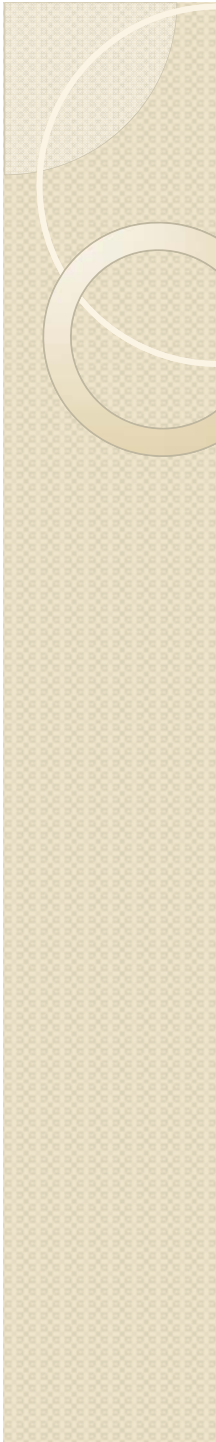
3RD & 4TH YEAR SERVICES

- Academic Advice, Course Selection & Progress Reports
- FAFSA & Scholarships to Four-Year Universities
- Enhanced Tutorial Services & Supplemental Instruction
- Referrals to Writing, Math & Reading Centers
 - Access to Faculty Mentors
 - University Student Peer Mentors
- Tours to Four-Year Universities
- University Enrichment Program
 - Assistance with College Applications
- Referrals to other SSS Programs or Similar Services
 - Awards Recognition Event



What is the Upward Bound Program?

Upward Bound helps youth prepare for higher education. Participants receive instruction in literature, composition, mathematics, and science on college campuses after school, on Saturdays and during the summer.



Upward Bound Corona Highschool	Upward Bound Centennial Highschool	Upward Bound Norte Vista Highschool
Participants: 60	Participants: 74	Participants: 64
Grant Amount: \$250,000	Grant Amount: \$307,678	Grant Amount: \$262,321
Grant Period: 5 years	Grant Period: 5 years	Grant Period: 5 years
Student Population: Low income and First-generation college student	Student Population: Low income and First-generation college student	Student Population: Low income and First-generation college student

Upward Bound Standardized Grant Objectives

	Students at Centennial HS	UB Students at Centennial HS	Students at Norte Vista HS	UB Students at Norte Vista HS
Percentage of students that achieved at the proficient level on state assessments in English	47%	66.7%	35%	89%
Percentage of students that achieved at the proficient level on state assessments in Math	28%	37.5%	20%	89%
Percentage of students who enrolled in a program of post secondary education by the fall term immediately following graduation.	46.6%	84.2%	42.8%	96%
Percentage of students with a GPA of 2.50 or higher.	52%	86.2%	41.3%	80.0%



Upward Bound Services

9TH & 10TH GRADE

- Academic Tutoring
- Individual Academic & Guidance Counseling
- Saturday Academics
- College & Cultural Fieldtrips
- Parent Workshops
- Financial Aid Overview
- College entrance requirements
 - Time Management
 - Study Skills
 - Goal Setting
- Career Exploration
- Leadership Developments

11TH GRADE

- Academic Tutoring
- Individual Academic & Guidance Counseling
- Saturday Academics
- College & Cultural Fieldtrips
- Parent Workshops
- Financially preparing for a college education
- College entrance requirements
- College & career exploration
 - Goal Setting
- Leadership Developments

12TH GRADE

- Academic Tutoring
- Individual Academic & Guidance Counseling
- Saturday Academics
- College & Cultural Fieldtrips
- Parent Workshops
- Assistance with college admission applications
- Financial Aid: FAFSA & Scholarships
- Campus resources & college selection process
- Guidance in financial & economic literacy
- Wellness & stress management
- Career & major selection



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Agenda Item (IV-E)

Meeting 6/18/2013 - Regular

Agenda Item Chancellor's Reports (IV-E)

Subject Five to Thrive Presentation Led by Mr. Taber Dunipace, Associate Faculty, Simulation and Gaming

College/District Norco

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 Mr. Taber Dunipace, Associate Faculty, Gaming.

Prepared By: Greg Gray, Chancellor

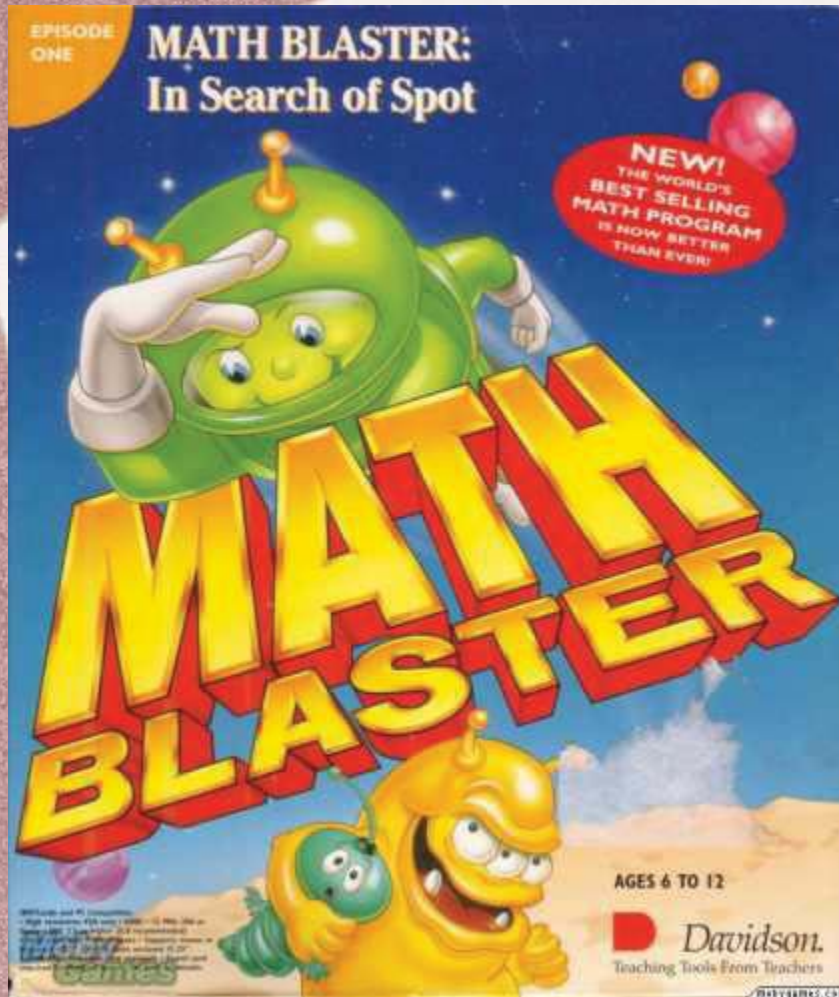
Attachments:

[061813_Five to Thrive](#)

Classroom Gamification

Taking some valuable lessons from Game Design and applying them to curriculum design.

What Gamification Isn't



- Making something fun which isn't fun
- Tricking people into playing a game for their own good
- Trivializing a subject in order to make it more engaging

The Goals of Gamification

- To use the successful strategies Game Designers use to encourage effort and raise engagement in the classroom setting.
- To give teachers more options for communicating with students effectively.
- To make students feel like progress with withing their power and control.

Influential People



Sir Ken Robinson
Educationalist



Jane McGonigal
Game Designer

Teaching Goals

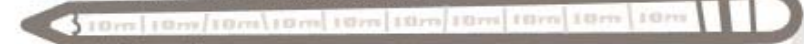
- Communicate lecture material effectively to all students
- Record progress in small increments continuously
- Verify student mastery level regularly

Curriculum Design Goals

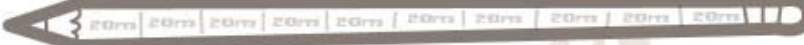
- Student-determined progress speed
- Options for making progress
- Frequent and contextualized feedback
- Rewards and encouragement for collaboration
- Objective challenges which demonstrate mastery
- Minimize punishment reinforcement and maximize reward reinforcement
- Encourage competition especially among high achievers

HELLO. MY NAME IS: _____

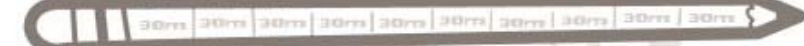
LEVEL 0: STRAY EYED ANIMATION HOPEFUL 100pts Total



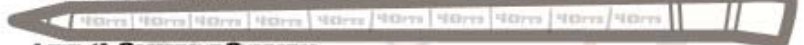
LEVEL 1: COFFEE FETCHER 300pts Total



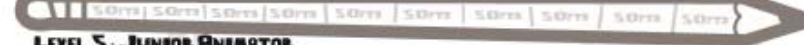
LEVEL 2: PENCIL SHARPENER 600pts Total



LEVEL 3: INBETWEENER 1000pts Total



LEVEL 4: ASSISTANT ANIMATOR 1500pts Total



LEVEL 5: JUNIOR ANIMATOR



TEST 1

TEST 2

TEST 3

TEST 4

ASSIGNMENT SCORE SHEET

PLANNING 30PTS	ASSIGNMENT 30PTS	REVISION 40PTS	1ST REVO 50PTS	2ND REVO 25PTS
HOAI WORK 1				
HOAI WORK 2				
HOAI WORK 3				
HOAI WORK 4				
HOAI WORK 5				
HOAI WORK 6				
HOAI WORK 7				
HOAI WORK 8				
HOAI WORK 9				
HOAI WORK 10				
HOAI WORK 11				
HOAI WORK 12				

BONUS POINTS!

TRIVIA 10PTS EACH



Student-Determined Progress Speed

- Recorded lectures
- Allow assignment revisions
- Consider eliminating hard due dates
- Require a student to pass a previous assignment before moving on to the next assignment



Frequent Feedback

- Assignment scores given ASAP
- Global class score updates
- Specific criticism and advice for improvement
- Projected grade update based on averages
- Leaderboard & Statistics



Collaboration

Group Project: (noun)

Time to relax while you watch someone who cares do all the work.

- If possible, don't force group work. Most good students hate to be *forced* to work in a group.
- Require peer reviews as part of the group work.
- Encourage sharing of notes
- Encourage peer tutoring
- Award bonus class points if *every student* passes a test

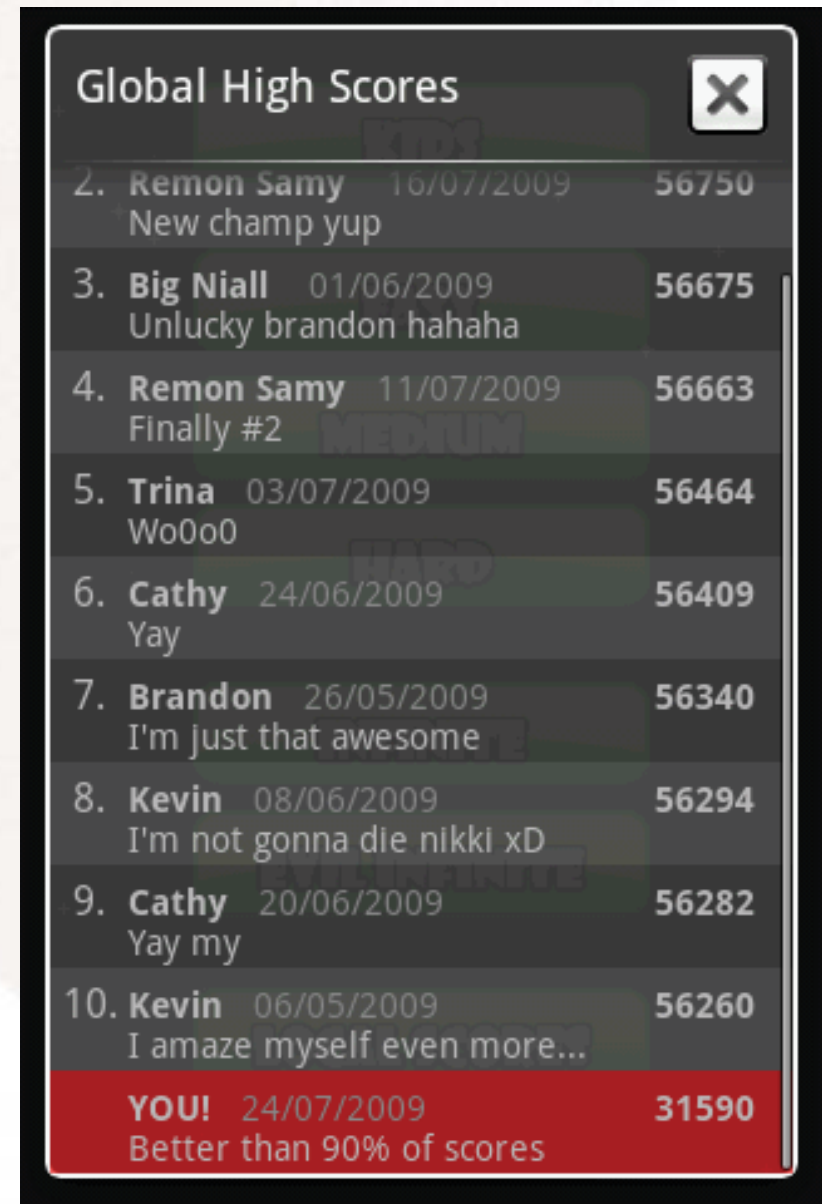
Objective Challenges



- Tests are for assessment of skill/knowledge only
- Allow tests to be attempted over again
- Give useful feedback on tests such as areas which need improvement, not just a score
- If possible, design more than one type of test which gauges the same skill

Foster a Competitive Spirit

- Keep a high-score list for the class globally
- Don't set a maximum known amount of points on an assignment unless someone aces the assignment.
- Celebrate high achievement



Global High Scores			X
2.	Remon Samy	16/07/2009	56750
	New champ yup		
3.	Big Niall	01/06/2009	56675
	Unlucky brandon hahaha		
4.	Remon Samy	11/07/2009	56663
	Finally #2		
5.	Trina	03/07/2009	56464
	Wo0o0		
6.	Cathy	24/06/2009	56409
	Yay		
7.	Brandon	26/05/2009	56340
	I'm just that awesome		
8.	Kevin	08/06/2009	56294
	I'm not gonna die nikki xD		
9.	Cathy	20/06/2009	56282
	Yay my		
10.	Kevin	06/05/2009	56260
	I amaze myself even more...		
	YOU!	24/07/2009	31590
	Better than 90% of scores		

Other Frequently Used Game Design Tricks

Create a compelling learning environment by
exploiting these known tenancies

Collecting is Compulsive



Collecting Achievement is
even more Compulsive

*Everyone loves
to be celebrated*



Small incremental
victories are encouraging



ACHIEVEMENT UNLOCKED
Left the house

Romanticizing Helps Sell a Dream



Everyone is the main character
in their personal story

People enjoy a Challenge

...within reason.





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Agenda Item (IV-F)

Meeting 6/18/2013 - Regular

Agenda Item Chancellor's Reports (IV-F)

Subject Presentation to Chancellor Gray by Management Leadership Association

College/District District

Information Only

Background Narrative:

The Management Leadership Association, which represents 125 managers at three colleges and the district office, would like to acknowledge Dr. Gray for his leadership, service to the community we serve, and his membership in and support of the MLA.

Prepared By: Chris Carlson, Chief of Staff & Facilities Development

Attachments:



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Agenda Item (IV-G)

Meeting 6/18/2013 - Regular

Agenda Item Chancellor's Reports (IV-G)

Subject Presentation on RCCD's Center for Leadership

College/District District

Information Only

Background Narrative:

Riverside Community College District has implemented its Center for Leadership through its Leadership Academy Programs over the past two academic years. The purpose of the Center for Leadership is to promote personal, professional, and organizational development by cultivating innovative leaders from within institutions; strengthening and supporting a diversified learning and working environment; fostering a culture of excellence in leadership; and to empower participants to become effective community leaders. RCCD's Center for Leadership includes its ATHENA College Leadership Program and the Leadership Academy Programs (LA I and LA II).

Prepared By: Greg Gray, Chancellor

Attachments:

[Center for Leadership BOT 6-18-13](#)

Center for Leadership

“Rooted in Excellence”



Riverside Community College District
Leadership Academy Programs

2012-2013



Mission & Goals

The mission of the Riverside Community College District Center for Leadership is to promote personal, professional, and organizational development by cultivating innovative leaders from within institutions; strengthening and supporting a diversified learning and working environment; fostering a culture of excellence in leadership; and to empower participants to become effective community leaders.

- To be constant, purposeful, innovative, and focused in creating a match between RCCD's and the community's future needs and inspirations of individuals recognizing that time, attention, and skill development is being invested for the purpose of personal and career development.
- To make a commitment of resources to ensure participants receive the training; developmental experiences; ethics; and mentorship to attain the highest level of professional excellence and personal growth in order to accomplish the Center's mission.
- To coordinate and facilitate state-of-the-art/cutting edge instructional strategies and methodologies promoting student success and an enriched learning environment.
- To foster an organizational climate where diversity and mutual respect are catalysts for creativity and team effectiveness.
- To promote a healthy and safe environment in a comprehensive and systematic manner that supports the integrity of an organization.



Center for Leadership

Leadership Academy Programs

- **Total Applications (Spring 2011 to current):**
Leadership Academy I: 165
Leadership Academy II: 62
- **Leadership Academy I**
Total of 66 completed LA I
11 managers; 9 faculty; 40 Classified staff; 3 students
- **Leadership Academy II**
Total of 49 completed LA II
8 managers; 32 classified staff; 8 faculty; 1 students

ATHENA Student Leadership Programs

- **Total Applications: 115**
- **48 accepted: MVC 17; Norco 12; RCC 19**
- **39 total graduates: MVC 14; Norco 13; RCC 12**



Participant Testimonials

“First, it was a very inspiring experience and left me with a desire to learn more about the topic; secondly, the perspective with which I approach my work here at RCCD has definitely been enhanced and expanded.”

“I have learned to be more understanding and gather facts about a situation and understanding implications before coming to a conclusion.”

Silvia Trejo, Counselor/Coordinator MVC

Gabriela Ramirez, Student Support Specialist, Norco

Ernie Arellanes, Microcomputer Support, RCC

Riverside Community College District



Coordinators

Deborah Hall, RCC

Frankie Moore, MVC

Dimitrios Synodinos, Norco

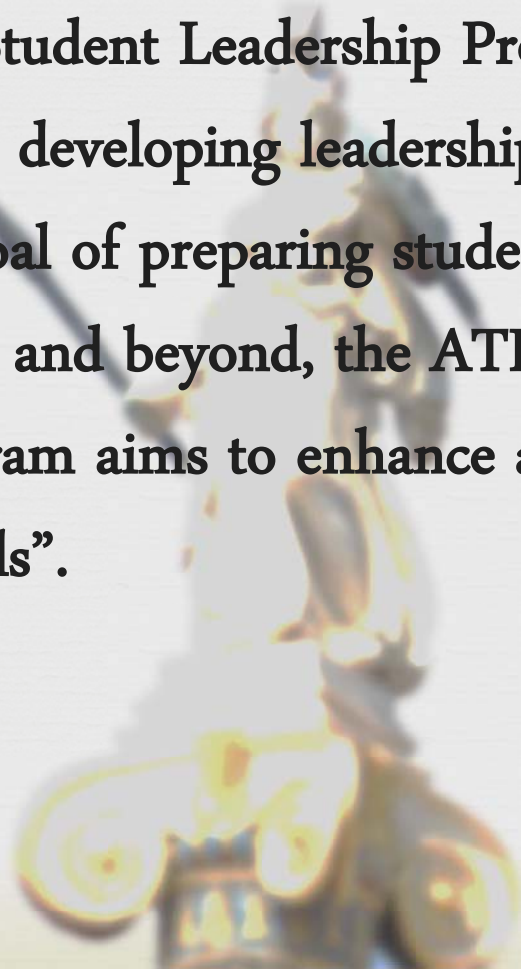
ATHENA

ATHENA Intro slides designed & provided by Frankie Moore, MVC

ATHENA *Student Leadership Program*



☞ The ATHENA Student Leadership Program is designed to assist students in developing leadership and career related skills. With a goal of preparing students for leadership in higher education and beyond, the ATHENA Student Leadership Program aims to enhance and strengthen “transferable skills”.

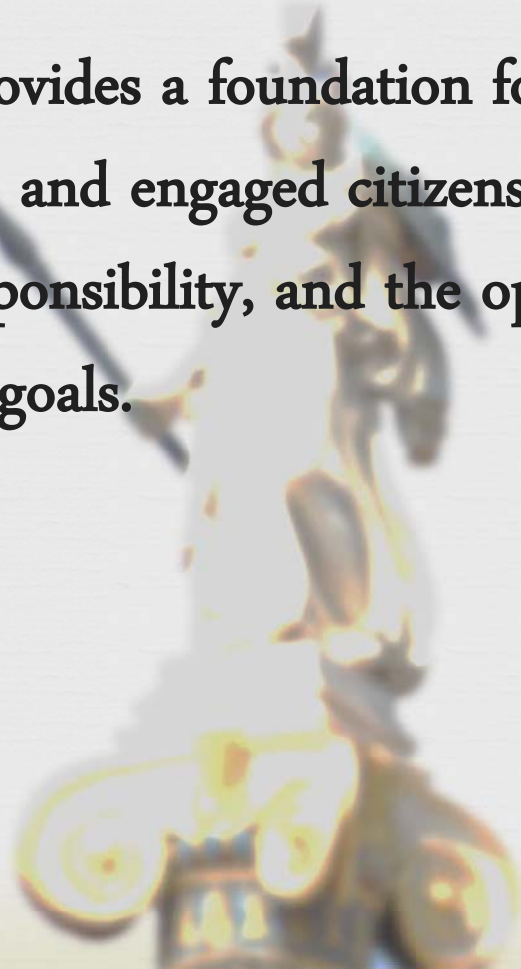


ATHENA Student Leadership Program

Moreno Valley College



☞ The Program provides a foundation for students to become confident, aware, and engaged citizens facilitating academic success, civic responsibility, and the opportunity for achieving career goals.



Learning Outcomes for Students ...



- ❧ Learn how to “be” a leader with a focus on quality and character
- ❧ Gain leadership competence necessary for success in college and beyond
- ❧ Explore personal leadership attributes relative to the ATHENA Leadership Model
- ❧ Apply ATHENA leadership principles through experiential learning
- ❧ Map out a pathway for leadership growth in college and career
- ❧ Have the opportunity to build bridges across professional sectors and generations

~ ATHENA Principles



- ~ LIVE AUTHENTICALLY
- ~ ADVOCATE FIERCELY
- ~ ACT COURAGEOUSLY
- ~ FOSTER COLLABORATION
- ~ GIVE BACK
- ~ LEARN CONSTANTLY
- ~ BUILD RELATIONSHIPS
- ~ CELEBRATE



MORENO VALLEY COLLEGE



ATHENA

ATHENA *Student Leadership Program*

PARTICIPANTS:

14 graduates
5 active in ASMVC

PRESENTERS:

- Ms. Frankie L. Moore, Living Authentically, Advocate Fiercely, Foster Collaboration
- Dr. Bill Vincent, Learn Constantly
- Mr. Dell Roberts, Giving Back
- Mr. Drew Nichols, Act Courageously



Rebecca Aguilar, Michelle Christenson, Theodore Cabbage, Kelly Denstitt, Elvia Gallo, Madelaine Gregorio, Thu Le, Constance Hardin, Patrice Keeton, Yecenia Lopez, Eric Pardee, Jozelin Perez, Catherine Russo, Charmaine Williams

ATHENA

Norco College Leadership Program



❖ Our Students

- ❖ 13 graduates
- ❖ 100% completion rate/retention
- ❖ 85% of graduates continued to participate in extra curricular activities (club/student government membership)

❖ Presenters

- ❖ Dr. Lyn Green: Fierce Advocacy
- ❖ Mr. Henan Joof: Collaboration/Relationships
- ❖ Mrs. Ruth Jones-Santos: Live Authentically
- ❖ Dr. Joseph Puglia: Learn Constantly
- ❖ Mr. Dimitrios I Synodinos: Act Courageously/ Giving back
- ❖ Norco Program emphasized the application of the 8 leadership principles to everyday situations via participation interactive events.

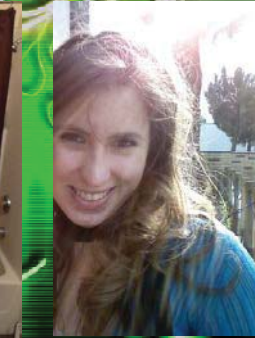
ATHENA

Testimony...



"I learned a bottom up leadership style that made leadership more comprehensive and applicable to my everyday life."

-Live Authentically



"It helped me step out of my box."

-Act Courageously



"It was a good experience. It inspired me to become involved on campus."

-Act Courageously





Riverside City College Athena Program

Highlights of Program:

12 graduates

Guest speakers highlighting Athena principles

Community Service projects & Campus-wide activities

5 active ASRCC

“The Athena Student Leadership Program has been instrumental in strengthening my leadership skills and give me the skills necessary to further enhanced the career skills necessary to progress after college. The program has given me more confidence to pursue my academic goals while being civilly involved on my campus and within the community. I owe a great debt to the facilitators of this program.”





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[Agenda Item](#)

Agenda Item (IV-H)

Meeting 6/18/2013 - Regular

Agenda Item Chancellor's Reports (IV-H)

Subject Reports on Math and Science Building Air Quality and HVAC System

College/District Riverside

Information Only

Background Narrative:

Presented for the Board's information are the findings and recommendations for the Math and Science building air quality and HVAC system. The following reports provided from Forensics Analytical Consulting Services on air quality and p2s Engineering on the HVAC system are available on the college's website. The college is taking steps to identify solutions to remediate the situation based on the recommendations provided in the reports.

Prepared By: Cynthia Azari, President, Riverside City College
Charlie Wyckoff, Interim Vice President, Business Services, RCC

Attachments:

[IEQ Report - Forensic Analytical Consulting Services](#)
[HVAC Report - p2s Engineering](#)
[Math and Science Building Reports Summary Presentation](#)



Forensic Analytical

ENVIRONMENTAL HEALTH CONSULTANTS

Indoor Environmental Quality Assessment

Findings of Sampling Investigation

**Riverside City College
Math Science Building
4578 Saunders St.
Riverside, CA 92501**

May 20, 2013

Prepared for:

Charles Wyckoff
Riverside City College
4800 Magnolia Ave.
Riverside, CA 92506
charles.wyckoff@rcc.edu

Prepared by:

Michelle Rosales, MPH, CIH
Forensic Analytical Consulting Services
2959 E Pacific Commerce Dr.
Rancho Dominguez, CA 90221
310-668-5617 ♦ mrosales@forensicanalytical.com

FACS Project #PJ19162

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APPENDIX A: FACS Data Collection Methods

APPENDIX B: Detailed Reference Levels

APPENDIX C: Site Plan

APPENDIX D: Laboratory Reports

Executive Summary

Forensic Analytical Consulting Services (FACS) was retained by Riverside City College to perform an indoor environmental quality assessment of the Math Science Building. Findings of the investigation did not identify hazardous conditions in the building related to indoor environment quality issues. However, conditions were found that have the potential to negatively impact indoor environmental quality, and associated actions that can be taken to address them were identified. A more complete discussion of findings, conclusions and recommendations is provided below.

Introduction

Forensic Analytical Consulting Services, Inc. (FACS) was retained by Riverside City College to perform an indoor environmental quality (IEQ) assessment of the Math Science Building located at 4578 Saunders St., in Riverside, CA. This report contains findings, conclusions and recommendations relevant to the investigation.

The purpose of the investigation was to 1) identify and evaluate potential explanations for the symptoms and concerns of building occupants 2) conduct industrial hygiene sampling to evaluate indoor air and water quality; 3) provide information for consideration in assessing risk to occupants; and 4) provide recommendations for additional investigation and corrective actions as necessary.

Site Characterization

The subject building is a four story structure located on campus at Riverside City College (RCC) in Riverside, CA. The building houses the Math and Science department on campus, which includes laboratories, classrooms, employee office spaces, prep and stockrooms, restrooms, conference rooms and auditoriums. According to school representatives, the subject building is served by one large air handling unit located in the penthouse (roof) of the building.

History

Based on conversations with various parties, the following history was developed.

- February 2012: The LEED certified building began occupancy.
- April/May 2012: ASCIP contacted FACS on behalf of RCC regarding a request for a limited indoor environment quality assessment of the subject building. The request was made following employee complaints of suspected inadequate indoor air quality in the building.
- May 10, 2012: FACS performs an initial limited indoor environment quality assessment of the 4th floor (visual only). Following the walkthrough, FACS provided a report that included findings and recommendations (see FACS report dated June 8, 2012).
- June 18, 2012: FACS returned on site for a meeting with key players (i.e. HVAC engineer, architect and school representatives) to discuss FACS' May 10, 2012 findings and to perform a limited walkthrough of the additional floors to evaluate conditions.
- June 22, 2012: FACS returned on site to perform a pilot noise assessment survey in laboratory 404, to evaluate the implementation of work to the exhaust ventilation system following noise complaints by occupants. Following the pilot study, FACS provided a

report that included findings and recommendations (see FACS report dated June 25, 2012).

- June 25, 2012: FACS created and submitted an anonymous online occupant survey to RCC representatives following additional employee complaints of inadequate indoor air quality. RCC representatives forwarded the survey request to all teachers and staff that resided of the 4th floor of the Math Science building. Completed surveys were sent to FACS directly and a list of issues were compiled and provided to key players. Based on the online survey, the key complaints appeared to be related to inadequate ventilation in the building, temperature control issues, and noise.
- August 31, 2012: FACS returned to the site following the reported implementation of recommendations provided by FACS in previous assessments and in response to issues identified in the occupant survey responses. The assessment included the collection of indoor air quality comfort parameter data (carbon dioxide, temperature, & relative humidity) and performance of a limited noise survey. A list of additional corrective actions was provided (see FACS report dated September 9, 2012).
- March 12, 2013: FACS returned to the site following the observance of a disagreeable odor in Room 306 by room occupants. However, at the time of the assessment no odors were observed. FACS provided sampling media (two summa canisters) to school representatives for purposes of sampling during an odor occurrence.
- March 13, 2013: A sample was collected in Room 306 during the reported odor occurrence. Upon analysis, FACS concluded that benzene derivatives measured in the complaint room sample appeared to be the source of the disagreeable odor observed by the occupants. FACS recommended further investigation into the source of the measured compounds (see FACS report dated March 21, 2013).
- Late March 2013: FACS was contacted to perform a comprehensive indoor environment quality assessment for the entire building following an increase in employee complaints throughout the building.
- April 1, 2013: FACS attended an on-site occupant meeting with RCC staff. Concerns regarding indoor air quality were expressed verbally to FACS.
- April 2, 2013: An anonymous online occupant survey was distributed to all Math Science Building occupants (staff and students on all floors). Completed surveys were sent to FACS directly and a sampling plan was developed to address all occupant concerns. Based on the online survey, the key complaints appeared to be related to inadequate ventilation in the building, temperature control issues, noise, water quality and unexplainable odors.
- Late April 2013: FACS returned to the site on several dates to conduct air and water sampling in various areas of the building. In addition, the school contracted P2S Engineering, Inc. to perform a comprehensive ventilation study of the building.

Scope of Work

In the course of this project, FACS conducted the following scope of work:

1. Development of a site characterization and history (see sections above).
2. Distribution and review of occupant surveys to all staff and students. Survey responses were used to assist in the development of the sampling plan noted below.
3. Visual inspection of accessible areas of the building on various site inspection dates.

4. Collection of potable water samples for various analytical methods for comparison to California Title 17 & Title 22 regulations. Sample locations included: Point of entry to building (roof); Ground level water fountain; & 4th level water fountain.
5. Collection of air samples for volatile organic compounds (VOC) under EPA Method TO-15 (with library search) for 8 hours using evacuated canisters (i.e. Summa) on April 23rd. Sampling locations included: Room 306 (lab); Room 232 (lab); Room 405 (lab); Room 341 (Specimen Room); 2nd Floor Internal Elevator Room; 3rd Floor Stairwell; Room 343 (lecture); Room 339 (lecture); & Room 401 (lecture). Exterior control sample locations included: Roof; Ground level; & 3rd level exterior.
6. Real time continuous data logging with a Rae Systems ppbRae monitor. Monitors collected data for total volatile organic compound (tVOC) for 24 hours a day between April 22nd-29th. Monitoring locations included: Room 205 (lab); Room 231 (prep/stockroom); Room 301 (lab); Room 307 (lab); Room 321 (office); & Room 404 (lab).
7. Real-time continuous data logging with a TSI Q-Trak indoor air quality monitor. Monitors collected data for various comfort parameters (i.e. carbon monoxide, carbon dioxide, relative humidity and temperature readings) for 24 hours a day between April 22nd-29th. Monitoring locations included: Room 147 (lecture); Room 208 (lecture); Room 221 (office); Room 329 (office); Room 339 (lab); and Room 438 (lecture).
8. Collection of area air samples for formaldehyde for approximately 4 hours using passive sampling badges. Sampling locations included: Room 302 (lab); Room 341 (Specimen room); & Room 422 (office).
9. Real time continuous data logging with a Rae Systems Multi-Rae monitor. Monitors collected data for hydrogen sulfide (sewer gas constituent) for 24 hours a day between April 22nd-29th. Monitoring locations included: 2nd FI Office Hallway; Room 231 (prep stockroom); Room 304 (lab); Room 404 (lab); & Room 434 (stock room).

Data collection methodologies are described in Appendix A. The data collected in the course of the investigation is presented in this report as follows:

- Table 1: Water Sample Results Table
- Table 2-5: Volatile Organic Compound Results Tables
- Table 6: Comfort Parameter Results Table
- Table 7: Formaldehyde Results Table
- Table 8: Hydrogen Sulfide Results Table
- Appendix B: Detailed Reference Levels
- Appendix C: Site Plan (with detailed sample locations)
- Appendix D: Laboratory Report

Conclusions & Recommendations

While this investigation did not identify hazardous conditions in the building related to indoor environment quality, conditions that have the potential to negatively impact indoor environmental quality and cause occupant discomfort were identified. Associated actions that can be taken to address these issues were identified. Although a single clear causal explanation for all symptoms reported by occupants was not found, it is often the case that implementing a

series of incremental improvements, coupled with appropriate communication and information sharing, can result in an overall improvement of indoor environmental quality and resolution of occupant symptoms and concerns.

In the course of collecting and analyzing the data from this investigation, FACS identified and evaluated various potential explanations for client concerns, occupant symptoms and potentially degraded indoor environmental quality. A discussion of these potential explanations, along with related FACS conclusions and recommendations to improve indoor environmental quality are provided below.

Issue-by-Issue Discussion

1) *Contaminants in the building's water system are causing undesirable tastes in the water.*

Conclusion: **CONFIRMED** **PROBABLE** **POTENTIAL** **UNLIKELY**

Occupants reported an undesirable taste being observed in the water at drinking fountains. Various contaminants in water have the ability at certain concentrations to cause an undesirable taste. The California Department for Public Health (CDPH) addresses esthetic drinking water issues such as taste and odor using Secondary Maximum Contaminant Levels (SMCLs). In addition, CDPH also has health based standards known as Maximum Contaminant Levels (MCLs), which are regulatory drinking water standards to be met by public water systems. See Appendix B for further information on water quality standards and guidelines.

Based on occupant complaints, FACS collected water samples in three locations at the subject building: the entry point to the building (roof), a water fountain on the ground level of the building and a water fountain on the 4th floor of the building. All samples were analyzed using the sampling and analytical methods provided in Appendix A and compared to the standards and guidelines provided in Appendix B.

When reviewing the sampling results, the following findings were made:

- All measured contaminants sampled were less than California's health-based regulatory standards (MCLs).
- At both drinking water fountains, copper concentrations were detected at levels below the regulatory MCL action level of 1,400 µg/L. However, copper concentrations did exceed California esthetic-based recommended concentration (SMCL) of 1,000 µg/L.
- Results for the Heterotrophic Plate Count (HPC), which is a generalized summary of total microorganisms present in water, was above recommended guidelines at both drinking water fountain samples. Laboratory results indicated greater than 5,700 colony forming units per milliliter (CFU/mL). Total HPC of less than 500 CFU/mLs are generally considered to be acceptable by most drinking water guidelines (i.e. World Health Organization, Federal EPA). HPC did not detect organisms at the point of entry sample (roof). While the HPC results were greater than guidelines at the drinking fountains, sampling did not indicate the presence of *E. Coli* and total coliforms in any of the samples collected.

Based on assessment findings noted above, it is likely that the disagreeable taste noted by occupants is due to the elevated concentrations of copper in the water system, which can cause a metallic taste to water. However, it should be noted that secondary MCLs are set to protect the odor, taste and appearance of drinking water and are not health based

standards. Based on sample results (detected in building system and not outside system) and the age of the building (<2 years old), it is suspected that the elevated copper may be due to the installation of new copper pipes in the building.

With regard to the biological samples, HPC measures a range of bacteria that are naturally present in the environment. While there are no regulatory standards (MCLs) for HPC, it can be used as a general indicator of water quality. As stated by the National Primary Drinking Water Regulations established by the U.S. EPA a "lower concentration of heterotrophic bacteria in the drinking water is linked to a better maintenance of the treatment and distribution systems." According to these regulations, treatment techniques should aim to control HPC concentrations to less than 500 CFU/mL

Refer to Table 1 for results and current standards and guidelines.

Recommendations:

- a. *Evaluate options to reduce copper levels in the building's water system in order to improve taste.*
- b. *Conduct further evaluation of the building's water system in order to further characterize and address the elevated HPC levels.*

- 2) *The Da-Lite projector screen is causing undesirable odors in rooms when in use.*

Conclusion: **CONFIRMED** **PROBABLE** **POTENTIAL** **UNLIKELY**

FACS was contacted in March 2013 following odor complaints by building occupants in Room 306 which they attribute to potentially poor indoor air quality. Sampling was conducted during the odor occurrence and based on review of the data collected it was suspected that the benzene derivatives measured in the sample were the source of the disagreeable odor observed by the occupants. Refer to FACS report dated March 21, 2013 for specifics.

Following the FACS evaluation, an additional investigation by school representatives identified the suspected source of the odor as the Da-Lite projector screens.

Recommendations:

- a. *Further evaluation of the projector screens to confirm them as the source of the odor. Note: A sample of the Da-Lite screen is currently be evaluated at an analytical laboratory.*

- 3) *Operations from various laboratories in the building are being distributed to other parts of the building and causing the reported solvent-type odors.*

Conclusion: **CONFIRMED** **PROBABLE** **POTENTIAL** **UNLIKELY**

According to occupants, solvent-type odors are intermittently observed in various areas of the building. On occasion, the reported odor descriptions dates and times were linked to laboratory activities in another area of the building.

Based on prior FACS investigation findings, it is suspected that there is a potential air balance issue in the building, which may account for the distribution of odors from one area to another.

Recommendations:

- a. *Evaluation of the HVAC system by a qualified air professional to address air balance issues. Note: An engineering company is currently evaluating the building's HVAC system.*
- 4) *The solvent-type odor reported by occupants of the building is presenting hazardous conditions to building occupants.*

Conclusion: **CONFIRMED** **PROBABLE** **POTENTIAL** **UNLIKELY**

There are many chemicals that can contribute to odors in indoor environments. Odor itself is not a good indication of whether an agent can be considered hazardous. For example, some dangerous chemicals have no odor (carbon monoxide) or what some would consider a pleasant odor (vinyl chloride), while some relatively safe substances may have a very offensive odor.

Based on review of occupant surveys, odor descriptions and technical consideration it was determined that sampling for VOCs under EPA Method TO-15 (with library search) would be performed. On April 23rd, 8 hour evacuated canisters (i.e. Summa) were set up in the following locations: Room 306 (lab); Room 232 (lab); Room 405 (lab); Room 341 (Specimen Room); 2nd Floor Internal Elevator Room; 3rd Floor Stairwell; Room 343 (lecture); Room 339 (lecture); & Room 401 (lecture). Exterior control sample locations included: Roof; Ground level; & 3rd level exterior. A comparison of results was also made with various occupational and non-occupational environmental reference levels and guidelines (detailed description provided in Appendix B):

When comparing the sample results to exterior controls and reference levels, the following significant findings were developed:

- All indoor and outdoor VOC levels were below occupational exposure limits and guidelines.
- All indoor and outdoor VOC level were below environmental reference levels.
- The results of the VOCs samples collected during this investigation showed several chemicals in concentrations greater than outdoor controls. Many of these chemicals, such as Freon 12 (dichlorodifluoromethane), chloromethane, toluene, are commonly observed indoor air contaminants according to various research studies conducted by the U.S. EPA. Several alcohols, including ethanol and isopropyl alcohol, were also found in levels greater than outdoor controls. These are common ingredients of many cleaning products and science laboratories.

Results for all compounds found above the laboratory limit of detection are provided in Tables 2 through 5, along with comparison to the above mentioned reference levels. Detailed description of reference levels are provided in Appendix B.

Based on sample results, all VOC data collected appears to representative of that commonly found in indoor environments. The indoor VOC levels found are generally below levels that would present health concerns based on available OEHHA and EPA guidelines designed to be protective of sensitive individuals over a lifetime of exposure. However, it should be noted that no disagreeable odors were reported to FACS in the sample locations during the sampling date.

Recommendations

a) *Continue to work to identify the odor sources. Once a source is found, further assessment can be conducted to evaluate potential health risks..*

- 5) *Improper control of temperature and humidity in the building is creating uncomfortable conditions for occupants.*

Conclusion: **CONFIRMED** **PROBABLE** **POTENTIAL** **UNLIKELY**

The combination of temperature and humidity in a building is the primary driver of occupant thermal comfort. Occupant thermal discomfort is often associated with increased dissatisfaction with indoor environmental quality and may exacerbate occupant symptoms. The American Society of Heating, Refrigeration and Air-conditioning Engineers (ASHRAE) has developed widely accepted guidelines for managing temperature and humidity in buildings to help ensure the thermal comfort of occupants in general (see ANSI/ASHRAE Standard 55-2010 – Thermal Environmental Conditions for Human Occupancy). While these guidelines attempt to define conditions that are widely acceptable for occupants, individual preferences may vary.

Monitors were set up in various areas of the subject building to collect data for various comfort parameters (i.e. carbon monoxide, carbon dioxide, relative humidity and temperature readings) for 24 hours a day between April 22nd-29th. Monitoring locations included: Room 147 (lecture); Room 208 (lecture); Room 221 (office); Room 329 (office); Room 339 (lab); and Room 438 (lecture).

Following the review of humidity and temperature results, the following significant findings were developed:

- Results of temperature and humidity readings appear to be at the low end or slightly below ASHRAE recommendations.

Based on assessment findings (including online surveys), thermal temperature and humidity levels measured in the monitored locations appeared to be on the low end and or below ASHRAE guidelines. These findings may create a thermal environment perceived as being cool or cold. Refer to Table 6 for results and reference levels.

Recommendations:

- Evaluate current HVAC system specifications with a qualified building and HVAC engineer to address thermal conditions. Note: P2S Engineering, Inc. is currently evaluating the building's HVAC system.*
- Work with occupants to determine desired temperature levels during seasonal changes (e.g. spring to summer). Provide information and tools to assist occupants (i.e. staff) in manipulating thermostats to desired temperatures.*

- 5) *Inadequate ventilation is resulting in degraded indoor environmental quality.*

Conclusion: **CONFIRMED** **PROBABLE** **POTENTIAL** **UNLIKELY**

Without appropriate ventilation of a room with outside air, common contaminants (e.g., particles, odors, carbon dioxide) can accumulate and result in degraded indoor air quality. Occupants in poorly ventilated rooms will frequently describe the air as “stuffy” or “stale” and will more often report symptoms and discomfort related to indoor environmental quality. In occupied buildings, CO₂ concentrations are often higher than ambient outdoor

concentrations and serve as a surrogate measure of ventilation to occupied spaces. Indoor CO₂ concentrations above 1,000 ppm have been associated with complaints about indoor air quality. OSHA recommends 1000 ppm CO₂ as an indication of inadequate outdoor air and ASHRAE previously recommended 1,000 ppm CO₂, or 700 ppm above outdoor CO₂ level as the upper limit for comfort and odor control indoors. Current ASHRAE guidelines focus on the measurement of actual ventilation rates (e.g., 15 cfm per person).

Monitors were set up in various areas of the subject building to collect data for various comfort parameters (i.e. carbon monoxide, carbon dioxide, relative humidity and temperature readings) for 24 hours a day between April 22nd-29th. Monitoring locations included: Room 147 (lecture); Room 208 (lecture); Room 221 (office); Room 329 (office); Room 339 (lab); and Room 438 (lecture).

Following the review of carbon dioxide results, the following significant findings were developed:

- Results of carbon dioxide readings collected from all monitoring locations were within the ranges recommended by OSHA (< 1000 ppm), with the exception of Room 147 (lecture).
- Room 147 exceeded OSHA recommendations (>1000 ppm) several times during the monitoring period. In general, the following trend was observed during the monitoring period: carbon dioxide levels generally showed an increasing trend following the opening of the building at 7 am; this presumably corresponds with an increase in building occupancy during operational hours. Levels decreased significantly during non-occupancy hours (overnight).

Based on assessment findings and prior FACS investigations, there appears to be a need for additional ventilation in rooms identified as high occupancy spaces (e.g. lecture rooms).

Recommendations:

- a) *Assess the performance of the HVAC system with a qualified HVAC and/or Building Engineer. Ensure ventilation provisions are consistent with American National Standards Institute / American Society of Heating, Refrigerating and Air-Conditioning Engineers (ANSI/ASHRAE) Standard 62.1-2010 "Ventilation for Acceptable Indoor Air Quality". Note: An engineering firm is currently evaluating the building's HVAC system.*
- 6) *Elevated concentrations of formaldehyde are present in the building and negatively impacting indoor air quality.*

Conclusion: **CONFIRMED** **PROBABLE** **POTENTIAL** **UNLIKELY**

Formaldehyde is a colorless gas with a pungent, suffocating odor that can be observed at low concentrations (<1 ppm). It is a common ingredient in new building products (e.g. pressed wood) and more specifically the main ingredient of formalin used as a tissue preservative. According to school representatives, formalin is used for the preserving of cat dissection specimens.

Based on occupant surveys and technical considerations, area air samples for formaldehyde were collected in the following locations: Room 302 (lab); Room 341 (Specimen room); & Room 422 (office).

When comparing the sample results to exposure reference levels, the following significant findings were developed:

- Formaldehyde levels measured in all three sample locations were below available occupational exposure limits and guidelines. All results were less than 10 ppb.
- All results were less than LEED requirements before occupancy into new “green” buildings (<27 ppb).

Based on assessment findings, formaldehyde concentrations appears to relatively low and representative of that commonly found in indoor environments according to EPA’s Air Toxic Website. Refer to Table 7 for results and current standards and guidelines levels.

No recommendations at this time.

- 6) *Undesirable odors reported by occupants are related to the entrainment of sewer gases from plumbing systems.*

Conclusion: **CONFIRMED** **PROBABLE** **POTENTIAL** **UNLIKELY**

Sewer gas is a generic name for a complex mixture of gases and airborne agents that results from the natural process of the decomposition of organic materials in sewage. Gases produced by domestic wastewater decomposition commonly include hydrogen sulfide (H₂S), ammonia (NH₃), methane (CH₄) and carbon dioxide (CO₂). Of these gases, only hydrogen sulfide and ammonia are malodorous. At very low concentrations (0.005 - 0.01 ppm), humans can detect the odor of hydrogen sulfide (ATSDR 1999; Toxicological profile for hydrogen sulfide). Sewer gas and other sewage by-products can enter indoor air through floor drains, dried out sewer traps, cracks in the foundation, or from leaking or blocked roof trap vents or sewer lines. Hydrogen sulfide is not commonly found in indoor air.

Monitors were set up in various areas of the subject building to collect hydrogen sulfide concentrations for 24 hours a day between April 22nd-29th. Monitoring locations included: 2nd floor office hallway; Room 231 (prep/stockroom); Room 304 (lab); Room 404 (lab); and Room 434 (prep/stockroom).

Following the review of hydrogen sulfide concentration results, the following significant findings were developed:

- No measureable concentrations collected in Room 231, Room 304 and Room 404. Low levels (0.1 ppm) was measured on the 2nd floor hallway monitor.
- Peak concentrations of hydrogen sulfide reached 2.1 ppm in Room 434 during the monitoring period. Results ranged between 1-2 ppm on April 26th – 27th. All other sampling dates were typically <1 ppm.

On April 22nd, FACS observed a “sewer-like” gas odor in Room 404 prior to setting up the monitor in the room. The odor appeared to be coming from the rooms floor drain. The odor dissipated prior to beginning the monitoring period. In addition, FACS observed a similar odor in the 2nd floor hallway restrooms on April 22nd and 23rd. No complaints regarding sewer gas odors were reported to FACS during the monitoring period in any of the monitoring locations.

Based on assessment findings (including online surveys), FACS suspects that there is an issue regarding the entrainment of sewer gas odors from the sewer system into occupied areas of the building. Although concentrations measured appeared to be relatively low and

below applicable occupational exposure levels, corrective actions are still recommended to reduce the discomfort issues caused by the malodorous odor. Refer to Table 8 for results and current standards and guidelines levels.

Recommendations:

- a. *All water traps in the building should routinely be flushed with water. Evaluate the need for a written O&M plan regarding the frequency of inspection and filling needed.*
- 8) *Elevated VOC concentrations are present in the building and responsible for potential degraded indoor environmental quality.*

Conclusion: **CONFIRMED** **PROBABLE** **POTENTIAL** **UNLIKELY**

Volatile organic compounds (VOCs) are chemicals that are used in the creation of or are emitted by many building materials, interior furnishings, textiles, office equipment, cleaners, personal care supplies, and pesticides. Studies have found that VOCs are common in the indoor environment and that their levels may be many times higher indoors than found in the outdoor air. VOCs may produce objectionable odors at very low levels. VOC can cause discomfort in indoor environments as many VOCs are irritants and can result in various symptoms, such as, headaches and eye, nose and throat irritation, and dizziness. At higher concentrations, some VOCs are toxic. Laboratory environments contain numerous items that may emit VOCs (e.g. alcohol wipes for sterilized equipment).

In addition to the 8 hour sampling for VOCs conducted in the rooms noted above, real time continuous data logging for total volatile organic compound (tVOC) set up in various areas of the building for monitoring of ambient VOC levels. Monitors collected data for 24 hours a day between April 22nd-29th. Monitoring locations included: Room 205 (lab); Room 231 (prep/stockroom); Room 301 (lab); Room 307 (lab); Room 321 (office); & Room 404 (lab).

Review of the data did not indicate any significant findings with the exception of Room 307. Although results were low (average 150 ppb), an unidentified odor was observed by FACS throughout the monitoring period. In addition, results were consistently 100-150 ppb during the monitoring period. Refer to Table 8 for results.

Recommendations:

- a. *Further investigation of Room 307 in order to identify potential odor sources. This may include a more detailed air sampling (i.e. EPA Method TO-15) and/or detailed visual inspection of the space.*
- 8) *Additional Issues*

FACS recommends that all interested building occupants be informed of the results of this survey. Communication with and between the occupants will be an important component in resolving these issues. It is anticipated that open communication with the occupants and the implementation of recommendations will result in the improvement in overall indoor environmental quality. FACS recommends either an additional occupant meeting and/or all occupants be provided access to the following FACS report.

Limitations

This investigation is limited to the conditions and practices observed and information made available to FACS. The methods, conclusions, and recommendations provided are based on FACS' judgment, experience and the standard of practice for professional service. They are subject to the limitations and variability inherent in the methodology employed. As with all environmental investigations, this investigation is limited to the defined scope and does not purport to set forth all hazards, nor indicate that other hazards do not exist.

Please do not hesitate to contact our office at 310-668-5600 if you have any additional questions or concerns. Thank you for the opportunity to assist Riverside City College in promoting a more healthful environment.


Respectfully,
FORENSIC ANALYTICAL



Michelle Rosales, MPH, CIH



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Table 1: Water Sample Results

Analyte	Units	Roof	1st Floor	4th Floor	Maximum Contaminant Level/Guidelines			Notes
					California MCL	California SMCL	California OEHHA PHG	
Total Coliform	+/-	Absent	Absent	Absent	NA	NA	NA	
Total <i>E. coli</i>	+/-	Absent	Absent	Absent	Absent	NA	NA	
Heterotrophic Count	Plate CFU/mL	<1.0	>5700	>5700	NA	NA	NA	EPA <500 cfu/ml at 35C non-health-related secondary standard
Total Hardness	mg/L	200.0	190.0	200.0	NA	NA	NA	>180 mg/L considered very hard water
Calcium	mg/L	64.0	62.0	64.0	NA	NA	NA	high levels can cause hardness
Magnesium	mg/L	9.6	9.8	9.7	NA	NA	NA	
Sodium	mg/L	43.0	43.0	44.0	NA	NA	NA	high levels + potassium can cause salty taste
Potassium	mg/L	3.1	3.1	3.0	NA	NA	NA	high levels + sodium can cause salty taste
Total Cations	me/L	6.0	5.8	6.0	NA	NA	NA	
Total Alkalinity	mg/L	160.0	150.0	150.0	NA	NA	NA	
Hydroxide	mg/L	<3.0	<3.0	<3.0	NA	NA	NA	
Carbonate	mg/L	<3.0	<3.0	<3.0	NA	NA	NA	high levels can cause hardness
Bicarbonate	mg/L	190.0	180.0	190.0	NA	NA	NA	high levels can cause hardness
Chloride	mg/L	29.0	30.0	30.0	NA	250-600*	NA	
Sulfate	mg/L	68.0	67.0	65.0	NA	250-600*	NA	
Fluoride	mg/L	0.7	0.6	0.6	1400-2400 (temp dep)	NA	1000	
Nitrate	mg/L	21.0	21.0	20.0	45 (as NO3)	NA	10,000 (as N)	
Total Anions	me/L	5.8	5.6	5.6	NA	NA	NA	
pH	pH units	7.7	7.6	7.7	NA	NA	NA	6.5-8.5 EPA SMCL
Specific Conductance	µmhos/cm	580.0	580.0	580.0	NA	900-2200*	NA	



Total Dissolved Solids	mg/L	340.0	320.0	320.0	NA	500-1500*	NA	
MBAS/Surfactants	mg/L	<0.05	<0.05	<0.05	NA	0.5	NA	
Cyanide	µg/L	<100	<100	<100	200.0	NA	150	
Perchlorate	µg/L	<4.0	<4.0	<4.0	NA	NA	6	
Nitrite as N	µg/L	<100	<100	<100	NA	NA	1000	
Aluminum	µg/L	<50	54.0	<50	1000.0	200.0	600	
Antimony	µg/L	<6.0	<6.0	<6.0	6.0	NA	20	
Arsenic	µg/L	<2.0	<2.0	<2.0	10.0	NA	0.004	
Barium	µg/L	<100	<100	<100	1000.0	NA	2000	
Beryllium	µg/L	<1.0	<1.0	<1.0	4.0	NA	1	
Cadmium	µg/L	<1.0	<1.0	<1.0	5.0	NA	0.04	
Total Chromium	µg/L	1.8	1.4	<1.0	50.0	NA	NA	
Copper	µg/L	140.0	1000.0	1100.0	1300 (AL)	1000.0	300	elevated levels may give water a metallic taste
Iron	µg/L	<100	<100	<100	NA	300.0	NA	
Lead	µg/L	11.0	<5.0	<5.0	15 (AL)	NA	0.2	
Manganese	µg/L	<20	<20	<20	NA	50.0	NA	
Mercury	µg/L	<1.0	<1.0	<1.0	2.0	NA	1.2	
Nickel	µg/L	<10	<10	<10	100.0	NA	12	
Selenium	µg/L	<5.0	<5.0	<5.0	50.0	NA	30	
Silver	µg/L	<10	<10	<10	NA	100.0	NA	
Thalium	µg/L	<1.0	<1.0	<1.0	2.0	NA	0.1	
Zinc	µg/L	<50	<50	<50	NA	5000.0	NA	

Table 2: Volatile Organic Compound Results Table (comparison to exterior)

Analyte	Indoor Air Sample Results (ppb)									Exterior Controls (ppb)		
	Room 306	Room 339	Room 341	Room 343	Room 401	Room 405	3rd Fl Stairs	2nd Fl Elev	Room 232	Roof	3rd Floor	Ext Ground
Freon 12 (Dichlorodifluoromethane)	0.53	0.54	0.56	0.54	0.52	BD	0.52	0.52	0.5	0.53	0.52	0.51
chloromethane	0.56	0.59	0.56	0.6	0.58	0.5	0.56	0.59	0.61	0.58	0.6	0.56
ethanol	14	22	9.9	26	23	18	19	94	18	8.3	13	6.2
isopropyl alcohol	1.7	2.2	1.1	4.3	2.9	2	1.2	4.1	1.4	0.75	1.7	1.3
acetone	5.9	19	8.7	10	11	22	7.2	9.1	8	5.1	5.9	5.7
2-Butanone (MEK)	BD	BD	BD	BD	BD	BD	BD	0.6	BD	BD	BD	BD
toluene	BD	BD	BD	BD	0.92	BD	1.3	0.5	0.62	BD	BD	BD
3-Hydroxymandelic acid, ethyl es...*	BD	BD	BD	BD	BD	BD	BD	BD	1.6	BD	BD	BD
3,6-Bis (N,N-dimethylamino)-9-met*	BD	BD	BD	3.8	BD	BD	BD	BD	BD	BD	BD	BD
benzene, 1-chloro-4-(trifluro...*	BD	BD	BD	BD	2	BD	BD	BD	BD	BD	BD	BD
pentane*	BD	BD	BD	BD	5.1	BD	BD	3.6	BD	BD	BD	BD
cyclotetrasiloxane, octamethyl-*	BD	5.2	2.6	2.6	BD	1.7	BD	BD	BD	BD	BD	BD
p-Trimethylsilyloxyphenyl-bis (tr..)	BD	BD	BD	BD	2.6	BD	BD	BD	BD	BD	BD	BD

Note* Tentatively Identified Compounds
 BD = Below limit of Detection
 ppb = parts per billion

Table 3: Volatile Organic Compound Results Table (comparison to OELs)

Analyte	Indoor Air Sample Results (ppb)									Occupational Exposure Limits (ppb)		
	Room 306	Room 339	Room 341	Room 343	Room 401	Room 405	3rd Fl Stairs	2nd Fl Elev	Room 232	OSHA (PEL)	NIOSH (REL)	ACGIH (TLV)
Freon 12 (Dichlorodifluoromethane)	0.53	0.54	0.56	0.54	0.52	BD	0.52	0.52	0.5	42,000	4,950,000	4,950,000
Chloromethane	0.56	0.59	0.56	0.6	0.58	0.5	0.56	0.59	0.61	105,000	Ca	103,000
Ethanol	14	22	9.9	26	23	18	19	94	18	1,900,000	1,900,000	1,900,000
isopropyl alcohol	1.7	2.2	1.1	4.3	2.9	2	1.2	4.1	1.4	980,000	980,000	490,000
Acetone	5.9	19	8.7	10	11	22	7.2	9.1	8	1,200,000	590,000	1,200,000
2-Butanone (MEK)	BD	BD	BD	BD	BD	BD	BD	0.6	BD	590,000	590,000	590,000
Toluene	BD	BD	BD	BD	0.92	BD	1.3	0.5	0.62	188,000	376,000	75,200
3-Hydroxymandelic acid, ethyl es...*	BD	BD	BD	BD	BD	BD	BD	BD	1.6	N/A	N/A	N/A
3,6-Bis (N,N-dimethylamino)-9-met*	BD	BD	BD	3.8	BD	BD	BD	BD	BD	N/A	N/A	N/A
benzene, 1-chloro-4-(trifluoro...*	BD	BD	BD	BD	2	BD	BD	BD	BD	N/A	N/A	N/A
pentane*	BD	BD	BD	BD	5.1	BD	BD	3.6	BD	1,000,000	120,000	600,000
cyclotetrasiloxane, octamethyl-*	BD	5.2	2.6	2.6	BD	1.7	BD	BD	BD	N/A	N/A	N/A
p-Trimethylsilyloxyphenyl-bis (tr..)	BD	BD	BD	BD	2.6	BD	BD	BD	BD	N/A	N/A	N/A

Note* Tentatively Identified Compounds
 BD = Below limit of Detection
 ppb = parts per billion
 N/A = Not applicable (no current levels)
 Ca = Carcinogen

Table 4: Volatile Organic Compound Results Table (comparison to RELs)

Analyte	Indoor Air Sample Results (ppb)									Environmental Reference Levels (ppb)			
	Room 306	Room 339	Room 341	Room 343	Room 401	Room 405	3rd Fl Stairs	2nd Fl Elev	Room 232	EPA Base Range	OEHHA (REL)	EPA Residential (SL)	EPA Industrial (SL)
Freon 12 (Dichlorodifluoromethane)	0.53	0.54	0.56	0.54	0.52	BD	0.52	0.52	0.5	N/A	N/A	20.2	89
chloromethane	0.56	0.59	0.56	0.6	0.58	0.5	0.56	0.59	0.61	N/A	N/A	94	390
Ethanol	14	22	9.9	26	23	18	19	94	18	N/A	N/A	N/A	N/A
isopropyl alcohol	1.7	2.2	1.1	4.3	2.9	2	1.2	4.1	1.4	N/A	1,300 A 2,850 C	2,970	126,192
Acetone	5.9	19	8.7	10	11	22	7.2	9.1	8	7.1-220	N/A	13,479	58,972
2-Butanone (MEK)	BD	BD	BD	BD	BD	BD	BD	0.6	BD	0.7-18	4,410 A	N/A	N/A
Toluene	BD	BD	BD	BD	0.92	BD	1.3	0.5	0.62	1.6-360	9,8235 A 80 C	1,380	5,840
3-Hydroxymandelic acid, ethyl es...*	BD	BD	BD	BD	BD	BD	BD	BD	1.6	N/A	N/A	N/A	N/A
3,6-Bis (N,N-dimethylamino)-9-met*	BD	BD	BD	3.8	BD	BD	BD	BD	BD	N/A	N/A	N/A	N/A
benzene, 1-chloro-4-(trifluoro...*	BD	BD	BD	BD	2	BD	BD	BD	BD	N/A	N/A	42	176
pentane*	BD	BD	BD	BD	5.1	BD	BD	3.6	BD	N/A	N/A	340	1,492
cyclotetrasiloxane, octamethyl-*	BD	5.2	2.6	2.6	BD	1.7	BD	BD	BD	N/A	N/A	N/A	N/A
p-Trimethylsilyloxyphenyl-bis (tr..)	BD	BD	BD	BD	2.6	BD	BD	BD	BD	N/A	N/A	N/A	N/A

Note* Tentatively Identified Compounds
 BD = Below limit of Detection
 ppb = parts per billion
 N/A = Not applicable (no current levels)
 A = Acute
 C = Chronic

Table 5: Volatile Organic Compound Results Table

Analyte	Interior Samples Above Exterior Control (average)									Results Above	Results Above
	Room 306	Room 339	Room 341	Room 343	Room 401	Room 405	3rd Fl Stairs	2nd Fl Elev	Room 232	Lowest OEL	Lowest REL
Freon 12 (Dichlorodifluoromethane)	YES	YES	YES	YES	NO	N/A	NO	NO	NO	N/A	NO
Chloromethane	NO	YES	YES	NO	NO	NO	NO	YES	YES	N/A	NO
Ethanol	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	N/A
isopropyl alcohol	YES	YES	NO	YES	YES	YES	NO	YES	YES	N/A	NO
Acetone	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	NO
2-Butanone (MEK)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	YES	N/A	N/A	NO
Toluene	N/A	N/A	N/A	N/A	YES	N/A	YES	YES	YES	NO	NO
3-Hydroxymandelic acid, ethyl es...*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	YES	NO	N/A
3,6-Bis (N,N-dimethylamino)-9-met*	N/A	N/A	N/A	YES	N/A	N/A	N/A	N/A	N/A	N/A	N/A
benzene, 1-chloro-4-(trifluoro...*	N/A	N/A	N/A	N/A	YES	N/A	N/A	N/A	N/A	N/A	NO
pentane*	N/A	N/A	N/A	N/A	YES	N/A	N/A	YES	N/A	N/A	NO
cyclotetrasiloxane, octamethyl-*	N/A	YES	YES	YES	N/A	YES	N/A	N/A	N/A	N/A	N/A
p-Trimethylsilyloxyphenyl-bis (tr..)	N/A	N/A	N/A	N/A	YES	N/A	N/A	N/A	N/A	N/A	N/A

N/A = Not applicable (no documented levels)

Table 6: Comfort Parameters Results Table

<u>Room</u>	<u>CO2 Data</u> (<u>> 1000 ppm</u>)	<u>CO Data</u>	<u>Temp</u>	<u>RH</u>
Room 147 (lecture room)	8-9 pm 4/22 8:30 – 9:30 am 4/23 11:15 - 12:20 pm 4/23 2:30 - 5:40 pm 4/23 Max value 1254	highest 2.2 ppm on 4/22 at 11:34 am (no increase or decrease one single measurement; remaining results < 1 ppm; majority 0	68.3 - 74.3 degrees F	Less than 60%
Room 221 (office)	no levels > 1000 ppm	0.0 ppm	69.4 - 74.8 degrees F	Less than 60%
Room 208 (lecture)	increases during school hours, but not greater than 1000	< 1 ppm; typically 0	66.1 - 74.6 degrees F	Less than 60%
Room 339 (lab)	remain relatively low <635 ppm	max 1.2 (4:50-4:52 pm on 4/24)	65.7 –78.8 degrees F	Higher RH than other rooms (typically >55%) exceeded 60% on various days and times during school hours
Room 329 (office)	remain relatively low <714ppm	0.0 ppm	69 - 76.7 degrees F	Less than 60%
Room 438 (lecture)	remain relatively low <600 ppm	0.0 ppm	72.4-76.1 degrees F	Less than 60%
Outdoor readings	4/22/13: 458 ppm 4/23: 389 ppm 4/25/13: 339 ppm 4/26/13: 255 ppm	4/22/13: 0.0 ppm 4/23: 0.0 ppm 4/25/13: 0.0 ppm 4/26/13: 0.0 ppm	4/22/13: 69.5 deg F 4/23: 70.5 deg F 4/25/13: 71.1 deg F 4/26/13: 74.6 deg F	4/22/13: 43.4% 4/23: 44.0% 4/25/13: 41.7% 4/26/13: 42.2%

Note:

- (1) Industry guidelines⁵ recommend CO₂ levels be no greater than 700 ppm above ambient outdoor levels.
- (2) Industry guidelines⁵ recommend indoor CO levels from the combustion of hydrocarbon fuels (e.g., automobiles, gas heaters) as: Cal/OSHA = 25 ppm/8 hour PEL (TWA) and NAAQS/EPA = 9 ppm/8 hour.
- (3) Industry guidelines⁵ recommend indoor temperatures between 68° and 76 °F for winter months, 73° to 80° for summer months.
- (4) Industry guidelines⁵ recommend indoor relative humidity levels less than 60 %.
- (5) “Industry Guidelines” refers to American Society of Heating Refrigerating and Air-Conditioning Engineers (ASHRAE) standards 62.1-2010 and 55-2010.

Table 7: Formaldehyde Air Sample Results Table

Location	Description	Sampling Time	Result	Below Available OELs
Room 422	Office	300 min.	0.0063 ppm (6.3 ppb)	YES
Room 302	Lab	240 min.	0.0092 ppm (9.2 ppb)	YES
Room 341	Specimen Room	240 min.	0.0068 (6.8 ppb)	YES
Notes: ppm = parts per million OELs = Occupational Exposure Limits: Cal OSHA PEL-TWA = 0.75 ppm (8 hr) ACGIH TLV = 0.3 ppm (ceiling limit – never exceed level) NIOSH REL = 0.016 ppm (10 hr)				

Table 8: Hydrogen Sulfide Results Table *Error! Bookmark not defined.*

Location	Description	Results (ppm)	Below Available OEL	Below Odor Threshold
2nd Floor Hallway	Hallway	0.1	YES	NO
Room 231	Prep/Stock Room	0	YES	YES
Room 404	Lab	0	YES	YES
Room 434	Prep/Stock Room	2.1	YES	NO
Notes: ppm = parts per million				

Table 9: VOC Monitoring Results Table *Error! Bookmark not defined.*

Room	Description	VOC ppb (avg)	VOC ppb (peak)	Notes
Room 307 (lab/lec)	Laboratory/Lecture	150	224	ranged between 100-200 continuously
Room 301 (lab)	Laboratory	0	0	
Room 231 (prep/stock)	Prep/Stockroom	0	0	
Room 404 (lab)	Laboratory	<1 ppm	no peak data	
Room 105 (lecture)	Lecture	0	no peak data	
Room 205 (lab)	Laboratory	0	108	108 & 26 on 4/25 @3:30-3:40 class in session
Room 321 (office)	Office	0	0	

Appendix A: FACS Data Collection Methods

Potable Water Sampling. All water sample laboratory analyses was performed by Babcock Laboratories, a certified laboratory by the California Department of Public Health (California Environmental Laboratory Accreditation Program, ELAP) for drinking water analysis and also accredited by the National Environmental Laboratory Accreditation Program (NELAP). All samples were collected using the methods stated below, labeled with a unique sample ID number, and sent under chain of custody to the laboratory for analysis.

- Bacteriological Quality - Samples were collected and analyzed for the presence/absence of total coliform bacteria and *Escherischia coli* (*E. Coli*) bacteria by method SM 9223B. Samples were also analyzed for total heterotrophic bacteria by method SM 9215B. Results are provided in colony forming units per milliliter (cfu/ml).
- Metals and Metalloids – Samples were collected and analyzed for various metals by method EPA 200.7 & 200.8. Results are provided in milligrams per liter (mg/L).
- Aggregated Properties – Samples were also analyzed for pH levels by method SM4500H+B and specific conductance by method SM2510B.
- Solids - Samples were also analyzed for total dissolved solids by method SM2540C. Results were provided in mg/L.
- Surfactants - Samples were also analyzed for MBAS by method SM5540C. Results are provided in mg/L.
- General Organics - Samples were also analyzed for cyanide by method SM4500CN and perchlorate by method EPA 314.0. Results are provided in micrograms per liter (µg/L).
- Non-Regulatory Water Quality Parameters - Samples were also analyzed for total hardness and related cations by method EPA 200.7, total alkalinity and related anions by method SM 2320B, and pH by method SM 4500B.

Comfort Parameters. Temperature, relative humidity, carbon dioxide (CO₂), and carbon monoxide (CO) measurements were made using TSI Q-Trak IAQ Monitors. The monitors had been factory calibrated within the previous 12 months at the time of sampling. Measurements for carbon dioxide are expressed in concentration values of parts per million (ppm) with a detection limit of 1 ppm. Temperature was collected in degrees Fahrenheit and relative humidity in percentage.

Formaldehyde. Samples were collected using passive exposure monitors (badges) supplied by Assay Technology Lab. In the laboratory, analysis of the samples was performed in accordance with NIOSH Method 2016 by Assay Technologies AT Labs.

Volatile Organic Compounds. Air samples were actively collected according to EPA Method TO-15. Prepared and quality controlled summa canisters set to a negative pressure of 30 mm Hg were obtained from LA Testing. Air samples in each selected

location were collected by actively drawing air into the summa canister by way of an air flow regulator (8 hour) calibrated by the laboratory. Following completion of sampling, summa canister inlet valves were closed and the canisters labeled with unique sampling numbers. This information was recorded onto a field chain of custody form. The collected samples were then submitted to the laboratory for analysis. All samples were delivered under chain of custody to LA testing for analysis. All air samples collected to assess VOCs were submitted to LA testing for analysis by EPA Method TO-15 for a panel of 75 VOCs. In addition, FACS requested all Tentatively Identified Compounds (TICs) be provided (Library Search). Analysis of VOCs in air is performed by Gas Chromatography Mass Spectrometry (GC/MS).

Total Volatile Organic Compounds. Total Volatile Organic Compounds (tVOCs) measurements were collected using a RAE Systems ppbRAE. The ppbRae is a data logging direct reading photo ionization detector (PID) with a 10.6 eV gas discharge lamp that is used to measure a broad range of volatile organic compounds (VOCs) (calibrated relative to isobutylene). Results were expressed in parts per billion (ppb).

Appendix B: Detailed Reference Levels

Occupational Exposure Limits

- California Occupational Safety & Health Administration (Cal/OSHA) Permissible Exposure Limits (PELs)
 - Definition: The Cal/OSHA PELs are regulated by the California Code of Regulations §5155 and represent the maximum permitted 8-hour time-weighted average concentration of an airborne contaminant. Employee exposure to an airborne contaminant during the workday shall not exceed the PEL specified for that substance. Table AC-1 of CCR §5155 presents concentration limits for airborne contaminants to which nearly all workers may be exposed daily during a 40-hour workweek for a working lifetime without adverse effect.
 - Source: California Code of Regulations § 5155, Table AC-1
http://www.dir.ca.gov/title8/5155table_ac1.html
- California Department of Public Health Maximum Contaminant Levels (MCLs)
 - Definition: CDPH MCLs represent health based drinking water standards to be met by public water systems. MCLs take into account not only chemicals' health risks but also factors such as their detectability and treatability, as well as costs of treatment.
 - Source: California Department of Public Health
<http://www.cdph.ca.gov/certlic/drinkingwater/pages/chemicalcontaminants.aspx>
- National Institute of Occupational Safety & Health (NIOSH) Recommended Exposure Limits (RELs)
 - Definition: The NIOSH RELs represent the maximum recommended time-weighted average concentration for up to a 10-hour work day to which nearly all workers may be exposure daily during a 40-hour work week over a working lifetime without adverse effect. These RELs are not regulatory limits or standards, but recommendations made to OSHA based on NIOSH's evaluation of all known and available medical, biological, engineering, chemical, trade and other information relevant to the hazard.
 - Source: NIOSH Pocket Guide to Chemical Hazards
<http://www.cdc.gov/niosh/npg/>
- American Conference of Governmental Industrial Hygienists (ACGIH) Threshold Limit Values (TLVs)
 - Definition: The ACGIH TLVs represent the maximum recommended 8-hour time weighted average daily exposure to which nearly all workers may be exposed during a 40-hour work week over a working lifetime without an unreasonable risk of diseases or injury. TLVs are not regulatory standards, but are designed for use as guidelines by industrial hygiene professionals. TLVs are health-based values established by committees that review existing published and peer-reviewed literature in various scientific disciplines (e.g., industrial hygiene, toxicology, occupational medicine and epidemiology) for relevant hazards.
 - Source: ACGIH 2012 TLVs and BEIs

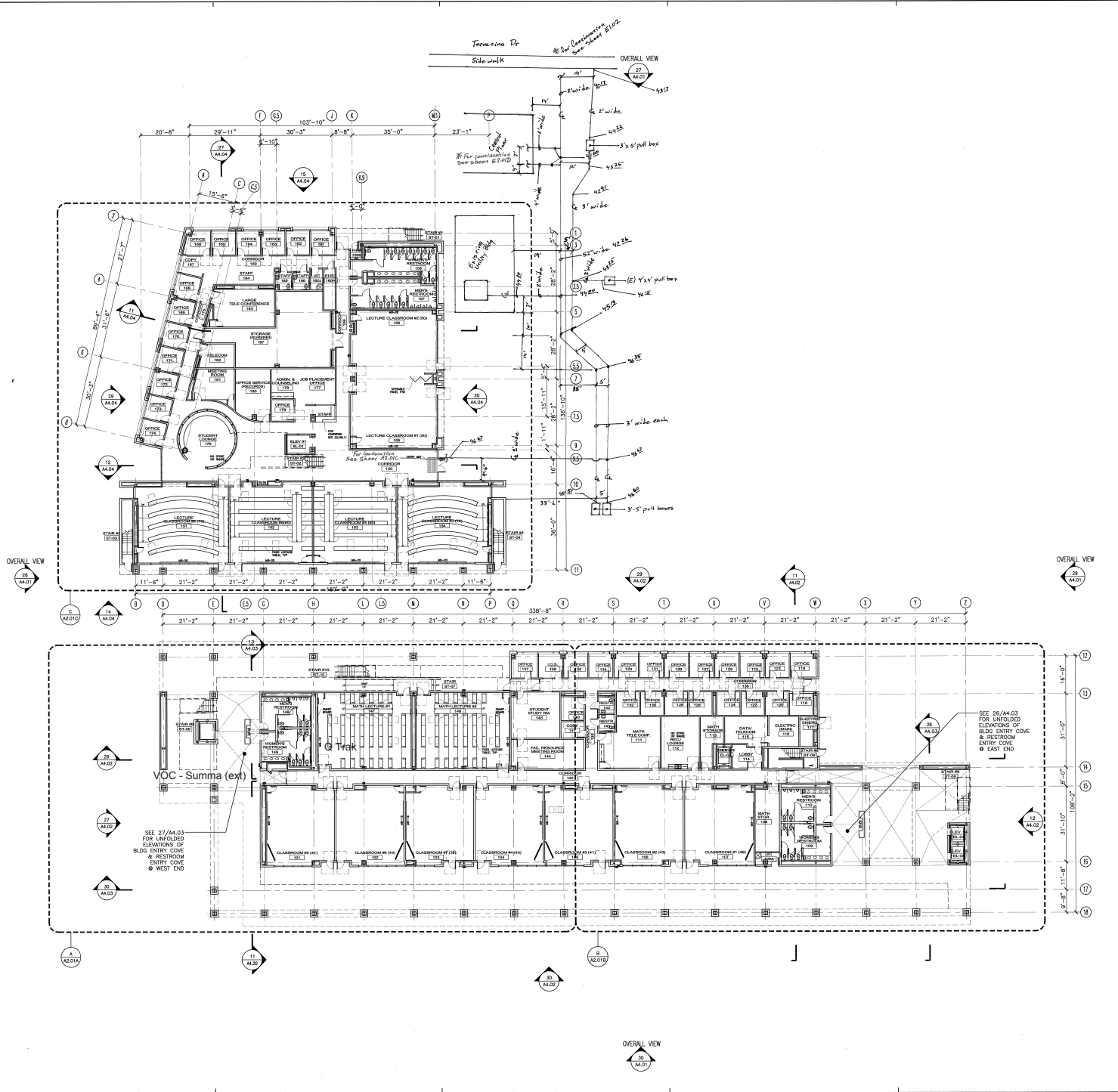
Environmental Reference Levels

- California Office of Environmental Health Hazard Assessment (OEHHA) Non-Cancer Reference Exposure Levels (RELs)
 - Definition: OEHHA RELs present the concentration at or below which no adverse health effects are anticipated for the specified time in the general human population. These levels were developed as part of the Air Toxics Hot Spots Program. RELs are based on the most sensitive relevant adverse health effect reported in the medical and toxicological literature; they are designed to protect the most sensitive individuals in the population by the inclusion of margins of safety. OEHHA reports three categories of REL: chronic, acute, and inhalation, which are further described below:
 - Chronic: intended to protect individuals with low susceptibility for chemical injury as well as identifiable sensitive subpopulations (high-risk individuals) from adverse health over a lifetime of exposure to a particular hazard.
 - Acute: intended to protect individuals with low susceptibility for chemical injury as well as identifiable sensitive subpopulations (high-risk individuals) from adverse health due to acute exposure to a particular hazard. The Acute REL is based on the lowest available severity level derived from acute exposure studies. The target exposure averaging time period for evaluation using the Acute REL is 1 hour.
 - 8-hour Inhalation: intended to protect individuals with low susceptibility for chemical injury as well as identifiable sensitive subpopulations (high-risk individuals) from adverse health due to exposure to a particular hazard. The 8-hour inhalation REL is based on the lowest available severity level derived from exposure studies. The target exposure averaging time period for evaluation using the Acute REL is 8 hours.
 - Source: <http://oehha.ca.gov/air/allrels.html>
- California Office of Environmental Health Hazard Assessment (OEHHA) Public Health Goals (PHG)
 - Definition: PHGs are concentrations of drinking water contaminants that pose no significant health risk if consumed for a lifetime, based on current risk assessment principles, practices, and methods. OEHHA establishes PHGs pursuant to Health & Safety Code §116365(c) for contaminants with MCLs, and for those for which CDPH will be adopting MCLs.
 - Source: California Office of Environmental Health Hazard Assessment <http://oehha.ca.gov/water/phg/allphgs.html>
- California Department of Public Health Secondary Maximum Contaminant Levels (SMCLs)
 - Definition: SMCLs are concentrations that take into account esthetic issues such as taste and odors. SMCLs are not health based standards and are not regulatory.
 - Source: California Department of Public Health <http://www.cdph.ca.gov/certlic/drinkingwater/pages/chemicalcontaminants.aspx>
- EPA Building Assessment Survey and Evaluation (BASE) Study

- Definition: The EPA BASE Study was conducted over a five-year period from 1994-1998 in order to characterize indoor air quality in representative public and commercial office buildings in the United States. Among other data, the study provides ranges of indoor air quality data that is expected to be observed in typical indoor office environments, based on data collected from one hundred randomly selected public and commercial office buildings in thirty-seven cities in twenty-five States. The following publication details the VOC data collected and reported as part of the EPA BASE Study, and was used as a reference for normative levels of VOCs in indoor office environments.
- Source: Girman, JR, et.al., "Individual Volatile Organic Compound Prevalence and Concentrations in 56 Buildings of the Building Assessment Survey and Evaluation (BASE) Study". Proceedings of Indoor Air 1999, II, pp. 460-465, (1999) (http://www.epa.gov/iaq/base/pdfs/base_2_460.pdf)

Appendix C: Site Plan

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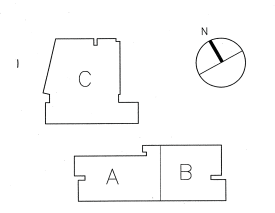


FLOOR PLAN LEGEND

- CORRIDOR
- ROOM NAME
ROOM NUMBER
- PARTITION TYPE FOR INTERIOR WALL
DETAIL PER 11/AS.01
TYPICAL PARTITION TYPE IS 12B, U.O.N.
- DOOR TYPE
SCHEDULE PER AB.03 TO AB.05
- WINDOW TYPE
SCHEDULE PER 15/AB.09 & A5.22
- INTERIOR FIRE EXTINGUISHER CABINET
DETAIL PER 24/AS.19
PROVIDE TYPE 2A-40BC EXTINGUISHER
- EXTERIOR FIRE EXTINGUISHER CABINET
DETAIL PER 24/AS.19
PROVIDE TYPE 2A-40BC EXTINGUISHER
- WALL MOUNTED FIRE EXTINGUISHER
- 1 HR RATED WALL
INTERIOR WALL TYPE TO BE 1"A U.O.N
EXTERIOR WALL PER 9/AS.09, U.O.N.
- 2 HR RATED WALL
INTERIOR WALL TYPE TO BE 2"A U.O.N
EXTERIOR WALL PER 9/AS.09, U.O.N.
- CLASS I FIRE HOSE STANDPIPE CABINET
DETAIL PER 23/AS.19
- WALL ACCESS PANEL
DTL PER 12/AS.19
- CORNER GUARD
DTL PER 12/AS.11
- FLOOR DRAIN
EXTERIOR DETAIL PER 2/AS.09
INTERIOR DETAIL PER 1/AS.09
- MECHANICAL DUCTWORK
- FIRE HOSE STANDPIPE
- DRINKING FOUNTAIN
- INTERIOR ELEVATION REFERENCE
- MB-XX
MARKER BOARD
XX INDICATES LENGTH IN FEET
DETAIL PER 28/AB.11
- SMART BOARD ON SWINGING TEACHING WALL
DETAIL PER 23/AS.02
- DASHED LINE INDICATES ELEMENT OVERHEAD
- WHEEL CHAIR TURNING SPACE
- ACCESSIBLE WORKSTATION

- NOTES**
1. PARTITION ARE CENTERED TO GRIDLINE OR WINDOW MULLION, U.O.N.
 2. FACE OF FINISH WALL AT COLUMN AND BRACE IS 1'-0" FROM GRIDLINE, OR ALIGN W/ ENTRY COVE, U.O.N.
 3. PARTITION DIMENSIONS ARE TO FACE OF FINISH, U.O.N.
 4. REFER TO LF DRAWING FOR LABORATORY CASEWORK & EQUIPMENT
 5. ENTRY COVE AT CLASSROOM IS TO BE 2'-0" DEEP, U.O.N.
 6. REFER TO A2.21A - A2.25 SERIES FOR FINISH FLOOR ELEVATIONS.

KEY PLAN



3600 Line Street Suite 623
Riverside | CA 92501
951 778 0704
951 778 0400 fax



Consultant and Seal

Agency Approval

APPROVAL STAMP
APPL. NO. 04-109948
AC: _____
FLS: _____
SS: _____
DATE: _____

FOR CONSTRUCTION

No.	Date	Revision/Issue
1	08/10/09	ADDENDUM B
2	08/18/09	ADDENDUM C
3	08/28/09	ADDENDUM F
4	10/20/09	ADDENDUM G

Project Name
RIVERSIDE COMMUNITY COLLEGE DISTRICT NURSING/SCIENCE BUILDING

4800 MONROIA AVENUE
RIVERSIDE, CALIFORNIA 92506

Checked By _____ Drawn By _____

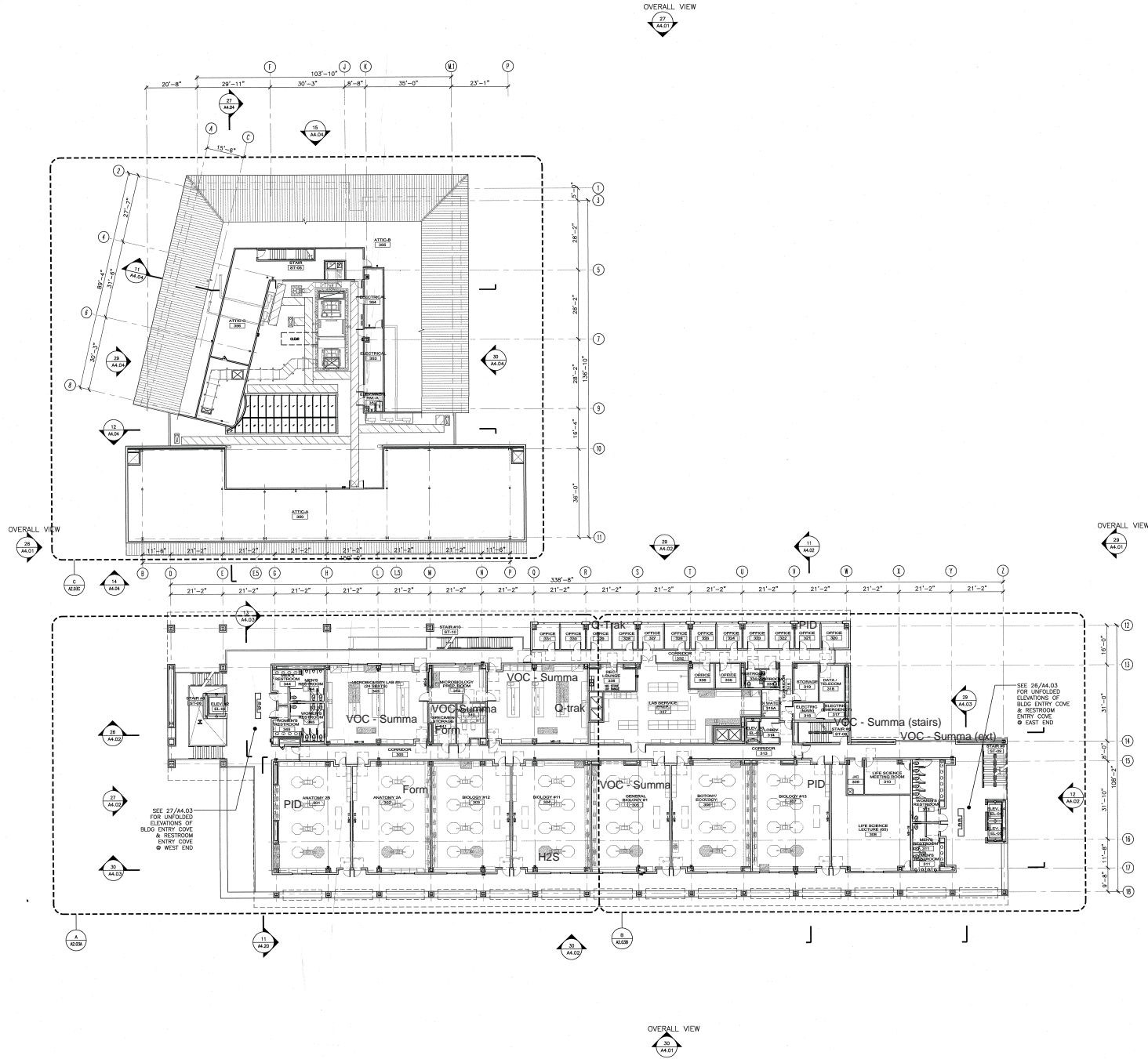
Sheet Title
FIRST FLOOR PLAN

Sheet Number
A2.01

Project Number 08-110 Scale 1/16"=1'-0"

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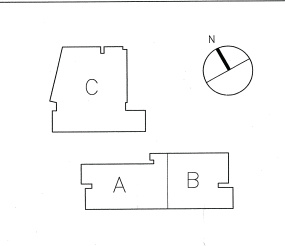


FLOOR PLAN LEGEND

- CORRIDOR ROOM NUMBER
- PARTITION TYPE FOR INTERIOR WALL DETAIL PER 17/A5.01 TYPICAL PARTITION TYPE IS 1128, U.O.N.
- DOOR TYPE SCHEDULE PER A8.03 TO A8.05
- WINDOW TYPE ELEVATION PER 15/A8.09 & A5.22
- INTERIOR FIRE EXTINGUISHER CABINET DETAIL PER 2A/4BC.11 PROVIDE TYPE 2A-4BC EXTINGUISHER
- EXTERIOR FIRE EXTINGUISHER CABINET DETAIL PER 2A/AS.11 PROVIDE TYPE 2A-4BC EXTINGUISHER
- WALL MOUNTED FIRE EXTINGUISHER
- 1 HR RATED WALL INTERIOR WALL TYPE TO BE 1'A UON EXTERIOR WALL PER 9/A5.09, U.O.N.
- 2 HR RATED WALL INTERIOR WALL TYPE TO BE 2'A UON EXTERIOR WALL PER 9/A5.09, U.O.N.
- CLASS I FIRE HOSE STANDPIPE CABINET DETAIL PER 23/AS.19
- WALL ACCESS PANEL DETAIL PER 12/A5.19
- CORNER GUARD DETAIL PER 12/A8.11
- FLOOR DRAIN EXTERIOR DETAIL PER 2/A5.09 INTERIOR DETAIL PER 1/A5.09
- MECHANICAL DUCTWORK
- FIRE HOSE STANDPIPE
- DRINKING FOUNTAIN
- INTERIOR ELEVATION REFERENCE
- MARKER BOARD XX INDICATES LENGTH IN FEET DETAIL PER 28/AA.11
- SMART BOARD ON SWINGING TEACHING WALL DETAIL PER 23/AA.20
- DASHED LINE INDICATES ELEMENT OVERHEAD
- WHEEL CHAIR TURNING SPACE
- ACCESSIBLE WORKSTATION

- NOTES**
1. PARTITION ARE CENTERED TO GRIDLINE OR WINDOW MULLION, U.O.N.
 2. FACE OF FINISH WALL AT COLUMN AND BRACE IS 1'-0" FROM GRIDLINE, OR ALIGN W/ ENTRY CODE, U.O.N.
 3. PARTITION DIMENSIONS ARE TO FACE OF FINISH, U.O.N.
 4. REFER TO LF DRAWING FOR LABORATORY CASEWORK & EQUIPMENT
 5. ENTRY CODE AT CLASSROOM TO BE 2'-0" DEEP, U.O.N.
 6. REFER TO A2.21A - A2.25 SERIES FOR FINISH FLOOR ELEVATIONS.

KEY PLAN



3600 Line Street Suite 623
Riverside | CA 92501
951 778 0704
951 778 0405 fax



Consultant and Seal

Agency Approval

PROVISION TEMP
ON 90 DAY ADDRESS
APPL NO. 04-109948
AC PLS. SS
DATE:

FOR CONSTRUCTION

No.	Date	Revision/Issue
1	08/10/09	ADDENDUM B
2	08/18/09	ADDENDUM C
3	08/26/09	ADDENDUM F
4	10/20/09	ADDENDUM G

Project Name
RIVERSIDE COMMUNITY COLLEGE DISTRICT NURSING/SCIENCE BUILDING
4800 MAGNOLIA AVENUE
RIVERSIDE CALIFORNIA 92506

Checked By _____ Drawn By _____

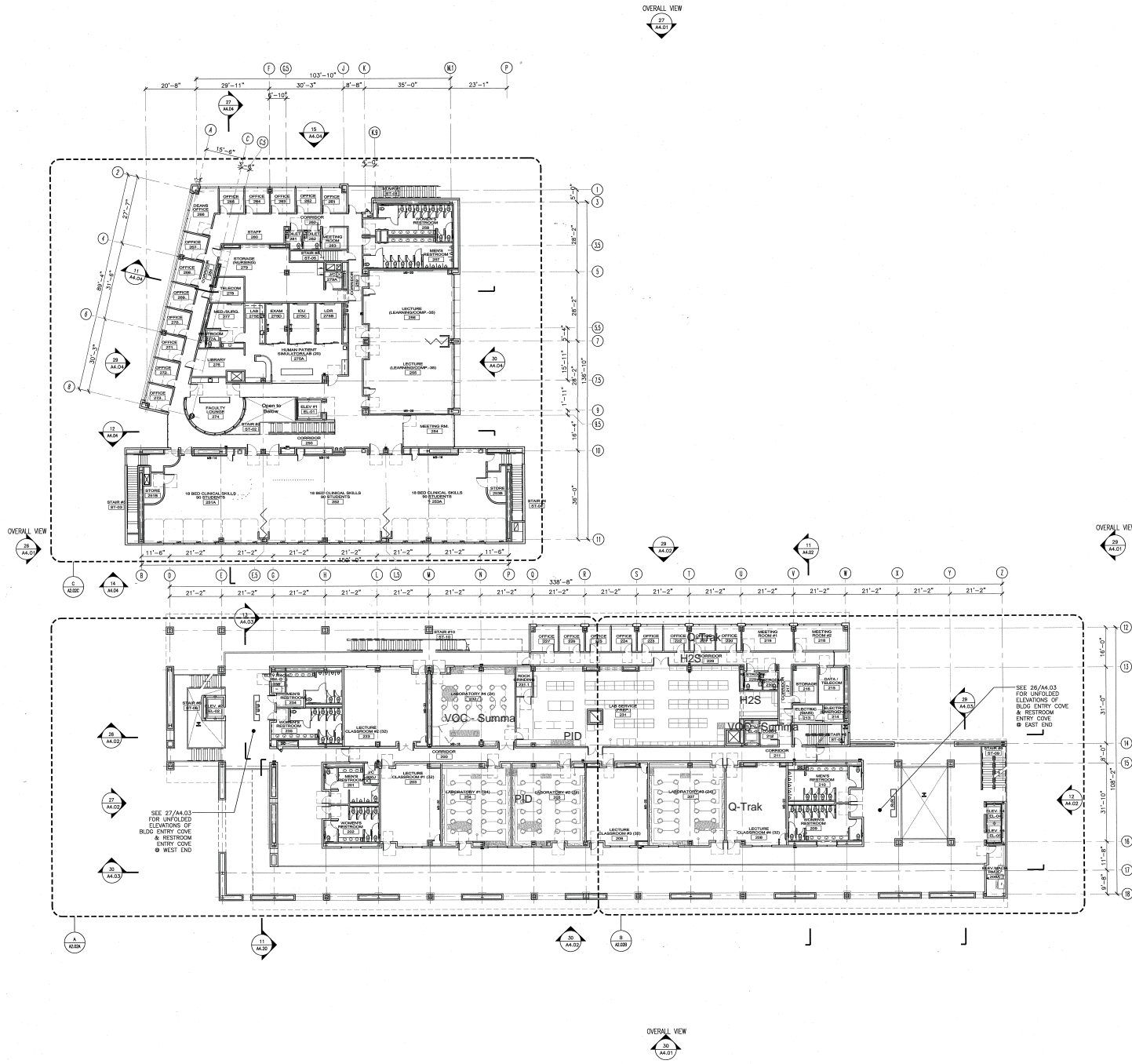
Sheet Title
THIRD FLOOR PLAN

Sheet Number
A2.03






















Project Number 08-110 Scale 1/16"=1'-0"

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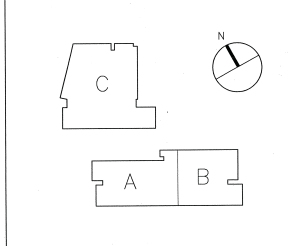
FLOOR PLAN LEGEND

-  CORRIDOR 228
 -  PARTITION TYPE FOR INTERIOR WALL DETAIL PER 11/A8.01 TYPICAL PARTITION TYPE IS '12B', UON
 -  DOOR TYPE SCHEDULE PER A8.03 TO A8.05
 -  WINDOW TYPE ELEVATION PER 15/A8.09 & A5.22
 -  INTERIOR FIRE EXTINGUISHER CABINET DETAIL PER 24/A5.19 PROVIDE TYPE 2A-425C EXTINGUISHER
 -  EXTERIOR FIRE EXTINGUISHER CABINET DETAIL PER 24/A5.19 PROVIDE TYPE 2A-425C EXTINGUISHER
 -  WALL MOUNTED FIRE EXTINGUISHER
 -  1 HR RATED WALL INTERIOR WALL TYPE TO BE '1A' UON EXTERIOR WALL PER 9/A5.09, U.O.N.
 -  2 HR RATED WALL INTERIOR WALL TYPE TO BE '2A' UON EXTERIOR WALL PER 9/A5.09, U.O.N.
 -  CLASS I FIRE HOSE STANDPIPE CABINET DETAIL PER 12/A5.19
 -  WALL ACCESS PANEL DTL PER 12/A5.19
 -  CORNER GUARD DTL PER 12/A8.11
 -  FLOOR DRAIN EXTERIOR DETAIL PER 2/A5.09 INTERIOR DETAIL PER 1/A5.09
 -  MECHANICAL DUCTWORK
 -  FIRE HOSE STANDPIPE
 -  DRINKING FOUNTAIN
 -  INTERIOR ELEVATION REFERENCE
 -  MB-XX MARKER BOARD XX INDICATES LENGTH IN FEET DETAIL PER 28/A8.11
 -  SMART BOARD ON BRACING TEACHING WALL DETAIL PER 23/A5.20
 -  DASHED LINE INDICATES ELEMENT OVERLAP
 -  WHEEL CHAIR TURNING SPACE
- 1'-0" MIN. CLEAR SPACE @ DOOR OPENING
- ACCESSIBLE WORKSTATION

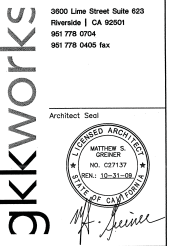
NOTES

1. PARTITION ARE CENTERED TO GRIDLINE OR WINDOW MULLION, U.O.N.
2. FACE OF FURRING WALL AT COLUMN AND BRACE IS 1'-0" FROM GRIDLINE, OR ALIGN W/ ENTRY COVE, U.O.N.
3. PARTITION DIMENSIONS ARE TO FACE OF FINISH, U.O.N.
4. REFER TO LF DRAWING FOR LABORATORY CASEWORK & EQUIPMENT
5. ENTRY COVE AT CLASSROOM TO BE 2'-0" DEEP, U.O.N.
6. REFER TO A2.21A - A2.25 SERIES FOR FINISH FLOOR ELEVATIONS.

KEY PLAN

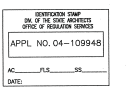


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Riverside | CA 92501
951 778 0704
951 778 0405 fax



Consultant and Seal

Agency Approval



FOR CONSTRUCTION

No.	Date	Revision/Issue
▲	08/16/09	ADDENDUM B
▲	08/18/09	ADDENDUM C
▲	08/28/09	ADDENDUM F
▲	10/20/09	ADDENDUM G

Project Name
RIVERSIDE COMMUNITY COLLEGE DISTRICT NURSING/SCIENCE BUILDING

4800 MANOLUA AVENUE
RIVERSIDE, CALIFORNIA 92506

Checked By: _____ Drawn By: _____

Sheet Title
SECOND FLOOR PLAN

Sheet Number
A2.02

Project Number: 06110 Scale: 1/16"=1'-0"

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Appendix D: Laboratory Reports



E.S.BABCOCK & Sons, Inc.
 Environmental Laboratories *est. 1906*

Client Name: Forensic Analytical Consulting Svcs
 Contact: Forensic Analytical Consulting Svcs
 Address: 3777 Depot Rd #413
 Hayward, CA 94545

Analytical Report: Page 1 of 11
 Project Name: No Project
 Project Number: Math & Science RCC

Work Order Number: B3D3022

Report Date: 10-May-2013

Received on Ice (Y/N): No Temp: 23 °C

Attached is the analytical report for the sample(s) received for your project. Below is a list of the individual sample descriptions with the corresponding laboratory number(s). Also, enclosed is a copy of the Chain of Custody document (if received with your sample(s)). Please note any unused portion of the sample(s) may be responsibly discarded after 30 days from the above report date, unless you have requested otherwise.

Thank you for the opportunity to serve your analytical needs. If you have any questions or concerns regarding this report please contact our client service department.

Sample Identification

<u>Lab Sample #</u>	<u>Client Sample ID</u>	<u>Matrix</u>	<u>Date Sampled</u>	<u>By</u>	<u>Date Submitted</u>	<u>By</u>
B3D3022-01	Roof ---ROUTINE---	Water	04/29/13 12:00	Charle Alford	04/29/13 14:27	Charle Alford
B3D3022-02	1st Floor ---ROUTINE---	Water	04/29/13 13:30	Charle Alford	04/29/13 14:27	Charle Alford
B3D3022-03	4th Floor ---ROUTINE---	Water	04/29/13 13:45	Charle Alford	04/29/13 14:27	Charle Alford



E.S.BABCOCK & Sons, Inc.
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Client Name: Forensic Analytical Consulting Svcs
 Contact: Forensic Analytical Consulting Svcs
 Address: 3777 Depot Rd #413
 Hayward, CA 94545

Analytical Report: Page 2 of 11
 Project Name: No Project
 Project Number: Math & Science RCC

Report Date: 10-May-2013

Work Order Number: B3D3022

Received on Ice (Y/N): No Temp: 23 °C

Laboratory Reference Number

B3D3022-01

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
Roof	Water	04/29/13 12:00	04/29/13 14:27

Analyte(s)	Result	RDL	Units	Method	Analysis Date	Analyst	Flag
Cations							
Total Hardness	200	3.0	mg/L	SM 2340B/EPA 200.7	05/06/13 15:02	kya	
Calcium	64	1.0	mg/L	EPA 200.7	05/06/13 15:02	kya	
Magnesium	9.6	1.0	mg/L	EPA 200.7	05/06/13 15:02	kya	
Sodium	43	1.0	mg/L	EPA 200.7	05/06/13 15:02	kya	
Potassium	3.1	1.0	mg/L	EPA 200.7	05/06/13 15:02	kya	
Total Cations	6.0	0.05	me/L	Calculation			
Anions							
Total Alkalinity	160	3.0	mg/L	SM 2320B	05/03/13 16:50	jma	
Hydroxide	ND	3.0	mg/L	SM 2320B	05/03/13 16:50	jma	
Carbonate	ND	3.0	mg/L	SM 2320B	05/03/13 16:50	jma	
Bicarbonate	190	3.0	mg/L	SM 2320B	05/03/13 16:50	jma	
Chloride	29	1.0	mg/L	EPA 300.0	04/30/13 00:06	aed	
Sulfate	68	0.50	mg/L	EPA 300.0	04/30/13 00:06	aed	
Fluoride	0.7	0.1	mg/L	SM 4500F C	05/01/13 17:00	war	
Nitrate	21	1.0	mg/L	EPA 300.0	04/30/13 00:06	aed	
Total Anions	5.81	0.05	me/L	Calculation			
Aggregate Properties							
pH	7.7	1.0	pH Units	SM 4500H+ B	04/29/13 23:05	jdb	
Specific Conductance	580	1.0	umhos/cm	SM 2510 B	04/29/13 23:05	jdb	
Solids							
Total Dissolved Solids	340	20	mg/L	SM 2540C	05/01/13 10:35	lml	



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Client Name: Forensic Analytical Consulting Svcs
 Contact: Forensic Analytical Consulting Svcs
 Address: 3777 Depot Rd #413
 Hayward, CA 94545

Analytical Report: Page 3 of 11
 Project Name: No Project
 Project Number: Math & Science RCC

Report Date: 10-May-2013

Work Order Number: B3D3022

Received on Ice (Y/N): No Temp: 23 °C

Laboratory Reference Number

B3D3022-01

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
Roof	Water	04/29/13 12:00	04/29/13 14:27

<u>Analyte(s)</u>	<u>Result</u>	<u>RDL</u>	<u>Units</u>	<u>Method</u>	<u>Analysis Date</u>	<u>Analyst</u>	<u>Flag</u>
Surfactants							
MBAS	ND	0.05	mg/L	SM 5540C	04/30/13 15:10	emm	
General Inorganics							
Cyanide	ND	100	ug/L	SM 4500CN E	05/07/13 12:46	sll	
Perchlorate	ND	4.0	ug/L	EPA 314.0	04/30/13 12:24	AAV	
Nutrients							
Nitrite as N	ND	100	ug/L	SM 4500NO2 B	04/30/13 22:25	ekc	
Metals and Metalloids							
Aluminum	ND	50	ug/L	EPA 200.7	05/06/13 15:02	kya	
Antimony	ND	6.0	ug/L	EPA 200.8	05/03/13 22:11	ap	
Arsenic	ND	2.0	ug/L	EPA 200.8	05/03/13 22:11	ap	
Barium	ND	100	ug/L	EPA 200.8	05/03/13 22:11	ap	
Beryllium	ND	1.0	ug/L	EPA 200.8	05/03/13 22:11	ap	
Cadmium	ND	1.0	ug/L	EPA 200.8	05/03/13 22:11	ap	
Total Chromium	1.8	1.0	ug/L	EPA 200.8	05/07/13 14:32	AP	
Copper	140	50	ug/L	EPA 200.8	05/03/13 22:11	ap	
Iron	ND	100	ug/L	EPA 200.7	05/06/13 15:03	kya	
Lead	11	5.0	ug/L	EPA 200.8	05/03/13 22:11	ap	
Manganese	ND	20	ug/L	EPA 200.8	05/03/13 22:11	ap	
Mercury	ND	1.0	ug/L	EPA 200.8	05/03/13 22:11	ap	
Nickel	ND	10	ug/L	EPA 200.8	05/03/13 22:11	ap	
Selenium	ND	5.0	ug/L	EPA 200.8	05/03/13 22:11	ap	
Silver	ND	10	ug/L	EPA 200.8	05/03/13 22:11	ap	
Thallium	ND	1.0	ug/L	EPA 200.8	05/03/13 22:11	ap	
Zinc	ND	50	ug/L	EPA 200.8	05/03/13 22:11	ap	



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Client Name: Forensic Analytical Consulting Svcs
 Contact: Forensic Analytical Consulting Svcs
 Address: 3777 Depot Rd #413
 Hayward, CA 94545

Analytical Report: Page 4 of 11
 Project Name: No Project
 Project Number: Math & Science RCC

Report Date: 10-May-2013

Work Order Number: B3D3022

Received on Ice (Y/N): No Temp: 23 °C

Laboratory Reference Number

B3D3022-01

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
Roof	Water	04/29/13 12:00	04/29/13 14:27

Analyte(s)	Result	RDL	Units	Method	Analysis Date	Analyst	Flag
Heterotrophic Plate Count - SM 9215 B							
Heterotrophic Plate Count	ND	1.0	CFU/mL	SM 9215B	04/29/13 16:10	dpk	
MMOMUG - Presence/Absence - SM 9223 B							
Total Coliform	Absent	1.1	----	SM 9223B	04/29/13 16:10	dpk	
E. coli	Absent	1.1	----	SM 9223B	04/29/13 16:10	dpk	



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Client Name: Forensic Analytical Consulting Svcs
 Contact: Forensic Analytical Consulting Svcs
 Address: 3777 Depot Rd #413
 Hayward, CA 94545

Analytical Report: Page 5 of 11
 Project Name: No Project
 Project Number: Math & Science RCC

Report Date: 10-May-2013

Work Order Number: B3D3022

Received on Ice (Y/N): No Temp: 23 °C

Laboratory Reference Number

B3D3022-02

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
1st Floor	Water	04/29/13 13:30	04/29/13 14:27

<u>Analyte(s)</u>	<u>Result</u>	<u>RDL</u>	<u>Units</u>	<u>Method</u>	<u>Analysis Date</u>	<u>Analyst</u>	<u>Flag</u>
Cations							
Total Hardness	190	3.0	mg/L	SM 2340B/EPA 200.7	05/06/13 15:04	kya	
Calcium	62	1.0	mg/L	EPA 200.7	05/06/13 15:04	kya	
Magnesium	9.8	1.0	mg/L	EPA 200.7	05/06/13 15:04	kya	
Sodium	43	1.0	mg/L	EPA 200.7	05/06/13 15:04	kya	
Potassium	3.1	1.0	mg/L	EPA 200.7	05/06/13 15:04	kya	
Total Cations	5.8	0.05	me/L	Calculation			
Anions							
Total Alkalinity	150	3.0	mg/L	SM 2320B	05/03/13 16:50	jma	
Hydroxide	ND	3.0	mg/L	SM 2320B	05/03/13 16:50	jma	
Carbonate	ND	3.0	mg/L	SM 2320B	05/03/13 16:50	jma	
Bicarbonate	180	3.0	mg/L	SM 2320B	05/03/13 16:50	jma	
Chloride	30	1.0	mg/L	EPA 300.0	04/30/13 00:14	aed	
Sulfate	67	0.50	mg/L	EPA 300.0	04/30/13 00:14	aed	
Fluoride	0.6	0.1	mg/L	SM 4500F C	05/01/13 17:00	war	
Nitrate	21	1.0	mg/L	EPA 300.0	04/30/13 00:14	aed	
Total Anions	5.61	0.05	me/L	Calculation			
Aggregate Properties							
pH	7.6	1.0	pH Units	SM 4500H+ B	04/29/13 23:05	jdb	
Specific Conductance	580	1.0	umhos/cm	SM 2510 B	04/29/13 23:05	jdb	
Solids							
Total Dissolved Solids	320	20	mg/L	SM 2540C	05/01/13 10:35	lml	



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Client Name: Forensic Analytical Consulting Svcs
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Analytical Report: Page 6 of 11
Project Name: No Project
Project Number: Math & Science RCC

Report Date: 10-May-2013

Work Order Number: B3D3022

Received on Ice (Y/N): No Temp: 23 °C

Laboratory Reference Number

B3D3022-02

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
1st Floor	Water	04/29/13 13:30	04/29/13 14:27

<u>Analyte(s)</u>	<u>Result</u>	<u>RDL</u>	<u>Units</u>	<u>Method</u>	<u>Analysis Date</u>	<u>Analyst</u>	<u>Flag</u>
Surfactants							
MBAS	ND	0.05	mg/L	SM 5540C	04/30/13 15:10	emm	
General Inorganics							
Cyanide	ND	100	ug/L	SM 4500CN E	05/07/13 12:47	sll	
Perchlorate	ND	4.0	ug/L	EPA 314.0	04/30/13 17:06	AAV	
Nutrients							
Nitrite as N	ND	100	ug/L	SM 4500NO2 B	04/30/13 22:25	ekc	
Metals and Metalloids							
Aluminum	54	50	ug/L	EPA 200.7	05/06/13 15:04	kya	
Antimony	ND	6.0	ug/L	EPA 200.8	05/03/13 22:14	ap	
Arsenic	ND	2.0	ug/L	EPA 200.8	05/03/13 22:14	ap	
Barium	ND	100	ug/L	EPA 200.8	05/03/13 22:14	ap	
Beryllium	ND	1.0	ug/L	EPA 200.8	05/03/13 22:14	ap	
Cadmium	ND	1.0	ug/L	EPA 200.8	05/03/13 22:14	ap	
Total Chromium	1.4	1.0	ug/L	EPA 200.8	05/07/13 14:33	AP	
Copper	1000	50	ug/L	EPA 200.8	05/06/13 18:09	ERA	Nconf
Iron	ND	100	ug/L	EPA 200.7	05/06/13 15:04	kya	
Lead	ND	5.0	ug/L	EPA 200.8	05/03/13 22:14	ap	
Manganese	ND	20	ug/L	EPA 200.8	05/03/13 22:14	ap	
Mercury	ND	1.0	ug/L	EPA 200.8	05/03/13 22:14	ap	
Nickel	ND	10	ug/L	EPA 200.8	05/03/13 22:14	ap	
Selenium	ND	5.0	ug/L	EPA 200.8	05/03/13 22:14	ap	
Silver	ND	10	ug/L	EPA 200.8	05/03/13 22:14	ap	
Thallium	ND	1.0	ug/L	EPA 200.8	05/03/13 22:14	ap	
Zinc	ND	50	ug/L	EPA 200.8	05/03/13 22:14	ap	



E.S.BABCOCK&Sons,Inc.
 Environmental Laboratories *est. 1906*

Client Name: Forensic Analytical Consulting Svcs
 Contact: Forensic Analytical Consulting Svcs
 Address: 3777 Depot Rd #413
 Hayward, CA 94545

Analytical Report: Page 7 of 11
 Project Name: No Project
 Project Number: Math & Science RCC

Report Date: 10-May-2013

Work Order Number: B3D3022

Received on Ice (Y/N): No Temp: 23 °C

Laboratory Reference Number

B3D3022-02

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
1st Floor	Water	04/29/13 13:30	04/29/13 14:27

<u>Analyte(s)</u>	<u>Result</u>	<u>RDL</u>	<u>Units</u>	<u>Method</u>	<u>Analysis Date</u>	<u>Analyst</u>	<u>Flag</u>
Heterotrophic Plate Count - SM 9215 B							
Heterotrophic Plate Count	>5700	1.0	CFU/mL	SM 9215B	04/29/13 16:10	dpk	
MMOMUG - Presence/Absence - SM 9223 B							
Total Coliform	Absent	1.1	----	SM 9223B	04/29/13 16:10	dpk	
E. coli	Absent	1.1	----	SM 9223B	04/29/13 16:10	dpk	



E.S.BABCOCK & Sons, Inc.
 Environmental Laboratories *est. 1906*

Client Name: Forensic Analytical Consulting Svcs
 Contact: Forensic Analytical Consulting Svcs
 Address: 3777 Depot Rd #413
 Hayward, CA 94545

Analytical Report: Page 8 of 11
 Project Name: No Project
 Project Number: Math & Science RCC

Report Date: 10-May-2013

Work Order Number: B3D3022

Received on Ice (Y/N): No Temp: 23 °C

Laboratory Reference Number

B3D3022-03

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
4th Floor	Water	04/29/13 13:45	04/29/13 14:27

<u>Analyte(s)</u>	<u>Result</u>	<u>RDL</u>	<u>Units</u>	<u>Method</u>	<u>Analysis Date</u>	<u>Analyst</u>	<u>Flag</u>
Cations							
Total Hardness	200	3.0	mg/L	SM 2340B/EPA 200.7	05/06/13 15:05	kya	
Calcium	64	1.0	mg/L	EPA 200.7	05/06/13 15:05	kya	
Magnesium	9.7	1.0	mg/L	EPA 200.7	05/06/13 15:05	kya	
Sodium	44	1.0	mg/L	EPA 200.7	05/06/13 15:05	kya	
Potassium	3.0	1.0	mg/L	EPA 200.7	05/06/13 15:05	kya	
Total Cations	6.0	0.05	me/L	Calculation			
Anions							
Total Alkalinity	150	3.0	mg/L	SM 2320B	05/03/13 16:50	jma	
Hydroxide	ND	3.0	mg/L	SM 2320B	05/03/13 16:50	jma	
Carbonate	ND	3.0	mg/L	SM 2320B	05/03/13 16:50	jma	
Bicarbonate	190	3.0	mg/L	SM 2320B	05/03/13 16:50	jma	
Chloride	30	1.0	mg/L	EPA 300.0	04/30/13 00:23	aed	
Sulfate	65	0.50	mg/L	EPA 300.0	04/30/13 00:23	aed	
Fluoride	0.6	0.1	mg/L	SM 4500F C	05/01/13 17:00	war	
Nitrate	20	1.0	mg/L	EPA 300.0	04/30/13 00:23	aed	
Total Anions	5.55	0.05	me/L	Calculation			
Aggregate Properties							
pH	7.7	1.0	pH Units	SM 4500H+ B	04/29/13 23:05	jdb	
Specific Conductance	580	1.0	umhos/cm	SM 2510 B	04/29/13 23:05	jdb	
Solids							
Total Dissolved Solids	320	20	mg/L	SM 2540C	05/01/13 10:35	lml	



E.S.BABCOCK & Sons, Inc.
 Environmental Laboratories *est. 1906*

Client Name: Forensic Analytical Consulting Svcs
 Contact: Forensic Analytical Consulting Svcs
 Address: 3777 Depot Rd #413
 Hayward, CA 94545

Analytical Report: Page 9 of 11
 Project Name: No Project
 Project Number: Math & Science RCC

Report Date: 10-May-2013

Work Order Number: B3D3022

Received on Ice (Y/N): No Temp: 23 °C

Laboratory Reference Number

B3D3022-03

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
4th Floor	Water	04/29/13 13:45	04/29/13 14:27

<u>Analyte(s)</u>	<u>Result</u>	<u>RDL</u>	<u>Units</u>	<u>Method</u>	<u>Analysis Date</u>	<u>Analyst</u>	<u>Flag</u>
Surfactants							
MBAS	ND	0.05	mg/L	SM 5540C	04/30/13 15:10	emm	
General Inorganics							
Cyanide	ND	100	ug/L	SM 4500CN E	05/07/13 12:49	sll	
Perchlorate	ND	4.0	ug/L	EPA 314.0	04/30/13 13:08	AAV	
Nutrients							
Nitrite as N	ND	100	ug/L	SM 4500NO2 B	04/30/13 22:25	ekc	
Metals and Metalloids							
Aluminum	ND	50	ug/L	EPA 200.7	05/06/13 15:06	kya	
Antimony	ND	6.0	ug/L	EPA 200.8	05/03/13 22:17	ap	
Arsenic	ND	2.0	ug/L	EPA 200.8	05/03/13 22:17	ap	
Barium	ND	100	ug/L	EPA 200.8	05/03/13 22:17	ap	
Beryllium	ND	1.0	ug/L	EPA 200.8	05/03/13 22:17	ap	
Cadmium	ND	1.0	ug/L	EPA 200.8	05/03/13 22:17	ap	
Total Chromium	ND	1.0	ug/L	EPA 200.8	05/07/13 14:34	AP	
Copper	1100	50	ug/L	EPA 200.8	05/06/13 18:12	ERA	Nconf
Iron	ND	100	ug/L	EPA 200.7	05/06/13 15:06	kya	
Lead	ND	5.0	ug/L	EPA 200.8	05/03/13 22:17	ap	
Manganese	ND	20	ug/L	EPA 200.8	05/03/13 22:17	ap	
Mercury	ND	1.0	ug/L	EPA 200.8	05/03/13 22:17	ap	
Nickel	ND	10	ug/L	EPA 200.8	05/03/13 22:17	ap	
Selenium	ND	5.0	ug/L	EPA 200.8	05/03/13 22:17	ap	
Silver	ND	10	ug/L	EPA 200.8	05/03/13 22:17	ap	
Thallium	ND	1.0	ug/L	EPA 200.8	05/03/13 22:17	ap	
Zinc	ND	50	ug/L	EPA 200.8	05/03/13 22:17	ap	



E.S.BABCOCK&Sons,Inc.
 Environmental Laboratories *est. 1906*

Client Name: Forensic Analytical Consulting Svcs
 Contact: Forensic Analytical Consulting Svcs
 Address: 3777 Depot Rd #413
 Hayward, CA 94545

Analytical Report: Page 10 of 11
 Project Name: No Project
 Project Number: Math & Science RCC

Work Order Number: B3D3022

Report Date: 10-May-2013

Received on Ice (Y/N): No Temp: 23 °C

Laboratory Reference Number

B3D3022-03

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
4th Floor	Water	04/29/13 13:45	04/29/13 14:27

<u>Analyte(s)</u>	<u>Result</u>	<u>RDL</u>	<u>Units</u>	<u>Method</u>	<u>Analysis Date</u>	<u>Analyst</u>	<u>Flag</u>
Heterotrophic Plate Count - SM 9215 B							
Heterotrophic Plate Count	>5700	1.0	CFU/mL	SM 9215B	04/29/13 16:10	dpk	
MMOMUG - Presence/Absence - SM 9223 B							
Total Coliform	Absent	1.1	----	SM 9223B	04/29/13 16:10	dpk	
E. coli	Absent	1.1	----	SM 9223B	04/29/13 16:10	dpk	



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Client Name: Forensic Analytical Consulting Svcs
Contact: Forensic Analytical Consulting Svcs
Address: 3777 Depot Rd #413
Hayward, CA 94545

Analytical Report: Page 11 of 11
Project Name: No Project
Project Number: Math & Science RCC

Work Order Number: B3D3022

Report Date: 10-May-2013

Received on Ice (Y/N): No Temp: 23 °C

Notes and Definitions

pH: Regulatory 15 minute holding time exceeded B3D3022-01
pH: Regulatory 15 minute holding time exceeded B3D3022-02
pH: Regulatory 15 minute holding time exceeded B3D3022-03

Nconf Result(s) confirmed by re-analysis.

ND: Analyte NOT DETECTED at or above the Method Detection Limit (if MDL is reported), otherwise at or above the Reportable Detection Limit (RDL)

NR: Not Reported

RDL: Reportable Detection Limit

MDL: Method Detection Limit

* / " : NELAP does not offer accreditation for this analyte/method/matrix combination

Approval

Enclosed are the analytical results for the submitted sample(s). Babcock Laboratories certify the data presented as part of this report meet the minimum quality standards in the referenced analytical methods. Any exceptions have been noted. Babcock Laboratories and its officers and employees assume no responsibility and make no warranty, express or implied, for uses or interpretations made by any recipients, intended or unintended, of this report.

cc:

e-Standardt.rpt

LABORATORY REPORT
(Air Sampling)

Batch No: 2013042038

Customer: FORENSIC ANALYTICAL CONSULTING SVCS
Attention: MICHELLE ROSALES
Address: 2959 PACIFIC COMMERCE DR

Contact No: 48709
Project No:
PO No:

City, State: COMPTON, CA 90221
Country: US

Date Received: April 30, 2013
Date Reported: May 6, 2013

Tel No: (818) 388-3243
Fax No: (310) 763-8684

Date(s) Analyzed: 05/06/13

Exposure results are the average concentration for the period of time monitored. ND = None Detected. The results relate only to the items tested. Unless noted below, samples were received in acceptable condition, all applicable quality control were within method specifications, lab blanks were subtracted before a result was reported, and any customer supplied field blanks were not subtracted from sample results. The molar volume at 22 C (24.1 L/mole) was used to calculate parts per million, ppm. Air concentrations reported are based upon field sampling information provided by the customer. For assistance with the content of this report, please visit the Customer Services section of our web site at <http://www.assaytech.com> or contact Technical Support at 1-800-833-1258. For details of significant method modifications go to www.assaytech.com/methmod.html.

Lab Sample ID / Lab Code	Date Sampled	Media Code - Client Sample ID	Media Lot / Serial #	Chemical Analyzed (Method, Chemist)	Quantity Found (µg)	Reporting Limit (µg)	Sample Volume (L)	Sample Time (min)	Concentration/Exposure		Reporting Limit (mg/M ³)	Reporting Limit (ppm)
									(mg/M3)	(ppm)		
2013016867 - ATOH	4/29/13	J580A - OFFICE 422	2K13 - JW2696	FORMALDEHYDE (1,101)	0.13	0.1	16.5	300	0.0078	0.0063	0.0061	0.0049
2013016868 - ATOH	4/29/13	J580A - LAB 302	2K13 - JW2579	FORMALDEHYDE (1,101)	0.15	0.1	13.2	240	0.011	0.0092	0.0076	0.0061
2013016869 - ATOH	4/29/13	J580A - SPECIMEN RM	2K13 - JW2612	FORMALDEHYDE (1,101)	0.11	0.1	13.2	240	0.0084	0.0068	0.0076	0.0061

Messages

Lab Sample ID	Message	Method	Method Name	Chemist Analyzed By	Approved By
		1 MOD OSHA 1007 (OSHA PEL: 0.75 PPM, STEL: 2.0 PPM)		101 J. ZATCHOK	W. EWING



11652 Knott St, Unit F5
Garden Grove, CA 92841
Phone: (800)755-1794
Fax: (714) 828-4944
losalamitoslab@lateesting.com

05/08/13

Michelle Rosales
Forensic Analytical
3777 Depot Road, Suite 413
Hayward, CA 94545
Phone: 510-887-8828

Lab ID No. 331305829
RE: TO-15 Results
Project: RCCD - Math & Science

Attached please find the lab report and associated results for the above referenced analysis. If you have any questions or need further information please do not hesitate to contact LA Testing at the above listed number.

Reviewed By:

Sam Lee, TO15 Chemist

Approved By:

Mike Chapman, Laboratory Manager





Air Analysis Data Summary

EPA Compendium TO-15

Target Compound List

Client Project Name: RCCD - Math & Science

LA Testing ID: 331305829-1

Client Sample ID: 306

Canister ID: E0670

Primary Lab File ID: 04251316.D

Dilution Lab File ID: N/A

Analysis Date: 04/26/13

Analysis Date: N/A

Sample Volume(mL): 250

Sample Volume(mL): N/A

Dilution Factor: 1

Dilution Factor: N/A

Target Compound	CAS#	MW	Results ppbv	RL ppbv	Q	Results ug/m ³	RL ug/m ³
Propylene	115-07-1	58.08	ND	1.0		ND	2.4
Freon 12(Dichlorodifluoromethane)	75-71-8	120.9	0.53	0.50		2.6	2.5
Freon 114(1,2-Dichlorotetrafluoroethane)	76-14-2	170.9	ND	0.50		ND	3.5
Chloromethane	74-87-3	50.49	0.56	0.50		1.2	1.0
n-Butane	106-97-8	58.12	ND	0.50		ND	1.2
Vinyl chloride	75-01-4	62.50	ND	0.50		ND	1.3
1,3-Butadiene	106-99-0	54.09	ND	0.50		ND	1.1
Bromomethane	74-83-9	94.94	ND	0.50		ND	1.9
Chloroethane	75-00-3	64.52	ND	0.50		ND	1.3
Ethanol	64-17-5	46.07	14	0.50		26	0.94
Bromoethene (Vinyl bromide)	593-60-2	109.9	ND	0.50		ND	2.2
Freon 11(Trichlorofluoromethane)	75-69-4	137.4	ND	0.50		ND	2.8
Isopropyl alcohol(2-Propanol)	67-63-0	60.10	1.7	0.50		4.2	1.2
Freon 113(1,1,2-Trichlorotrifluoroethane)	76-13-1	187.4	ND	0.50		ND	3.8
Acetone	67-64-1	58.08	5.9	0.50		14	1.2
1,1-Dichloroethene	75-35-4	96.94	ND	0.50		ND	2.0
Acetonitrile	75-05-8	41.00	ND	0.50		ND	0.84
Tertiary butyl alcohol (TBA)	75-65-0	74.12	ND	0.50		ND	1.5
Bromoethane (Ethyl bromide)	74-96-4	108.0	ND	0.50		ND	2.2
3-Chloropropene (Allyl chloride)	107-05-1	76.53	ND	0.50		ND	1.6
Carbon disulfide	75-15-0	76.14	ND	0.50		ND	1.6
Methylene chloride	75-09-2	84.94	ND	0.50		ND	1.7
Acrylonitrile	107-13-1	53.00	ND	1.00		ND	2.2
Methyl-tert-butyl ether(MTBE)	1634-04-4	88.15	ND	0.50		ND	1.8
trans-1,2-Dichloroethene	156-60-5	96.94	ND	0.50		ND	2.0
n-Hexane	110-54-3	86.17	ND	0.50		ND	1.8
1,1-Dichloroethane	75-34-3	98.96	ND	0.50		ND	2.0
Vinyl acetate	108-05-4	86.00	ND	0.50		ND	1.8
2-Butanone(MEK)	78-93-3	72.10	ND	0.50		ND	1.5
cis-1,2-Dichloroethene	156-59-2	96.94	ND	0.50		ND	2.0
Ethyl acetate	141-78-6	88.10	ND	0.50		ND	1.8
Chloroform	67-66-3	119.4	ND	0.50		ND	2.4
Tetrahydrofuran	109-99-9	72.11	ND	0.50		ND	1.5
1,1,1-Trichloroethane	71-55-6	133.4	ND	0.50		ND	2.7
Cyclohexane	110-82-7	84.16	ND	0.50		ND	1.7
2,2,4-Trimethylpentane (Isooctane)	540-54-1	114.2	ND	0.50		ND	2.3
Carbon tetrachloride	56-23-5	153.8	ND	0.50		ND	3.1
n-Heptane	142-82-5	100.2	ND	0.50		ND	2.0
1,2-Dichloroethane	107-06-2	98.96	ND	0.50		ND	2.0
Benzene	71-43-2	78.11	ND	0.50		ND	1.6
Trichloroethene	79-01-6	131.4	ND	0.50		ND	2.7



Air Analysis Data Summary

EPA Compendium TO-15

Target Compound List

Client Project Name: RCCD - Math & Science	LA Testing ID: 331305829-1
Client Sample ID: 306	Canister ID: E0670
Primary Lab File ID: 04251316.D	Dilution Lab File ID: N/A
Analysis Date: 04/26/13	Analysis Date: N/A
Sample Volume(mL): 250	Sample Volume(mL): N/A
Dilution Factor: 1	Dilution Factor: N/A

Target Compound	CAS#	MW	Results ppbv	RL ppbv	Q	Results ug/m ³	RL ug/m ³
1,2-Dichloropropane	78-87-5	113.0	ND	0.50		ND	2.3
Methyl Methacrylate	80-62-6	100.1	ND	0.50		ND	2.0
Bromodichloromethane	75-27-4	163.8	ND	0.50		ND	3.3
1,4-Dioxane	123-91-1	88.12	ND	0.50		ND	1.8
4-Methyl-2-pentanone(MIBK)	108-10-1	100.2	ND	0.50		ND	2.0
cis-1,3-Dichloropropene	10061-01-5	111.0	ND	0.50		ND	2.3
Toluene	108-88-3	92.14	ND	0.50		ND	1.9
trans-1,3-Dichloropropene	10061-02-6	111.0	ND	0.50		ND	2.3
1,1,2-Trichloroethane	79-00-5	133.4	ND	0.50		ND	2.7
2-Hexanone(MBK)	591-78-6	100.1	ND	0.50		ND	2.0
Tetrachloroethene	127-18-4	165.8	ND	0.50		ND	3.4
Dibromochloromethane	124-48-1	208.3	ND	0.50		ND	4.3
1,2-Dibromoethane	106-93-4	187.8	ND	0.50		ND	3.8
Chlorobenzene	108-90-7	112.6	ND	0.50		ND	2.3
Ethylbenzene	100-41-4	106.2	ND	0.50		ND	2.2
Xylene (para & meta)	1330-20-7	106.2	ND	1.0		ND	4.3
Xylene (Ortho)	95-47-6	106.2	ND	0.50		ND	2.2
Styrene	100-42-5	104.1	ND	0.50		ND	2.1
Isopropylbenzene (cumene)	98-82-8	120.2	ND	0.50		ND	2.5
Bromoform	75-25-2	252.8	ND	0.50		ND	5.2
1,1,2,2-Tetrachloroethane	79-34-5	167.9	ND	0.50		ND	3.4
4-Ethyltoluene	622-96-8	120.2	ND	0.50		ND	2.5
1,3,5-Trimethylbenzene	108-67-8	120.2	ND	0.50		ND	2.5
2-Chlorotoluene	95-49-8	126.6	ND	0.50		ND	2.6
1,2,4-Trimethylbenzene	95-63-6	120.2	ND	0.50		ND	2.5
1,3-Dichlorobenzene	541-73-1	147.0	ND	0.50		ND	3.0
1,4-Dichlorobenzene	106-46-7	147.0	ND	0.50		ND	3.0
Benzyl chloride	100-44-7	126.0	ND	0.50		ND	2.6
1,2-Dichlorobenzene	95-50-1	147.0	ND	0.50		ND	3.0
1,2,4-Trichlorobenzene	120-82-1	181.5	ND	0.50		ND	3.7
Hexachloro-1,3-butadiene	87-68-3	260.8	ND	0.50		ND	5.3
Naphthalene	91-20-3	128.2	ND	0.50		ND	2.6

Surrogate

4-Bromofluorobenzene

Result

9.89

Spike

10

%Recovery

99

Qualifier Definitions

B= Compound also found in method blank.

E = Estimated concentration exceeding upper calibration range.

D = Result reported from diluted analysis

ND = Non Detect



Air Analysis Data Summary

EPA Compendium TO-15

Target Compound List

Client Project Name: RCCD - Math & Science

LA Testing ID: 331305829-2

Client Sample ID: 339

Canister ID: E0507

Primary Lab File ID: 04251317.D

Dilution Lab File ID: N/A

Analysis Date: 04/26/13

Analysis Date: N/A

Sample Volume(mL): 250

Sample Volume(mL): N/A

Dilution Factor: 1

Dilution Factor: N/A

Target Compound	CAS#	MW	Results ppbv	RL ppbv	Q	Results ug/m ³	RL ug/m ³
Propylene	115-07-1	58.08	ND	1.0		ND	2.4
Freon 12(Dichlorodifluoromethane)	75-71-8	120.9	0.54	0.50		2.7	2.5
Freon 114(1,2-Dichlorotetrafluoroethane)	76-14-2	170.9	ND	0.50		ND	3.5
Chloromethane	74-87-3	50.49	0.59	0.50		1.2	1.0
n-Butane	106-97-8	58.12	ND	0.50		ND	1.2
Vinyl chloride	75-01-4	62.50	ND	0.50		ND	1.3
1,3-Butadiene	106-99-0	54.09	ND	0.50		ND	1.1
Bromomethane	74-83-9	94.94	ND	0.50		ND	1.9
Chloroethane	75-00-3	64.52	ND	0.50		ND	1.3
Ethanol	64-17-5	46.07	22	0.50		42	0.94
Bromoethene (Vinyl bromide)	593-60-2	109.9	ND	0.50		ND	2.2
Freon 11(Trichlorofluoromethane)	75-69-4	137.4	ND	0.50		ND	2.8
Isopropyl alcohol(2-Propanol)	67-63-0	60.10	2.0	0.50		4.9	1.2
Freon 113(1,1,2-Trichlorotrifluoroethane)	76-13-1	187.4	ND	0.50		ND	3.8
Acetone	67-64-1	58.08	19	0.50		46	1.2
1,1-Dichloroethene	75-35-4	96.94	ND	0.50		ND	2.0
Acetonitrile	75-05-8	41.00	ND	0.50		ND	0.84
Tertiary butyl alcohol (TBA)	75-65-0	74.12	ND	0.50		ND	1.5
Bromoethane (Ethyl bromide)	74-96-4	108.0	ND	0.50		ND	2.2
3-Chloropropene (Allyl chloride)	107-05-1	76.53	ND	0.50		ND	1.6
Carbon disulfide	75-15-0	76.14	ND	0.50		ND	1.6
Methylene chloride	75-09-2	84.94	ND	0.50		ND	1.7
Acrylonitrile	107-13-1	53.00	ND	1.00		ND	2.2
Methyl-tert-butyl ether(MTBE)	1634-04-4	88.15	ND	0.50		ND	1.8
trans-1,2-Dichloroethene	156-60-5	96.94	ND	0.50		ND	2.0
n-Hexane	110-54-3	86.17	ND	0.50		ND	1.8
1,1-Dichloroethane	75-34-3	98.96	ND	0.50		ND	2.0
Vinyl acetate	108-05-4	86.00	ND	0.50		ND	1.8
2-Butanone(MEK)	78-93-3	72.10	ND	0.50		ND	1.5
cis-1,2-Dichloroethene	156-59-2	96.94	ND	0.50		ND	2.0
Ethyl acetate	141-78-6	88.10	ND	0.50		ND	1.8
Chloroform	67-66-3	119.4	ND	0.50		ND	2.4
Tetrahydrofuran	109-99-9	72.11	ND	0.50		ND	1.5
1,1,1-Trichloroethane	71-55-6	133.4	ND	0.50		ND	2.7
Cyclohexane	110-82-7	84.16	ND	0.50		ND	1.7
2,2,4-Trimethylpentane (Isooctane)	540-54-1	114.2	ND	0.50		ND	2.3
Carbon tetrachloride	56-23-5	153.8	ND	0.50		ND	3.1
n-Heptane	142-82-5	100.2	ND	0.50		ND	2.0
1,2-Dichloroethane	107-06-2	98.96	ND	0.50		ND	2.0
Benzene	71-43-2	78.11	ND	0.50		ND	1.6
Trichloroethene	79-01-6	131.4	ND	0.50		ND	2.7



Air Analysis Data Summary

EPA Compendium TO-15 Target Compound List

Client Project Name: RCCD - Math & Science	LA Testing ID: 331305829-2
Client Sample ID: 339	Canister ID: E0507
Primary Lab File ID: 04251317.D	Dilution Lab File ID: N/A
Analysis Date: 04/26/13	Analysis Date: N/A
Sample Volume(mL): 250	Sample Volume(mL): N/A
Dilution Factor: 1	Dilution Factor: N/A

Target Compound	CAS#	MW	Results ppbv	RL ppbv	Q	Results ug/m ³	RL ug/m ³
1,2-Dichloropropane	78-87-5	113.0	ND	0.50		ND	2.3
Methyl Methacrylate	80-62-6	100.1	ND	0.50		ND	2.0
Bromodichloromethane	75-27-4	163.8	ND	0.50		ND	3.3
1,4-Dioxane	123-91-1	88.12	ND	0.50		ND	1.8
4-Methyl-2-pentanone(MIBK)	108-10-1	100.2	ND	0.50		ND	2.0
cis-1,3-Dichloropropene	10061-01-5	111.0	ND	0.50		ND	2.3
Toluene	108-88-3	92.14	ND	0.50		ND	1.9
trans-1,3-Dichloropropene	10061-02-6	111.0	ND	0.50		ND	2.3
1,1,2-Trichloroethane	79-00-5	133.4	ND	0.50		ND	2.7
2-Hexanone(MBK)	591-78-6	100.1	ND	0.50		ND	2.0
Tetrachloroethene	127-18-4	165.8	ND	0.50		ND	3.4
Dibromochloromethane	124-48-1	208.3	ND	0.50		ND	4.3
1,2-Dibromoethane	106-93-4	187.8	ND	0.50		ND	3.8
Chlorobenzene	108-90-7	112.6	ND	0.50		ND	2.3
Ethylbenzene	100-41-4	106.2	ND	0.50		ND	2.2
Xylene (para & meta)	1330-20-7	106.2	ND	1.0		ND	4.3
Xylene (Ortho)	95-47-6	106.2	ND	0.50		ND	2.2
Styrene	100-42-5	104.1	ND	0.50		ND	2.1
Isopropylbenzene (cumene)	98-82-8	120.2	ND	0.50		ND	2.5
Bromoform	75-25-2	252.8	ND	0.50		ND	5.2
1,1,2,2-Tetrachloroethane	79-34-5	167.9	ND	0.50		ND	3.4
4-Ethyltoluene	622-96-8	120.2	ND	0.50		ND	2.5
1,3,5-Trimethylbenzene	108-67-8	120.2	ND	0.50		ND	2.5
2-Chlorotoluene	95-49-8	126.6	ND	0.50		ND	2.6
1,2,4-Trimethylbenzene	95-63-6	120.2	ND	0.50		ND	2.5
1,3-Dichlorobenzene	541-73-1	147.0	ND	0.50		ND	3.0
1,4-Dichlorobenzene	106-46-7	147.0	ND	0.50		ND	3.0
Benzyl chloride	100-44-7	126.0	ND	0.50		ND	2.6
1,2-Dichlorobenzene	95-50-1	147.0	ND	0.50		ND	3.0
1,2,4-Trichlorobenzene	120-82-1	181.5	ND	0.50		ND	3.7
Hexachloro-1,3-butadiene	87-68-3	260.8	ND	0.50		ND	5.3
Naphthalene	91-20-3	128.2	ND	0.50		ND	2.6

Surrogate

4-Bromofluorobenzene

Result

9.89

Spike

10

%Recovery

99

Qualifier Definitions

B= Compound also found in method blank.

E = Estimated concentration exceeding upper calibration range.

D = Result reported from diluted analysis

ND = Non Detect



Air Analysis Data Summary

EPA Compendium TO-15

Target Compound List

Client Project Name: RCCD - Math & Science

LA Testing ID: 331305829-3

Client Sample ID: 341

Canister ID: E0429

Primary Lab File ID: 04251318.D

Dilution Lab File ID: N/A

Analysis Date: 04/26/13

Analysis Date: N/A

Sample Volume(mL): 250

Sample Volume(mL): N/A

Dilution Factor: 1

Dilution Factor: N/A

Target Compound	CAS#	MW	Results ppbv	RL ppbv	Q	Results ug/m ³	RL ug/m ³
Propylene	115-07-1	58.08	ND	1.0		ND	2.4
Freon 12(Dichlorodifluoromethane)	75-71-8	120.9	0.56	0.50		2.8	2.5
Freon 114(1,2-Dichlorotetrafluoroethane)	76-14-2	170.9	ND	0.50		ND	3.5
Chloromethane	74-87-3	50.49	0.56	0.50		1.2	1.0
n-Butane	106-97-8	58.12	ND	0.50		ND	1.2
Vinyl chloride	75-01-4	62.50	ND	0.50		ND	1.3
1,3-Butadiene	106-99-0	54.09	ND	0.50		ND	1.1
Bromomethane	74-83-9	94.94	ND	0.50		ND	1.9
Chloroethane	75-00-3	64.52	ND	0.50		ND	1.3
Ethanol	64-17-5	46.07	9.9	0.50		19	0.94
Bromoethene (Vinyl bromide)	593-60-2	109.9	ND	0.50		ND	2.2
Freon 11(Trichlorofluoromethane)	75-69-4	137.4	ND	0.50		ND	2.8
Isopropyl alcohol(2-Propanol)	67-63-0	60.10	1.1	0.50		2.6	1.2
Freon 113(1,1,2-Trichlorotrifluoroethane)	76-13-1	187.4	ND	0.50		ND	3.8
Acetone	67-64-1	58.08	8.7	0.50		21	1.2
1,1-Dichloroethene	75-35-4	96.94	ND	0.50		ND	2.0
Acetonitrile	75-05-8	41.00	ND	0.50		ND	0.84
Tertiary butyl alcohol (TBA)	75-65-0	74.12	ND	0.50		ND	1.5
Bromoethane (Ethyl bromide)	74-96-4	108.0	ND	0.50		ND	2.2
3-Chloropropene (Allyl chloride)	107-05-1	76.53	ND	0.50		ND	1.6
Carbon disulfide	75-15-0	76.14	ND	0.50		ND	1.6
Methylene chloride	75-09-2	84.94	ND	0.50		ND	1.7
Acrylonitrile	107-13-1	53.00	ND	1.00		ND	2.2
Methyl-tert-butyl ether(MTBE)	1634-04-4	88.15	ND	0.50		ND	1.8
trans-1,2-Dichloroethene	156-60-5	96.94	ND	0.50		ND	2.0
n-Hexane	110-54-3	86.17	ND	0.50		ND	1.8
1,1-Dichloroethane	75-34-3	98.96	ND	0.50		ND	2.0
Vinyl acetate	108-05-4	86.00	ND	0.50		ND	1.8
2-Butanone(MEK)	78-93-3	72.10	ND	0.50		ND	1.5
cis-1,2-Dichloroethene	156-59-2	96.94	ND	0.50		ND	2.0
Ethyl acetate	141-78-6	88.10	ND	0.50		ND	1.8
Chloroform	67-66-3	119.4	ND	0.50		ND	2.4
Tetrahydrofuran	109-99-9	72.11	ND	0.50		ND	1.5
1,1,1-Trichloroethane	71-55-6	133.4	ND	0.50		ND	2.7
Cyclohexane	110-82-7	84.16	ND	0.50		ND	1.7
2,2,4-Trimethylpentane (Isooctane)	540-54-1	114.2	ND	0.50		ND	2.3
Carbon tetrachloride	56-23-5	153.8	ND	0.50		ND	3.1
n-Heptane	142-82-5	100.2	ND	0.50		ND	2.0
1,2-Dichloroethane	107-06-2	98.96	ND	0.50		ND	2.0
Benzene	71-43-2	78.11	ND	0.50		ND	1.6
Trichloroethene	79-01-6	131.4	ND	0.50		ND	2.7



Air Analysis Data Summary

EPA Compendium TO-15 Target Compound List

Client Project Name: RCCD - Math & Science	LA Testing ID: 331305829-3
Client Sample ID: 341	Canister ID: E0429
Primary Lab File ID: 04251318.D	Dilution Lab File ID: N/A
Analysis Date: 04/26/13	Analysis Date: N/A
Sample Volume(mL): 250	Sample Volume(mL): N/A
Dilution Factor: 1	Dilution Factor: N/A

Target Compound	CAS#	MW	Results ppbv	RL ppbv	Q	Results ug/m ³	RL ug/m ³
1,2-Dichloropropane	78-87-5	113.0	ND	0.50		ND	2.3
Methyl Methacrylate	80-62-6	100.1	ND	0.50		ND	2.0
Bromodichloromethane	75-27-4	163.8	ND	0.50		ND	3.3
1,4-Dioxane	123-91-1	88.12	ND	0.50		ND	1.8
4-Methyl-2-pentanone(MIBK)	108-10-1	100.2	ND	0.50		ND	2.0
cis-1,3-Dichloropropene	10061-01-5	111.0	ND	0.50		ND	2.3
Toluene	108-88-3	92.14	ND	0.50		ND	1.9
trans-1,3-Dichloropropene	10061-02-6	111.0	ND	0.50		ND	2.3
1,1,2-Trichloroethane	79-00-5	133.4	ND	0.50		ND	2.7
2-Hexanone(MBK)	591-78-6	100.1	ND	0.50		ND	2.0
Tetrachloroethene	127-18-4	165.8	ND	0.50		ND	3.4
Dibromochloromethane	124-48-1	208.3	ND	0.50		ND	4.3
1,2-Dibromoethane	106-93-4	187.8	ND	0.50		ND	3.8
Chlorobenzene	108-90-7	112.6	ND	0.50		ND	2.3
Ethylbenzene	100-41-4	106.2	ND	0.50		ND	2.2
Xylene (para & meta)	1330-20-7	106.2	ND	1.0		ND	4.3
Xylene (Ortho)	95-47-6	106.2	ND	0.50		ND	2.2
Styrene	100-42-5	104.1	ND	0.50		ND	2.1
Isopropylbenzene (cumene)	98-82-8	120.2	ND	0.50		ND	2.5
Bromoform	75-25-2	252.8	ND	0.50		ND	5.2
1,1,2,2-Tetrachloroethane	79-34-5	167.9	ND	0.50		ND	3.4
4-Ethyltoluene	622-96-8	120.2	ND	0.50		ND	2.5
1,3,5-Trimethylbenzene	108-67-8	120.2	ND	0.50		ND	2.5
2-Chlorotoluene	95-49-8	126.6	ND	0.50		ND	2.6
1,2,4-Trimethylbenzene	95-63-6	120.2	ND	0.50		ND	2.5
1,3-Dichlorobenzene	541-73-1	147.0	ND	0.50		ND	3.0
1,4-Dichlorobenzene	106-46-7	147.0	ND	0.50		ND	3.0
Benzyl chloride	100-44-7	126.0	ND	0.50		ND	2.6
1,2-Dichlorobenzene	95-50-1	147.0	ND	0.50		ND	3.0
1,2,4-Trichlorobenzene	120-82-1	181.5	ND	0.50		ND	3.7
Hexachloro-1,3-butadiene	87-68-3	260.8	ND	0.50		ND	5.3
Naphthalene	91-20-3	128.2	ND	0.50		ND	2.6

Surrogate

4-Bromofluorobenzene

Result

9.92

Spike

10

%Recovery

99

Qualifier Definitions

B= Compound also found in method blank.

E = Estimated concentration exceeding upper calibration range.

D = Result reported from diluted analysis

ND = Non Detect



Air Analysis Data Summary

EPA Compendium TO-15

Target Compound List

Client Project Name: RCCD - Math & Science

LA Testing ID: 331305829-4

Client Sample ID: 343

Canister ID: E0587

Primary Lab File ID: 04251319.D

Dilution Lab File ID: N/A

Analysis Date: 04/26/13

Analysis Date: N/A

Sample Volume(mL): 250

Sample Volume(mL): N/A

Dilution Factor: 1

Dilution Factor: N/A

Target Compound	CAS#	MW	Results ppbv	RL ppbv	Q	Results ug/m ³	RL ug/m ³
Propylene	115-07-1	58.08	ND	1.0		ND	2.4
Freon 12(Dichlorodifluoromethane)	75-71-8	120.9	0.54	0.50		2.7	2.5
Freon 114(1,2-Dichlorotetrafluoroethane)	76-14-2	170.9	ND	0.50		ND	3.5
Chloromethane	74-87-3	50.49	0.60	0.50		1.2	1.0
n-Butane	106-97-8	58.12	ND	0.50		ND	1.2
Vinyl chloride	75-01-4	62.50	ND	0.50		ND	1.3
1,3-Butadiene	106-99-0	54.09	ND	0.50		ND	1.1
Bromomethane	74-83-9	94.94	ND	0.50		ND	1.9
Chloroethane	75-00-3	64.52	ND	0.50		ND	1.3
Ethanol	64-17-5	46.07	26	0.50	E	50	0.94
Bromoethene (Vinyl bromide)	593-60-2	109.9	ND	0.50		ND	2.2
Freon 11(Trichlorofluoromethane)	75-69-4	137.4	ND	0.50		ND	2.8
Isopropyl alcohol(2-Propanol)	67-63-0	60.10	4.3	0.50		11	1.2
Freon 113(1,1,2-Trichlorotrifluoroethane)	76-13-1	187.4	ND	0.50		ND	3.8
Acetone	67-64-1	58.08	10	0.50		25	1.2
1,1-Dichloroethene	75-35-4	96.94	ND	0.50		ND	2.0
Acetonitrile	75-05-8	41.00	ND	0.50		ND	0.84
Tertiary butyl alcohol (TBA)	75-65-0	74.12	ND	0.50		ND	1.5
Bromoethane (Ethyl bromide)	74-96-4	108.0	ND	0.50		ND	2.2
3-Chloropropene (Allyl chloride)	107-05-1	76.53	ND	0.50		ND	1.6
Carbon disulfide	75-15-0	76.14	ND	0.50		ND	1.6
Methylene chloride	75-09-2	84.94	ND	0.50		ND	1.7
Acrylonitrile	107-13-1	53.00	ND	1.00		ND	2.2
Methyl-tert-butyl ether(MTBE)	1634-04-4	88.15	ND	0.50		ND	1.8
trans-1,2-Dichloroethene	156-60-5	96.94	ND	0.50		ND	2.0
n-Hexane	110-54-3	86.17	ND	0.50		ND	1.8
1,1-Dichloroethane	75-34-3	98.96	ND	0.50		ND	2.0
Vinyl acetate	108-05-4	86.00	ND	0.50		ND	1.8
2-Butanone(MEK)	78-93-3	72.10	ND	0.50		ND	1.5
cis-1,2-Dichloroethene	156-59-2	96.94	ND	0.50		ND	2.0
Ethyl acetate	141-78-6	88.10	ND	0.50		ND	1.8
Chloroform	67-66-3	119.4	ND	0.50		ND	2.4
Tetrahydrofuran	109-99-9	72.11	ND	0.50		ND	1.5
1,1,1-Trichloroethane	71-55-6	133.4	ND	0.50		ND	2.7
Cyclohexane	110-82-7	84.16	ND	0.50		ND	1.7
2,2,4-Trimethylpentane (Isooctane)	540-54-1	114.2	ND	0.50		ND	2.3
Carbon tetrachloride	56-23-5	153.8	ND	0.50		ND	3.1
n-Heptane	142-82-5	100.2	ND	0.50		ND	2.0
1,2-Dichloroethane	107-06-2	98.96	ND	0.50		ND	2.0
Benzene	71-43-2	78.11	ND	0.50		ND	1.6
Trichloroethene	79-01-6	131.4	ND	0.50		ND	2.7



Air Analysis Data Summary

EPA Compendium TO-15 Target Compound List

Client Project Name: RCCD - Math & Science	LA Testing ID: 331305829-4
Client Sample ID: 343	Canister ID: E0587
Primary Lab File ID: 04251319.D	Dilution Lab File ID: N/A
Analysis Date: 04/26/13	Analysis Date: N/A
Sample Volume(mL): 250	Sample Volume(mL): N/A
Dilution Factor: 1	Dilution Factor: N/A

Target Compound	CAS#	MW	Results ppbv	RL ppbv	Q	Results ug/m ³	RL ug/m ³
1,2-Dichloropropane	78-87-5	113.0	ND	0.50		ND	2.3
Methyl Methacrylate	80-62-6	100.1	ND	0.50		ND	2.0
Bromodichloromethane	75-27-4	163.8	ND	0.50		ND	3.3
1,4-Dioxane	123-91-1	88.12	ND	0.50		ND	1.8
4-Methyl-2-pentanone(MIBK)	108-10-1	100.2	ND	0.50		ND	2.0
cis-1,3-Dichloropropene	10061-01-5	111.0	ND	0.50		ND	2.3
Toluene	108-88-3	92.14	ND	0.50		ND	1.9
trans-1,3-Dichloropropene	10061-02-6	111.0	ND	0.50		ND	2.3
1,1,2-Trichloroethane	79-00-5	133.4	ND	0.50		ND	2.7
2-Hexanone(MBK)	591-78-6	100.1	ND	0.50		ND	2.0
Tetrachloroethene	127-18-4	165.8	ND	0.50		ND	3.4
Dibromochloromethane	124-48-1	208.3	ND	0.50		ND	4.3
1,2-Dibromoethane	106-93-4	187.8	ND	0.50		ND	3.8
Chlorobenzene	108-90-7	112.6	ND	0.50		ND	2.3
Ethylbenzene	100-41-4	106.2	ND	0.50		ND	2.2
Xylene (para & meta)	1330-20-7	106.2	ND	1.0		ND	4.3
Xylene (Ortho)	95-47-6	106.2	ND	0.50		ND	2.2
Styrene	100-42-5	104.1	ND	0.50		ND	2.1
Isopropylbenzene (cumene)	98-82-8	120.2	ND	0.50		ND	2.5
Bromoform	75-25-2	252.8	ND	0.50		ND	5.2
1,1,2,2-Tetrachloroethane	79-34-5	167.9	ND	0.50		ND	3.4
4-Ethyltoluene	622-96-8	120.2	ND	0.50		ND	2.5
1,3,5-Trimethylbenzene	108-67-8	120.2	ND	0.50		ND	2.5
2-Chlorotoluene	95-49-8	126.6	ND	0.50		ND	2.6
1,2,4-Trimethylbenzene	95-63-6	120.2	ND	0.50		ND	2.5
1,3-Dichlorobenzene	541-73-1	147.0	ND	0.50		ND	3.0
1,4-Dichlorobenzene	106-46-7	147.0	ND	0.50		ND	3.0
Benzyl chloride	100-44-7	126.0	ND	0.50		ND	2.6
1,2-Dichlorobenzene	95-50-1	147.0	ND	0.50		ND	3.0
1,2,4-Trichlorobenzene	120-82-1	181.5	ND	0.50		ND	3.7
Hexachloro-1,3-butadiene	87-68-3	260.8	ND	0.50		ND	5.3
Naphthalene	91-20-3	128.2	ND	0.50		ND	2.6

Surrogate

4-Bromofluorobenzene

Result

9.94

Spike

10

%Recovery

99

Qualifier Definitions

B= Compound also found in method blank.

E = Estimated concentration exceeding upper calibration range.

D = Result reported from diluted analysis

ND = Non Detect



Air Analysis Data Summary

EPA Compendium TO-15

Target Compound List

Client Project Name: RCCD - Math & Science

LA Testing ID: 331305829-5

Client Sample ID: Roof

Canister ID: E0438

Primary Lab File ID: 04291311.D

Dilution Lab File ID: N/A

Analysis Date: 04/29/13

Analysis Date: N/A

Sample Volume(mL): 250

Sample Volume(mL): N/A

Dilution Factor: 1

Dilution Factor: N/A

Target Compound	CAS#	MW	Results ppbv	RL ppbv	Q	Results ug/m ³	RL ug/m ³
Propylene	115-07-1	58.08	ND	1.0		ND	2.4
Freon 12(Dichlorodifluoromethane)	75-71-8	120.9	0.53	0.50		2.6	2.5
Freon 114(1,2-Dichlorotetrafluoroethane)	76-14-2	170.9	ND	0.50		ND	3.5
Chloromethane	74-87-3	50.49	0.58	0.50		1.2	1.0
n-Butane	106-97-8	58.12	ND	0.50		ND	1.2
Vinyl chloride	75-01-4	62.50	ND	0.50		ND	1.3
1,3-Butadiene	106-99-0	54.09	ND	0.50		ND	1.1
Bromomethane	74-83-9	94.94	ND	0.50		ND	1.9
Chloroethane	75-00-3	64.52	ND	0.50		ND	1.3
Ethanol	64-17-5	46.07	8.3	0.50		16	0.94
Bromoethene (Vinyl bromide)	593-60-2	109.9	ND	0.50		ND	2.2
Freon 11(Trichlorofluoromethane)	75-69-4	137.4	ND	0.50		ND	2.8
Isopropyl alcohol(2-Propanol)	67-63-0	60.10	0.75	0.50		1.8	1.2
Freon 113(1,1,2-Trichlorotrifluoroethane)	76-13-1	187.4	ND	0.50		ND	3.8
Acetone	67-64-1	58.08	5.1	0.50		12	1.2
1,1-Dichloroethene	75-35-4	96.94	ND	0.50		ND	2.0
Acetonitrile	75-05-8	41.00	ND	0.50		ND	0.84
Tertiary butyl alcohol (TBA)	75-65-0	74.12	ND	0.50		ND	1.5
Bromoethane (Ethyl bromide)	74-96-4	108.0	ND	0.50		ND	2.2
3-Chloropropene (Allyl chloride)	107-05-1	76.53	ND	0.50		ND	1.6
Carbon disulfide	75-15-0	76.14	ND	0.50		ND	1.6
Methylene chloride	75-09-2	84.94	ND	0.50		ND	1.7
Acrylonitrile	107-13-1	53.00	ND	1.00		ND	2.2
Methyl-tert-butyl ether(MTBE)	1634-04-4	88.15	ND	0.50		ND	1.8
trans-1,2-Dichloroethene	156-60-5	96.94	ND	0.50		ND	2.0
n-Hexane	110-54-3	86.17	ND	0.50		ND	1.8
1,1-Dichloroethane	75-34-3	98.96	ND	0.50		ND	2.0
Vinyl acetate	108-05-4	86.00	ND	0.50		ND	1.8
2-Butanone(MEK)	78-93-3	72.10	ND	0.50		ND	1.5
cis-1,2-Dichloroethene	156-59-2	96.94	ND	0.50		ND	2.0
Ethyl acetate	141-78-6	88.10	ND	0.50		ND	1.8
Chloroform	67-66-3	119.4	ND	0.50		ND	2.4
Tetrahydrofuran	109-99-9	72.11	ND	0.50		ND	1.5
1,1,1-Trichloroethane	71-55-6	133.4	ND	0.50		ND	2.7
Cyclohexane	110-82-7	84.16	ND	0.50		ND	1.7
2,2,4-Trimethylpentane (Isooctane)	540-54-1	114.2	ND	0.50		ND	2.3
Carbon tetrachloride	56-23-5	153.8	ND	0.50		ND	3.1
n-Heptane	142-82-5	100.2	ND	0.50		ND	2.0
1,2-Dichloroethane	107-06-2	98.96	ND	0.50		ND	2.0
Benzene	71-43-2	78.11	ND	0.50		ND	1.6
Trichloroethene	79-01-6	131.4	ND	0.50		ND	2.7



Air Analysis Data Summary

EPA Compendium TO-15 Target Compound List

Client Project Name: RCCD - Math & Science	LA Testing ID: 331305829-5
Client Sample ID: Roof	Canister ID: E0438
Primary Lab File ID: 04291311.D	Dilution Lab File ID: N/A
Analysis Date: 04/29/13	Analysis Date: N/A
Sample Volume(mL): 250	Sample Volume(mL): N/A
Dilution Factor: 1	Dilution Factor: N/A

Target Compound	CAS#	MW	Results ppbv	RL ppbv	Q	Results ug/m ³	RL ug/m ³
1,2-Dichloropropane	78-87-5	113.0	ND	0.50		ND	2.3
Methyl Methacrylate	80-62-6	100.1	ND	0.50		ND	2.0
Bromodichloromethane	75-27-4	163.8	ND	0.50		ND	3.3
1,4-Dioxane	123-91-1	88.12	ND	0.50		ND	1.8
4-Methyl-2-pentanone(MIBK)	108-10-1	100.2	ND	0.50		ND	2.0
cis-1,3-Dichloropropene	10061-01-5	111.0	ND	0.50		ND	2.3
Toluene	108-88-3	92.14	ND	0.50		ND	1.9
trans-1,3-Dichloropropene	10061-02-6	111.0	ND	0.50		ND	2.3
1,1,2-Trichloroethane	79-00-5	133.4	ND	0.50		ND	2.7
2-Hexanone(MBK)	591-78-6	100.1	ND	0.50		ND	2.0
Tetrachloroethene	127-18-4	165.8	ND	0.50		ND	3.4
Dibromochloromethane	124-48-1	208.3	ND	0.50		ND	4.3
1,2-Dibromoethane	106-93-4	187.8	ND	0.50		ND	3.8
Chlorobenzene	108-90-7	112.6	ND	0.50		ND	2.3
Ethylbenzene	100-41-4	106.2	ND	0.50		ND	2.2
Xylene (para & meta)	1330-20-7	106.2	ND	1.0		ND	4.3
Xylene (Ortho)	95-47-6	106.2	ND	0.50		ND	2.2
Styrene	100-42-5	104.1	ND	0.50		ND	2.1
Isopropylbenzene (cumene)	98-82-8	120.2	ND	0.50		ND	2.5
Bromoform	75-25-2	252.8	ND	0.50		ND	5.2
1,1,2,2-Tetrachloroethane	79-34-5	167.9	ND	0.50		ND	3.4
4-Ethyltoluene	622-96-8	120.2	ND	0.50		ND	2.5
1,3,5-Trimethylbenzene	108-67-8	120.2	ND	0.50		ND	2.5
2-Chlorotoluene	95-49-8	126.6	ND	0.50		ND	2.6
1,2,4-Trimethylbenzene	95-63-6	120.2	ND	0.50		ND	2.5
1,3-Dichlorobenzene	541-73-1	147.0	ND	0.50		ND	3.0
1,4-Dichlorobenzene	106-46-7	147.0	ND	0.50		ND	3.0
Benzyl chloride	100-44-7	126.0	ND	0.50		ND	2.6
1,2-Dichlorobenzene	95-50-1	147.0	ND	0.50		ND	3.0
1,2,4-Trichlorobenzene	120-82-1	181.5	ND	0.50		ND	3.7
Hexachloro-1,3-butadiene	87-68-3	260.8	ND	0.50		ND	5.3
Naphthalene	91-20-3	128.2	ND	0.50		ND	2.6

Surrogate

4-Bromofluorobenzene

Result

10.39

Spike

10

%Recovery

104

Qualifier Definitions

B= Compound also found in method blank.

E = Estimated concentration exceeding upper calibration range.

D = Result reported from diluted analysis

ND = Non Detect



Air Analysis Data Summary

EPA Compendium TO-15

Target Compound List

Client Project Name: RCCD - Math & Science

LA Testing ID: 331305829-6

Client Sample ID: 2nd FI Elev

Canister ID: E2276

Primary Lab File ID: 04291312.D

Dilution Lab File ID: 04291319.D

Analysis Date: 04/29/13

Analysis Date: 04/30/13

Sample Volume(mL): 250

Sample Volume(mL): 25

Dilution Factor: 1

Dilution Factor: 10

Target Compound	CAS#	MW	Results ppbv	RL ppbv	Q	Results ug/m ³	RL ug/m ³
Propylene	115-07-1	58.08	ND	1.0		ND	2.4
Freon 12(Dichlorodifluoromethane)	75-71-8	120.9	0.52	0.50		2.6	2.5
Freon 114(1,2-Dichlorotetrafluoroethane)	76-14-2	170.9	ND	0.50		ND	3.5
Chloromethane	74-87-3	50.49	0.59	0.50		1.2	1.0
n-Butane	106-97-8	58.12	ND	0.50		ND	1.2
Vinyl chloride	75-01-4	62.50	ND	0.50		ND	1.3
1,3-Butadiene	106-99-0	54.09	ND	0.50		ND	1.1
Bromomethane	74-83-9	94.94	ND	0.50		ND	1.9
Chloroethane	75-00-3	64.52	ND	0.50		ND	1.3
Ethanol	64-17-5	46.07	94	5.00	D	180	9.42
Bromoethene (Vinyl bromide)	593-60-2	109.9	ND	0.50		ND	2.2
Freon 11(Trichlorofluoromethane)	75-69-4	137.4	ND	0.50		ND	2.8
Isopropyl alcohol(2-Propanol)	67-63-0	60.10	4.1	0.50		10	1.2
Freon 113(1,1,2-Trichlorotrifluoroethane)	76-13-1	187.4	ND	0.50		ND	3.8
Acetone	67-64-1	58.08	9.1	0.50		22	1.2
1,1-Dichloroethene	75-35-4	96.94	ND	0.50		ND	2.0
Acetonitrile	75-05-8	41.00	ND	0.50		ND	0.84
Tertiary butyl alcohol (TBA)	75-65-0	74.12	ND	0.50		ND	1.5
Bromoethane (Ethyl bromide)	74-96-4	108.0	ND	0.50		ND	2.2
3-Chloropropene (Allyl chloride)	107-05-1	76.53	ND	0.50		ND	1.6
Carbon disulfide	75-15-0	76.14	ND	0.50		ND	1.6
Methylene chloride	75-09-2	84.94	ND	0.50		ND	1.7
Acrylonitrile	107-13-1	53.00	ND	1.00		ND	2.2
Methyl-tert-butyl ether(MTBE)	1634-04-4	88.15	ND	0.50		ND	1.8
trans-1,2-Dichloroethene	156-60-5	96.94	ND	0.50		ND	2.0
n-Hexane	110-54-3	86.17	ND	0.50		ND	1.8
1,1-Dichloroethane	75-34-3	98.96	ND	0.50		ND	2.0
Vinyl acetate	108-05-4	86.00	ND	0.50		ND	1.8
2-Butanone(MEK)	78-93-3	72.10	0.60	0.50		1.8	1.5
cis-1,2-Dichloroethene	156-59-2	96.94	ND	0.50		ND	2.0
Ethyl acetate	141-78-6	88.10	ND	0.50		ND	1.8
Chloroform	67-66-3	119.4	ND	0.50		ND	2.4
Tetrahydrofuran	109-99-9	72.11	ND	0.50		ND	1.5
1,1,1-Trichloroethane	71-55-6	133.4	ND	0.50		ND	2.7
Cyclohexane	110-82-7	84.16	ND	0.50		ND	1.7
2,2,4-Trimethylpentane (Isooctane)	540-54-1	114.2	ND	0.50		ND	2.3
Carbon tetrachloride	56-23-5	153.8	ND	0.50		ND	3.1
n-Heptane	142-82-5	100.2	ND	0.50		ND	2.0
1,2-Dichloroethane	107-06-2	98.96	ND	0.50		ND	2.0
Benzene	71-43-2	78.11	ND	0.50		ND	1.6
Trichloroethene	79-01-6	131.4	ND	0.50		ND	2.7



Air Analysis Data Summary

EPA Compendium TO-15

Target Compound List

Client Project Name: RCCD - Math & Science	LA Testing ID: 331305829-6
Client Sample ID: 2nd FI Elev	Canister ID: E2276
Primary Lab File ID: 04291312.D	Dilution Lab File ID: 04291319.D
Analysis Date: 04/29/13	Analysis Date: 04/30/13
Sample Volume(mL): 250	Sample Volume(mL): 25
Dilution Factor: 1	Dilution Factor: 10

Target Compound	CAS#	MW	Results ppbv	RL ppbv	Q	Results ug/m ³	RL ug/m ³
1,2-Dichloropropane	78-87-5	113.0	ND	0.50		ND	2.3
Methyl Methacrylate	80-62-6	100.1	ND	0.50		ND	2.0
Bromodichloromethane	75-27-4	163.8	ND	0.50		ND	3.3
1,4-Dioxane	123-91-1	88.12	ND	0.50		ND	1.8
4-Methyl-2-pentanone(MIBK)	108-10-1	100.2	ND	0.50		ND	2.0
cis-1,3-Dichloropropene	10061-01-5	111.0	ND	0.50		ND	2.3
Toluene	108-88-3	92.14	0.50	0.50		1.9	1.9
trans-1,3-Dichloropropene	10061-02-6	111.0	ND	0.50		ND	2.3
1,1,2-Trichloroethane	79-00-5	133.4	ND	0.50		ND	2.7
2-Hexanone(MBK)	591-78-6	100.1	ND	0.50		ND	2.0
Tetrachloroethene	127-18-4	165.8	ND	0.50		ND	3.4
Dibromochloromethane	124-48-1	208.3	ND	0.50		ND	4.3
1,2-Dibromoethane	106-93-4	187.8	ND	0.50		ND	3.8
Chlorobenzene	108-90-7	112.6	ND	0.50		ND	2.3
Ethylbenzene	100-41-4	106.2	ND	0.50		ND	2.2
Xylene (para & meta)	1330-20-7	106.2	ND	1.0		ND	4.3
Xylene (Ortho)	95-47-6	106.2	ND	0.50		ND	2.2
Styrene	100-42-5	104.1	ND	0.50		ND	2.1
Isopropylbenzene (cumene)	98-82-8	120.2	ND	0.50		ND	2.5
Bromoform	75-25-2	252.8	ND	0.50		ND	5.2
1,1,2,2-Tetrachloroethane	79-34-5	167.9	ND	0.50		ND	3.4
4-Ethyltoluene	622-96-8	120.2	ND	0.50		ND	2.5
1,3,5-Trimethylbenzene	108-67-8	120.2	ND	0.50		ND	2.5
2-Chlorotoluene	95-49-8	126.6	ND	0.50		ND	2.6
1,2,4-Trimethylbenzene	95-63-6	120.2	ND	0.50		ND	2.5
1,3-Dichlorobenzene	541-73-1	147.0	ND	0.50		ND	3.0
1,4-Dichlorobenzene	106-46-7	147.0	ND	0.50		ND	3.0
Benzyl chloride	100-44-7	126.0	ND	0.50		ND	2.6
1,2-Dichlorobenzene	95-50-1	147.0	ND	0.50		ND	3.0
1,2,4-Trichlorobenzene	120-82-1	181.5	ND	0.50		ND	3.7
Hexachloro-1,3-butadiene	87-68-3	260.8	ND	0.50		ND	5.3
Naphthalene	91-20-3	128.2	ND	0.50		ND	2.6

Surrogate

4-Bromofluorobenzene

Result

9.86

Spike

10

%Recovery

99

Qualifier Definitions

B= Compound also found in method blank.

E = Estimated concentration exceeding upper calibration range.

D = Result reported from diluted analysis

ND = Non Detect



Air Analysis Data Summary

EPA Compendium TO-15 Target Compound List

Client Project Name: RCCD - Math & Science	LA Testing ID: 331305829-7
Client Sample ID: 401	Canister ID: E0329
Primary Lab File ID: 04291313.D	Dilution Lab File ID: 04291320.D
Analysis Date: 04/29/13	Analysis Date: 04/30/13
Sample Volume(mL): 250	Sample Volume(mL): 50
Dilution Factor: 1	Dilution Factor: 5

Target Compound	CAS#	MW	Results ppbv	RL ppbv	Q	Results ug/m ³	RL ug/m ³
Propylene	115-07-1	58.08	ND	1.0		ND	2.4
Freon 12(Dichlorodifluoromethane)	75-71-8	120.9	0.52	0.50		2.6	2.5
Freon 114(1,2-Dichlorotetrafluoroethane)	76-14-2	170.9	ND	0.50		ND	3.5
Chloromethane	74-87-3	50.49	0.58	0.50		1.2	1.0
n-Butane	106-97-8	58.12	ND	0.50		ND	1.2
Vinyl chloride	75-01-4	62.50	ND	0.50		ND	1.3
1,3-Butadiene	106-99-0	54.09	ND	0.50		ND	1.1
Bromomethane	74-83-9	94.94	ND	0.50		ND	1.9
Chloroethane	75-00-3	64.52	ND	0.50		ND	1.3
Ethanol	64-17-5	46.07	23	2.50	D	44	4.71
Bromoethene (Vinyl bromide)	593-60-2	109.9	ND	0.50		ND	2.2
Freon 11(Trichlorofluoromethane)	75-69-4	137.4	ND	0.50		ND	2.8
Isopropyl alcohol(2-Propanol)	67-63-0	60.10	2.9	0.50		7.1	1.2
Freon 113(1,1,2-Trichlorotrifluoroethane)	76-13-1	187.4	ND	0.50		ND	3.8
Acetone	67-64-1	58.08	11	0.50		26	1.2
1,1-Dichloroethene	75-35-4	96.94	ND	0.50		ND	2.0
Acetonitrile	75-05-8	41.00	ND	0.50		ND	0.84
Tertiary butyl alcohol (TBA)	75-65-0	74.12	ND	0.50		ND	1.5
Bromoethane (Ethyl bromide)	74-96-4	108.0	ND	0.50		ND	2.2
3-Chloropropene (Allyl chloride)	107-05-1	76.53	ND	0.50		ND	1.6
Carbon disulfide	75-15-0	76.14	ND	0.50		ND	1.6
Methylene chloride	75-09-2	84.94	ND	0.50		ND	1.7
Acrylonitrile	107-13-1	53.00	ND	1.00		ND	2.2
Methyl-tert-butyl ether(MTBE)	1634-04-4	88.15	ND	0.50		ND	1.8
trans-1,2-Dichloroethene	156-60-5	96.94	ND	0.50		ND	2.0
n-Hexane	110-54-3	86.17	ND	0.50		ND	1.8
1,1-Dichloroethane	75-34-3	98.96	ND	0.50		ND	2.0
Vinyl acetate	108-05-4	86.00	ND	0.50		ND	1.8
2-Butanone(MEK)	78-93-3	72.10	ND	0.50		ND	1.5
cis-1,2-Dichloroethene	156-59-2	96.94	ND	0.50		ND	2.0
Ethyl acetate	141-78-6	88.10	ND	0.50		ND	1.8
Chloroform	67-66-3	119.4	ND	0.50		ND	2.4
Tetrahydrofuran	109-99-9	72.11	ND	0.50		ND	1.5
1,1,1-Trichloroethane	71-55-6	133.4	ND	0.50		ND	2.7
Cyclohexane	110-82-7	84.16	ND	0.50		ND	1.7
2,2,4-Trimethylpentane (Isooctane)	540-54-1	114.2	ND	0.50		ND	2.3
Carbon tetrachloride	56-23-5	153.8	ND	0.50		ND	3.1
n-Heptane	142-82-5	100.2	ND	0.50		ND	2.0
1,2-Dichloroethane	107-06-2	98.96	ND	0.50		ND	2.0
Benzene	71-43-2	78.11	ND	0.50		ND	1.6
Trichloroethene	79-01-6	131.4	ND	0.50		ND	2.7



Air Analysis Data Summary

EPA Compendium TO-15

Target Compound List

Client Project Name: RCCD - Math & Science	LA Testing ID: 331305829-7
Client Sample ID: 401	Canister ID: E0329
Primary Lab File ID: 04291313.D	Dilution Lab File ID: 04291320.D
Analysis Date: 04/29/13	Analysis Date: 04/30/13
Sample Volume(mL): 250	Sample Volume(mL): 50
Dilution Factor: 1	Dilution Factor: 5

Target Compound	CAS#	MW	Results ppbv	RL ppbv	Q	Results ug/m ³	RL ug/m ³
1,2-Dichloropropane	78-87-5	113.0	ND	0.50		ND	2.3
Methyl Methacrylate	80-62-6	100.1	ND	0.50		ND	2.0
Bromodichloromethane	75-27-4	163.8	ND	0.50		ND	3.3
1,4-Dioxane	123-91-1	88.12	ND	0.50		ND	1.8
4-Methyl-2-pentanone(MIBK)	108-10-1	100.2	ND	0.50		ND	2.0
cis-1,3-Dichloropropene	10061-01-5	111.0	ND	0.50		ND	2.3
Toluene	108-88-3	92.14	0.92	0.50		3.5	1.9
trans-1,3-Dichloropropene	10061-02-6	111.0	ND	0.50		ND	2.3
1,1,2-Trichloroethane	79-00-5	133.4	ND	0.50		ND	2.7
2-Hexanone(MBK)	591-78-6	100.1	ND	0.50		ND	2.0
Tetrachloroethene	127-18-4	165.8	ND	0.50		ND	3.4
Dibromochloromethane	124-48-1	208.3	ND	0.50		ND	4.3
1,2-Dibromoethane	106-93-4	187.8	ND	0.50		ND	3.8
Chlorobenzene	108-90-7	112.6	ND	0.50		ND	2.3
Ethylbenzene	100-41-4	106.2	ND	0.50		ND	2.2
Xylene (para & meta)	1330-20-7	106.2	ND	1.0		ND	4.3
Xylene (Ortho)	95-47-6	106.2	ND	0.50		ND	2.2
Styrene	100-42-5	104.1	ND	0.50		ND	2.1
Isopropylbenzene (cumene)	98-82-8	120.2	ND	0.50		ND	2.5
Bromoform	75-25-2	252.8	ND	0.50		ND	5.2
1,1,2,2-Tetrachloroethane	79-34-5	167.9	ND	0.50		ND	3.4
4-Ethyltoluene	622-96-8	120.2	ND	0.50		ND	2.5
1,3,5-Trimethylbenzene	108-67-8	120.2	ND	0.50		ND	2.5
2-Chlorotoluene	95-49-8	126.6	ND	0.50		ND	2.6
1,2,4-Trimethylbenzene	95-63-6	120.2	ND	0.50		ND	2.5
1,3-Dichlorobenzene	541-73-1	147.0	ND	0.50		ND	3.0
1,4-Dichlorobenzene	106-46-7	147.0	ND	0.50		ND	3.0
Benzyl chloride	100-44-7	126.0	ND	0.50		ND	2.6
1,2-Dichlorobenzene	95-50-1	147.0	ND	0.50		ND	3.0
1,2,4-Trichlorobenzene	120-82-1	181.5	ND	0.50		ND	3.7
Hexachloro-1,3-butadiene	87-68-3	260.8	ND	0.50		ND	5.3
Naphthalene	91-20-3	128.2	ND	0.50		ND	2.6

Surrogate

4-Bromofluorobenzene

Result

10.25

Spike

10

%Recovery

103

Qualifier Definitions

B= Compound also found in method blank.

E = Estimated concentration exceeding upper calibration range.

D = Result reported from diluted analysis

ND = Non Detect



Air Analysis Data Summary

EPA Compendium TO-15 Target Compound List

Client Project Name: RCCD - Math & Science

LA Testing ID: 331305829-8

Client Sample ID: 405

Canister ID: E0634

Primary Lab File ID: 04291314.D

Dilution Lab File ID: N/A

Analysis Date: 04/29/13

Analysis Date: N/A

Sample Volume(mL): 250

Sample Volume(mL): N/A

Dilution Factor: 1

Dilution Factor: N/A

Target Compound	CAS#	MW	Results ppbv	RL ppbv	Q	Results ug/m ³	RL ug/m ³
Propylene	115-07-1	58.08	ND	1.0		ND	2.4
Freon 12(Dichlorodifluoromethane)	75-71-8	120.9	ND	0.50		ND	2.5
Freon 114(1,2-Dichlorotetrafluoroethane)	76-14-2	170.9	ND	0.50		ND	3.5
Chloromethane	74-87-3	50.49	0.50	0.50		1.0	1.0
n-Butane	106-97-8	58.12	ND	0.50		ND	1.2
Vinyl chloride	75-01-4	62.50	ND	0.50		ND	1.3
1,3-Butadiene	106-99-0	54.09	ND	0.50		ND	1.1
Bromomethane	74-83-9	94.94	ND	0.50		ND	1.9
Chloroethane	75-00-3	64.52	ND	0.50		ND	1.3
Ethanol	64-17-5	46.07	18	0.50		35	0.94
Bromoethene (Vinyl bromide)	593-60-2	109.9	ND	0.50		ND	2.2
Freon 11(Trichlorofluoromethane)	75-69-4	137.4	ND	0.50		ND	2.8
Isopropyl alcohol(2-Propanol)	67-63-0	60.10	2.0	0.50		5.0	1.2
Freon 113(1,1,2-Trichlorotrifluoroethane)	76-13-1	187.4	ND	0.50		ND	3.8
Acetone	67-64-1	58.08	22	0.50		52	1.2
1,1-Dichloroethene	75-35-4	96.94	ND	0.50		ND	2.0
Acetonitrile	75-05-8	41.00	ND	0.50		ND	0.84
Tertiary butyl alcohol (TBA)	75-65-0	74.12	ND	0.50		ND	1.5
Bromoethane (Ethyl bromide)	74-96-4	108.0	ND	0.50		ND	2.2
3-Chloropropene (Allyl chloride)	107-05-1	76.53	ND	0.50		ND	1.6
Carbon disulfide	75-15-0	76.14	ND	0.50		ND	1.6
Methylene chloride	75-09-2	84.94	ND	0.50		ND	1.7
Acrylonitrile	107-13-1	53.00	ND	1.00		ND	2.2
Methyl-tert-butyl ether(MTBE)	1634-04-4	88.15	ND	0.50		ND	1.8
trans-1,2-Dichloroethene	156-60-5	96.94	ND	0.50		ND	2.0
n-Hexane	110-54-3	86.17	ND	0.50		ND	1.8
1,1-Dichloroethane	75-34-3	98.96	ND	0.50		ND	2.0
Vinyl acetate	108-05-4	86.00	ND	0.50		ND	1.8
2-Butanone(MEK)	78-93-3	72.10	ND	0.50		ND	1.5
cis-1,2-Dichloroethene	156-59-2	96.94	ND	0.50		ND	2.0
Ethyl acetate	141-78-6	88.10	ND	0.50		ND	1.8
Chloroform	67-66-3	119.4	ND	0.50		ND	2.4
Tetrahydrofuran	109-99-9	72.11	ND	0.50		ND	1.5
1,1,1-Trichloroethane	71-55-6	133.4	ND	0.50		ND	2.7
Cyclohexane	110-82-7	84.16	ND	0.50		ND	1.7
2,2,4-Trimethylpentane (Isooctane)	540-54-1	114.2	ND	0.50		ND	2.3
Carbon tetrachloride	56-23-5	153.8	ND	0.50		ND	3.1
n-Heptane	142-82-5	100.2	ND	0.50		ND	2.0
1,2-Dichloroethane	107-06-2	98.96	ND	0.50		ND	2.0
Benzene	71-43-2	78.11	ND	0.50		ND	1.6
Trichloroethene	79-01-6	131.4	ND	0.50		ND	2.7



Air Analysis Data Summary

EPA Compendium TO-15 Target Compound List

Client Project Name: RCCD - Math & Science	LA Testing ID: 331305829-8
Client Sample ID: 405	Canister ID: E0634
Primary Lab File ID: 04291314.D	Dilution Lab File ID: N/A
Analysis Date: 04/29/13	Analysis Date: N/A
Sample Volume(mL): 250	Sample Volume(mL): N/A
Dilution Factor: 1	Dilution Factor: N/A

Target Compound	CAS#	MW	Results ppbv	RL ppbv	Q	Results ug/m ³	RL ug/m ³
1,2-Dichloropropane	78-87-5	113.0	ND	0.50		ND	2.3
Methyl Methacrylate	80-62-6	100.1	ND	0.50		ND	2.0
Bromodichloromethane	75-27-4	163.8	ND	0.50		ND	3.3
1,4-Dioxane	123-91-1	88.12	ND	0.50		ND	1.8
4-Methyl-2-pentanone(MIBK)	108-10-1	100.2	ND	0.50		ND	2.0
cis-1,3-Dichloropropene	10061-01-5	111.0	ND	0.50		ND	2.3
Toluene	108-88-3	92.14	ND	0.50		ND	1.9
trans-1,3-Dichloropropene	10061-02-6	111.0	ND	0.50		ND	2.3
1,1,2-Trichloroethane	79-00-5	133.4	ND	0.50		ND	2.7
2-Hexanone(MBK)	591-78-6	100.1	ND	0.50		ND	2.0
Tetrachloroethene	127-18-4	165.8	ND	0.50		ND	3.4
Dibromochloromethane	124-48-1	208.3	ND	0.50		ND	4.3
1,2-Dibromoethane	106-93-4	187.8	ND	0.50		ND	3.8
Chlorobenzene	108-90-7	112.6	ND	0.50		ND	2.3
Ethylbenzene	100-41-4	106.2	ND	0.50		ND	2.2
Xylene (para & meta)	1330-20-7	106.2	ND	1.0		ND	4.3
Xylene (Ortho)	95-47-6	106.2	ND	0.50		ND	2.2
Styrene	100-42-5	104.1	ND	0.50		ND	2.1
Isopropylbenzene (cumene)	98-82-8	120.2	ND	0.50		ND	2.5
Bromoform	75-25-2	252.8	ND	0.50		ND	5.2
1,1,2,2-Tetrachloroethane	79-34-5	167.9	ND	0.50		ND	3.4
4-Ethyltoluene	622-96-8	120.2	ND	0.50		ND	2.5
1,3,5-Trimethylbenzene	108-67-8	120.2	ND	0.50		ND	2.5
2-Chlorotoluene	95-49-8	126.6	ND	0.50		ND	2.6
1,2,4-Trimethylbenzene	95-63-6	120.2	ND	0.50		ND	2.5
1,3-Dichlorobenzene	541-73-1	147.0	ND	0.50		ND	3.0
1,4-Dichlorobenzene	106-46-7	147.0	ND	0.50		ND	3.0
Benzyl chloride	100-44-7	126.0	ND	0.50		ND	2.6
1,2-Dichlorobenzene	95-50-1	147.0	ND	0.50		ND	3.0
1,2,4-Trichlorobenzene	120-82-1	181.5	ND	0.50		ND	3.7
Hexachloro-1,3-butadiene	87-68-3	260.8	ND	0.50		ND	5.3
Naphthalene	91-20-3	128.2	ND	0.50		ND	2.6

Surrogate

4-Bromofluorobenzene

Result

9.63

Spike

10

%Recovery

96

Qualifier Definitions

B= Compound also found in method blank.

E = Estimated concentration exceeding upper calibration range.

D = Result reported from diluted analysis

ND = Non Detect



Air Analysis Data Summary

EPA Compendium TO-15 Target Compound List

Client Project Name: RCCD - Math & Science	LA Testing ID: 331305829-9
Client Sample ID: 3rd Stairs	Canister ID: E0395
Primary Lab File ID: 04291315.D	Dilution Lab File ID: N/A
Analysis Date: 04/29/13	Analysis Date: N/A
Sample Volume(mL): 250	Sample Volume(mL): N/A
Dilution Factor: 1	Dilution Factor: N/A

Target Compound	CAS#	MW	Results ppbv	RL ppbv	Q	Results ug/m ³	RL ug/m ³
Propylene	115-07-1	58.08	ND	1.0		ND	2.4
Freon 12(Dichlorodifluoromethane)	75-71-8	120.9	0.52	0.50		2.6	2.5
Freon 114(1,2-Dichlorotetrafluoroethane)	76-14-2	170.9	ND	0.50		ND	3.5
Chloromethane	74-87-3	50.49	0.56	0.50		1.2	1.0
n-Butane	106-97-8	58.12	ND	0.50		ND	1.2
Vinyl chloride	75-01-4	62.50	ND	0.50		ND	1.3
1,3-Butadiene	106-99-0	54.09	ND	0.50		ND	1.1
Bromomethane	74-83-9	94.94	ND	0.50		ND	1.9
Chloroethane	75-00-3	64.52	ND	0.50		ND	1.3
Ethanol	64-17-5	46.07	19	0.50		36	0.94
Bromoethene (Vinyl bromide)	593-60-2	109.9	ND	0.50		ND	2.2
Freon 11(Trichlorofluoromethane)	75-69-4	137.4	ND	0.50		ND	2.8
Isopropyl alcohol(2-Propanol)	67-63-0	60.10	1.2	0.50		2.9	1.2
Freon 113(1,1,2-Trichlorotrifluoroethane)	76-13-1	187.4	ND	0.50		ND	3.8
Acetone	67-64-1	58.08	7.2	0.50		17	1.2
1,1-Dichloroethene	75-35-4	96.94	ND	0.50		ND	2.0
Acetonitrile	75-05-8	41.00	ND	0.50		ND	0.84
Tertiary butyl alcohol (TBA)	75-65-0	74.12	ND	0.50		ND	1.5
Bromoethane (Ethyl bromide)	74-96-4	108.0	ND	0.50		ND	2.2
3-Chloropropene (Allyl chloride)	107-05-1	76.53	ND	0.50		ND	1.6
Carbon disulfide	75-15-0	76.14	ND	0.50		ND	1.6
Methylene chloride	75-09-2	84.94	ND	0.50		ND	1.7
Acrylonitrile	107-13-1	53.00	ND	1.00		ND	2.2
Methyl-tert-butyl ether(MTBE)	1634-04-4	88.15	ND	0.50		ND	1.8
trans-1,2-Dichloroethene	156-60-5	96.94	ND	0.50		ND	2.0
n-Hexane	110-54-3	86.17	ND	0.50		ND	1.8
1,1-Dichloroethane	75-34-3	98.96	ND	0.50		ND	2.0
Vinyl acetate	108-05-4	86.00	ND	0.50		ND	1.8
2-Butanone(MEK)	78-93-3	72.10	ND	0.50		ND	1.5
cis-1,2-Dichloroethene	156-59-2	96.94	ND	0.50		ND	2.0
Ethyl acetate	141-78-6	88.10	ND	0.50		ND	1.8
Chloroform	67-66-3	119.4	ND	0.50		ND	2.4
Tetrahydrofuran	109-99-9	72.11	ND	0.50		ND	1.5
1,1,1-Trichloroethane	71-55-6	133.4	ND	0.50		ND	2.7
Cyclohexane	110-82-7	84.16	ND	0.50		ND	1.7
2,2,4-Trimethylpentane (Isooctane)	540-54-1	114.2	ND	0.50		ND	2.3
Carbon tetrachloride	56-23-5	153.8	ND	0.50		ND	3.1
n-Heptane	142-82-5	100.2	ND	0.50		ND	2.0
1,2-Dichloroethane	107-06-2	98.96	ND	0.50		ND	2.0
Benzene	71-43-2	78.11	ND	0.50		ND	1.6
Trichloroethene	79-01-6	131.4	ND	0.50		ND	2.7



Air Analysis Data Summary

EPA Compendium TO-15

Target Compound List

Client Project Name: RCCD - Math & Science	LA Testing ID: 331305829-9
Client Sample ID: 3rd Stairs	Canister ID: E0395
Primary Lab File ID: 04291315.D	Dilution Lab File ID: N/A
Analysis Date: 04/29/13	Analysis Date: N/A
Sample Volume(mL): 250	Sample Volume(mL): N/A
Dilution Factor: 1	Dilution Factor: N/A

Target Compound	CAS#	MW	Results ppbv	RL ppbv	Q	Results ug/m ³	RL ug/m ³
1,2-Dichloropropane	78-87-5	113.0	ND	0.50		ND	2.3
Methyl Methacrylate	80-62-6	100.1	ND	0.50		ND	2.0
Bromodichloromethane	75-27-4	163.8	ND	0.50		ND	3.3
1,4-Dioxane	123-91-1	88.12	ND	0.50		ND	1.8
4-Methyl-2-pentanone(MIBK)	108-10-1	100.2	ND	0.50		ND	2.0
cis-1,3-Dichloropropene	10061-01-5	111.0	ND	0.50		ND	2.3
Toluene	108-88-3	92.14	1.3	0.50		4.9	1.9
trans-1,3-Dichloropropene	10061-02-6	111.0	ND	0.50		ND	2.3
1,1,2-Trichloroethane	79-00-5	133.4	ND	0.50		ND	2.7
2-Hexanone(MBK)	591-78-6	100.1	ND	0.50		ND	2.0
Tetrachloroethene	127-18-4	165.8	ND	0.50		ND	3.4
Dibromochloromethane	124-48-1	208.3	ND	0.50		ND	4.3
1,2-Dibromoethane	106-93-4	187.8	ND	0.50		ND	3.8
Chlorobenzene	108-90-7	112.6	ND	0.50		ND	2.3
Ethylbenzene	100-41-4	106.2	ND	0.50		ND	2.2
Xylene (para & meta)	1330-20-7	106.2	ND	1.0		ND	4.3
Xylene (Ortho)	95-47-6	106.2	ND	0.50		ND	2.2
Styrene	100-42-5	104.1	ND	0.50		ND	2.1
Isopropylbenzene (cumene)	98-82-8	120.2	ND	0.50		ND	2.5
Bromoform	75-25-2	252.8	ND	0.50		ND	5.2
1,1,2,2-Tetrachloroethane	79-34-5	167.9	ND	0.50		ND	3.4
4-Ethyltoluene	622-96-8	120.2	ND	0.50		ND	2.5
1,3,5-Trimethylbenzene	108-67-8	120.2	ND	0.50		ND	2.5
2-Chlorotoluene	95-49-8	126.6	ND	0.50		ND	2.6
1,2,4-Trimethylbenzene	95-63-6	120.2	ND	0.50		ND	2.5
1,3-Dichlorobenzene	541-73-1	147.0	ND	0.50		ND	3.0
1,4-Dichlorobenzene	106-46-7	147.0	ND	0.50		ND	3.0
Benzyl chloride	100-44-7	126.0	ND	0.50		ND	2.6
1,2-Dichlorobenzene	95-50-1	147.0	ND	0.50		ND	3.0
1,2,4-Trichlorobenzene	120-82-1	181.5	ND	0.50		ND	3.7
Hexachloro-1,3-butadiene	87-68-3	260.8	ND	0.50		ND	5.3
Naphthalene	91-20-3	128.2	ND	0.50		ND	2.6

Surrogate

4-Bromofluorobenzene

Result

10.06

Spike

10

%Recovery

101

Qualifier Definitions

B= Compound also found in method blank.

E = Estimated concentration exceeding upper calibration range.

D = Result reported from diluted analysis

ND = Non Detect



Air Analysis Data Summary

EPA Compendium TO-15

Target Compound List

Client Project Name: RCCD - Math & Science

LA Testing ID: 331305829-10

Client Sample ID: 232

Canister ID: E0502

Primary Lab File ID: 04291316.D

Dilution Lab File ID: N/A

Analysis Date: 04/29/13

Analysis Date: N/A

Sample Volume(mL): 250

Sample Volume(mL): N/A

Dilution Factor: 1

Dilution Factor: N/A

Target Compound	CAS#	MW	Results ppbv	RL ppbv	Q	Results ug/m ³	RL ug/m ³
Propylene	115-07-1	58.08	ND	1.0		ND	2.4
Freon 12(Dichlorodifluoromethane)	75-71-8	120.9	0.50	0.50		2.5	2.5
Freon 114(1,2-Dichlorotetrafluoroethane)	76-14-2	170.9	ND	0.50		ND	3.5
Chloromethane	74-87-3	50.49	0.61	0.50		1.3	1.0
n-Butane	106-97-8	58.12	ND	0.50		ND	1.2
Vinyl chloride	75-01-4	62.50	ND	0.50		ND	1.3
1,3-Butadiene	106-99-0	54.09	ND	0.50		ND	1.1
Bromomethane	74-83-9	94.94	ND	0.50		ND	1.9
Chloroethane	75-00-3	64.52	ND	0.50		ND	1.3
Ethanol	64-17-5	46.07	18	0.50		33	0.94
Bromoethene (Vinyl bromide)	593-60-2	109.9	ND	0.50		ND	2.2
Freon 11(Trichlorofluoromethane)	75-69-4	137.4	ND	0.50		ND	2.8
Isopropyl alcohol(2-Propanol)	67-63-0	60.10	1.4	0.50		3.5	1.2
Freon 113(1,1,2-Trichlorotrifluoroethane)	76-13-1	187.4	ND	0.50		ND	3.8
Acetone	67-64-1	58.08	8.0	0.50		19	1.2
1,1-Dichloroethene	75-35-4	96.94	ND	0.50		ND	2.0
Acetonitrile	75-05-8	41.00	ND	0.50		ND	0.84
Tertiary butyl alcohol (TBA)	75-65-0	74.12	ND	0.50		ND	1.5
Bromoethane (Ethyl bromide)	74-96-4	108.0	ND	0.50		ND	2.2
3-Chloropropene (Allyl chloride)	107-05-1	76.53	ND	0.50		ND	1.6
Carbon disulfide	75-15-0	76.14	ND	0.50		ND	1.6
Methylene chloride	75-09-2	84.94	ND	0.50		ND	1.7
Acrylonitrile	107-13-1	53.00	ND	1.00		ND	2.2
Methyl-tert-butyl ether(MTBE)	1634-04-4	88.15	ND	0.50		ND	1.8
trans-1,2-Dichloroethene	156-60-5	96.94	ND	0.50		ND	2.0
n-Hexane	110-54-3	86.17	ND	0.50		ND	1.8
1,1-Dichloroethane	75-34-3	98.96	ND	0.50		ND	2.0
Vinyl acetate	108-05-4	86.00	ND	0.50		ND	1.8
2-Butanone(MEK)	78-93-3	72.10	ND	0.50		ND	1.5
cis-1,2-Dichloroethene	156-59-2	96.94	ND	0.50		ND	2.0
Ethyl acetate	141-78-6	88.10	ND	0.50		ND	1.8
Chloroform	67-66-3	119.4	ND	0.50		ND	2.4
Tetrahydrofuran	109-99-9	72.11	ND	0.50		ND	1.5
1,1,1-Trichloroethane	71-55-6	133.4	ND	0.50		ND	2.7
Cyclohexane	110-82-7	84.16	ND	0.50		ND	1.7
2,2,4-Trimethylpentane (Isooctane)	540-54-1	114.2	ND	0.50		ND	2.3
Carbon tetrachloride	56-23-5	153.8	ND	0.50		ND	3.1
n-Heptane	142-82-5	100.2	ND	0.50		ND	2.0
1,2-Dichloroethane	107-06-2	98.96	ND	0.50		ND	2.0
Benzene	71-43-2	78.11	ND	0.50		ND	1.6
Trichloroethene	79-01-6	131.4	ND	0.50		ND	2.7



Air Analysis Data Summary

EPA Compendium TO-15 Target Compound List

Client Project Name: RCCD - Math & Science	LA Testing ID: 331305829-10
Client Sample ID: 232	Canister ID: E0502
Primary Lab File ID: 04291316.D	Dilution Lab File ID: N/A
Analysis Date: 04/29/13	Analysis Date: N/A
Sample Volume(mL): 250	Sample Volume(mL): N/A
Dilution Factor: 1	Dilution Factor: N/A

Target Compound	CAS#	MW	Results ppbv	RL ppbv	Q	Results ug/m ³	RL ug/m ³
1,2-Dichloropropane	78-87-5	113.0	ND	0.50		ND	2.3
Methyl Methacrylate	80-62-6	100.1	ND	0.50		ND	2.0
Bromodichloromethane	75-27-4	163.8	ND	0.50		ND	3.3
1,4-Dioxane	123-91-1	88.12	ND	0.50		ND	1.8
4-Methyl-2-pentanone(MIBK)	108-10-1	100.2	ND	0.50		ND	2.0
cis-1,3-Dichloropropene	10061-01-5	111.0	ND	0.50		ND	2.3
Toluene	108-88-3	92.14	0.62	0.50		2.3	1.9
trans-1,3-Dichloropropene	10061-02-6	111.0	ND	0.50		ND	2.3
1,1,2-Trichloroethane	79-00-5	133.4	ND	0.50		ND	2.7
2-Hexanone(MBK)	591-78-6	100.1	ND	0.50		ND	2.0
Tetrachloroethene	127-18-4	165.8	ND	0.50		ND	3.4
Dibromochloromethane	124-48-1	208.3	ND	0.50		ND	4.3
1,2-Dibromoethane	106-93-4	187.8	ND	0.50		ND	3.8
Chlorobenzene	108-90-7	112.6	ND	0.50		ND	2.3
Ethylbenzene	100-41-4	106.2	ND	0.50		ND	2.2
Xylene (para & meta)	1330-20-7	106.2	ND	1.0		ND	4.3
Xylene (Ortho)	95-47-6	106.2	ND	0.50		ND	2.2
Styrene	100-42-5	104.1	ND	0.50		ND	2.1
Isopropylbenzene (cumene)	98-82-8	120.2	ND	0.50		ND	2.5
Bromoform	75-25-2	252.8	ND	0.50		ND	5.2
1,1,2,2-Tetrachloroethane	79-34-5	167.9	ND	0.50		ND	3.4
4-Ethyltoluene	622-96-8	120.2	ND	0.50		ND	2.5
1,3,5-Trimethylbenzene	108-67-8	120.2	ND	0.50		ND	2.5
2-Chlorotoluene	95-49-8	126.6	ND	0.50		ND	2.6
1,2,4-Trimethylbenzene	95-63-6	120.2	ND	0.50		ND	2.5
1,3-Dichlorobenzene	541-73-1	147.0	ND	0.50		ND	3.0
1,4-Dichlorobenzene	106-46-7	147.0	ND	0.50		ND	3.0
Benzyl chloride	100-44-7	126.0	ND	0.50		ND	2.6
1,2-Dichlorobenzene	95-50-1	147.0	ND	0.50		ND	3.0
1,2,4-Trichlorobenzene	120-82-1	181.5	ND	0.50		ND	3.7
Hexachloro-1,3-butadiene	87-68-3	260.8	ND	0.50		ND	5.3
Naphthalene	91-20-3	128.2	ND	0.50		ND	2.6

Surrogate

4-Bromofluorobenzene

Result

10.09

Spike

10

%Recovery

101

Qualifier Definitions

B= Compound also found in method blank.

E = Estimated concentration exceeding upper calibration range.

D = Result reported from diluted analysis

ND = Non Detect



Air Analysis Data Summary

EPA Compendium TO-15

Target Compound List

Client Project Name: RCCD - Math & Science

LA Testing ID: 331305829-11

Client Sample ID: 3rd Ext

Canister ID: E0528

Primary Lab File ID: 04291317.D

Dilution Lab File ID: N/A

Analysis Date: 04/29/13

Analysis Date: N/A

Sample Volume(mL): 250

Sample Volume(mL): N/A

Dilution Factor: 1

Dilution Factor: N/A

Target Compound	CAS#	MW	Results ppbv	RL ppbv	Q	Results ug/m ³	RL ug/m ³
Propylene	115-07-1	58.08	ND	1.0		ND	2.4
Freon 12(Dichlorodifluoromethane)	75-71-8	120.9	0.52	0.50		2.6	2.5
Freon 114(1,2-Dichlorotetrafluoroethane)	76-14-2	170.9	ND	0.50		ND	3.5
Chloromethane	74-87-3	50.49	0.60	0.50		1.2	1.0
n-Butane	106-97-8	58.12	ND	0.50		ND	1.2
Vinyl chloride	75-01-4	62.50	ND	0.50		ND	1.3
1,3-Butadiene	106-99-0	54.09	ND	0.50		ND	1.1
Bromomethane	74-83-9	94.94	ND	0.50		ND	1.9
Chloroethane	75-00-3	64.52	ND	0.50		ND	1.3
Ethanol	64-17-5	46.07	13	0.50		25	0.94
Bromoethene (Vinyl bromide)	593-60-2	109.9	ND	0.50		ND	2.2
Freon 11(Trichlorofluoromethane)	75-69-4	137.4	ND	0.50		ND	2.8
Isopropyl alcohol(2-Propanol)	67-63-0	60.10	1.7	0.50		4.2	1.2
Freon 113(1,1,2-Trichlorotrifluoroethane)	76-13-1	187.4	ND	0.50		ND	3.8
Acetone	67-64-1	58.08	5.9	0.50		14	1.2
1,1-Dichloroethene	75-35-4	96.94	ND	0.50		ND	2.0
Acetonitrile	75-05-8	41.00	ND	0.50		ND	0.84
Tertiary butyl alcohol (TBA)	75-65-0	74.12	ND	0.50		ND	1.5
Bromoethane (Ethyl bromide)	74-96-4	108.0	ND	0.50		ND	2.2
3-Chloropropene (Allyl chloride)	107-05-1	76.53	ND	0.50		ND	1.6
Carbon disulfide	75-15-0	76.14	ND	0.50		ND	1.6
Methylene chloride	75-09-2	84.94	ND	0.50		ND	1.7
Acrylonitrile	107-13-1	53.00	ND	1.00		ND	2.2
Methyl-tert-butyl ether(MTBE)	1634-04-4	88.15	ND	0.50		ND	1.8
trans-1,2-Dichloroethene	156-60-5	96.94	ND	0.50		ND	2.0
n-Hexane	110-54-3	86.17	ND	0.50		ND	1.8
1,1-Dichloroethane	75-34-3	98.96	ND	0.50		ND	2.0
Vinyl acetate	108-05-4	86.00	ND	0.50		ND	1.8
2-Butanone(MEK)	78-93-3	72.10	ND	0.50		ND	1.5
cis-1,2-Dichloroethene	156-59-2	96.94	ND	0.50		ND	2.0
Ethyl acetate	141-78-6	88.10	ND	0.50		ND	1.8
Chloroform	67-66-3	119.4	ND	0.50		ND	2.4
Tetrahydrofuran	109-99-9	72.11	ND	0.50		ND	1.5
1,1,1-Trichloroethane	71-55-6	133.4	ND	0.50		ND	2.7
Cyclohexane	110-82-7	84.16	ND	0.50		ND	1.7
2,2,4-Trimethylpentane (Isooctane)	540-54-1	114.2	ND	0.50		ND	2.3
Carbon tetrachloride	56-23-5	153.8	ND	0.50		ND	3.1
n-Heptane	142-82-5	100.2	ND	0.50		ND	2.0
1,2-Dichloroethane	107-06-2	98.96	ND	0.50		ND	2.0
Benzene	71-43-2	78.11	ND	0.50		ND	1.6
Trichloroethene	79-01-6	131.4	ND	0.50		ND	2.7



Air Analysis Data Summary

EPA Compendium TO-15

Target Compound List

Client Project Name: RCCD - Math & Science	LA Testing ID: 331305829-11
Client Sample ID: 3rd Ext	Canister ID: E0528
Primary Lab File ID: 04291317.D	Dilution Lab File ID: N/A
Analysis Date: 04/29/13	Analysis Date: N/A
Sample Volume(mL): 250	Sample Volume(mL): N/A
Dilution Factor: 1	Dilution Factor: N/A

Target Compound	CAS#	MW	Results ppbv	RL ppbv	Q	Results ug/m ³	RL ug/m ³
1,2-Dichloropropane	78-87-5	113.0	ND	0.50		ND	2.3
Methyl Methacrylate	80-62-6	100.1	ND	0.50		ND	2.0
Bromodichloromethane	75-27-4	163.8	ND	0.50		ND	3.3
1,4-Dioxane	123-91-1	88.12	ND	0.50		ND	1.8
4-Methyl-2-pentanone(MIBK)	108-10-1	100.2	ND	0.50		ND	2.0
cis-1,3-Dichloropropene	10061-01-5	111.0	ND	0.50		ND	2.3
Toluene	108-88-3	92.14	ND	0.50		ND	1.9
trans-1,3-Dichloropropene	10061-02-6	111.0	ND	0.50		ND	2.3
1,1,2-Trichloroethane	79-00-5	133.4	ND	0.50		ND	2.7
2-Hexanone(MBK)	591-78-6	100.1	ND	0.50		ND	2.0
Tetrachloroethene	127-18-4	165.8	ND	0.50		ND	3.4
Dibromochloromethane	124-48-1	208.3	ND	0.50		ND	4.3
1,2-Dibromoethane	106-93-4	187.8	ND	0.50		ND	3.8
Chlorobenzene	108-90-7	112.6	ND	0.50		ND	2.3
Ethylbenzene	100-41-4	106.2	ND	0.50		ND	2.2
Xylene (para & meta)	1330-20-7	106.2	ND	1.0		ND	4.3
Xylene (Ortho)	95-47-6	106.2	ND	0.50		ND	2.2
Styrene	100-42-5	104.1	ND	0.50		ND	2.1
Isopropylbenzene (cumene)	98-82-8	120.2	ND	0.50		ND	2.5
Bromoform	75-25-2	252.8	ND	0.50		ND	5.2
1,1,2,2-Tetrachloroethane	79-34-5	167.9	ND	0.50		ND	3.4
4-Ethyltoluene	622-96-8	120.2	ND	0.50		ND	2.5
1,3,5-Trimethylbenzene	108-67-8	120.2	ND	0.50		ND	2.5
2-Chlorotoluene	95-49-8	126.6	ND	0.50		ND	2.6
1,2,4-Trimethylbenzene	95-63-6	120.2	ND	0.50		ND	2.5
1,3-Dichlorobenzene	541-73-1	147.0	ND	0.50		ND	3.0
1,4-Dichlorobenzene	106-46-7	147.0	ND	0.50		ND	3.0
Benzyl chloride	100-44-7	126.0	ND	0.50		ND	2.6
1,2-Dichlorobenzene	95-50-1	147.0	ND	0.50		ND	3.0
1,2,4-Trichlorobenzene	120-82-1	181.5	ND	0.50		ND	3.7
Hexachloro-1,3-butadiene	87-68-3	260.8	ND	0.50		ND	5.3
Naphthalene	91-20-3	128.2	ND	0.50		ND	2.6

Surrogate

4-Bromofluorobenzene

Result

10.07

Spike

10

%Recovery

101

Qualifier Definitions

B= Compound also found in method blank.

E = Estimated concentration exceeding upper calibration range.

D = Result reported from diluted analysis

ND = Non Detect



Air Analysis Data Summary

EPA Compendium TO-15 Target Compound List

Client Project Name: RCCD - Math & Science	LA Testing ID: 331305829-12
Client Sample ID: Ext Ground	Canister ID: E0584
Primary Lab File ID: 04291318.D	Dilution Lab File ID: N/A
Analysis Date: 04/29/13	Analysis Date: N/A
Sample Volume(mL): 250	Sample Volume(mL): N/A
Dilution Factor: 1	Dilution Factor: N/A

Target Compound	CAS#	MW	Results ppbv	RL ppbv	Q	Results ug/m ³	RL ug/m ³
Propylene	115-07-1	58.08	ND	1.0		ND	2.4
Freon 12(Dichlorodifluoromethane)	75-71-8	120.9	0.51	0.50		2.5	2.5
Freon 114(1,2-Dichlorotetrafluoroethane)	76-14-2	170.9	ND	0.50		ND	3.5
Chloromethane	74-87-3	50.49	0.56	0.50		1.2	1.0
n-Butane	106-97-8	58.12	ND	0.50		ND	1.2
Vinyl chloride	75-01-4	62.50	ND	0.50		ND	1.3
1,3-Butadiene	106-99-0	54.09	ND	0.50		ND	1.1
Bromomethane	74-83-9	94.94	ND	0.50		ND	1.9
Chloroethane	75-00-3	64.52	ND	0.50		ND	1.3
Ethanol	64-17-5	46.07	6.2	0.50		12	0.94
Bromoethene (Vinyl bromide)	593-60-2	109.9	ND	0.50		ND	2.2
Freon 11(Trichlorofluoromethane)	75-69-4	137.4	ND	0.50		ND	2.8
Isopropyl alcohol(2-Propanol)	67-63-0	60.10	1.3	0.50		3.1	1.2
Freon 113(1,1,2-Trichlorotrifluoroethane)	76-13-1	187.4	ND	0.50		ND	3.8
Acetone	67-64-1	58.08	5.7	0.50		14	1.2
1,1-Dichloroethene	75-35-4	96.94	ND	0.50		ND	2.0
Acetonitrile	75-05-8	41.00	ND	0.50		ND	0.84
Tertiary butyl alcohol (TBA)	75-65-0	74.12	ND	0.50		ND	1.5
Bromoethane (Ethyl bromide)	74-96-4	108.0	ND	0.50		ND	2.2
3-Chloropropene (Allyl chloride)	107-05-1	76.53	ND	0.50		ND	1.6
Carbon disulfide	75-15-0	76.14	ND	0.50		ND	1.6
Methylene chloride	75-09-2	84.94	ND	0.50		ND	1.7
Acrylonitrile	107-13-1	53.00	ND	1.00		ND	2.2
Methyl-tert-butyl ether(MTBE)	1634-04-4	88.15	ND	0.50		ND	1.8
trans-1,2-Dichloroethene	156-60-5	96.94	ND	0.50		ND	2.0
n-Hexane	110-54-3	86.17	ND	0.50		ND	1.8
1,1-Dichloroethane	75-34-3	98.96	ND	0.50		ND	2.0
Vinyl acetate	108-05-4	86.00	ND	0.50		ND	1.8
2-Butanone(MEK)	78-93-3	72.10	ND	0.50		ND	1.5
cis-1,2-Dichloroethene	156-59-2	96.94	ND	0.50		ND	2.0
Ethyl acetate	141-78-6	88.10	ND	0.50		ND	1.8
Chloroform	67-66-3	119.4	ND	0.50		ND	2.4
Tetrahydrofuran	109-99-9	72.11	ND	0.50		ND	1.5
1,1,1-Trichloroethane	71-55-6	133.4	ND	0.50		ND	2.7
Cyclohexane	110-82-7	84.16	ND	0.50		ND	1.7
2,2,4-Trimethylpentane (Isooctane)	540-54-1	114.2	ND	0.50		ND	2.3
Carbon tetrachloride	56-23-5	153.8	ND	0.50		ND	3.1
n-Heptane	142-82-5	100.2	ND	0.50		ND	2.0
1,2-Dichloroethane	107-06-2	98.96	ND	0.50		ND	2.0
Benzene	71-43-2	78.11	ND	0.50		ND	1.6
Trichloroethene	79-01-6	131.4	ND	0.50		ND	2.7



Air Analysis Data Summary

EPA Compendium TO-15 Target Compound List

Client Project Name: RCCD - Math & Science	LA Testing ID: 331305829-12
Client Sample ID: Ext Ground	Canister ID: E0584
Primary Lab File ID: 04291318.D	Dilution Lab File ID: N/A
Analysis Date: 04/29/13	Analysis Date: N/A
Sample Volume(mL): 250	Sample Volume(mL): N/A
Dilution Factor: 1	Dilution Factor: N/A

Target Compound	CAS#	MW	Results ppbv	RL ppbv	Q	Results ug/m ³	RL ug/m ³
1,2-Dichloropropane	78-87-5	113.0	ND	0.50		ND	2.3
Methyl Methacrylate	80-62-6	100.1	ND	0.50		ND	2.0
Bromodichloromethane	75-27-4	163.8	ND	0.50		ND	3.3
1,4-Dioxane	123-91-1	88.12	ND	0.50		ND	1.8
4-Methyl-2-pentanone(MIBK)	108-10-1	100.2	ND	0.50		ND	2.0
cis-1,3-Dichloropropene	10061-01-5	111.0	ND	0.50		ND	2.3
Toluene	108-88-3	92.14	ND	0.50		ND	1.9
trans-1,3-Dichloropropene	10061-02-6	111.0	ND	0.50		ND	2.3
1,1,2-Trichloroethane	79-00-5	133.4	ND	0.50		ND	2.7
2-Hexanone(MBK)	591-78-6	100.1	ND	0.50		ND	2.0
Tetrachloroethene	127-18-4	165.8	ND	0.50		ND	3.4
Dibromochloromethane	124-48-1	208.3	ND	0.50		ND	4.3
1,2-Dibromoethane	106-93-4	187.8	ND	0.50		ND	3.8
Chlorobenzene	108-90-7	112.6	ND	0.50		ND	2.3
Ethylbenzene	100-41-4	106.2	ND	0.50		ND	2.2
Xylene (para & meta)	1330-20-7	106.2	ND	1.0		ND	4.3
Xylene (Ortho)	95-47-6	106.2	ND	0.50		ND	2.2
Styrene	100-42-5	104.1	ND	0.50		ND	2.1
Isopropylbenzene (cumene)	98-82-8	120.2	ND	0.50		ND	2.5
Bromoform	75-25-2	252.8	ND	0.50		ND	5.2
1,1,2,2-Tetrachloroethane	79-34-5	167.9	ND	0.50		ND	3.4
4-Ethyltoluene	622-96-8	120.2	ND	0.50		ND	2.5
1,3,5-Trimethylbenzene	108-67-8	120.2	ND	0.50		ND	2.5
2-Chlorotoluene	95-49-8	126.6	ND	0.50		ND	2.6
1,2,4-Trimethylbenzene	95-63-6	120.2	ND	0.50		ND	2.5
1,3-Dichlorobenzene	541-73-1	147.0	ND	0.50		ND	3.0
1,4-Dichlorobenzene	106-46-7	147.0	ND	0.50		ND	3.0
Benzyl chloride	100-44-7	126.0	ND	0.50		ND	2.6
1,2-Dichlorobenzene	95-50-1	147.0	ND	0.50		ND	3.0
1,2,4-Trichlorobenzene	120-82-1	181.5	ND	0.50		ND	3.7
Hexachloro-1,3-butadiene	87-68-3	260.8	ND	0.50		ND	5.3
Naphthalene	91-20-3	128.2	ND	0.50		ND	2.6

Surrogate

4-Bromofluorobenzene

Result

9.95

Spike

10

%Recovery

100

Qualifier Definitions

B= Compound also found in method blank.

E = Estimated concentration exceeding upper calibration range.

D = Result reported from diluted analysis

ND = Non Detect



USEPA TO-15 # 3 3 1 3 0 5 8 2 9

LA Testing
11652 Knott Ave., Unit F5
Garden Grove, CA 92841
Ph. (800) 755-1794
Fax (714) 828-4944

External Chain of Custody/ Field Test Data Sheet

LA Testing Order Number (Lab Use Only):

Report To Contact Name: <u>Michelle Rosales</u>	Bill To Company:	Sampled By (Sign): <u>[Signature]</u>
Company Name: <u>FAES</u>	Attention To: <u>Same</u>	Sampled By (Name): <u>Michelle Rosales</u>
Address 1: <u>2959 Pacific Commerce Dr</u>	Address 1:	Total # of Samples: <u>12</u>
Address 2: <u>Compton, Ca 90221</u>	Address 2:	Date Shipped:
Phone No.: <u>310-668-5017</u> Fax: <u>-</u>	Phone No.:	Fax:
Sample Collection Zip Code: <u>92506</u>	Project Name: <u>RCD - Math & Science</u>	Purchase Order: <u>PO LA 1621</u>

Turnaround Time (in Business Days): 10 Day Standard
 5 Day 4 Day 3 Day
 2 Day 1 Day Other

Reporting Format: Results Only (Standard Lab Report)
 Full Deliverables (Surcharge may apply)
 Other

Analysis			Matrix		
USEPA TO-15	Other (Specify)		Indoor/ Ambient Air	Soil Gas	Vent

LA Testing Sample Identifier

Client Field Sample Identification	Field Use - All Information Required!								Lab Use Only						USEPA TO-15	NJDEP LLTO-15	LIBRARY SEARCH	Other (Specify)	Indoor/ Ambient Air	Soil Gas	Landfill/ Vent
	Sampling Start Information				Sampling Stop Information				Canister Information				Flow Controller								
	Barometric Pres. ("Hg):		Barometric Pres. ("Hg):		Canister ID		Size (L)		Can Cert Batch ID		Outgoing Pressure ("Hg)		Incoming Pressure ("Hg)								
Start Date	Time (24 hr clock)	Canister Pressure ("Hg)	Interior Temp. (F)	Stop Date	Time (24 hr clock)	Canister Pressure ("Hg)	Interior Temp. (F)	Canister ID	Size (L)	Can Cert Batch ID	Outgoing Pressure ("Hg)	Incoming Pressure ("Hg)	Reg. ID	Cal Flow (ml/min)							
306	4/23/13	0818	-30	4/23/13	1618	0		E0670	6	LA-945	-30		3840-8q		X	X		X			
339		0819	-30		1620	0		E0507	6	LA-945	-30		3825-8q								
347		0820	-29		1622	-1		E0429	6	LA-945	-30		3818-8q								
343		0822	-29		1624	-4		E0587	6	LA-945	-30		3832-8q								
Root		0828	-30		1630	0		E0438	6	LA-939+	-30		3829-8q								
2nd Fl 810		0835	-29		1645	0		E2276	6	LA-939+	-30		3827-8q								
401		0833	-30		1641	0		E0329	6	LA-939+	-30		3821-8q								
405		0831	-29		1642	0		E0634	6	LA-939+	-30		3820-8q								

Comments:

Lab Canister Certification
Analyst Signature (TO-15):

Relinquished by:	Date/ Time	Received by:	Date/ Time	Affixed Seal #	Reason for Exchange (circle appropriate)
<u>[Signature]</u>	4/22/13 1345	<u>[Signature]</u>	4/25/13 3:45pm		Shipping Courier Receiving Sampling Other:
	4/25/13				Shipping Courier Receiving Sampling Other:
					Shipping Courier Receiving Sampling Other:
					Shipping Courier Receiving Sampling Other:
					Shipping Courier Receiving Sampling Other:

31305829



USEPA TO-15 #331305829

LA Testing
11652 Knott Ave., Unit F5
Garden Grove, CA 92841
Ph. (800) 755-1794
Fax (714) 828-4944

External Chain of Custody/ Field Test Data Sheet

LA Testing Order Number (Lab Use Only):

Report To Contact Name: Michelle Rosales	Bill To Company: SAME	Sampled By (Sign): Michelle Rosales
Company Name: FACS	Attention To:	Sampled By (Name): Michelle Rosales
Address 1: 2959 Pacific Commerce Dr	Address 1:	Total # of Samples: 12
Address 2: Comden, CA 90221	Address 2:	Date Shipped: ✓
Phone No.: 3106685617 Fax: —	Phone No.: Fax:	Sample Collection Zip Code: 92506
Email Results To: mrosales@forensica.com	Project Name: RCCO Math & Science	Purchase Order: POLA 1621

Turnaround Time (in Business Days): <input checked="" type="checkbox"/> 10 Day Standard	Reporting Format: <input type="checkbox"/> Results Only (Standard Lab Report)	Analysis	Matrix
<input type="checkbox"/> 5 Day <input type="checkbox"/> 4 Day <input type="checkbox"/> 3 Day <input type="checkbox"/> 2 Day <input type="checkbox"/> 1 Day <input type="checkbox"/> Other	<input type="checkbox"/> Full Deliverables (Surcharge may apply) <input type="checkbox"/> Other		

LA Testing Sample Identifier

Client Field Sample Identification	Field Use - All Information Required!								Lab Use Only						USEPA TO-15	NJDEP LLTO-15	LIBRARY SEARCH	Other (Specify)	Indoor/ Ambient Air	Soil Gas	Landfill/ Vent
	Sampling Start Information				Sampling Stop Information				Canister Information				Flow Controller								
	Barometric Pres. ("Hg):		Barometric Pres. ("Hg):		Canister ID		Size (L)	Can Cert Batch ID	Outgoing Pressure ("Hg)	Incoming Pressure ("Hg)	Reg. ID	Cal Flow (ml/min)									
Start Date	Time (24 hr clock)	Canister Pressure ("Hg)	Interior Temp. (F)	Stop Date	Time (24 hr clock)	Canister Pressure ("Hg)	Interior Temp. (F)														
3 rd stairs	4/23/13	0853	-28	4/23/13	1653	0		E0395	6	LA-939+	-30	0	3837-8q		X			X			
232	↓	0853	-29	↓	1650	0		E0502	6	LA-940+	-30	0	3826-8q								
3 rd Ext	↓	0854	-29	↓	1655	0		E0528	6	LA-940+	-30	0	3836-8q								
Ext ground	↓	0858	-27	↓	1700	0		E0584	6	LA-940+	-30	0	3824-8q								

Comments:	Lab Canister Certification Analyst Signature (TO-15):
-----------	---

Relinquished by:	Date/ Time	Received by:	Date/ Time	Affixed Seal #	Reason for Exchange (circle appropriate)
	4/22/13 1400		4-23-13 7:45		Shipping Courier Receiving Sampling Other:
	4-23-13 8:10				Shipping Courier Receiving Sampling Other:
	4/25/13		4/25/13 3:45 PM		Shipping Courier Receiving Sampling Other:
					Shipping Courier Receiving Sampling Other:
					Shipping Courier Receiving Sampling Other:

331305829



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THE VISION TO CHANGE.
THE INTEGRITY TO SUSTAIN.



THE VISION TO CHANGE.
THE INTEGRITY TO SUSTAIN.

Riverside City College

Math & Science Building – HVAC Investigation

May 23, 2013

Prepared by:
P2S Engineering, Inc.
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Executive Summary

Background

The Math & Science Building is an 88,000 GSF 4-story building located on the Riverside City College campus in Riverside, CA. The building includes math and science classrooms, science laboratories, faculty offices, and ancillary support and storage spaces. The Math & Science building is part of the 135,000 GSF Nursing and Math/Science complex which includes the Math & Science Building, Nursing Building, and a supporting mechanical building which houses the Chilled Water (CHW) and Heating Hot Water (HHW) plants. The complex started construction in October 2009 and was completed in April 2012.

Upon occupancy of the building, the building users have brought three main concerns to the attention of the College. These three main concerns are all related to indoor environmental quality (IEQ) and include space temperature (specifically heating capacity), chemicals/odors, and acoustical levels in the spaces. Based on these concerns, the College has sought an analysis of the building with respect to these concerns from outside consultants, who are independent from the design team. As such, P2S has performed an analysis of the building to analyze the design and operation of the HVAC system.

Existing HVAC System

The Math & Science Building heating, ventilating, and air conditioning (HVAC) system consists of two variable air volume (VAV) custom air handling units (AHUs) located on the roof. The units serve the entire Math/Science Building and operate 24/7. Each unit includes a supply fan, return fan, and chilled water coil. The two AHUs supply air into a common supply air plenum and into a distribution system with VAV terminal units with hot water reheat coils. The return ductwork also enters a common return air plenum which is connected to the two AHUs.

The offices, lecture classrooms, conference rooms, and other non-laboratory spaces are provided with supply air and return air. The supply air to the space is via a single-duct VAV box with hot water reheat coil. Air from these spaces is returned to the AHU via the ducted return air system.

All laboratory spaces are provided with once-through air meaning that all air being supplied to these spaces are directly exhausted to the outdoors. The supply ducts include venturi-type VAV valves with hot water reheat coils. In addition, all exhaust air from the space, whether direct connections to hoods, vented cabinets, etc or general exhaust for the room, is provided with venturi-type VAV exhaust valves. All venturi valves are provided by Phoenix and include the Phoenix control system. The Phoenix control system is provided to maintain a certain differential between the exhaust air and supply air to the lab while also maintaining space temperature. All laboratory spaces were designed to be under negative pressure with respect to the adjacent non-laboratory spaces.

The main building exhaust is provided via three exhaust fans located on the roof. These exhaust fans are manifolded together and are operating continuously. The exhaust system is comprised of exhaust air from the laboratory spaces and general building exhaust. The general building exhaust includes exhaust from restrooms, janitor closets, etc.

The HVAC systems operate under the control of the direct digital control (DDC) system by Automated Logic Controls (ALC). The ALC system interfaces with the Phoenix controls to provide feedback on the laboratory spaces. In addition, the ALC system in the building is integrated to communicate with the campus-wide DDC system by ALC.

Investigation & Analysis Process

The investigation and analysis process included multiple steps to gain an understanding of the current systems and their operation from both a design perspective as well as an operational standpoint.

Step 1 – review project documents

P2S' first steps included a review and analysis of the project documents. The following is a list of the documents which were available for review:

- Architectural As-Built Drawings
- Mechanical As-Built Drawings
- Project Specifications
- Commissioning (Cx) Report. The Cx Report included the following:
 - Owner's Project Requirements (OPR)
 - Basis of Design (BOD)
 - Document Review Forms
 - Construction Issue Logs
 - Site Observation Reports
- Testing, Adjusting, Balancing (TAB) Reports

Step 2 – interview building occupants

Upon a review of the project documents, the next step was to meet with the building users to gain a detailed understanding of their concerns. On April 22, 2013, P2S met with faculty members from each department to receive feedback on the concerns of not only their spaces, but the entire building. The importance of these interviews was to receive direction from the faculty and staff to understand the building conditions when these events occurred and to identify specific locations where they had concerns. Our goal was to focus our efforts in the rooms and areas where they had concerns and understand if these were regular occurrences or isolated incidents.

Step 3 – perform field verification

Based on information gathered in previous steps, P2S conducted a site visit for field verification of the building operation. This investigation included the following:

- Accessing the Building Management System (BMS) to verify the measured results with those taking place on the control system.
- Reading of space pressurization in the laboratories to verify negative pressurization between the laboratory spaces and the adjacent spaces.
- Reading of space airflows in the laboratories, including supply and exhaust, to verify negative pressurization between the laboratory spaces and the adjacent spaces. These values were also compared to the BMS readings to ensure that the BMS system was reporting the actual airflow correctly.
- Field verification of installed conditions. These included, but are not limited to, the following:
 - Full height walls in laboratories.
 - Sealed penetrations of conduit, piping, ductwork, etc, in the laboratory spaces.
 - Installed HVAC equipment.

For typical items, such as sealed penetrations, the investigation only included spot checking throughout the building. Not all instances were verified as these were typical occurrences.

Findings and Results

The analysis of the HVAC system at the Math/Science Building has been broken down into an overall review of the design and operation with a focus on the main concerns of the building occupants. As listed above, these were space temperature (specifically heating capacity), odors/chemicals, and acoustics. However, this report is not limited to only these three items. The following is a high level overview of the findings for each of the key concern items. A detailed breakdown of the review and analysis can be found in the “Detailed Analysis and Review” section of this report.

Space Temperature

The AHU system design for this building is not adequate to meet the heating needs of this building. Specifically, the AHUs do not include a heating coil in the unit, which in low ambient conditions is resulting in the supply air temperature entering the VAV box reheat coil below the design temperature. As such, the VAV reheat coils are not adequately sized to handle the reheat load. In low ambient conditions the configuration of the heating system in the duct distribution system cannot meet the heating loads of the space. Per the 2007 California Building Code (CBC), interior spaces intended for human occupancy shall be provided with space-heating systems capable of maintaining a minimum indoor temperature of 68°F at a point 3 feet above the floor on the design heating day. The building’s inadequate heating design is in violation of the code.

The current heating system will need to be modified to meet the CBC requirements listed above. At the building level, a potential solution would be to add a pre-heat coil(s) in the supply air ductwork just downstream of the AHU which would allow the AHU to deliver 55°F to the VAV box reheat coils as designed. The VAV box reheat coils will need to be evaluated based on data from the box manufacturer to ensure that the installed coils can handle the reheat load. The increased heating hot water load will need to be evaluated at the plant level. The current boilers do not have the capacity to handle this additional load, and will likely result in the addition of a boiler.

An additional item of concern on the space temperature side is related to the control system setpoints. For a majority of the spaces, the space temperature heating setpoint and cooling setpoint were entered as the same value resulting in the heating and cooling fighting each other. Per the 2007 California Energy Code, a minimum deadband of 5°F is required between the heating and cooling setpoints. The control setpoints are adjustable and should be set to maintain the code required deadband.

Odors / Chemicals

Overall, the HVAC systems serving the laboratories in the building have been designed in accordance with the Owner’s Project Requirements (OPR) with respect to the pressurization of the lab spaces. These spaces include once-through air and are designed with a negative

differential with respect to adjacent non-lab spaces. They include Phoenix valves on both supply and exhaust to the space. The Phoenix control system provides a fast-acting response to maintain the required airflows, maintain space temperature, and negative pressure differential.

Based on feedback from the building occupants, the odors/smells have occurred at random times and have been rare events. The main feedback received was that the smells are emanating from the floor drains near emergency shower stations and eyewash stations. P2S investigated the installation of the drains for the floor drains and eyewash station drains and noticed odors at these locations. The floor drains have been provided with a trap primer which will not function properly as installed. The design/installation is such that these drains are not primed. Because the lab spaces are negative and the drain traps are not primed properly, odors are being drawn through the drain system from one space to another. A couple of solutions exist which range from modifying the existing drains to performing routine maintenance to ensure that the drains are primed.

Acoustical

The building occupants noted that the noise levels in the classrooms and laboratories were very noticeable and interfering with the teaching atmosphere. Based on feedback from the BMS, the 1st and 4th floor supply ducts are reading higher duct static pressure values than the 2nd and 3rd floors. This is an indication that the ductwork has either not been sized consistently between floors or installed appropriately to allow for similar pressure drops in the duct runs on each floor.

The supply fans are controlling their speed based on the lowest duct static pressure reading from the four floors and as a result, the 1st and 4th floors are seeing higher duct static pressures. This increased pressure at these floors is leading to elevated sound levels in the spaces on these floors and impacting the teaching environment.

Detailed Analysis and Review

ID	Descriptions	Category
1	Inadequate Heating at the AHU Level	Space Temperature

Per the mechanical schedule on M0.02, the rooftop AHUs are provided with a constant Outside Air (OSA) value of 25,500 CFM per unit when the units are in normal operation, non-economizer mode. Each AHU has a return fan rated for a maximum return CFM of 18,155. The mechanical Basis of Design (BOD) states that the system was designed with an ambient temperature of 34°F. Given the CFM values listed above and assuming a return air temperature of 72°F (this assumes that the space can be maintained at a space temperature of 69°F), the mixed air temperature for this system will be 49°F which is below the design temperature of 55°F. The situation listed above is the best case scenario for the design ambient conditions as the amount of return air is at a maximum. In reality, the building will be in the heating mode and the supply CFM will be at a reduced rate. Given a constant OSA CFM, this reduced supply CFM will also result in a reduced return CFM. The final result will be such that the mixed air temperature in the AHU is closer to the 34°F ambient temperature. The AHU does not include a heating coil to increase the supply air temperature to 55°F. The overall result is that the reheat coils at the terminal units are undersized and unable to maintain the space temperature in heating mode.

Per Section 1204.1 of the CBC, interior spaces intended for human occupancy shall be provided with active or passive space-heating systems capable of maintaining a minimum indoor temperature of 68°F on the design heating day. Per the above review, the heating system is not capable of maintaining the code minimum temperature. It should be noted that it was observed during the testing by Forensic Analytics, that some of the space temperatures were below 68°F.

RECOMMENDED SOLUTIONS: Modifications to the current heating design at the building level will be required to address the issue described above. A potential solution would be to add a heating element (hot water or gas) at or near the AHU level. This would allow the supply air temperature to be brought up to 55°F, which is the designed entering air temperature at the terminal unit reheat coils. This solution addresses the heating at the system level, but does not address the heating capacity at the plant level and terminal unit level.

ID	Descriptions	Category
2	Inadequate Heating at the Plant Level	Space Temperature

Item 2 is in direct relation to item 1 and focuses on the heating capacity at the plant level. There are two HHW boilers in the mechanical central plant, located to the north of the Nursing Building. These two boilers serve the HHW load for both the Nursing Building and Math/Science Building. The boilers are sized for a total capacity of 3,390 MBH and 170 GPM based on Entering Water Temperature (EWT)/Leaving Water Temperature (LWT) of 140°F/180°F. The sum of the HHW flow rate through all reheat coils serving the two buildings is 225.1 GPM. Based on this the boilers have been sized for 75% of the maximum design flow to allow for diversity in the system.

Pending the direction under Item 1, the addition of a heating coil at the system level will impact the plant level. As currently designed, the plant level does not have any additional capacity to heat at the system level. As such, modifications to the plant level will need to take place.

RECOMMENDED SOLUTIONS: If HHW coils are added at the system level, modifications will need to occur at the plant level. A HHW boiler will either need to be provided at the central plant or locally at the building. There are several issues with both of these potential solutions.

If a boiler is added at the central plant, the HHW piping distribution will need to be evaluated from the plant to the AHUs. At the present time, no HHW piping is brought to the roof level and is most likely undersized to handle this added load.

If a boiler is added at the building itself, the gas system will need to be evaluated to determine if this additional capacity can be placed on the system based on the current sizing at the building.

ID	Descriptions	Category
3	Heating Capacity at Terminal Unit Reheat Coils	Space Temperature

Item 3 is in relation to items 1 and 2 and focuses on the heating capacity at the terminal unit reheat coils. Due to concerns with the sizing of the HHW system, the entire HHW system needs to be evaluated. The reheat coil schedules on the schedule have several items which would raise a flag to the design of the reheat coils. A number of the coils have been designed with a Leaving Air Temperature (LAT) over 95°F which is against standard design practice. In fact, the latest energy code, 2013 California Energy Code, limits the LAT from a reheat coil to a maximum of 95°F. This requirement was not in place during the design of this project and as such this was not a code requirement at the time, however, it is good design practice to limit the LAT to a maximum of 95°F.

In addition, the EWT and LWT for the coil are 180°F and 140°F, respectively. The LWT of the coils would generally not be 140°F exactly.

RECOMMENDED SOLUTIONS: The terminal unit reheat coils should be evaluated during the analysis of the HHW system. It has not been determined at this time whether or not the coils have been sized appropriately. If size appropriately, no modifications will need to be made to this equipment. If required based on the analysis, some reheat coils may need to be modified to meet the heating needs of the space.

ID	Descriptions	Category
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4	Full Height Walls	General
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The drawings were reviewed to determine which walls were installed as full height from slab to slab. The Architectural As-built drawings indicated that most walls in the building were full height. Only those walls between offices and closet walls in laboratories were not full height and stopped just above the ceiling line. The building was designed such that all labs were sealed.

During the field investigation, it was verified that those walls inspected were full height where called for on the drawings. In addition, all piping, conduit, duct, etc penetrations through the inspected full height walls were sealed.

RECOMMENDED SOLUTIONS: None required. Item provided for information only.

ID	Descriptions	Category
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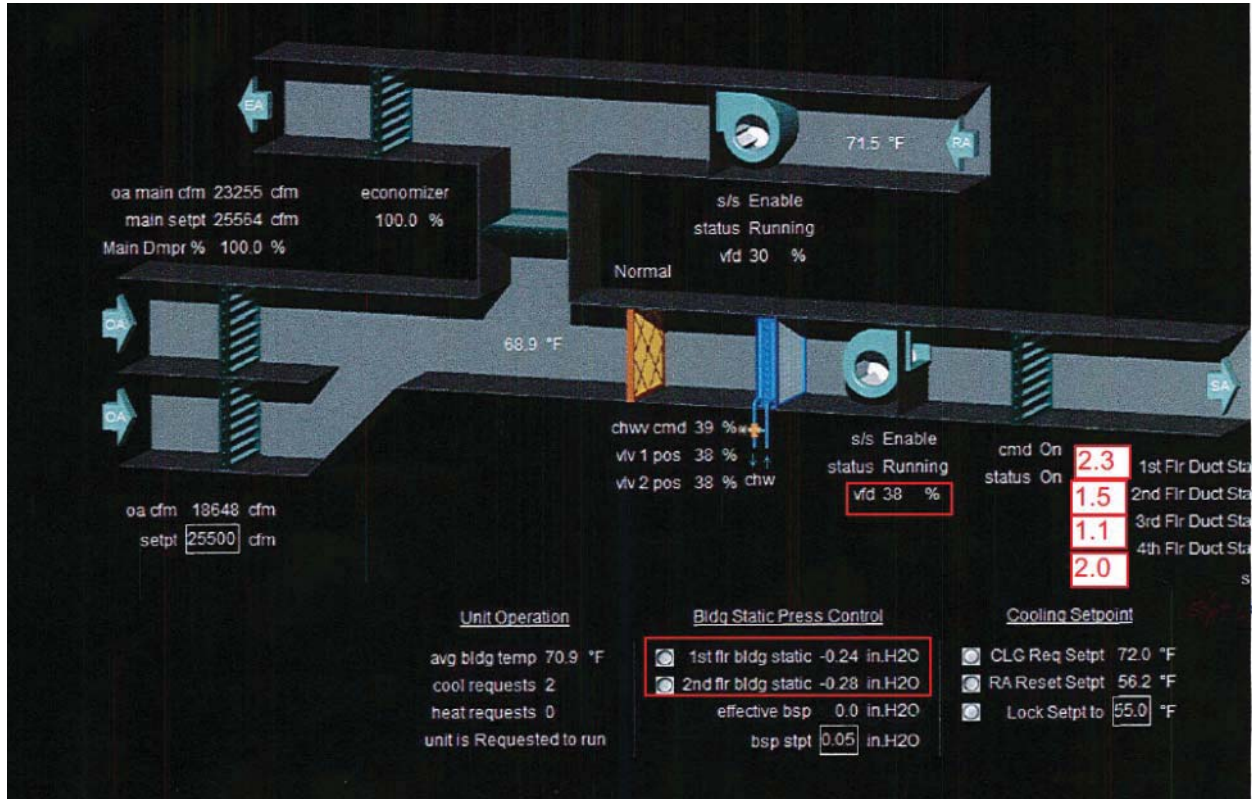
5	Building Air Balance	General
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The supply air for AHU-S1 and AHU-2 is distributed to a common plenum and then distributed throughout the building. The supply fan for each unit should be modulated to maintain a setpoint (adjustable) duct static pressure. It was noted that the supply fan for AHU-S1 was operating at 38% and the supply fan for AHU-S2 was operating at 34%. These units should be utilizing the same duct static pressure probes and therefore should be operating at the same percentage. This item was noted under the Cx Issues log and does not appear to resolved.

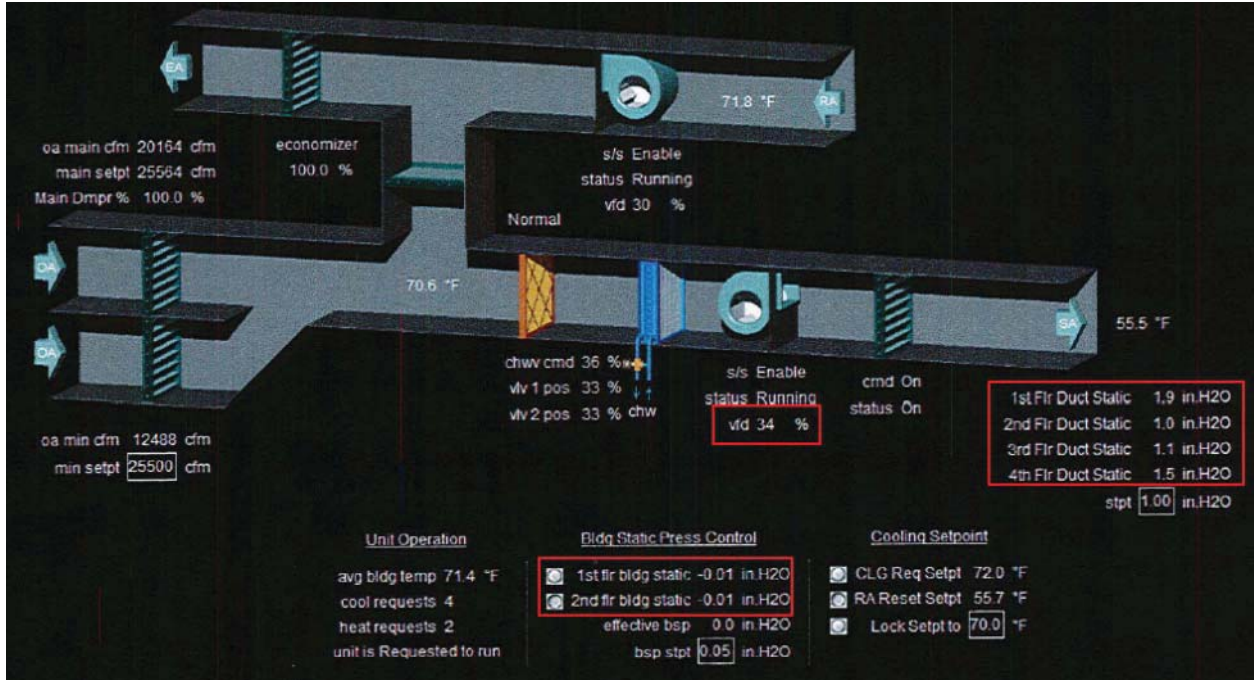
- As noted in the item above, the two AHUs supply into a common plenum and then distribute throughout the building. The supply fans are modulated utilizing the duct static pressure sensors. There is one sensor per floor. According to the BMS screenshots taken on the same day, there appear to be two duct static pressure sensors per floor with different values. Each unit is associated with one of the two static pressure sensors per floor. The AHUs should be operating in sync and should only require one duct static pressure sensor per floor, not the two as indicated in the BMS screenshots.
- The two comments above are similar with respect to the return fan. Each AHU has a return fan with a common plenum connecting the units. According to the BMS screenshots, there are building static pressure sensors located on the first and second floors. Each AHU appears to have its own building static pressure sensor which has a different value than the other unit. The return fans should be controlled off of one building static pressure sensor per floor.
- The airflow measuring stations on EF-S1, S2, and S3 do not appear to be functioning. Per the exhaust fan schedule on drawing M0.02, each exhaust fan is rated for 30,000 CFM. Per the BMS screenshot, each EF is operating at 82.9%; however, the exhaust fans have a recorded value of 53,937 CFM, 31,783 CFM, and 33,719 CFM for EF-S1, S2, and S3, respectively. These values are significantly off from the design of the exhaust fans indicating the flow measuring stations should be recalibrated.

See below for examples of screen shots.

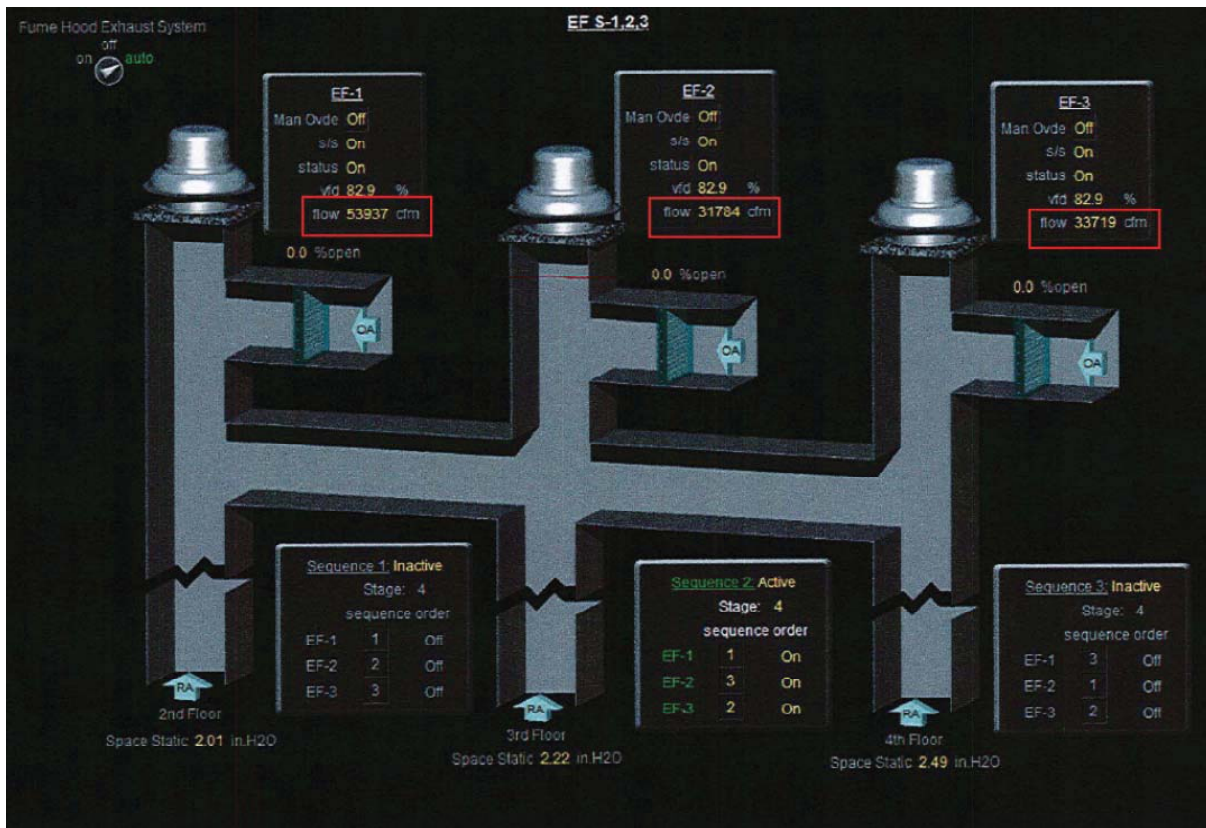
RECOMMENDED SOLUTIONS: The BMS system should be re-commissioned to ensure that the system is operating properly and effectively.



AHU-S1 BMS Screenshot



AHU-S2 BMS Screenshot



EF-S1, EF-S2, and EF-S3 BMS Screenshot

ID	Descriptions	Category
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6	Sound Levels in Lecture Classrooms and Labs	Acoustical
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During the survey of faculty it was noted that sound levels in both the lecture classrooms and laboratories was negatively impacting the learning environment.

The AHU supply fans are being controlled via duct static pressure sensors, with one sensor located on each floor. The supply fan is currently being controlled to a setpoint of 1.0" w.c. based on the lowest reading. Per the BMS screenshot for AHU-S2 on page 13, the 1st and 4th floors are reading 1.9" w.c. and 1.5" w.c., respectively. Meanwhile, the 2nd floor and 3rd floor duct static pressure sensors are reading 1.0" and 1.1" w.c., respectively. Based on these reading it can be shown that the 1st and 4th floors are being provided with elevated duct pressures based on the size and layout of the ductwork when compared to the 2nd and 3rd floors.

As a result of these elevated duct pressures, the sound levels in the spaces is elevated. Based on feedback from the faculty, Life Science Lecture 401 and Botany Lab 404 have been evaluated for elevated sound levels.

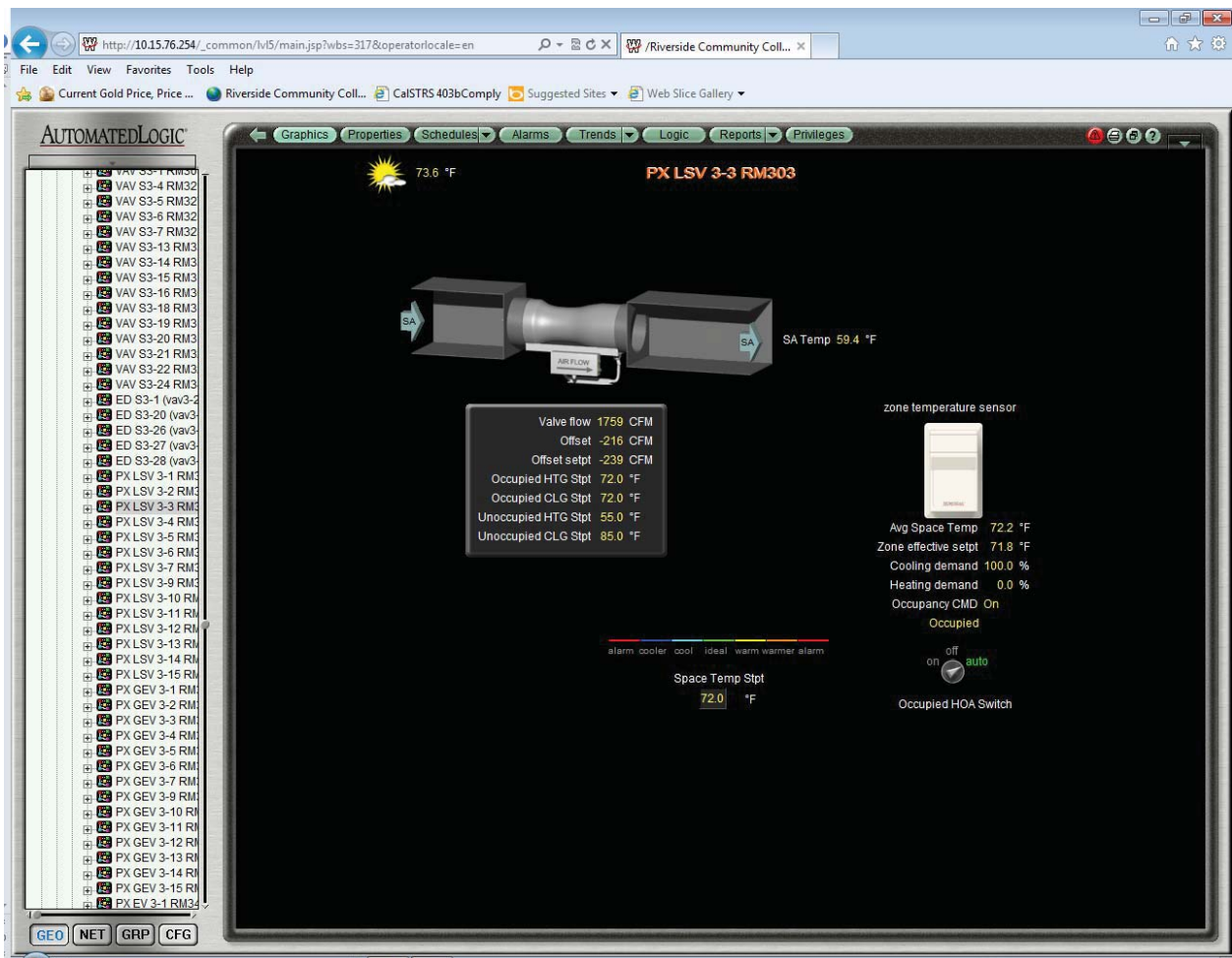
Per the OPR, lecture spaces were to be designed for NC-30 and laboratories for NC-50. The sound levels in this space were evaluated using Dynasonic AIM Software which is an HVAC Noise Prediction Tool. Using the elevated pressure readings of 1.5" w.c. on the 4th floor, Lecture Science Hall 401 is calculating a predicted noise level of NC-39 and Botany Lab 404 is calculating a predicted noise level of NC-55, both of which are above those listed in the OPR.

It should be nosed that the BMS screenshot for AHU-S1 showed a duct static pressure level of 2.3" w.c. and 2.0" w.c. for the 1st and 4th floors, respectively. As such, the system is experiencing higher levels of duct static pressure and would thus experience sound levels elevated than those calculated at the lower duct pressure readings.

RECOMMENDED SOLUTIONS: A full acoustical analysis of the system should be performed with design to mitigate noise in the lab and lecture spaces.

ID	Descriptions	Category
7	Space Temperature Setpoint	Space Temperature

The BMS was observed during the field investigation and a majority of the zones had identical heating and cooling setpoints. Per Title 24-2005, Section 122 (b)3, each zone shall have a minimum of 5°F deadband to prevent the system from simultaneous heating and cooling.



Typical Screenshot of Zone Control

RECOMMENDED SOLUTIONS: Adjust the heating and cooling setpoint with a minimum 5°F deadband per the CEC for all space temperature controls. This is true for zone temperature controls for single-duct terminal units and laboratory control valves.

ID	Descriptions	Category
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8 Laboratory Air Balance Controls General

The BMS was observed during the field investigation and all laboratory spaces were evaluated to ensure that negative pressure was maintained with respect to the adjacent non-lab spaces. In general, the laboratory controls were reporting CFM values for supply and exhaust that were maintaining the offsets required per the design. However, there were a number of rooms which fell significantly outside the differential. The following is list of those spaces.

Room	Witnessed Offset from BMS Screenshots	Design Offset	Delta
301	-193	-300	107
302	237	-260	497
306	-197	-270	73
307	-216	-270	54
341	-171	-100	-71
405	-2389	-300	-2089
406	-1083	-300	-783
407	-709	-300	-409
408	-566	-300	-266
409	-709	-280	-429
435	-519	-65	-454

RECOMMENDED SOLUTIONS: It was brought up during the interviews with faculty that a number of the circuit boards for the Phoenix controllers needed to be replaced. The irregularities in the BMS system should be reviewed by the Controls contractor and Phoenix vendor to determine modifications to the system to have it accurately report information to the BMS front-end.

ID	Descriptions	Category
9	Spaces with Multiple Terminal Units	Space Temperature

In spaces with multiple terminal units serving a single room, there were times when one terminal unit was in cooling while the other terminal unit was in heating. Each terminal unit had its own thermostat in the space.

RECOMMENDED SOLUTIONS: For spaces with multiple terminal units, and respective thermostats, the control programming should be revised to utilize an average of the sensors. This will eliminate simultaneous heating and cooling in spaces with multiple terminal units.

ID	Descriptions	Category
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10	Room 405 Supply Air Ductwork	General
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During the field investigation, it was observed that the supply air ductwork was not connected to some of the ductsox diffusers, thus supplying air to the plenum and not into the space via the diffusers. For those that were connected, only one of the two connections was directly connected short-circuiting the air and in the other connections it appeared that these were loose and ready to come off.

RECOMMENDED SOLUTIONS: Reconnect the supply ductwork to the diffusers.

ID	Descriptions	Category
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11	Exhaust Duct Connection to Air Outlets	Acoustical
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The mechanical As-built drawings indicate a hard duct connection to the general exhaust registers in the labs. The use of hard ducting to the general exhaust register in a system with a Phoenix exhaust valve can lead to increased noise in the space.

RECOMMENDED SOLUTIONS: Recommend providing a minimum of 4’ of flexible ductwork to connect general exhaust registers to ductwork in all lab spaces. It was observed in some of the lab spaces that this was already under way, but we would recommend providing this in all lab spaces.

ID	Descriptions	Category
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12 Drains in Laboratories

Odors

The faculty indicated that the chemical odors were present in the drains from the eyewash station and other general laboratory floor drains, indicating that there are issues with the trap primers for these drains.

The current installation for the floor drain under the emergency shower includes the trap primer line branching off from the emergency water line in the ceiling space. This line then includes a Precision Plumbing Products (PPP) model PR-500 trap primer (as shown in the photo below) in the ceiling space before routing down the wall and to the floor drain trap. There are several issues that exist with this installation that will result in the trap not being primed. The trap primer is connected to the emergency water line which is infrequently used and requires flow through this line in order to activate the primer. In addition, this specific model of trap primer requires a minimum of 10 psig to activate and primer the trap. This pressure is not available in the emergency water line and therefore this will not activate because the emergency water line is used as the source. For the floor drains under the emergency shower stations, the traps will not be primed which allows odors to escape the drain into the space.

The emergency eyewash stations do not include any priming device for the trap and will only be primed if the eyewash station is exercised and water is allowed to fill the drain. Since these are infrequently used they are rarely primed.

The lab spaces are under negative pressure relative to the adjacent lab spaces. Air will be made-up to these spaces from paths of least resistance. Because these drains are infrequently used and not primed, the air and its associated odors/chemicals are being pulled from the drains into the labs. It was observed during a site visit with Guy Bird from the RCC staff that smells were coming from both the eyewash stations and the floor drains in the laboratories.

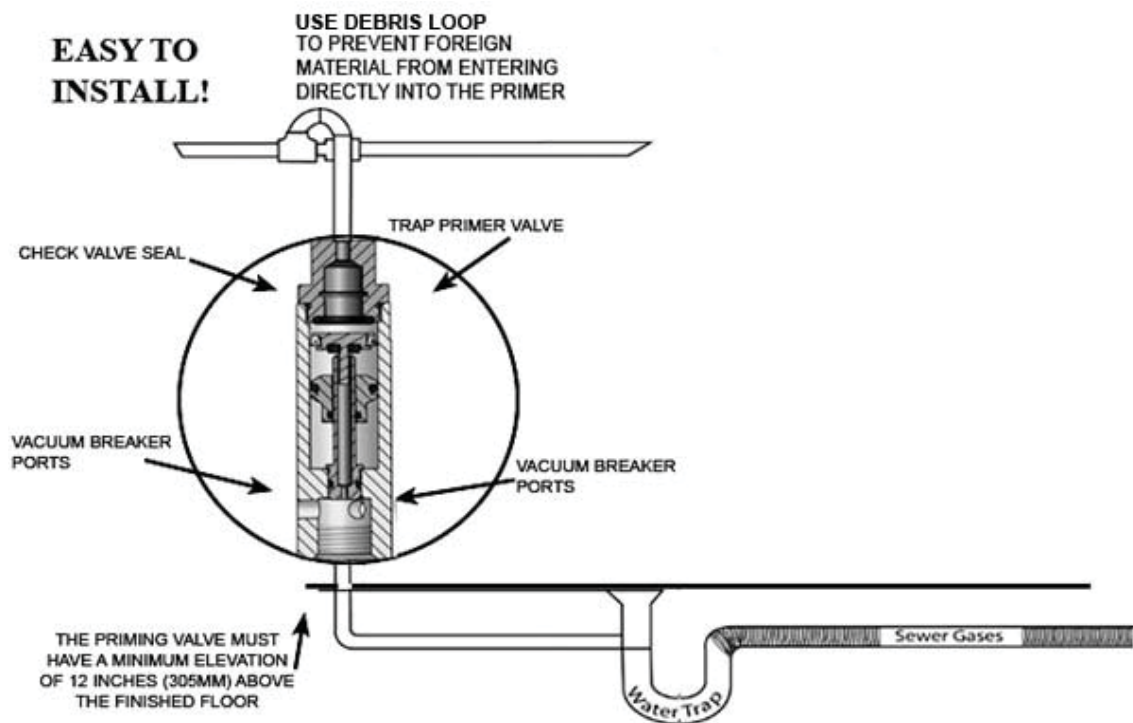
RECOMMENDED SOLUTIONS: There are a few solutions that exist to mitigate and eliminate this issue.

For the floor drains the most economical solution is to provide a rubber gasket device that is placed in the floor drain. Currently the campus has installed Stink Stoppers, manufactured by J.R. Smith Mfg. Co, in six of the twenty two floor drains in the laboratories. It is our understanding from the College that they have purchased additional Stink Stoppers to install on the remainder of the drains. This item is an economical solution and will help mask the smells in the floor drains. A second option would be to provide a trap primer which is appropriate for this type of use. Mifab makes an electronic trap seal primer which operates at a low pressure and primes the trap with a minimum of 2 ounces of water over a twenty-four hour period using electronic controls to actuate the device. The Mifab MI-100 would be suitable for this application.

The drains for the eyewash stations are not provided with any trap priming device. There are no known devices, similar to the solution above for the floor drains, which would have a similar function for the eyewash station drains. These drain traps should be primed using a trap priming device appropriate for this application, however, this would involve accessing the trap which is buried in the wall and running piping to this trap.

One additional solution that could be applied is a continuous maintenance of the drains. The custodial staff could exercise the eyewash stations and floor drains to ensure they are primed. This would occur on a continual basis.

It should be noted that a combination of these solutions could be applied. For example, the Sink Stoppers could be utilized on the floor drains and the eyewash stations could be exercised by activating them to prime the drains.



Installation of PPP PR-500 Trap Primer

ID	Descriptions	Category
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13	Rock Grinding Room 231.1 on the 2 nd Floor	General
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The mechanical As-built documents indicate that return air is being utilized in Rock Grinding Rm 231.1. This space is categorized as a lab space and should be designed for once-through air. As such, this space should be exhausted instead of returning air.

At the present time, the rock grinders are not being used as they have recently been installed in the space. In the future these rock grinders will be utilized and dust will be one of the byproducts of this process. This dust and debris will be returned to the AHU as currently designed.

RECOMMENDED SOLUTIONS: The return duct in this space should be capped and exhaust should be modified to service this space based on the programming of the space.

ID	Descriptions	Category
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13	Air Balance for Rm 231 Lab Service Prep	Air Balance
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The Phoenix Controls submittal indicates that Rm 231 Lab Service Prep is being positively pressured by 360 CFM. As a laboratory prep room, this space should be maintained at a negative pressure relative to the adjacent non-laboratory spaces.

RECOMMENDED SOLUTIONS: The air balance for this floor should be modified to maintain a negative pressure differential to the adjacent non-laboratory spaces.

ID	Descriptions	Category
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14	Air Balance in 2 nd Floor Corridor	Air Balance
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The 2nd floor north corridor is currently being maintained at a positive pressurization of 440 CFM with respect to the adjacent laboratories. As a note, this includes Rm 231 Lab Service Prep room which is 360 CFM positive. The air being delivered to the corridor is connected to a VAV terminal serving the perimeter offices. These VAV boxes will modulate based on the temperature sensor located in the office and in certain applications will lower the airflow to the corridor. In these lower load conditions, the airflow will be pulled from other sources, such as doorways to the outside.

RECOMMENDED SOLUTIONS: The corridors should either be rebalanced so that the airflow to the corridors in the minimum setting are able to maintain a positive pressurization in the corridor or a constant volume box should be provided to maintain a constant supply CFM to this space.

ID	Descriptions	Category
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15	Air Balance in 3 rd Floor Corridor	Air Balance
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The south section of the 3rd floor corridor is currently designed with two constant volume terminal units to maintain a supply CFM of 1,900 CFM. The adjacent laboratories are being maintained with a negative differential of 2,805 CFM. The delta between these two values is 905 CFM. As a result, air is being drawn into the building via doors to the exterior and other available air paths.

RECOMMENDED SOLUTIONS: The corridor should be rebalanced to ensure that the supply air is making up for the air being exhausted from the laboratories.

ID	Descriptions	Category
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16	Air Balance in 4 th Floor Corridor	Air Balance
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The 4th floor north corridor is currently being maintained at a negative pressurization of 590 CFM with respect to the adjacent laboratories. The air being delivered to the corridor is connected to VAV terminals serving the perimeter offices. These VAV boxes will modulate based on the temperature sensor located in the office and in certain applications will lower the airflow to the corridor. In these lower load conditions, the airflow will be pulled from other sources, such as doorways to the outside.

RECOMMENDED SOLUTIONS: The corridors should either be rebalanced so that the airflow to the corridors in the minimum setting are able to maintain a positive pressurization in the corridor or a constant volume box should be provided to maintain a constant supply CFM to this space.

RCC MATH/SCIENCE BUILDING

Results of Air Quality Analysis
And
HVAC System Analysis

Forensic Analytical Air Quality Report

- Based on Faculty, Staff and Student survey input, three areas of analysis:
 - Air quality/odor analysis
 - Drinking fountain water analysis
 - Overall Comfort (heat/AC, humidity, overall CO₂ concentration)
- According to Forensic Analytical, this was a very robust study with more air samples taken and more air quality monitoring done than is normally the case

Air Quality/Odors

⦿ Major Findings:

- No hazardous conditions existed
- The solvent odor and benzene derivatives found in the initial sample were probably caused by the Da-Lite screens and did not involve building materials
- The report classified the possibility that the solvent odors were hazardous as “unlikely”
- No VOC’s were found in Lab 306
- Only one Lab was found to have any VOC’s and at very low levels

Air Quality/Odors

⦿ Major Findings (con't):

- There appeared to be some air balance and ventilation issues which will be discussed later in the p2s report section of this presentation
- There were no elevated concentrations of formaldehyde are present in the building
- There was no sewer gas present in any of the samples nor were there any reports of sewer gases during the testing period

Water Quality

◎ Major Findings:

- Drinking fountain water testing conducted as a result of survey comments
- All measured contaminants sampled were less than California's health-based regulatory standards
- Elevated copper content levels were found
- Total microorganisms present in water samples, were above recommended guidelines at both drinking water fountain samples
- Both copper and microorganism levels contribute to degraded taste of water

Comfort

◎ Major Findings:

- Results of temperature and humidity readings appear to be at the low end or slightly below American Society of Heating, Refrigeration and Airconditioning Engineers recommendations
- Elevated CO₂ levels were found in Lecture Room 147. This can create a feeling of “stiffness” in the air.
- These findings relate to ventilation and HVAC issues

P2s HVAC Analysis Report

- ⦿ Three areas of investigation:
 - Odors/Chemicals
 - Space Temperature
 - Acoustics
- ⦿ Study involved review of project documents, interviews with building occupants and onsite visual investigation of the HVAC system
- ⦿ This was also a comprehensive study

Odors/Chemicals

⦿ Major Findings:

- Lab spaces are correctly pressurized
- Odors are migrating throughout the building through the drains
- Trap primers in floor drains are not working properly
- Eye wash stations were not designed with trap primers
- Result is that when water in the drain traps evaporates, odors are being drawn into the labs through the drains

Space Temperature

⦿ Major Findings:

- System design not adequate to meet heating needs of the building
- System needs to be modified
- May require installation of pre-heat coils to raise temperature of water entering the system
- The coils may require an additional boiler to be installed
- Temperature controls need to be adjusted at the system level

Acoustics

⦿ Major Findings:

- Noise issues are worse on 1st and 4th floors than on 2nd and 3rd
- Could be improperly sized and/or improperly installed ductwork. Further investigation is necessary. Ductwork in room 405 was not connected to diffusers at all.
- Location of Phoenix system valves may be exacerbating the noise problem
- Additional flexible duct may be necessary

Other HVAC Issues

- ⦿ HVAC in rock grinding room incorrectly designed
- ⦿ Uses return (recycled) air, but should be a “once through” design like labs
- ⦿ Air balance is especially uneven in 2nd, 3rd, and 4th floor corridors
- ⦿ Phoenix System circuit boards appear to be failing prematurely (about 10 out of 70)

Actions Being Taken

● Air Quality:

- Custodial work routine has been amended to include running eye washes every night to fill traps
- Rubber stoppers being installed in all floor drains that allow water to pass through but prevent sewer gases from entering room
- Building personnel being re-trained regarding allowing chemicals to enter the drainage system

Actions Being Taken

● Air Quality (con't)

- Air balance issues will be addressed by rebalancing the building
- Screen removed from Room 306 is undergoing destructive testing to further identify compounds emanating from screens

● Drinking Water Quality:

- Examining the installation of a water filtering/treatment system (none exists now)

Actions Being Taken

⦿ Water Quality (con't)

- Investigating treatment alternatives to address microorganism control
- Investigating source of copper (could be new building) and means of abatement

⦿ HVAC Issues

- Working with p2s to create solutions to heating issues
- Examining need for and placement of flexible duct

Actions Being Taken

- Rebalancing the HVAC system
- Reviewing need for relocation of Phoenix valves
- Temperature controls will be adjusted
- Phoenix being contacted to review circuit board failure issue
- P2s being commissioned to develop solutions and cost estimates

Summary

- Overall air quality is good, in fact in most cases better than outside air
- No hazardous conditions exist
- Odor issues can be easily and inexpensively addressed
- HVAC design is deficient and modifications could be costly, but are not yet quantified
- Actions are being taken to address all report findings



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Agenda Item (IV-I)

Meeting 6/18/2013 - Regular

Agenda Item Chancellor's Reports (IV-I)

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_061813](#)

A. Governance	B. Teaching and Learning	C. Planning and Operations	D. Resources	E. Facilities
Chancellor	Vice Chancellor, Academic Affairs	Chief of Staff and Facilities Development	Vice Chancellor, Business & Financial Services; Vice Chancellor, Diversity and Human Resources	Chief of Staff and Facilities Development
	<div style="border: 1px solid black; padding: 5px;"> <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="text-align: center; color: red; font-weight: bold; margin-top: 10px;">ALL FINAL REPORTS DUE TO THE CHANCELLOR'S OFFICE BY 06/11/13</p> </div>		<ul style="list-style-type: none"> ✓ Inter-Agency Cooperation Agreement – Moreno Valley Unified School District & RCCD/Moreno Valley College (Mayo/Sandoval) ✓ Inter-Agency Cooperation Agreement – Val Verde Unified School District & RCCD/Moreno Valley College (Mayo/Sandoval) ✓ Inter-Agency Cooperation Agreement – Nuvview Union School District & RCCD/Moreno Valley College (Mayo/Sandoval) 	

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



[e-board](#) › [Agenda Item](#)

[Agenda Item](#)

Agenda Item (V-A)

Meeting 6/18/2013 - 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: Greg Gray, Chancellor
Chris Carlson, Chief of Staff & Facilities Development

Attachments:

[Student Report_061813](#)



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

- Moreno Valley College ASMVC has had a very active and productive academic year. We are looking forward to next year's events and activities
- Riverside Community College District was given the opportunity to participate in the Japan Exchange Youth Program held May 25 – June 5, 2013. Several students (26) from Moreno Valley College were interested in participating in this ALL EXPENSE PAID trip. Six students were selected from Moreno Valley College of which 2- Ms. Michelle Christenson, and Mr. Tyrone Macedon were ASMVC Students. Congratulations to them for being selected and able to participate
- Moreno Valley College held its Annual Commencement on Friday, June 7th at 9am. Approximately 200 of my fellow students along with 8 ASMVC members received AA/AS degrees and/or certificates. ASMVC Vice-President Ms. Constance Harden served as the Student Commencement Speaker
- ASMVC will spend the summer and the next few months continuing to have discussions with students, student leaders and plan to meet with RTA representatives seeking options for our bus riders. The end goal will be to present a proposal to the College Administrators then on to RTA
- ASMVC will host Informational Booths the first 2-days of the summer 2013 session Monday, June 17, & Tuesday, June 18, 2013
- During the month of August 3- workshops will be offered for students interested in “special event planning”, Clubs/Organizations orientation and a workshop for Student Senators. Dates will be announced at a later time.



Agenda Item (VI-A-1)

Meeting 6/18/2013 - 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:

[20130618_Academic Personnel](#)

[20130618_Academic Personnel_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Academic Personnel

Date: June 18, 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.

a. Management Contract

<u>Name</u>	<u>Position</u>	<u>Term of Employment</u>	<u>Salary Placement</u>
RIVERSIDE CITY COLLEGE			
Avila, Patricia	Dean, Instruction-Career and Technical Education	07/01/13-06/30/15	Z-4

b. Contract Faculty

<u>Name</u>	<u>Discipline</u>	<u>Effective Date</u>	<u>Salary Placement</u>
MORENO VALLEY COLLEGE			
ASSISTANT PROFESSOR			
Loya, Robert	Computer Information Systems/ Business	08/20/13	F-6
NORCO COLLEGE			
ASSISTANT PROFESSOR			
Kamerin, Kim	Music	08/20/13	E-6

c. Long-Term, Temporary Faculty
(None)

d. Department Chairs and Stipends, Academic Year 2013-14
The individuals specified on the attached list.

e. Coordinator Assignments, Academic Year 2013-14
The individuals specified on the attached list.

f. Extra-Curricular Assignments, Academic Year 2013-14
The individuals specified on the attached list.

Subject: Academic Personnel

Date: June 18, 2013

2. Notices of Employment – Tenured Faculty, Academic Year 2013-14

It is recommended that the Board of Trustees, consistent with the provisions of Education Code Section 87609, approve notices of employment for the academic year 2013-14 for tenured faculty specified on the attached list.

3. Notices of Employment – Contract Faculty, Academic Year 2013-14

It is recommended that the Board of Trustees, consistent with the provisions of Education Code Section 87608, approve notices of employment for the academic year 2013-14 for contract faculty specified on the attached list.

4. Notices of Employment – Contract Faculty, Academic Years 2013-14 and 2014-15

The Board of Trustees, consistent with the provisions of Education Code Section 87608.5, employs contract faculty working under their second contract for the following two academic years. It is recommended the Board of Trustees approve notices of employment for the academic years 2013-14 and 2014-15 for the faculty on the attached list.

5. Notices of Employment – Categorically Funded Faculty, Academic Year 2013-14

The Board of Trustees, consistent with the provisions of Education Code Section 87470, employs faculty, 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 the Board of Trustees approve the notices of employment for the term of appointment indicated for the categorically funded faculty specified on the attached list.

6. Academic Administrator Employment Contracts, Academic Years 2013-14 and 2014-15

The Board of Trustees, consistent with the provisions of Education Code Section 72411, employs academic administrators by contract. It is recommended that the Board of Trustees approve the employment contracts on the attached list for academic years specified and authorize the Vice Chancellor, Diversity and Human Resources to sign the contracts.

Subject: Academic Personnel

Date: June 18, 2013

7. Categorically Funded Academic Administrator Employment Contracts, Academic Year 2013-14

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 contracts for the categorically funded academic administrators specified on the attached list and authorize the Vice Chancellor, Diversity and Human Resources to sign the contracts.

8. Emeritus Awards, Faculty

Board Policy and Administrative Procedure 4000 authorizes the rank of Emeritus to any faculty member who has earned retirement. The Academic Senate recommends that the Board of Trustees award the titles listed below to the following faculty who earned faculty tenure for their many years of outstanding service at Riverside Community College District, effective the date of their retirement:

<u>NAME</u>	<u>Title</u>
MORENO VALLEY COLLEGE	
Conrad, Diane	Associate Professor, Emeritus
RIVERSIDE CITY COLLEGE	
Almquist, David	Associate Professor, Emeritus
Hall, Lewis	Associate Professor, Emeritus
Seniguar, John	Assistant Professor, Emeritus
Stone, Sylvia	Visiting Assistant Professor, Emeritus

9. Emeritus Awards, Administrators

It is recommended that the Board of Trustees award the title of Emeritus to the following individual in recognition for many years of outstanding service at Riverside Community College District, effective the date of their retirement.

<u>ADMINISTRATOR</u>	<u>Title</u>
Buyse, James	Vice Chancellor, Emeritus
DiThomas, Deborah	Vice President, Emeritus, Norco College

Subject: Academic Personnel

Date: June 18, 2013

10. 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>
DiThomas, Deborah	Vice President, Student Services	June 30, 2013	Retirement
Gray, Gregory	Chancellor	July 2, 2013	Career Advancement
Hannum, Natalie	Associate Professor, Fire Tech	June 30, 2013	Career Advancement

DEPARTMENT CHAIRS AND STIPENDS
 ACADEMIC YEAR 2013-2014

	Chair	Add'l Stipend Depts w/100+ count
MORENO VALLEY COLLEGE		
Business and Information and Technology Systems		
Chair	Barboza, Matthew	100%
Assistant Chair	Duran, Jose	0%
Communications		
Chair	Amezquita, Anna Marie	100%
Assistant Chair	Nyrop, Sonya	0%
Assistant Chair	Rhyne, Jeff	0%
Assistant Chair	Dumer, Olga	0%
Health, Human & Public Services		
Chair	Banks, James	100%
Assistant Chair	Hausladen, Lisa	0%
Assistant Chair	Metcalf, Kim	0%
Humanities, Arts and Social Sciences		
Chair	Elder, Gregory	100%
Assistant Chair	Biancardi, Fabian	0%
Assistant Chair	Mercado, Rosario	0%
Assistant Chair	Pena, Larry	0%
Mathematics, Sciences and Kinesiology		
Chair	Marshall, Shara	100%
Assistant Chair	Wagner, Stephen	0%
Assistant Chair	Namekata, James	0%
 NORCO COLLEGE		
Arts, Humanities and World Languages		
Co-Chair	Hitchcock, Dominique	50%
Co-Chair	Stevens, Walter	50%
Business, Engineering & Info Technologies		
Co-Chair	Coverdale, John	50%
Co-Chair	Worsham, Patricia	50%
Assistant Chair	VanHulle, Paul	0%
Communications		
Chair	Bader, Melissa	100%
Assistant Chair	Shirinian, Margarita	0%
Mathematics and Sciences		
Chair	Parks, Jason	62%
Assistant Chair	Tran, Phu	19%
Assistant Chair	Wallstrom, Tim	19%
Social and Behavioral Sciences		
Chair	Boelman, Peter	100%
Assistant Chair	Gray, Alexis	0%
Assistant Chair	Chacon, Rosina	0%

DEPARTMENT CHAIRS AND STIPENDS
 ACADEMIC YEAR 2013-2014

		Chair Stipend	Add'l Stipend Depts w/100+ count
RIVERSIDE CITY COLLEGE			
Applied Technology			
Chair	O'Connell, Paul	67%	
Assistant Chair	Ulloa, Yuri	33%	
Art			
Chair	Horn, Steve	100%	
Behavioral Sciences			
Chair	Greathouse, Laura	100%	
Business and Information Systems & Technology			
Chair	Pardee, Ron	40%	
Co-Chair	Lehr, Janet	60%	
Chemistry			
Chair	Bernier, Daniel	100%	
Communication Studies			
Chair	Gibbons-Anderson, Joan	100%	
Cosmetology			
Chair	Westbrook, Peter	100%	
Counseling			
Chair (.25 FTE, release time only)	Brown, Ellen	100%	
Assistant Chair (stipend only)	Barnes, Micheal	100%	
Early Childhood Education			
Chair	Yates, Shari	100%	
Economics, Geography, Political Science			
Chair	Haghighat, Dariush	100%	
English & Media Studies			
Chair	Solorzano, Diane	40%	\$1,515
Assistant Chair	Amidon, Tucker	30%	
Assistant Chair	Reible, Carla	30%	
History, Humanities, Philosophy			
Chair	Mahon, Richard	100%	
Kinesiology & Athletics			
Chair	Sigloch, Steve	100%	
Assistant Chair	Lowden, Clara	0%	
Library & Learning Resources			
Chair	Ashby, Hayley	100%	
Life Sciences			
Chair	Rosario, John	100%	
Mathematics			
Chair	Ruiz, Rogelio	50%	
Assistant Chair	Sanchez, Marc	50%	
Nursing			
Chair	Reimer, Kimberly	50%	
Co-Chair	VantHul, Tammy	50%	

DEPARTMENT CHAIRS AND STIPENDS
ACADEMIC YEAR 2013-2014

RIVERSIDE CITY COLLEGE (CONT'D)		Chair Stipend	Add'l Stipend Depts w/100+ count
Performing Arts			
Chair (Dance)	Haines, Mark	33.4%	
Co-Chair (Theatre)	Julian, Jodi	33.3%	
Co-Chair(Music)	Richard, Charles	33.3%	
Physical Science			
Chair	Blair, Scott	100%	
World Languages			
Chair	Gaylor, Dorothy	100%	

COORDINATOR ASSIGNMENTS
ACADEMIC YEAR 2013-2014

Activity	Name
Assessment, Moreno Valley	Pisa, Sheila
Assessment, Moreno Valley	Honore, Cheryl
Assessment, Norco	Flick, Arend
Assessment, Riverside	Elton, Jim
Faculty Development, Moreno Valley	Clark, Dan
Faculty Development, Norco	Olaerts, Ana-Marie
Faculty Development, Riverside	Casolari, Amber
Honors Program, Moreno Valley (Fall 2013 only, 50%)	Rocco, Christopher
Honors Program, Moreno Valley (Fall 2013 only, 50%)	Sinigaglia, Nick
Honors Program, Norco	Greene, Lyn
Honors Program, Riverside	Carter, Thatcher
Math Lab, Moreno Valley	Johnson, Fen
Math Lab, Norco	N/A
Math Lab, Riverside (50%)	Reyes, Ernesto
Math Lab, Riverside (50%)	Chiek, Veasna
Performing and Fine Arts	Knecht, Jasminka
Student Activities, Moreno Valley	Moore, Frankie
Student Activities, Norco	Synodinos, Dimitrios
Student Activities, Riverside	Graham, Doug
Student Activities, Riverside	Hall, Deborah
Writing and Reading Center (Moreno Valley – Fall 2013) <i>(reassign time only for Fall 13)</i>	Zapata, Valarie
Writing and Reading Center (Moreno Valley – Spr 2014) <i>(full stipend and reassign time only for Spr 14)</i>	Rhyne, Jeff
Writing and Reading Center, Norco	Tschetter, Sheryl
Writing and Reading Center, Riverside	Kruizenga-Muro, Denise

EXTRA-CURRICULAR ASSIGNMENTS
ACADEMIC YEAR 2013-14

Activity	Name
Head Baseball Coach	Rogers, Dennis
Assistant Baseball Coach	Arguelles, Rudolph
Assistant Baseball Coach	Garza, Rolando
Head Cross Country Coach, Men	McCarron, James
Assistant Football Coach	Lynds, Daniel
Assistant Football Coach	Richey, Michael
Assistant Football Coach	Kuk, James
Assistant Football Coach	Silva, Brandon
Assistant Football Coach	Barlage, Daniel
Assistant Football Coach	Tuohy, Michael
Assistant Football Coach	Tuifua, Manako
Assistant Football Coach	McChristian, Julius
Assistant Football Coach	Stacey, Bill
Head Golf Coach	Sigloch, Steven
Head Softball Coach	Daddona, Michelle
Assistant Softball Coach	Ortega, Jose
Assistant Softball Coach	Webb, Kristina
Head Swimming Coach, Women	Teets, Katie
Head Swimming Coach, Men	Norcott, Jason
Assistant Swimming Coach, Women	Haas, Nate
Assistant Swimming Coach, Men	Quinte, Sarah
Assistant Diving Coach, Swim	Borden, Tom
Head Tennis Coach, Men	Elton, William
Head Tennis Coach, Women	Bonzoumet, Nikki
Head Track Coach, Men	McCarron, James
Assistant Track Coach	Wiley, Duverick
Assistant Track Coach	Robinson, Nicholas
Assistant Track Coach	Marceli, Abderrahmane
Head Volleyball Coach	Hayes-Trainer, Monica
Assistant Volleyball Coach	Dekiewiet, Jamie
Strength Coach	Lynds, Daniel
Head Soccer Coach, Men	Melgarejo, Francisco
Head Soccer Coach, Women	Jalayer, Lynsey
Advisor to College Newspaper	Lovelace, Allan
Auxiliary Unit	Locke, Gary
Director of Marching Band	Locke, Gary
Director of Jazz Band	Richard, Charlie
Director of Choir, Norco	Kamerin, Kim
Director of Choir (Vocal Jazz and Chamber)	Byun, John
Director of Dance	Chenoweth, Rita
Director of Dance	Haines, Mark
Director of Dance	Carreras, Sofia
Director of Lighting Design	Haines, Mark
Director of Performing Arts (Winds and Orchestra)	Mayse, Kevin

EXTRA-CURRICULAR ASSIGNMENTS
ACADEMIC YEAR 2013-14

Activity	Name
Director of Performing Arts (Guitar)	Curtis, Peter
Director Automotive Programs (General Automotive)	O'Connell, Paul
Director, Production Printing	Finner, Rich
Director, Physical Science Stock Room	O'Neill, Terrance
Director, Planetarium	Blair, Scott
Director, Pep Squad	Fawcett, Rachelle
*Director, Program Review (District)	Chenoweth, Rita
*Director, Program Review (Moreno Valley)	Quin, Carolyn
*Director, Program Review (Norco)	Gray, Alexis
*Director, Program Review (Riverside)	Chenoweth, Rita
Director, Theater	Julian, Jodi
Director, Theater	Nelson, David
Model United National Coach	Schinke, Ward

**No stipend, .1 reassigned time*

NOTICES OF EMPLOYMENT
TENURED FACULTY
ACADEMIC YEAR 2013-14

Incumbent Name

Acharya, Surekha
Alexander, Sharon
Aljord, Huda
Allen, Thomas
Almquist, David
Amezquita, Anna Marie
Amidon, Tucker
Andacheh, Khalil
Anderson, Kimberly
Anderson, Kristine
Anguiano, Joe
Arguelles, Rudolph
Ashby, Hayley
Avalos, David
Baciuna, Nicolae
Bader, Melissa
Baker, David
Balent, Amy
Banks, James
Baradaran, Robert
Barboza, Matthew
Barnes, Micheal
Beck, Rex
Bernier, Daniel
Bhatia, Shailesh
Bhattacharya, Debadarshi
Biancardi, Fabian
Blair, Scott
Boelman, Peter
Bonzoumet, Nikki
Braiman, Linda
Brautigam, Kelly
Brewster, Steven
Brockenbrough, Celia
Brooks, Kathryn
Brotherton, Catherine
Brown, Amanda
Brown, Ellen
Brown, Jami
Brown, Marsha
Brown, Scott

NOTICES OF EMPLOYMENT
TENURED FACULTY
ACADEMIC YEAR 2013-14

Incumbent Name

Brown, Timothy
Broyles, Larisa
Burchett, Gregory
Burnett, Sarah
Burriss, Robert
Byun, John
Campo, Peggy
Capps, Nicole
Carreras, Sofia
Carter, Thatcher
Casolari, Amber
Cazares, Deborah
Cerwin-Bates, Stacey
Chacon, Rosina
Cheney, James
Chenoweth, Rita
Chi, Winston
Chiek, Veasna
Christiansen, Jill
Chung, Elisa
Clark, Daniel
Cluff, Michael
Colucci, Marie
Comstock, Tami
Conrad, Diane
Conyers, Lisa
Cordier, Gerald
Coverdale, John
Cramm, Kenneth
Crasnow, Sharon
Cregg, James
Cryder, Michael
Curtis, Antonio
Curtis, Peter
Daddona, Michelle
Davin, Richard
Dawson, Shelly
Dean, Leslie
DeGuzman, Joseph
Delgadillo-Flores, Monica
Dibenedetto, Tamra

NOTICES OF EMPLOYMENT
TENURED FACULTY
ACADEMIC YEAR 2013-14

Incumbent Name

Douglass, Kelly
Drake, Sean
Dumer, Olga
Duran, Jose
Dyogi, Damianita
Eckstein, Joseph
Elder, Gregory
Eldridge, Stacie
Elizalde, Andres
Elton, William
Fast, Matthew
Fawson, Evangeline
Finner, Richard
Flick, Arend
Fontaine, Robert
Fontana, Sandra
Forlenza, Gerard
Foster, Donald
Franco, Nicholas
Freitas, Siobhan
Frewing, Janet
Friedrich Finnern, Teresa
Gage, George
G Galicia, Felipe
Gall, Nancy
Galusky, Preston
Garcia, Carlos
Garcia, Steven
Gaylor, Dorothy
Gibbons-Anderson, Joan
Gibbs, Travis
Gobatie, Cynthia
Graham, Douglas
Gray, Alexis
Greathouse, Laura
Greene, Ravelle Lyn
Gregg, Dayna
Grenfell, John
Grey, Bobbie
Gutierrez, Edgar Ivan
Gutierrez, Monica

NOTICES OF EMPLOYMENT
TENURED FACULTY
ACADEMIC YEAR 2013-14

Incumbent Name

Haghighat, Dariush
Haines, Mark
Hall, Deborah
Hammock, Shannon
Hannum, Natalie
Hausladen, Lisa
Hayes-Trainer, Monica
Herrick, Scott
Hitchcock, Dominique
Honore, Cheryl
Hopkins, John
Horn, Stephen
Howard, Jeanne
Howard, Lin
Howard, Lisa
Huff, Tonya
Hulshof, Lidia
Indermuehle, Denise
Ishihara, Chie
Issa, Ali
Jew, Robert
Jimenez, Gary
Johnson, Brian
Johnson, Fen
Judon, LaNeshia
Julian, Jodi
Kelly, Kathryn
Kennedy, Stephen
Kessler, Rebecca
Kim, Joyce
Kim, William
Kime-Hunt, Ellen
Knecht, Jasminka
Knieriem, James
Kobzeva-Herzog, Elena
Kreitner, Lani
Kroetz, Sabrina
Kruizenga-Muro, Denise
Kyriakos, Stephany
Legner, Mary
Lehr, Janet

NOTICES OF EMPLOYMENT
TENURED FACULTY
ACADEMIC YEAR 2013-14

Incumbent Name

Lehr, Mark
Leifer Hartston, Gloria
Lesch, Jacqueline
Lesser, Donna
Leung, Juliana
Lewis, Mark
Lipkin, Ellen
Locke, Gary
Lomayesva, Dwight
Longway, Mark
Loomis, Rebecca
Lovelace, Allan
Lowden, Clara
Lowry, Stephanie
MacDougall, Diana
Magno, Karyn
Mahon, Richard
Makin, Deborah
Marsh, Diane
Marshall, Shara
Masterson, Romulus
Matsos, Peter
Mayse, Kevin
McCarron, James
McLeod, Scott
McQuead, Michael
Mendoza, Gabriela
Mercado, Rosario
Metcalf, Kim
Mills, David
Mills, Susan
Miter, Carol
Moncrieff, Melvin
Moore, Barbara
Moore, Frankie
Moores, Paul
Morales, Herbert
Morrill, Cynthia
Mowrey, Jodi
Mulari, Jeffrey
Nabours, Kathy

NOTICES OF EMPLOYMENT
TENURED FACULTY
ACADEMIC YEAR 2013-14

Incumbent Name

Namekata, James
Nelson, David
Nelson, Lee
Nelson, Lisa
Nollette, Christopher
Nyrop, Sonya
O'Connell, Paul
Olaerts, Ana Marie
O'Neill, Terrence
Osgood-Treston, Brit
Pacheco, Maria
Pardee, Ronald
Park, Steve
Parker, LaTonya
Parks, Jason
Pavlis, Bonnie
Payan, David
Pena, Larry
Perry, Judy
Pessah, Samuel
Pfeifle, Ann
Pfenninger, Michele
Phelps, William
Pisa, Sheila
Prior, Robert
Quin, Carol
Quinto-MacCallum, Bonavita
Ramos, Rosa
Reible, Carla
Reid, Miguel
Reimer, Kimberly
Renfrow, Debra
Reyes, Ernesto
Reynolds, Joseph
Rhyne, Jeffrey
Richard, Charles
Richards-Dinger, Kari
Richardson, Paul
Robles, Andy
Rocco, Christopher
Rodman, Richard

NOTICES OF EMPLOYMENT
TENURED FACULTY
ACADEMIC YEAR 2013-14

Incumbent Name

Rodriguez, Nicholas
Rogers, Dennis
Romero, Clarence
Romero, Estrella
Rosario, John
Ruiz, Rogelio
Ruiz, Ronald
Ruth, Clifford
Sanchez, Marc
Sandoval, Christine
Sandoval, Victor
Sarkis, Rosemarie
Saxon, Kathleen
Schinke, Ward
Schmidt, Steven
Schutte, Donna
Scott-Coe, Jo
Sell, Kathleen
Sellick, Mark
Shirinian, Margarita
Sigloch, Steven
Sinigaglia, Nicholas
Slicer, Kathy
Slocum, David
Sloniger, Mitzi
Smith, Deborah
Smith, Heather
Smith, John
Snitker, Nicole
Solorzano, Diane
Soto, Salvador
Spangler, Jason
St. Peters, Susan
Stafford, Paula
Stearns, Frank
Sternburg, Charles
Stevens, Walter
Stone, Rachel
Suzuki, Takashi
Synodinos, Dimitrios
Taube, Rhonda

NOTICES OF EMPLOYMENT
TENURED FACULTY
ACADEMIC YEAR 2013-14

Incumbent Name

Thomas, James
Thompson, Eric
Thompson, Oliver
Thompson-Eagle, Elisabeth
Tjandra, Margaret
Tolunay Ryan, Adviye
Tran, Phu
Truttmann, Leo
Tsai, I-Ching
Tschetter, Sheryl
Tutor, Patricia
Tyler, Stanley
Ulloa, Yuri
Van Hulle, Paul
VantHul, Tammy
Vermillion, Amy
Wagner, Stephen
Wagner, Thomas
Wallstrom, Timothy
Werner-Fraczek, Joanna
Westbrook, Peter
Whelchel, Pamela
White, Virginia
Wicken, Ingrid
Wiggs, Micherri
Wilcoxson, Don
Williams, Edward
Williamson, Jarrod
Willie, Cheryl
Wimer, Beverly
Wolpoff, Marc
Woods, Kristi
Worsham, Patricia
Yao, Chui
Yates, Sharon
Yglecias, Elizabeth
Ygloria, Alexander
Yount, Gwendolyn
Zapata, Valarie
Zwart, Gail

NOTICES OF EMPLOYMENT
CONTRACT FACULTY
ACADEMIC YEAR 2013-14

Incumbent Name

Byous, Rosslenn

Finley, James

Harold, Gina

Moon, Deborah

NOTICES OF EMPLOYMENT
CONTRACT FACULTY
ACADEMIC YEARS 2013-14 & 2014-15

Incumbent Name

Abbate, Nicole

Gabriel, Richard

Harris, Vivian

Iliscupidez, Marissa

Moore, John

Schwartz, Michael

Wong, Chau

NOTICES OF EMPLOYMENT
CATEGORICALLY FUNDED FACULTY
ACADEMIC YEAR 2013-14

<u>Name</u>	<u>Term of Appointment</u>
Canfield, Stephanie	07/01/13 – 06/30/14
Cordery, Janet Leigh	07/01/13 – 06/30/14
Hawthorne, Terrie	07/01/13 – 06/30/14
Montes, Bonnie	07/01/13 – 06/30/14
Schultz, Garth	07/01/13 – 06/30/14
Townsell, Jeffie	07/01/13 – 06/30/14
Trejo, Silvia	07/01/13 – 06/30/14
Waggoner, Jennifer	07/01/13 – 06/30/14

ACADEMIC ADMINISTRATOR EMPLOYMENT CONTRACTS

Academic Years 07/01/13-06/30/14 and 07/01/13-06/30/15

<u>Name</u>	<u>Position</u>	<u>Term of Employment</u>	<u>Salary Placement</u>
MORENO VALLEY COLLEGE			
Sandoval, Gregorio	Vice President, Student Services	07/01/13 - 06/30/15	AB-5
Steinback, Robin	Vice President, Academic Affairs	07/01/13 - 06/30/15	AB-5
Tarcon, Susan	Director, Health Services	07/01/13 - 06/30/15	V-5
Tenpas, Cynthia	Dean, Technology & Instructional Support Services	07/01/13 - 06/30/14	X-5
Vikal, David	Dean, Instruction	07/01/13 - 06/30/15	Z-2
Yoshinaga, Ann	Associate Dean, Public Safety Education & Training	07/01/13 - 06/30/14	V-5
NORCO COLLEGE			
DeAsis, Mark	Dean, Admissions & Records	07/01/13 - 06/30/15	X-1
McAllister, Lisa	Director, Health Services	07/01/13 - 06/30/15	V-5
Nance, Damon	Dean, Technology & Instructional Support Services	07/01/13 - 06/30/15	X-5
Uesugi, Koji	Dean, Special Funded Programs	07/01/13 - 06/30/15	W-5
RIVERSIDE CITY COLLEGE			
Fradkin, Bernard	Dean, Instruction	07/01/13 - 06/30/15	Z-5
Hanson, Virginia	Dean, Instruction	07/01/13 - 06/30/15	Z-5
Isaac, Wolde-Ab	Vice President, Academic Affairs	07/01/13 - 06/30/15	AB-5

CATEGORICALLY FUNDED ACADEMIC ADMINISTRATOR
EMPLOYMENT CONTRACTS
ACADEMIC YEAR 2013-14

<u>Name</u>	<u>Position</u>	<u>Term of Employment</u>	<u>Salary Placement</u>
MORENO VALLEY COLLEGE			
Chavez, Maureen	Associate Dean, Grants and College Support Programs	07/01/13-06/30/14	V-5
NORCO COLLEGE			
Aycock, Gregory	Dean, Student Success/Project Director, Title V	07/01/13-06/30/14	W-5
Fleming, Kevin	Dean, Instruction, CTE Programs	07/01/13-06/30/14	Z-5
McCarson, Daniela	Assistant Dean, CalWORKS & Special Funded Programs	07/01/13-06/30/14	R-5
Oceguera, Gustavo	Associate Dean, Grants & College Support Programs	07/01/13-06/30/14	V-5
Patton, Lorena	Director, Title III STEM Grant	07/01/13-06/30/14	T-4
RIVERSIDE CITY COLLEGE			
Ferrer, Gregory	Director, DSPS	07/01/13-06/30/14	V-4
Gomez, Steve	Director, Pathways to Excellence	07/01/13-06/30/14	T-4
Marks, Jill	Project Director, Gateway to College	07/01/13-06/30/14	17-4



Agenda Item (VI-A-2)

Meeting 6/18/2013 - 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:

[20130618_Classified Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Classified Personnel

Date: June 18, 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:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Contract/ Salary</u>	<u>Action</u>
a. Management/Supervisory				
NORCO COLLEGE				
Mendoza, Kelly	Assistant Manager, Food Services (10-Month)	07/01/13	O-1	Appointment
RIVERSIDE CITY COLLEGE				
Taylor, Cynthia	Outreach Supervisor	07/01/13	M-5	Reassignment
b. Management/Supervisory – Categorically Funded (None)				
c. Classified/Confidential				
DISTRICT				
Schmidt, Robert	Senior Public Affairs Officer	07/01/13	R-LS3	Rehire
MORENO VALLEY COLLEGE				
Patterson, Rhonda	Clerk Typist	06/03/13	E-5	Rehire
d. Classified/Confidential – Categorically Funded (None)				

Subject: Classified Personnel

Date: June 18, 2013

2. Request for Temporary Increase in Workload

It is recommended the Board of Trustees approve the temporary increase in workload for the following positions. The requests have the approval of the College Presidents.

<u>Name</u>	<u>Title</u>	<u>From/To Workload</u>	<u>Effective Date</u>
Chipman, Natalie	Administrative Assistant II (Riverside City College)	75% to 100%	06/03/13-08/30/13
Dech, Christopher	Outreach Specialist (Norco College)	75% to 100%	06/19/13-08/30/13
James, Tenisha	Director, SSS Grant (Riverside City College)	75% to 100%	09/01/13-06/30/14
Martinez, Ashley	Educational Advisor (Riverside City College)	62.5% to 100%	07/01/13-06/30/14
Welch, Caitlin	Institutional Research Specialist (Norco College)	50% to 75%	07/01/13-06/30/14

3. Requests for Permanent Increase in Workload

It is recommended the Board of Trustees approve the permanent increase in workload for the following individual(s). This request has the approval of the College President.

<u>Name</u>	<u>Title</u>	<u>From/To Workload</u>	<u>Effective Date</u>
Etchison, Ashley	Employment Placement Coordinator (Norco College)	47.5% to 75%	07/01/13
Stone, Sherry	Coordinator, District Safety and Emergency Planning (District)	50% to 100%	07/01/13

4. Requests for Temporary Reduced Workload During the 4/10 Work Schedule

The following classified employees have requested a temporary reduced workload during the 4/10 work schedule beginning June 10, 2013 through August 16, 2013. There will be no impact to employee medical benefits during this period.

It is recommended the Board of Trustees approve temporary reduced workloads beginning June 10, 2013 through August 16, 2013, for the following classified, confidential and management employees:

BEGINNING JUNE 10, 2013 – AUGUST 16, 2013

<u>Name</u>	<u>Title</u>	<u>From</u>	<u>To</u>
MORENO VALLEY COLLEGE			
Davis, Lourdes	Administrative Assistant III	100%	80%

Subject: Classified Personnel

Date: June 18, 2013

4. Requests for Temporary Reduced Workload During the 4/10 Work Schedule (Cont'd)

<u>Name</u>	<u>Title</u>	<u>From</u>	<u>To</u>
NORCO COLLEGE			
Goldbaum, Victor	Maintenance Mechanic (HVAC)	100%	80%

RIVERSIDE CITY COLLEGE

<u>Name</u>	<u>Title</u>	<u>From</u>	<u>To</u>
Morris, April	Parking Administrative Clerk	100%	80%
Phan, Ming	Library Network/Multimedia Integration Specialist	100%	80%
Slaughter, Kheesa	Educational Advisor	100%	80%

BEGINNING JULY 8, 2013 – AUGUST 16, 2013

RIVERSIDE CITY COLLEGE

Sing, Linda	Library Technical Assistant I	100%	80%
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5. Position Reclassified Due to Significant Job Content Changes

In accordance with Board Policy 7232, classified, confidential and management employees are provided an opportunity to participate in the classification review process. These requests for classification review were initiated by the employee or the manager in accordance with the provisions of the administrative procedure and recommended for reclassification by the District Classification Committee. The District Classification Committee is a representative group for classified, confidential and management personnel given the responsibility and authority to conduct the classification review process. The Committee received a total of 25 requests for classification changes and forwarded recommendations for classification changes to the Executive Cabinet for review, consideration and final approval. Based on the process, it is recommended the Board of Trustees approve the salary grade changes and/or title reclassifications of those listed below effective July 1, 2013.

<u>Change in Grade and/or Title</u>	<u>Incumbent</u>	<u>Grade Change From/To</u>
RIVERSIDE CITY COLLEGE		
Maintenance Helper Change in Title to Maintenance Mechanic - General	Michael King	G-5 to L-5
Matriculation Specialist Change in Title to Matriculation Program Assistant	Lupe Delgadillo	M-5 to O-5
Senior Interpreter Change in Grade	Patricia Carpenter Jeffrey Cranfill David Dileo Darrell Strait	K-LS1 to L-LS1 K-4 to L-4 K-5 to L-5 K-5 to L-5

Subject: Classified Personnel

Date: June 18, 2013

5. Position Reclassified Due to Significant Job Content Changes (Cont'd)

<u>Change in Grade and/or Title</u>	<u>Incumbent</u>	<u>Grade Change From/To</u>
RIVERSIDE CITY COLLEGE (Cont'd)		
Support Services Specialist	Pat Buttermore	K-LS3 to M-LS3
Change in Title to Disability Specialist	Davonna McWilliams	K-LS3 to M-LS3
Support Services Specialist	Catrina Pezant	K-LS1 to M-LS1
Change in Title to Disability Specialist/ Workability III		
Director, Hospitality and Culinary Arts (Grade T)	Mohammad	Range 16-9
Change in Title to Executive Director, Hospitality and Culinary Arts (Grade U)	Moghaddam	(Continue Y-Rate)
MORENO VALLEY COLLEGE		
Administrative Assistant II	Linda Myers	G-5 to K-5
Change in Title to Facilities Administrative & Utilization Specialist		
Matriculation Specialist	Carmen Valencia	M-LS2 to O-LS2
Change in Title to Matriculation Program Assistant		
Student Services Technician	Lizette Tenorio	J-LS1 to N-LS1
Change in Title to Veterans Services Specialist		
Support Services Specialist	Theresa Pham	K-5 to M-5
Change in Title to Disability Specialist		
Director, Public Safety Education & Training, Fire Technology to Associate Dean, Public Safety Education and Training	Ann Yoshinaga	T-4 to V-5
NORCO COLLEGE		
Support Services Specialist	Leona Crawford	K-5 to M-5
Change in Title to Disability Specialist		
<u>Change in Title/No Change in Grade</u>	<u>Incumbent</u>	
RIVERSIDE CITY COLLEGE	Alexis Brucks	
Clerk Typist to Customer Service Clerk	Greta Coverdell	
	Linda DiSalvio	
	Christel Perez	
	Joseph Smith	
	Towanda Travis	

Subject: Classified Personnel

Date: June 18, 2013

5. Position Reclassified Due to Significant Job Content Changes (Cont'd)

Change in Title/No Change in Grade
RIVERSIDE CITY COLLEGE (Cont'd)
Disabled Student Services Specialist to
Disability Specialist

Incumbent

Patsy Herrera

Microcomputer Support Supervisor to
Service Desk Manager

Shirley McGraw

MORENO VALLEY COLLEGE
Clerk Typist to Customer Service Clerk

Ted Jackson
Rhonda Patterson
Sandra Tapia
Barbara Williams

Disabled Student Services Specialist to
Disability Specialist

Kimberly Brooks

NORCO COLLEGE
Clerk Typist to Customer Service Clerk

2 Vacant positions in Student Financial
Services

Disabled Student Services Specialist to
Disability Specialist

Keith Coleman

6. Request for Health Leave Without Pay

In accordance with the CSEA bargaining unit agreement the employee(s) listed below are being placed on an unpaid leave of absence for health reasons for illness or injury which extends beyond the expiration of all other paid leaves.

It is recommended the Board of Trustees approve a health leave without pay for the employee(s) listed below:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Martinez, Lily	Counseling Clerk II	05/29/13 – 06/30/13

Subject: Classified Personnel

Date: June 18, 2013

7. Effects of Layoff – Placement on 39-Month Reemployment List

On May 21, 2013 the Board approved Resolution 35-12/13 to eliminate a classified service due to lack of funds and/or work load. Following provisions of the education code regarding seniority rights, it is recommended the board of Trustees approve the personnel action as a result of the effects of layoff of the specified position. The employee laid off will be placed on the 39 month reemployment list for the position currently held.

Placement on 39-Month Reemployment List – Effective 9/1/13

<u>Name</u>	<u>Position Title</u>
Bobbitt, David	Director, Internal Audit

8. Leaves of Absence Exhausted - Placement of Classified Employee on Reemployment List

In accordance with Education Code Section 88192, an employee who has exhausted all leaves of absence for industrial accident or illness shall be placed on the District's 39-month reemployment list. It is recommended the Board of Trustees approve/ratify the placement of Efren Cornejo, Groundsperson, at Moreno Valley College, on the District's reemployment list for the period of 39 months, effective at the end of the work day on June 11, 2013.

9. 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>
Barajas, Dale	Director, Facilities	07/31/13	Retirement
Lee, Mei	Learning Center Assistant	06/06/13	Personal



Agenda Item (VI-A-3)

Meeting	6/18/2013 - 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:

[20130618_Other Personnel](#)

[20130618_Other Personnel_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Other Personnel

Date: June 18, 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				
Molinos, Martin	Community Service Aide I	Safety and Police	03/07/13-06/30/13	\$15.45
MORENO VALLEY COLLEGE				
Mabon, Theo	Groundsperson	Facilities	07/01/13-06/30/14	\$16.89
Wilkinson, Shawn	Groundsperson	Facilities	07/01/13-06/30/14	\$16.89
NORCO COLLEGE				
Arias, Alejandro	Clerk Typist	Student Financial Services	07/01/13-07/11/13	\$16.89
Edelman, Marissa	College Receptionist	Student Activities	08/12/13-09/20/13	\$15.45
Rosada, Jenifer	Clerk Typist	Student Financial Services	05/15/13-06/30/13	\$16.89
Rosada, Jenifer	Clerk Typist	Student Financial Services	07/01/13-07/11/13	\$16.89
RIVERSIDE CITY COLLEGE				
Alvarez, Steven	Groundsperson	Facilities	07/01/13-06/30/14	\$16.89
Ariza, Oscar	Warehouse Assistant	Warehouse	07/01/13-12/30/13	\$16.07
Austin, James	Groundsperson	Facilities	07/01/13-06/30/14	\$16.89
Chavez, Aaron	Custodial	Facilities	07/01/13-06/30/14	\$15.45
Cravatt, Ben	Custodial	Facilities	07/01/13-06/30/14	\$15.45
Curiel, Roberto	Groundsperson	Facilities	07/01/13-06/30/14	\$16.89
Diaz, Jose	Groundsperson	Facilities	07/01/13-06/30/14	\$16.89
Iniquez, Jose	Groundsperson	Facilities	07/01/13-06/30/14	\$16.89
Kenlack, Beswick	Groundsperson	Facilities	07/01/13-06/30/14	\$16.89
Lugo, Alison	Library Clerk I	Library/Learning Resources	06/03/13-06/30/13*	\$17.74
Mejia, Ramon	Custodial	Facilities	07/01/13-06/30/14	\$15.45
Montejano, Mario	Groundsperson	Facilities	07/01/13-06/30/14	\$16.89
Rodriguez, Faustino	Warehouse Assistant	Warehouse	07/01/13-06/30/14	\$16.07
Saavedra, Jose	Custodial	Facilities	05/01/13-06/30/14	\$15.45
Zarate, Ruben	Custodial	Facilities	07/01/13-06/30/14	\$15.45

* Correction to start date only

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
Anderson, Bernadina	Foundation Specialist	Foundation	07/01/13-08/30/13	\$22.28
Baker, Allyson	Interpreter Apprentice	Disabled Student Services	06/18/13-06/30/14	\$11.00
Buckley, Beverly	Proofreader	Stategic Communications & Relations	07/01/13-06/30/14	\$25.00
Byrd, Jade	Interpreter I	Disabled Student Services	07/01/13-06/30/14	\$18.00
Cruz, Stephanie	Interpreter III	Disabled Student Services	07/01/13-06/30/14	\$27.00
Denny, Janice	Interpreter Apprentice	Disabled Student Services	06/19/13-06/30/14	\$11.00
Earl, Christopher	Coordinator	Marketing & Media Economic Development - TriTech	07/01/13-06/30/14	\$18.00
Eaton, Natalie	Interpreter I	Disabled Student Services	07/01/13-06/30/14	\$18.00
Guevara, Evan	Interpreter Apprentice	Disabled Student Services	07/01/13-06/30/14	\$11.00
Gunaji, Kirstyn	Interpreter I	Interpreter I	06/18/13-06/30/14	\$18.00
Hernandez, Leslie	Registered Nurse II	Health Services	07/01/13-06/30/14	\$37.00
Holod, Sarah	Interpreter II	Disabled Student Services	06/18/13-06/30/14	\$23.00
Jackson, Jennica	Interpreter I	Disabled Student Services	07/01/13-06/30/14	\$18.00
Lovingood, Vanita	Interpreter II	Disabled Student Services	07/01/13-06/30/14	\$23.00
Millan, Lynsey	Interpreter III	Disabled Student Services	07/01/13-06/30/14	\$27.00
Najera, Abbey	Interpreter Apprentice	Disabled Student Services	07/01/13-06/30/14	\$11.00
Pearne, Christine	Finance Specialist	Accounting Services	07/01/13-06/30/14	\$18.25
Watson, Delaynne	Interpreter Apprentice	Disabled Student Services	07/01/13-06/30/14	\$11.00
MORENO VALLEY COLLEGE				
Blair, Diana	Role Player	Public Safety Education Training	07/01/13-06/30/14	\$8.00
Bradshaw, LeeAnn	Coordinator	STEM Activities Grants & College Support Programs	06/21/13-09/30/13	\$25.00
Bueno, Mayra	College Mentor	Upward Bound, Math and Science	06/19/13-06/30/14	\$12.00
Citrowski, Shaunna	Role Player	Public Safety Education Training	07/01/13-06/30/14	\$8.00
Darji, Kavita	Grant Facilitator	Upward Bound, Math and Science	06/19/13-06/30/14	\$40.00
Doan, Linda	SI Leader	Grants & College Support Programs	07/01/13-06/30/14	\$12.00
Flores, Adolfo	Role Player	Public Safety Education Training	07/01/13-06/30/14	\$8.00
Giacalone, Kaitlin	Grant Facilitator	Student Services	07/01/13-06/30/14	\$40.00
Gutierrez, Rigoberto	College Mentor	Upward Bound, Math and Science	06/19/13-06/30/14	\$12.00
Herington, James	Role Player	Public Safety Education Training	07/01/13-06/30/14	\$8.00
Kusy, Kaylee	Role Player	Public Safety Education Training	07/01/13-06/30/14	\$8.00

SHORT-TERM POSITIONS

Backup Other Personnel

June 18, 2013

Page 2 of 3

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
MORENO VALLEY COLLEGE (Cont'd)				
Lopez, Briana	SI Leader	Grants & College Support Programs/STEM (Title V)	07/01/13-06/30/14	\$12.00
Macias, Angel	SI Leader	Grants & College Support Programs/STEM (Title V)	07/01/13-06/30/14	\$12.00
Maruyama, Julia	Role Player	Public Safety Education Training	07/01/13-06/30/14	\$8.00
	Upward Bound	Upward Bound, Math and Science		
Nunez, Monica	College Mentor	Science	06/19/13-06/30/14	\$12.00
Pak, Hye	SI Leader	GCSP/STEM (Title III)	07/01/13-06/30/14	\$12.00
		Upward Bound, Math and Science		
Puckett, Kenisha	Grant Facilitator	Science	07/01/13-06/30/14	\$40.00
Ruvalcaba, Vanessa	SI Leader	HSI STEM TAP/GCSP	04/01/13-06/30/14	\$12.00
		Upward Bound, Math and Science		
Saito, Aya	Grant Facilitator	Science	07/01/13-06/30/14	\$40.00
	Upward Bound	Upward Bound, Math and Science		
Sanchez, Matthew	College Mentor	Science	06/19/13-06/30/14	\$12.00
Schaffrath, Mathew	SI Leader	GCSP/STEM (Title III)	07/01/13-06/30/14	\$12.00
St. Claire, Hollie	SI Leader	GCSP/STEM (Title III)	07/01/13-06/30/14	\$12.00
	Upward Bound	Upward Bound, Math and Science		
Stanley, Alyssa	College Mentor	Science	07/01/13-06/30/14	\$12.00
		Public Safety Education Training		
Starzak, Mark	Role Player	Training	07/01/13-06/30/14	\$8.00
	Upward Bound	Upward Bound, Math and Science		
Valdez, Dalia	College Mentor	Science	07/01/13-06/30/14	\$12.00
		Public Safety Education Training		
Van Gorder, Bryan	Role Player	Training	07/01/13-06/30/14	\$8.00
Vu, Uyen	SI Leader	GCSP/STEM (Title III)	07/01/13-06/30/14	\$12.00
		Public Safety Education Training		
Whitt, Jerry	Role Player	Training	07/01/13-06/30/14	\$8.00
		Public Safety Education Training		
Wilder, Brittney	Role Player	Training	07/01/13-06/30/14	\$8.00
		Public Safety Education Training		
Ybarra, Andrew	Role Player	Training	07/01/13-06/30/14	\$8.00
NORCO COLLEGE				
Acosta, Mariesa	Student Success Coach	Counseling	08/05/13-12/14/13	\$25.00
DeWitt, Janelle	Interpreter II	Disability Resource Center	06/07/13-06/07/13	\$23.00
Garcia, David	Tutor IV	TRiO Upward Bound	06/19/13-07/30/13	\$10.00

SHORT-TERM POSITIONS

Backup Other Personnel

June 18, 2013

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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
NORCO COLLEGE (Cont'd)				
	Upward Bound College			
Grajeda, Daniel	Mentor	TRiO Upward Bound	06/01/13-07/31/13*	\$12.00
Henry, Elisha	Grant Facilitator	TRiO Upward Bound	07/01/13-06/30/14	\$40.00
	Upward Bound College			
Kanda, Shilpy	Mentor	TRiO Upward Bound	07/01/13-06/30/14	\$12.00
Vargas, Andy	Tutor IV	TRiO Upward Bound	07/01/13-07/30/13	\$10.00
Viayra, Saul	Tutor IV	TRiO Upward Bound	07/01/13-06/30/14	\$10.00
Vuong, Loi	Grant Facilitator	TRiO Upward Bound	07/01/13-06/30/14	\$40.00
RIVERSIDE CITY COLLEGE				
Auman, Allen	Interpreter III	Admissions & Records	05/21/13-06/30/13	\$27.00
Ballard, Renata	Registered Nurse III	Health Services	07/01/13-06/30/14	\$40.00
Cardoza, Alfred	Community Liason	CTE Projects	07/01/13-06/30/14	\$13.00
Collins, Katie	Interpreter II	Admissions & Records	05/21/13-06/30/13	\$23.00
Cruz, Stephanie	Interpreter II	Admissions & Records	05/21/13-06/30/13	\$23.00
Granger, Jimmy	Interpreter III	Admissions & Records	05/21/13-06/07/13	\$27.00
Hulsebus, Brittany	Interpreter II	Admissions & Records	05/21/13-06/07/13	\$23.00
Koh, Myung	Survey Analyst	School of Nursing	07/01/13-06/30/14	\$35.00
	Upward Bound College			
Lucho, Roberto	Mentor	TRiO Upward Bound	07/01/13-07/31/13	\$12.00
McArdle, Kelly	Grant Facilitator	Upward Bound	08/19/13-05/30/14	\$40.00
McGee, Kaliponi	Lifeguard (Instructor)	Community Education	06/01/13-08/29/13	\$8.00
Melendrez, Cynthia	Tutor IV	Upward Bound	07/01/13-06/30/14	\$10.00
Melendrez, Ronald	Tutor IV	Upward Bound	07/01/13-06/30/14	\$10.00
Mitchell, Brandon	SI Leader	Academic Support	06/17/13-06/30/14	\$12.00
Morales, Tera	Interpreter II	Admissions & Records	05/21/13-06/07/13	\$23.00
Perkio, Jacob	Community Liason	CTE Projects	07/01/13-06/30/14	\$13.00
Roble, Briane	Grant Facilitator	Upward Bound	08/19/13-05/30/14	\$40.00
Thomas, Joshua	SI Leader	Academic Support	06/19/13-06/30/14	\$12.00
Tewahftewa, Antoinette	Office Assistant IV	School of Nursing	07/01/13-06/30/14	\$14.00
Vito, Jr. Ronald	Lifeguard (Instructor)	Community Education	07/01/13-08/30/13	\$8.00
Walters, Howard	SI Leader	Academic Support	06/06/13-06/30/14	\$12.00
Warner, Tiffany	SI Leader	Academic Support	06/19/13-06/30/14	\$12.00

*Correction to end date only

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

Backup Other Personnel
June 18, 2013
Page 1 of 1

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<u>DISTRICT FUNDS</u>				
MORENO VALLEY COLLEGE				
Gutierrez, Oliver	Student Aide II	Tutorial Services	05/29/13	\$ 9.50
NORCO COLLEGE				
Coyne, Megan	Student Aide V	Title III	05/17/13	\$ 12.00
Garcia, Henry	Student Aide III	Tutorial Services	02/28/13	\$ 10.00
RIVERSIDE CITY COLLEGE				
Brown, Audra	Student Aide I	Performing Arts / Theatre	05/16/13	\$ 8.00
Figueroa, Ivan	Student Aide V	Academic Support	05/30/13	\$ 12.00
Kang, Zhadxia	Student Aide I	Int'l Student Center	05/16/13	\$ 8.00
<u>CATEGORICAL FUNDS</u>				
AMERICA READS PROGRAM/NORCO COLLEGE				
Cisneros, Jasmine	Student Aide III	Think Together	06/05/13	\$ 10.00
Fleming, Rebeccah	Student Aide III	Think Together	06/07/13	\$ 10.00
Murphy, Alexander	Student Aide III	Think Together	06/07/13	\$ 10.00
Rou, Chantrea	Student Aide III	Think Together	06/05/13	\$ 10.00
MORENO VALLEY COLLEGE				
Burdette, Kyla	Student Aide II	Workforce Preparation	05/31/13	\$ 10.00
Crisp, Monique	Student Aide II	Workforce Preparation	05/29/13	\$ 10.00
Fellows Santos, Lesdy	Student Aide II	Workforce Preparation	05/29/13	\$ 10.00
Iacono, Amanda	Student Aide II	Admissions & Records	05/17/13	\$ 9.00
Irons, Duran	Student Aide II	Humanities and Soc. Sci.	05/22/13	\$ 9.00
Love, Tiffany	Student Aide I	Workforce Preparation	05/23/13	\$ 9.00
Pisa, Amanda	Student Aide I	Instructional Media Ctr	05/29/13	\$ 8.00
Sandoval, Steven	Student Aide I	Assessment Center	05/29/13	\$ 8.00
Valenzuela, Raymond	Student Aide I	Writing & Reading Center	05/24/13	\$ 8.00

PROFESSIONAL EXPERTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>TERM</u>	<u>RATE/ AMOUNT</u>
DISTRICT				
Buyse, James L.	Consultant	Business and Financial Services	07/01/13-06/30/14	\$39,903
Baker, John	Facilities Development Consultant	Facilities Planning and Development	07/01/13-10/31/13	\$8,800
MORENO VALLEY COLLEGE (None)				
NORCO COLLEGE				
Swanson, Wendi	Nurse Practitioner	Health Services	07/01/13-06/30/14	\$52/hour
RIVERSIDE CITY COLLEGE				
Smith, Damien	Head Women's Track/Head Women's Cross Country	Athletics	08/01/13-06/30/14	\$36,900
Thomas, Joshua	Assistant Men's Basketball Coach	Athletics	08/01/13-06/30/14	\$35,000
Mathews, Philip	Head Men's Basketball Coach	Athletics	08/01/13-06/30/14	\$70,000
Finfrock, Doug	Riverside Aquatics Complex Special Event Supervisor	Business Services	07/01/13-06/30/14	\$30/hour
Northcott, Jason	Riverside Aquatics Complex Special Event Supervisor	Business Services	07/01/13-06/30/14	\$30/hour



Agenda Item (VI-B-1)

Meeting	6/18/2013 - 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 \$4,908,737 and District Warrant Claims totaling \$7,410,877.

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 \$4,908,737 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 208590 – 210115) totaling \$7,410,877 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:

[06182013_Purchase Order and Warrant Report \(May\)](#)

Report of Purchases-All district Resources
 Purchases Over \$83,400
 5/01/13 thru 5/31/13

PO #	Department	Vendor Name	Description	Amount
C0004213	Facilities Planning & Development	Western Group, Inc	Lovekin Portable Relocation Bid Award	\$ 1,748,000
C0004215	Facilities - Riverside	TSP Roof Systems, Inc	Info & Cosmo Roof Replacement UCCAP Bid Award	172,168
C0004238	Facilities Planning & Development	City of Riverside	Property Purchase	121,580
P0037746	Facilities Planning & Development	DSA San Diego Regional Office	Architect's Fees	148,299
P0038138	Facilities - Moreno Valley	CDW-G	Network Equipment, National IPA Award	310,192
N/A	Facilities - Norco	Southern California Edison	Upgraded Transformer for Norco Operations Center	120,744
<hr/>				
Additions to Approved/Ratify Purchase Orders of \$83,400 and Over				
C0003953	Facilities Planning & Development	LPA Inc.	Architect's Fees	171,290
			Total	<u>\$ 2,792,273</u>
All Purchase Orders, Contracts, and Additions for the Period 5/01/13 - 5/31/13				
<hr/>				
			Contracts- C4212 - C4238	479,888
			Contract Additions- C1485 - C4199	
			Purchase Orders- P37669 - P38205	1,291,232
			Purchase Order Additions- P33923 - P37518	
			Blanket Purchase Orders- B11134 - B11181	345,344
			Blank Purchase Orders Additions- B9879 - B11121	
			Total	<u>\$ 2,116,464</u>
			 Grand Total	 <u><u>\$ 4,908,737</u></u>



Agenda Item (VI-B-3-a)

Meeting	6/18/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-a)
Subject	Resolution No. 36-12/13 – 2012-2013 Board Financial Assistance Program – Student Financial Aid Administration
College/District	Norco
Funding	Grants and Categorical Programs
Recommended Action	It is recommend that the Board of Trustees approve adding the revenue and expenditures of \$5,000 to the budget.

Background Narrative:

The Riverside Community College District has received additional funding for the 2012-2013 Board Financial Assistance Program – Student Financial Aid Administration in the amount of \$5,000 from the California Community Colleges Chancellor’s Office. These funds have been allocated to Norco College by the State Chancellor’s Office. The additional funds will be used for salaries, benefits, and other operational expenses of the program.

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

Attachments:

[06182013_Resolution No. 36-12/13 - Board Financial Assistance Program](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 36-12/13

2012-2013 Board Financial Assistance Program –
Student Financial Aid Administration

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$ 5,000 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on June 18, 2013.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT

Resolution No. 36-12/13

2012-2013 Board Financial Assistance Program - Student Financial Aid Administration

Year	County	District	Date	Fund
13	33	07	6/18/2013	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	E00	1190	0	0000	0067	8659	5,000 00	REVENUE
								EXPENDITURES
12	EZE	1190	0	6460	0067	4555	5,000 00	Copying and Printing
							5,000 00	TOTAL INCOME
							5,000 00	TOTAL EXPENDITURES



Agenda Item (VI-B-5-a)

Meeting	6/18/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-a)
Subject	Bid Award for Used Mobile Lab
College/District	Moreno Valley
Funding	Title III/STEM
Recommended Action	It is recommended that the Board of Trustees award Bid Number 2012/13-37, Used Mobile Lab, in the total amount of \$370,364 to Farber Specialty Vehicles, Inc.

Background Narrative:

On April 18, 2013, the District received one (1) response to an Invitation for Bid solicitation for a Used Mobile Lab for Moreno Valley College. The Mobile Lab will be used for K-20 Science, Technology, Engineering, and Math (STEM) educational purposes. See the attached detailed proposal summary.

References for Farber Specialty Vehicles, Inc. were checked by District staff and found to be satisfactory.

Prepared By: Sandra Mayo, President, Moreno Valley College
Maureen Chavez, Associate Dean, Grants and College Support Programs
Norm Godin, Vice President, Business Services, MVC
Majd Askar, Purchasing Manager

Attachments:

[06182013_Used Mobile Lab - Proposal Summary](#)

Proposal Summary Used Mobile Lab

<u>Vendor</u>	<u>Business Location</u>	<u>Total Bid</u>
Farber Specialty Vehicles, Inc.	Reynoldsburg, OH	\$ 370,364



Agenda Item (VI-B-5-b)

Meeting	6/18/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-b)
Subject	Bid Award for the District-Wide Utility Infrastructure 12kV Loop Project
College/District	Riverside
Funding	District Measure C
Recommended Action	It is recommended that the Board of Trustees award Bid Number 2012/13-49 Trade Category 02 – Electrical, District-Wide Utility Infrastructure 12kV Loop Project at Riverside City College, in the total amount of \$3,127,000 to RIS Electrical Contractors, Inc.

Background Narrative:

On May 29, 2013, the District received bids in response to an Invitation for Bid solicitation for Trade Category 02 – Electrical, District-Wide Utility Infrastructure 12kV Loop Project at Riverside City College. The project consists of improvements to the electrical infrastructure at Riverside City College, including a new 12kV distribution system, high voltage switches, transformers, conduit ductbank, and manholes to connect several buildings on the upper portion of the campus. See the attached Lowest Responsive and Responsible Bidders summary, exercising deductive alternates 2 and 3 only.

References for RIS Electrical Contractors, Inc. were checked by District staff and found to be satisfactory.

Prepared By: Chris Carlson, Chief of Staff & Facilities Development
Calvin Belcher, Project Manager
Charlie Wyckoff, Interim Vice President, Business Services, RCC
Majd Askar, Purchasing Manager

Attachments:

[06182013_District-Wide Utility Infrastructure 12kV Loop - Bidders Summary](#)

Lowest Responsive and Responsible Bidders
District-Wide Utility Infrastructure 12kV Loop Project at Riverside City College
Trade Category 02 - Electrical

<u>Contractor</u>	<u>Location</u>	<u>Base Bid</u>	<u>Alt #2</u>	<u>Alt #3</u>	<u>Total Bid</u>	<u>Alt #1</u>	<u>Alt#4</u>	<u>Alt#5</u>
RIS Electrical Contractors, Inc.	Riverside	\$3,487,000	\$(254,000)	\$(106,000)	\$3,127,000	\$(20,000)	\$(123,000)	\$87,000
Pacific Industrial Electric	Brea	\$3,890,000	\$(131,825)	\$(66,700)	\$3,691,475	\$(27,770)	\$(59,200)	-
Elecnor Belcor Electric, Inc.	Chino	\$4,086,000	\$(23,020)	\$(14,475)	\$4,048,505	\$(30,510)	\$(29,225)	-
Daniel's Electrical Const Co. Inc.	Fontana	\$4,723,000	\$(89,000)	\$(59,000)	\$4,575,000	\$(7,500)	\$(36,000)	-



Agenda Item (VI-B-6-a)

Meeting	6/18/2013 - 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 \$479,888.

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:

[06182013_Contracts and Agreement Less than \\$83,400 \(May\)](#)

Contracts and Agreements Report-All District Resources
\$83,400 and Under
5/01/13 thru 5/31/13

PO #	Department	Vendor Name	Location	Description	Amount
C0004212	Business, Engineering & Information Sys.-Norco	Paton Group	Eagle Rock	Computer Software Maint/Lic	\$ 6,658
C0004214	Facilities - Norco	Prudential Overall Supply	Riverside	Laundry and Cleaning	13,500
C0004216	Risk Management	Woodruff-Sawyer & Co	Irvine	Consultants	3,000
C0004217	Associate VC, Instruction	Governet	Santa Barbara	Computer Software Maint/Lic	64,200
C0004218	EOP&S - Norco	Party Rentals Incorporated	Loma Linda	Office and Other Supplies	184
C0004219	Student Financial Services - Riverside	Academic Works Inc	Austin, TX	Computer Software Maint/Lic	14,000
C0004220	Facilities Planning & Development	Inland Inspections & Consulting	Riverside	Inspection, Lovekin Complex Tennis Courts	12,720
C0004221	Facilities Planning & Development	River City Testing	Riverside	Testing, Lovekin Complex Tennis Courts	17,908
C0004222	Community Ed & Senior Citizen Education	Binder, Farla	Los Angeles	Professional Services	642
C0004223	Library - Riverside	Community College League of California	Sacramento	Periodicals/Magazines	1,355
C0004224	CTE Projects	A & H Rents	Riverside	Rents and Leases	668
C0004225	President - Norco Campus	Kellogg West Conference Center	Pomona	Meeting Expenses	708
C0004226	Community & Economic Development	Priolo-Applegate, Rosaria	Temecula	Professional Services	821
C0004227	Campus Student Services - Norco	Rosetta Stone Ltd	Harrisonburg, VA	Computer Software Maint/Lic	5,774
C0004228	Facilities Planning & Development	Rightway Site Services Inc	Lake Elsinore	Lovekin Parking/Tennis Courts Restrooms	4,960
C0004229	Facilities Planning & Development	Padilla & Associates, Inc	Santa Ana	Labor Compliance, Lovekin Complex Tennis Courts	38,514
C0004230	Performance Riverside	OD Music, Inc	Woodland Hills	Professional Services	10,300
C0004231	Student Services - Moreno Valley	Ocean Institute	Dana Point	Other Travel Expenses	1,595
C0004232	Community Ed & Senior Citizen Education	Roger's Flower Shop	Ontario	Professional Services	2,850
C0004233	President - Moreno Valley	Morante, Edward A	Palm Desert	Consultants	13,000
C0004234	Academic Affairs - Riverside	Nuventive LLC	Pittsburgh, PA	Computer Software Maint/Lic	55,440
C0004235	CTE Projects	Hyatt	Riverside	Meeting Expenses	2,549
C0004236	CTE Projects	Interaction Institute for Social Change	Boston, MA	Professional Services	10,260
C0004237	Performance Riverside	PRG Lighting Los Angeles	Sun Valley	Rents and Leases	450
N/A	Customized Solutions	International Rectifier Corp.	Temecula	Educational Services Agreement	No Cost
N/A	Business Operations - Moreno Valley	City of Moreno Valley	Moreno Valley	Communications Facilities MOU	No Cost
N/A	Early Childhood Studies - Moreno Valley	Great Pony Parties	Perris	Petting Zoo	No Cost
N/A	Purchasing	Sears Commercial One	Des Moines, IA	Corporate Account Setup	No Cost
N/A	Customized Solutions	West Virginia University Research Corporation	Morgantown, WV	Service Agreement	No Cost
N/A	Workforce Development	California Community Colleges Chancellor's Office	Sacramento	SFAP - Fiscal Coordination Grant	No Cost
N/A	Student Services - Moreno Valley	California Dept of Education, Nutrition Services	Sacramento	UBMS Summer Food Service Program	No Cost
N/A	Nursing	Cal State University, Fullerton	Fullerton	RN to BSN Program	No Cost
Additions to Approved/Ratify Contracts of \$83,400 and Under					
C0001485	Facilities Planning & Development	Higginson+Cartozian Architects, Inc	Redlands	Architect's Fees, Network Operations Center, MVC	76,000
C0002150	Facilities - Riverside	Adecco USA, Inc.	Ontario	Transportation Services	4,966
C0002988	Business, Engineering & Information Sys.-Norco	Corona - Norco Unified School District	Noco	Rents and Leases	2,444
C0003132	Board of Trustees	Atkinson, Andelson, Loya, Ruud	Cerritos	Legal Services	10,000
C0003277	Applied Technology - Riverside	Socal Office Technologies, Inc	Philadelphia, PA	Repairs - Service	500
C0003525	Business & Financial Services	Magnon Property Management	Riverside	Repairs - Service	12,569
C0003559	Customized Solutions	Softskills	Chatsworth	Training Services	350
C0003625	Community Ed & Senior Citizen Education	NLSI, Inc	Moreno Valley	Community Education Presenter	1,050
C0003628	Community Ed & Senior Citizen Education	Koba, Rosalia	Laguna Nigel	Community Education Presenter	1,120
C0003646	Community Ed & Senior Citizen Education	WITS	Virginia Beach, VA	Professional Services	3,978
C0003660	Community Ed & Senior Citizen Education	Youngerman, Stephen	Riverside	Community Education Presenter	2,375
C0003678	Community Ed & Senior Citizen Education	Bowman, Gary	Corona	Community Education Presenter	325

Contracts and Agreements Report-All District Resources
 \$83,400 and Under
 5/01/13 thru 5/31/13

PO #	Department	Vendor Name	Location	Description	Amount
C0003679	Community Ed & Senior Citizen Education	Christensen, Bobbie	Sacramento	Community Education Presenter	350
C0003681	Human Resources & Diversity	Hyland Software, Inc	Westlake, OH	Conferences	5,600
C0003728	Customized Solutions	Rogers, Henry	Riverside	Professional Services	3,200
C0003769	Performance Riverside	Samuel French, Inc.	Hollywood	Rents and Leases	3,359
C0003802	Facilities Planning & Development	McKenna General Engineering, Inc	Corona	Norco Network Operations Center	2,027
C0003803	Facilities Planning & Development	MC Painting	Vista	Norco Network Operations Center	4,681
C0003810	Facilities Planning & Development	JT Wimsatt Contracting Co Inc	Valencia	Moreno Valley Phase III	4,264
C0003839	Library - Norco	Link-Systems International, Inc.	Tampa, FL	Computer Software Maint/Lic	16,800
C0003840	Customized Solutions	Behavioral Momentum Associates, LLC	Corona	Professional Services	450
C0003846	Community Ed & Senior Citizen Education	Voices for All, LLC	Clifton Place, NY	Community Education Presenter	94
C0003850	Community Ed & Senior Citizen Education	Trust Auto Sales	Wildomar	Community Education Presenter	1,050
C0003870	Health Services - Norco	Psychological Services Clinic	Loma Linda	Professional Services	4,900
C0003893	Community & Economic Development	Xsolve	Plano, TX	Professional Services	3,600
C0003927	Dean of Instruction - Norco	Scantron Corporation	Santa Ana	Computer Software Maint/Lic	630
C0003941	Community Ed & Senior Citizen Education	Napoli, William	Alta Loma	Community Education Presenter	950
C0003959	Allied Health - Riverside	Sharp Electronics Corp.	Pasadena	Repairs - Service	390
C0003966	Community & Economic Development	Vizzuett, Jeannette	Arcata	Consultants	500
C0003992	Chemistry - Riverside	VWR International, Inc	Irving, TX	Repairs - Service	48
C0004001	Community Ed & Senior Citizen Education	Education to Go	Temecula	Community Education Presenter	2,700
C0004007	Community Ed & Senior Citizen Education	Notary Public Seminars, Inc	Los Angeles	Community Education Presenter	1,062
C0004008	Community Ed & Senior Citizen Education	Boulos, Jenesie	Cerritos	Community Education Presenter	1,675
C0004011	Student Services - Riverside	Pelletier & Associates Inc	Lake Forest	Professional Services	925
C0004058	Community Ed & Senior Citizen Education	California Mind Institute	Corona	Professional Services	7,025
C0004077	Open Campus	Acorn Technology Corporation	Riverside	Fees	200
C0004099	Facilities Planning & Development	Air-Ex Air Conditioning, Inc	Pomona	MVC Mechanical Upgrade Project	1,626
C0004118	Counseling - Riverside	Canon Business Solutions, Inc	Ontario	Copying and Printing	332
C0004140	Community Ed & Senior Citizen Education	Keukelaar, Norma S	Riverside	Professional Services	640
C0004156	Community & Economic Development	Riverside Auditorium & Events Center	Riverside	Meeting Expenses	1,828
C0004159	Customized Solutions	Carlson, Patricia J	Rancho Cucamonga	Training Services	250
C0004161	Community Ed & Senior Citizen Education	Universal Exchange	Murrieta	Community Education Presenter	1,302
C0004173	Workforce Preparation	Aha! Process, Inc.	Highlands, TX	Professional Services	987
C0004176	Community Ed & Senior Citizen Education	LTM Associates	Montclair	Community Education Presenter	600
C0004180	Customized Solutions	Developing Leaders	Fontana	Professional Services	950
C0004198	CTE Projects	Hyatt	Riverside	Meeting Expenses	162
C0004199	Customized Solutions	DLI Associates LLC	Kamuela, HI	Consultants	6,999
N/A	Campus Police	Credentials Order Processing Services, Inc.	Northfield, IL	Amend #4, Provides for Collection of Permit Fees	No Cost
				Total	<u>\$ 479,888</u>



Agenda Item (VI-B-6-b)

Meeting	6/18/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-b)
Subject	Renewal of Head Start Grounds Lease Agreement with Riverside County Superintendent of Schools
College/District	Moreno Valley
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the five-year Ground Lease Renewal Agreement with Riverside County Superintendent of Schools beginning October 1, 2013 through September 30, 2018.

Background Narrative:

The Riverside County Superintendent of Schools has leased grounds space from Moreno Valley College for the past 20 years for their Head Start program. They have paid for, placed, and continue to maintain a relocatable building on the site. The renewal agreement extends the term of the lease by five years, at a cost of \$1 per year to the Riverside County Superintendent of Schools.

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

Attachments:

[061813 Head Start Ground Lease](#)

RIVERSIDE COUNTY SUPERINTENDENT OF SCHOOLS
3939 13th Street/P.O. Box 868
Riverside, California 92502

GROUND LEASE AGREEMENT
(Moreno Valley College Head Start)

This Agreement made and entered into on September 1, 2013, by and between Riverside County SUPERINTENDENT of Schools, herein after referred to as the "SUPERINTENDENT", and the Riverside Community College District, on behalf of Moreno Valley College, hereinafter referred to as the "DISTRICT".

1. The DISTRICT agrees to lease ground space to the SUPERINTENDENT for the purpose of placing a relocatable, 48' x 40' Head Start facility located at Moreno Valley College. This space is that portion of DISTRICT property as described in Appendix A, attached hereto and made part of this agreement.
2. Utilities: The DISTRICT agrees to permit the SUPERINTENDENT to make all necessary utility connections to existing lines which may be on DISTRICT property. Such utility improvements will remain with the DISTRICT. Payment for utility usage will be made by the SUPERINTENDENT, by separate agreement, with either the DISTRICT, or the utility company, as may be appropriate.
3. Access: The DISTRICT agrees to permit access to the leased space by all contractors connected with any upgrades, renovations of the facility or site work related thereto. SUPERINTENDENT shall notify and obtain DISTRICT approval prior to any site work or related renovations.
4. Title. Title to the Head Start Relocatable shall at all times remain with the SUPERINTENDENT. SUPERINTENDENT agrees to use such facility only for Head Start services and programs. This lease shall terminate if the facility is used for other than Head Start services and programs.
5. Term. The term of this agreement shall be for a period of five (5) years beginning September 1, 2013 through August 31, 2018.
6. Payment: For and consideration of the ground space, the SUPERINTENDENT agrees to pay the DISTRICT the sum of one dollar (\$1.00) per year, paid in advance, a total of five dollars (\$5.00) upon execution of this agreement and receipt of an invoice from the DISTRICT.
7. Installation, Use and Removal: The SUPERINTENDENT agrees to defend and hold harmless the DISTRICT against all claims arising out of the installation, use and removal of the Head Start facility resulting from negligent acts or omissions of the SUPERINTENDENT.

8. Termination: This ground lease may be terminated by either party upon serving a written notice. Such termination shall be effective on July 1, upon receipt of notification by October 1 of the previous year.
9. Independent Contractor. The parties hereto, each of them, while engaged in the performance of the agreement, is an independent contractor, and are not officers, agents or employees of other indemnifying parties.
10. Assignment of Contract. The parties, each of them, shall not assign the whole or any part of this agreement or any payment due or to become due hereunder, without the written consent of the other indemnifying party and all sureties who have executed bonds on behalf of the parties hereto in connection with this contract.
11. Binding on Successors. The terms and conditions herein contained shall apply to and bind the heirs, successors in interest, executors, administrators, representatives and assigns of all the parties hereto.
12. Reciprocal Hold Harmless. The parties hereto, and each of them, do hereby mutually agree to indemnify, defend, save and hold harmless each other, and their respective officers, agents, servants and employees, of and from any and all liability, claims demands, debts, suits, actions and causes of action, including wrongful death and reasonable attorneys fees for the defense thereof, arising out of or in any manner connected with the performance of any act or deed under or pursuant to the terms and provisions of this Agreement by such indemnifying party, or its officers, agents, servants and employees.
13. Severability. The invalidity of any provision in this Lease as determined by a court of competent jurisdiction shall in no way affect the validity of any other provision hereof.
14. Changes. This agreement may only be amended in writing by the mutual consent of the parties hereto.

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

Riverside County
Superintendent of Schools

Riverside Community College District
on behalf of Moreno Valley College
16130 Lasselle Street
Moreno Valley, CA 92551

Authorized Signature

Dr. Diana Walsh-Reuss, Associate Superintendent
Printed Name and Title

Date _____

Authorized Signature

Printed Name and Title

Date _____



Agenda Item (VI-B-6-c)

Meeting	6/18/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-c)
Subject	Amendment No. 5 for Professional Services with Facilities Planning and Consulting Services
College/District	District
Funding	Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve Amendment Number 5 for Professional Services and Facility Planning and Consulting Services, for an additional \$100,000 for the 2013 - 2014 fiscal year.

Background Narrative:

Staff requests approval of Amendment No. 5 with Facilities Planning and Consulting Services (FPCS) in an amount of \$100,000. FPCS continues to provide expert services to the District, and is planned to continue assisting the District through the next fiscal year (2013/2014).

Under the agreement, the Consultant will consult and assist District staff in the preparation of the Five Year Capital Outlay Plan and make recommendations for potential future projects as directed by District; assist the District in the creation of the annual Space Inventory; assist the District in the creation of the Five Year Scheduled Maintenance Plan, Scheduled Maintenance Project Funding Proposals (PFP's) and Hazardous Substance PFP's; and conduct training for District personnel and attend District planning meetings as requested by the District. These services include assisting District with any and all other construction compliance requirements of the California State Chancellors Office.

The Facilities Planning and Consulting Services agreement, with amendment number 5, will total no more than \$423,000 since its inception of services to the District. Attached for the Board's review and consideration is the agreement and scope of services for the amendment.

Prepared By: Chris Carlson, Chief of Staff & Facilities Development

Attachments:

[Facilities Planning Amendment No. 5](#)

**FIFTH (5) AMENDMENT TO AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
FACILITIES PLANNING AND CONSULTING SERVICES**

(Consulting Services for the Office of Facilities Planning and Development)

This document amends the original agreement and amendments between the Riverside Community College District and Facilities Planning and Consulting Services, which was originally approved by the Board of Trustees on October 20, 2009.

The agreement is hereby amended as follows:

I. Additional compensation of this amended agreement shall not exceed \$100,000 including reimbursable expenses. Facilities Planning and Consulting Services' agreement, including amendments and reimbursable expenses, now totals \$423,000. The term of this agreement shall be from the original agreement date of October 21, 2009, to the estimated completion date of June 30, 2014. Payments and final payment shall coincide with original agreement.

II. The scope of work is described in Exhibit I, attached. All other terms and conditions of the original agreement shall remain in full force and effect.

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

FACILITIES PLANNING AND CONSULTING
SERVICES

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____
Eric Mittlestead
CEO
352 Atwood Drive
Exeter, CA 93221

By: _____
Aaron Brown
Vice Chancellor
Business and Financial Services.

Date: _____

Date: _____

Exhibit I

1. Scope of Services: Consultant Services under the Agreement consist of the following:

- a. On an as needed basis, Consultant will consult and assist District staff in the preparation of the Five Year Capital Outlay Plan and make recommendations for potential future projects as directed by District.
- b. The Consultant will assist the District in the creation of the annual Space Inventory as requested by the District.
- c. Consultant will assist the District in the creation of the Five Year Scheduled Maintenance Plan, Scheduled Maintenance Project Funding Proposals (PFP's) and Hazardous Substance PFP's as requested and directed by District.
- d. Consultant will conduct training for District personnel and attend District planning meetings as requested by the District.
- e. Consultant will also assist District with any and all other construction compliance requirements of the California State Chancellors Office as directed and requested by the District.

2. Compensation: The Fees for Consultant Services shall be computed on the basis of the following:

\$150 per hour for planning and consulting services provided on or off District property. This agreement shall not exceed **\$100,000** without prior written authorization from the District. The above fee's include the creation of four IPP's at a cost of **\$500 each** and the update and resubmittal of up to two FPP's at a cost of **\$4,000 each**.

Allowable Reimbursable Expenses.

Reimbursable expenses will be billed at Consultant's cost. Reimbursable items include, but are not limited to travel expenses, hotel expenses, printing costs, mailing/shipping, presentation materials and postage.



Agenda Item (VI-B-6-d)

Meeting	6/18/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-d)
Subject	MOU Amendment to Agreement for Dispatch Services with California State University, San Bernardino
College/District	District
Funding	General Fund
Recommended Action	It is recommended that the Board of Trustees approve the MOU Amendment with California State University, San Bernardino for the new annual cost of \$89,888.

Background Narrative:

The original agreement for dispatch services between RCCD and CSUSB for the period July 1, 2011 through June 30, 2016 included an annual cost of \$88,652. This MOU Amendment is a fee increase for added equipment for dispatch services with California State University, San Bernardino. Dispatch services include 24/7 tracking availability of personnel, incidents and activity, state-of-the-art equipment, POST certified dispatch personnel, paperless report writing system, computer aided dispatching software, and mobile computers for police vehicles.

The new recurring annual cost is \$89, 888, an increase of \$1,236 a year.

Prepared By: Ray Maghroori, Provost/Vice Chancellor, Educational Services
Jim Miyashiro, Chief of Police

Attachments:

[MOU Amendment](#)



MOU AMENDMENT

CSU San Bernardino Police Department

DATE: JUNE 3, 2013

5500 University Parkway, San Bernardino, CA 92407
 Phone (909) 537-5165
 Quotation Prepared by: Scott Kovach, Support Services Supervisor
 e-mail: skovach@csusb.edu
 Phone (909) 537-7561 / Fax (909) 537-7499

TO Riverside Community College Police Department
 Chief Jim Miyashiro
 4800 Magnolia Ave.
 Riverside, CA 92506
 Phone (951) 222-8586
 Jim.miyashiro@rccd.edu

SCOOP OF WORK	EFFECTIVE DATE
Add Equipment	

QTY	ITEM #	DESCRIPTION	UNIT PRICE	MONTHLY COST	ANNUAL COST
1	MDC	Add - Monthly service for Verizon wireless connection, which connects to CAD/RMS services at CSUSB PD.		<u>\$103.00</u>	<u>\$1236.00</u>
1	MDC	Add - EVDO - Verizon wireless modem, (3) antennas and installation of equipment.	600.00		<u>\$600.00</u>
		<u>One-Time</u>			
		<u>New Recurring - Annual Cost</u> See original MOU for breakdown of fees/cost associated with this amount.		<u>(Original annual cost</u> <u>\$88,652)</u>	<u>\$89,888</u>
		MOU Amendment - Monthly Service Increase			

MOU AMENDMENT FOR EQUIPMENT ADD TO THE RIVERSIDE COMMUNITY COLLEGE DISTRICT

THIS AMENDMENT AGREEMENT is made and entered into by and between the RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter "RCC", and the CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO, hereinafter "CSUSB".

MOU AMENDMENT (Monthly Service Increase) FOR EQUIPMENT ADD TO THE RIVERSIDE
COMMUNITY COLLEGE DISTRICT

THIS AMENDMENT AGREEMENT is made and entered into by and between the RIVERSIDE
COMMUNITY COLLEGE DISTRICT, hereinafter "RCC", and the CALIFORNIA STATE UNIVERSITY, SAN
BERNARDINO, hereinafter "CSUSB".

RCCD

CSUSB

Name: Jim Miyashiro
Title: Chief of Police

Name: Jimmie Brown
Title: Chief of Police

Date: _____

Date: _____

Aaron Brown, VC, Business & Financial Services
Business & Administrative Services

Kathy Hansen, Purchasing Director

Date: _____

Date: _____



Agenda Item (VI-B-6-e)

Meeting	6/18/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-e)
Subject	Selection of an Insurance Broker to Provide Self-Insurance Program and Claims Management Services and Adopt Resolution No. 37-12/13 to Participate in Southern California Schools Risk Management Joint Powers Agreement
College/District	District
Funding	Self-Insurance Funds
Recommended Action	It is recommended that the Board of Trustees: 1) approve the agreement with Southern California Schools Risk Management/Alliant Insurance Brokers in the amount of \$835,779; and 2) adopt Resolution No. 37-12/13 to participate in Southern California Schools Risk Management Joint Powers Agreement.

Background Narrative:

Staff engaged in a Request for Proposal (RFP) process for the purpose of selecting a commercial insurance broker to provide comprehensive casualty, professional liability, and workers' compensation self-insurance program and claims management services in partnership with the District's Risk Management department. RFP's were sent to sixteen (16) firms which had expressed an interest in providing these services. In addition, an advertisement was published in the Press-Enterprise on February 1, 2013.

Five (5) firms submitted proposals. The proposals were evaluated based on a point scale assigned to selected criteria including, professional expertise, service levels offered, experience, cost factors, etc. Additional details related to the RFP process are provided in the accompanying attachment.

Based on comprehensive reviews of each proposal, evaluation of the criteria and interviews with three firms, staff recommends engaging Southern California Schools Risk Management (SCSRM) and Alliant Insurance Brokers. SCSRM/Alliant has extensive experience providing insurance program and claims management services for California community colleges and K-12 school districts. The contract period would be from July 1, 2013 to June 30, 2014, with a provision for extending the contract for additional one-year periods, subject to a review of services and provided both parties agree in writing to do so, prior to the contract expiration date.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Michael Simmons, Director, Risk Management, RCCD
Majd Askar, Purchasing Manager

Attachments:

[06182013_RFP Process](#)

[06182013_Resolution No. 37-12/13 Southern California Schools Risk Management JPA](#)

[06182013_Southern CA Schools Risk Management/Alliant Insurance Broker Agreement](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Request for Proposal (RFP) #2012/13-34 Process
Casualty, Professional Liability and Workers' Compensation Self-Insurance Program and
Claims Management Services

Introduction

Risk Management began a comprehensive review of the District's self-insurance programs in July 2012. The results of the review indicated that the District's current insurance policies and memorandums of coverage could lead to increased risk exposure. It was also determined that the existing memorandum of coverage required revision to allow for a less restrictive process for claims and litigation management. Risk Management determined that a competitive Request for Proposal (RFP) process would be the best method to address these identified areas. The RFP was released on February 1, 2013 and was completed on June 4, 2013. RFP's were sent to sixteen (16) firms which had expressed an interest in providing these services. In addition, an advertisement was published in the Press-Enterprise on February 1, 2013.

Purpose

Request for Proposal (RFP) #2012/13-34 was designed to evaluate the current insurance market, (2) investigate innovations in insurance-related products and claims management, and (3) increase the services offerings provided by the District's insurance partners.

Process

The RFP was initiated using a multi-phase approach whereby the participants would have the opportunity to articulate their plans to meet several primary and secondary District objectives. It was the District's intention to achieve a comprehensive list of alternatives from the participants that could help meet our changing needs. Accordingly, the RFP was created with specific emphasis on the services, pricing, and differentiation (innovation) characteristics each participant could demonstrate with their submission. The primary (key) objectives were critical elements to the RFP and centered on the exposures the district faced with the costs of employment liability claims, claims management expense, and litigation management areas of the operation. The secondary objectives focused on maximizing the services available to the district to help reconstruct the safety, loss control, and security programs.

Participants

Five (5) submissions were received from the following organizations that are qualified to administer insurance and self-insurance programs in the State of California:

Keenan

San Diego County Office of Education Joint Powers Authority (SDCOE)

AON Insurance Services

Lockton Insurance Brokers

Southern California Schools Risk Management (SCSRM) and Alliant Insurance Brokers

Evaluation

The RFP's were evaluated in two (2) phases. In Phase 1 the hard-copy submissions were reviewed to identify three finalists to interview. Phase 2 involved an interview of the selected finalists.

The submissions were evaluated for strengths and opportunities in several key categories:

- 1.) Firm Reputation/References
- 2.) Broker/JPA Team
 - a. Convenience & Proximity
 - b. Experience/Expertise – Schools
 - c. Vision/Values Match RCCD
- 3.) Coverage Analysis & Alternatives
- 4.) Risk Analysis & Alternatives
- 5.) Key Objectives Compliance
- 6.) Claims Management Services
- 7.) Risk Management and Loss Control Services
- 8.) Training, Industry Information & Trends
- 9.) Information Technology Capabilities

Lockton, AON, and SCSRM/Alliant provided acceptable responses to all primary and secondary objectives and offered innovative alternatives to meet the District's insurance and claims management needs, and were selected to be interviewed.

A one-hour interview with each of the participant teams was conducted. The interviews emphasized each firm's ability to describe the benefits of their program. The categories evaluated included the following:

- 1.) Articulated Advantages
- 2.) Approachable / Team Chemistry
- 3.) Presentation Format / Professionalism
- 4.) Compensation Disclosure
- 5.) Services Included
- 6.) Cost Competitive Discussion

SCSRM/Alliant received the highest in both Phase 1 and Phase 2. SCSRM/Alliant demonstrated advantages for the district in several key areas including:

- 1.) Permitting RCCD to enter the risk pool at several different retention levels.
- 2.) SCSRM offered a wide variety of training and JPA-related services and they offered incentives to members that attend the trainings, etc. In addition to the SCSRM services, Alliant offered a full range of broker loss control, claims management, and loss control services at a cost that was substantially less than the other participants.

- 3.) SCSRM confirmed compliance with all key objectives. Of particular note, SCSRM will agree to permit future wage loss payments for employer liability claims. This is a significant change from our current coverage which, had it been in place in 2012, would have resulted in substantial employment liability claims settlement savings for the District.
- 4.) SCSRM has agreed to legal counsel assignments by the District.
- 5.) SCSRM was the only interviewed participant that has educational institution experience.
- 6.) York will serve as the district's claims administrator with SCSRM and this provided the District with a level of claims management continuity that neither AON nor Lockton could guarantee and will result in claims administration fee savings.
- 7.) The district's total cost of insurance and services with SCSRM (not including Student and Catastrophic insurance) will be **\$835,779** which is comparable to our current costs but provides us with the increased coverage and lowered retentions as detailed below. This will include new cyber liability coverage and retentions for all other lines (General Liability, Excess General Liability, Property, Workers' Compensation Excess, Employment Liability, Cyber Liability, Inland Marine, Crime, and Boiler & Machinery). We will also see an increase in coverage for property from \$350 million to \$600 million.
- 8.) SCSRM can procure the Student and Catastrophic insurance. The district will explore this cost-saving measure with the SCSRM.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO PARTICIPATE IN
SOUTHERN CALIFORNIA SCHOOLS RISK MANAGEMENT JPA (SCSRM JPA)

RESOLUTION No. 37 - 12/13

WHEREAS, community college and school districts in the State of California have determined there is a continuing need for self-funding for workers' compensation and property & liability programs; and

WHEREAS, community college and school districts in the Southern California Schools Risk Management JPA (SCSRM JPA) desire to combine their respective efforts to establish, operate and maintain self-funded workers' compensation and property & liability programs:

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Riverside Community College District that the district hereby approves the Joint Powers Agreement, known as and designated "SCSRM JPA Agreement" to provide self-funded workers' compensation and property & liability programs for the mutual benefit of all member districts;

IT IS FURTHER RESOLVED that Michael W. Simmons be designated as the official Board Representative of the SCSRM JPA Board of Directors, is hereby authorized and directed to execute on behalf of this district the SCSRM Agreement designated as "SCSRM JPA Agreement" and said representative is further authorized to sign the documents and perform all items pertaining to the interest of the Board as a legislative body pursuant to the terms of said agreement; and

IT IS FURTHER RESOLVED that this district hereby applies for membership in SCSRM JPA's workers' compensation and property & liability programs and understands that membership in these plans is a two (2) year commitment, and authorizes the official representatives to execute membership and other documents pertinent to this District's membership in "SCSRM JPA".

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Riverside Community College District that the district hereby approves the Joint Powers Agreement, known as and designated "SCSRM JPA."

ADOPTED this 18th day of June, 2013.

President, Board of Trustees
Riverside Community College District



Southern California Schools
Risk Management

SOUTHERN CALIFORNIA SCHOOLS RISK MANAGEMENT AGREEMENT

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JOINT POWERS AUTHORITY (JPA) FOR SOUTHERN CALIFORNIA SCHOOLS RISK MANAGEMENT

THIS AMENDED and RESTATED AGREEMENT ("Agreement") is entered into pursuant to the provisions of Title 1, Division 7, Chapter 5, Article 1 (Sections 6500, et seq.) of the California Government Code, relating to the joint exercise of powers between the public educational agencies signatory hereto, and also those which may hereafter become signatory hereto, for the purpose of operating an agency to be known and designated as the Southern California Schools Risk Management, hereinafter designated "**SCSRM** or "JPA."

WITNESSETH:

WHEREAS, it is to the mutual benefit of the parties herein subscribed and in the best public interest of said parties to join together to establish this JPA to accomplish the purpose hereinafter set forth; and

WHEREAS, the development, organization and implementation of risk pooling agreements is of such magnitude that it is desirable for aforesaid parties to join together in this Agreement in order to accomplish the purposes hereinafter set forth; and

WHEREAS, it has been determined by the signatories hereto that risk pooling for property/liability and workers' compensation plans serves the needs of all such signatories; and

WHEREAS, Title 1, Division 7, Chapter 5, Article 1, of the California Government Code Sections 6500, et seq. (the "**Act**") authorizes joint exercise by two or more public agencies of any power common to them; and

WHEREAS, it is the desire of the signatories hereto to jointly provide for risk pooling of property/liability and workers' compensation plans for their mutual advantage or concern;

NOW, THEREFORE, for, and in consideration of the mutual advantages to be derived therefrom, and in consideration of the execution of this Agreement by the signatory public educational agencies, each of the parties hereto does agree as follows:

ARTICLE I

CREATION OF THE PROPERTY/LIABILITY AND WORKERS' COMPENSATION RISK POOLS

A public agency, separate and apart from the public educational agencies signatory hereto, shall be and is hereby created and shall hereafter be designated **SCSRM**.

A. PURPOSE OF **SCSRM**

SCSRM is established for providing the services and other items necessary and appropriate for the establishment, operation and maintenance of property/liability and workers' compensation plans for public educational agencies which are members thereof; to provide for the establishment and maintenance of a fund or funds for the purpose of paying claims and associated operating expenses and other administrative costs; and to provide a forum for discussion, study, development and implementation of recommendations of mutual interest regarding property/liability and workers' compensation plans.

B. POWERS OF **SCSRM**

SCSRM shall have all of the powers common to its Members and all powers set forth in the **Act** and it hereby authorized to do all acts necessary to the accomplishments of its purpose and in the exercise of said powers. Such powers include, but are not limited to, the following:

1. Make and enter into contracts;
2. Employ agents and employees;
3. Incur debts, liabilities and obligations, provided that no such debt, liability, or obligation shall constitute a debt, liability, or obligation of the Members;
4. Acquire, hold or dispose of real, personal, and intangible property and property rights, contributions and donations of property, funds, services and other forms of assistance from persons, firms, corporations and public agencies;
5. Sue and be sued in its own name and to settle any claim against it;
6. Receive and use contributions and advances from Members as provided in Government Code Section 6504, or its successors, including contributions or advances of personnel, equipment or property;
7. Apply for, accept, receive, and disburse grants, loans, and other funds from any agency of the United States or of the State;
8. Invest any money in its treasury that is not required for its immediate necessities, pursuant to Government Code Section 6509.5, or its successors; and,
9. Carry out all provisions of this agreement.

The exercise of the aforesaid powers of **SCSRM** shall be subject to the same restrictions in exercising its powers as is a public school district except as otherwise provided in this Agreement.

ARTICLE II

MEMBERSHIP

Each party to the Agreement must be a Public Educational Agency within the State of California to be eligible for membership in **SCSRM**, and shall become a member of **SCSRM** on the effective date of this Agreement, except as provided elsewhere in this Agreement or the Bylaws. Each member of **SCSRM** shall be entitled to the rights and privileges of, and shall be subject to the obligations of membership as provided in this Agreement and in the Bylaws. New Members may be added upon recommendation of the Executive Committee, and approval of the Board of Directors, and execution of this Agreement.

ARTICLE III

TERM OF AGREEMENT

This Agreement shall become effective at 12:01 a.m. on the first day subsequent to the day that three-fourths of the current member governing boards adopt a resolution approving this Agreement. This Agreement, when approved, replaces any prior existing Agreement and any existing amendments thereto. "**SCSRM**" shall promptly notify all Members in writing of the effective date of this Agreement. This Agreement shall remain in effect until terminated as provided herein.

ARTICLE IV

BOARD OF DIRECTORS

"**SCSRM**" shall be governed by a Board of Directors, which shall direct and manage **SCSRM** pursuant to the terms of this Agreement and the Bylaws. Each party to this Agreement shall appoint a primary and an alternate representative to the Board of Directors. Each representative must be a current employee of the member and each primary or alternate representative shall have a separate and equal vote on the **SCSRM** Board of Directors.

ARTICLE V

MEETINGS OF THE BOARD OF DIRECTORS

The Board of Directors may conduct regular, adjourned regular, special, adjourned special meetings, web-based and telephonic meetings provided, however, that it will hold at least one regular meeting each year. The date, time, and place for the annual meeting shall be fixed by resolution of the Board of Directors and filed with each Member of **SCSRM**. The Board of Directors may hold additional meetings as called by the Executive Committee or upon request of the Board of Directors by majority vote.

All meetings of the Board of Directors, including the Executive Committee and Risk Control Committee shall be called, held, and conducted in accordance with the terms and provisions of the Ralph M. Brown Act of the California Government Code, as said Act may be modified by subsequent legislation and by applicable sections of the California Education Code, and as augmented by the rules of the Board of Directors not inconsistent therewith. Except as otherwise provided or permitted by law, all meetings of the Board of Directors shall be open and public.

The Board of Directors shall cause to be kept minutes of its meetings, and shall promptly transmit to the Members of **SCSRM** true and correct copies of the minutes of such meetings.

ARTICLE VI

OFFICERS

The officers of **SCSRM** shall be elected by and from the Board of Directors. The principal officers shall be a President, Vice President, Secretary and Treasurer. Each officer shall be a member of the Executive Committee and shall serve a term of office concurrent with their term as representatives on the Executive Committee, or such other term as is determined by the Board of Directors. Any person elected or appointed as an officer may be removed at any time, with or without cause, and all vacancies however arising may be filled at any time by the affirmative vote of a majority of the Member representatives present at a meeting of the Board of Directors provided a quorum exists.

- A. The President shall provide general supervision and direction over the business of **SCSRM**, sees that all orders and resolutions of the Board of Directors are carried into effect, and may be a member of all committees appointed by the Board of Directors. The President shall have such other powers and perform such other duties as may be prescribed from time to time by the Board of Directors.
- B. The Vice President shall have such powers and perform such duties as may be prescribed from time to time by the Board of Directors or the President. In the absence or disability of the President, the Vice President shall be vested with all the powers and authorized to perform all the duties of the President.
- C. The Secretary shall ensure the recording of all votes and minutes of all proceedings; shall give, or cause to be given, notice of all meetings of the Board of Directors and of the Executive Committee, when notice is required by law; and shall have such other powers and perform such other duties as may be prescribed from time to time by the Board of Directors or the President.
- D. The Treasurer shall ensure the financial information is reported at meetings; and shall have such other powers and perform such other duties as may be prescribed from time to time by the Board of Directors or the President.

ARTICLE VII
EXECUTIVE COMMITTEE

An Executive Committee shall be elected pursuant to the terms of this Agreement and the Bylaws to conduct the day-to-day business of **SCSRM**. The Executive Committee shall exercise such powers as are delegated to it by the Board of Directors, this Agreement and the Bylaws. The Executive Committee shall consist of nine members elected by the Board of Directors.

ARTICLE VIII
COMMITTEES

The Executive under the authority of the Board of Directors may establish Ad Hoc committees or Focus Groups, as it deems appropriate to conduct the business of **SCSRM**.

ARTICLE IX
ADMINISTRATIVE AGENT

The Board of Directors may enter into one (1) Administrative Agreement with a public agency, which may be a Member, to provide support and day-to-day operations of **SCSRM**, as directed by the Board of Directors.

Unless an Administrative Agent Agreement is in force, the Board may appoint or employ necessary staff in accordance with the Bylaws.

ARTICLE X
ACCOUNTS AND RECORDS

SCSRM, pursuant to Government Code Section 6505, shall provide for strict accountability of all funds and report of all receipts and disbursements.

- A. Annual Budget. **SCSRM** shall annually adopt an operating budget.
- B. Funds and Accounts. The Auditor-Controller shall establish and maintain such funds and accounts as may be required by good accounting practices and by the Board of Directors. Books and records of **SCSRM** shall be open to inspection at all reasonable times by authorized representatives of the **Members**. The Auditor shall be the Auditor-Controller/Recorder of the County of the Administrative Agent. The Auditor shall have all rights and responsibilities in Government Code Section 6505.5 or any successor statute.

- C. Annual Audit. Pursuant to Government Code Section 6505, **SCSRM** shall contract with a certified public accountant to make an annual fiscal year audit of all accounts and records of **SCSRM**, conforming in all respects with the requirements of that section. Such audit report shall be provided to the Board of Directors not later than the first meeting following the 15th day of December each year.

ARTICLE XI

RESPONSIBILITIES FOR FUNDS AND PROPERTY

- A. The County Treasurer ("Treasurer") shall have the custody of and disburse **SCSRM** funds. The Treasurer shall be the Treasurer-Tax Collector of the County of the Administrative Agent. The Treasurer shall receive and receipt for all money of **SCSRM** and place it in the treasury of the Treasurer to the credit of **SCSRM**; be responsible, upon his or her official bond, for the safekeeping and disbursement of all **SCSRM** funds, as approved for payment by the Board of Directors or by any body or person to whom the Board has delegated approval authority making such payments from **SCSRM** funds upon warrants drawn by the Treasurer. The Treasurer shall have all the rights and responsibilities in Government Code Section 6505 or any successor statute.
- B. Pursuant to Government Code Section 6505.1, the Administrative Agent, and such other person as the Board of Directors may designate shall have charge of, handle, and have access to the property of **SCSRM**.
- C. **SCSRM** shall secure and pay for a fidelity bond or bonds, in an amount or amounts and in the form specified by the Board of Directors, covering all officers of **SCSRM** and the **Chief Administrative Officer** and all staff who are authorized to have charge of, handle, and have access to property of **SCSRM** or of the Administrative Agent.

ARTICLE XII

WITHDRAWAL OF MEMBER

Any Member having completed two (2) complete consecutive years as a Member of **SCSRM** may withdraw as a Member of **SCSRM** or, after having completed two (2) consecutive years in any Plan, may withdraw from such Plan at the end of any fiscal year by first notifying the Board of Directors of **SCSRM** in writing prior to December 31, that withdrawal is being considered at the end of the current fiscal year. Such notice shall be considered preliminary and nonbinding and may be signed by the Member's representative on the Board of Directors. Not later than sixty (60) days prior to the end of the current fiscal year, any Member having given preliminary notice shall reaffirm its withdrawal by submitting to the Chief Administrative Officer a resolution adopted by its governing board giving final notice of such withdrawal. Such notice shall be final and binding. Failure to submit the resolution as required by this provision shall have the effect of voiding the preliminary notice as though it were not given. Districts that do not comply with these withdrawal rules are subject to a penalty assessment of two months premium as determined by the Executive Committee.

ARTICLE XIII

TERMINATION OF MEMBERSHIP

A Member may be involuntarily terminated from **SCSRM** upon recommendation of the Executive Committee and vote by two-thirds (2/3) of the Member representatives present at a meeting of the Board of Directors provided a quorum exists. Involuntary termination from **SCSRM** shall have the effect of eliminating the Member as a signatory to the Agreement and as a Member of **SCSRM** effective at the end of the Fiscal Year in which the action is taken or upon such other date as the Board of Directors may specify.

Grounds for involuntary termination include, but are not limited to, the following:

- A. Failure or refusal of a Member to abide by the Agreement or Bylaws and any amendments thereto.
- B. Failure or refusal to pay Contributions or Assessments to **SCSRM**.
- C. Persistent failure by a Member's representative to attend meetings of the Board of Directors.
- D. Persistent failure by a Member to follow **SCSRM** recommended best practices.

ARTICLE XIV

EFFECT OF WITHDRAWAL OR TERMINATION

Upon the withdrawal of any Member from **SCSRM**, or from any Program, the withdrawing Member's Equity or Deficit position while a participant in each such Program will continue to be reflected in the records and reports required by these Bylaws. The withdrawing or terminated Member shall share in any assessments on a Pro-Rata basis for each year during which the Member was a participant at the time such assessment is declared by the Board of Directors. A Member withdrawing on or after July 1, 2008 shall not share in any Equity distributions following their withdrawal from **SCSRM**.

Subject to the provisions of above, the liabilities and reserves for Claims incurred on behalf of a withdrawing or terminated Member during such time the withdrawing or terminated Member was a participant in any Program of **SCSRM** shall remain the liabilities and reserves of **SCSRM** upon such Member's withdrawal or termination.

ARTICLE XV

DISSOLUTION OF SCSRM AND DISPOSITION OF PROPERTY AND FUNDS

Should all parties to this Agreement terminate their membership or be removed from membership in **SCSRM**, this Agreement shall continue to exist for the purpose of disposing of all claims, distribution of assets, and all other functions necessary to conclude the affairs of **SCSRM**. All property interest, surplus moneys, or other assets remaining in **SCSRM** following discharge of all obligations shall be disposed of by returning to each Member on a Pro Rata basis for each year during which the Member was a participant at the time such distribution or assessment is declared by the Board of Directors.

From the effective date of dissolution, no Member shall be accountable to any other Member with regard to liability for any claim arising from **SCSRM**. Any claims that arise from any Member's actions after the effective date of dissolution shall be the responsibility of that Member and that Member's governing body.

This obligation survives the termination of this Agreement, or dissolution of **SCSRM**.

ARTICLE XVI

LIABILITY AND INDEMNIFICATION

- A. Pursuant to the provisions of Section 895 et seq. of the California Government Code, each member hereto agrees to defend, indemnify and hold harmless each other member from any liability, claim or judgment for injury or damages caused by any negligent or wrongful act or omission of an agent, officer, and/or employee of the indemnifying member which occurs or arises out of performance of this Agreement.
- B. **SCSRM** does hereby agree to defend, indemnify and hold harmless each of its Members and their authorized officers, employees, agents, and volunteers free from any and all claims, expenses, demands, penalties, fines, forfeitures, judgments, settlements, attorney fees, and any other amounts whatsoever actually and reasonably incurred or threatened by reason of or as a result of their official participation and action in pursuance of the execution and administration of this Agreement and the operation of **SCSRM** created hereunder, including but not limited to amounts arising out of or by reason of any judicial or quasi-judicial action or proceeding, whether civil, criminal, administrative or investigative, provided that it appears to the satisfaction of the Board of Directors that the indemnitee acted in good faith and in a manner reasonably believed by him or her to be in the best interest of **SCSRM** and that there is no reasonable cause to believe that the conduct was civilly or criminally unlawful. The termination of any proceeding by judgment, order, settlement, conviction, or plea of nolo contendere or its equivalent shall not for purposes of this Agreement in and of itself create any

presumption that the indemnitee did not act in good faith and in a manner which he or she reasonably believed to be in the best interest of **SCSRM** or that such person had reasonable cause to believe that his or her conduct under the circumstances was unlawful. This provision of indemnity shall not be construed to obligate **SCSRM** to pay any liability, including but not limited to punitive damages, which by law would be contrary to public policy or itself unlawful. The Board of Directors in its discretion may provide for errors and omissions insurance or may self-fund such coverage for the Directors and Officers, employees of the Administrative Agent, and employees of **SCSRM** as an administrative expense of **SCSRM**.

- C. The debts, liabilities and obligations of **SCSRM** do not constitute the debts, liabilities and/or obligations of any member.

ARTICLE XVII

BYLAWS

The Board of Directors may adopt Bylaws consistent with this Agreement, which shall provide for the administration and management of **SCSRM**.

ARTICLE XVIII

NOTICE AND SERVICE THEREOF

SCSRM shall address notices and other communications to a Member as directed by the Member. Each Member shall provide **SCSRM** with the address to which communications are to be sent. Members shall address notices and other communications to **SCSRM** Chief Administrative Officer or Secretary at the office address of **SCSRM** as set forth in the Bylaws.

ARTICLE XIX

AMENDMENTS

This Agreement may be amended upon recommendation by the Board of Directors and approval by three-fourths (3/4) of the members' governing boards. Such amendments shall be binding upon all members of **SCSRM**. Any member in opposition to an amendment after approval by three-fourths of the members' governing boards shall be given the opportunity to withdraw from **SCSRM** prior to the effective date of the amendment. The effective date of any amendment will be on July 1, following adoption, unless otherwise determined by the Board of Directors.

ARTICLE XX

PROHIBITION AGAINST ASSIGNMENT

No Member may assign any right, claim or interest it may have under this Agreement, and no creditor, assignee or third party beneficiary of any Member shall have any right, claim or title to any part, share, interest, fund, premium or asset of **SCSRM**.

ARTICLE XXI

SEVERABILITY

Should any portion, term, condition, or provision of this Agreement be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions, and provisions shall not be affected thereby.

ARTICLE XXII

MISCELLANEOUS

The section headings herein are for convenience only and are not to be construed as modifying or governing the language in the section referred to.

ARTICLE XXIII

ENFORCEMENT

SCSRM is hereby given authority to enforce this Agreement. In the event suit is brought by **SCSRM** and judgment is awarded against a member, the member shall pay all costs incurred by **SCSRM**, including reasonable attorney's fees as fixed by the court.

ARTICLE XXIV

EXECUTION

This Agreement may be executed by each party on a separate copy thereof with the same force and effect as though all parties executing separate copies had executed a single original copy. The collection of such separately executed copies shall be treated as a single copy executed by all such executing agencies. Each executing agency shall promptly transmit two (2) executed copies of this Agreement to the Board of Directors.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed by their authorized officers thereunto duly authorized as set forth hereinbelow:

Dated: _____

By: _____
Aaron S. Brown, Vice Chancellor
Business and Financial Services

Riverside Community College District
District

SOUTHERN CALIFORNIA SCHOOLS RISK MANAGEMENT

BY: _____



Agenda Item (VI-B-6-f)

Meeting	6/18/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-f)
Subject	Agreement for Facilities Planning and Construction Services with Professional Personnel Leasing, Inc
College/District	District
Funding	Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve the agreement with Professional Personnel Leasing, Inc. for \$122,650, using Measure C Funds, to provide consulting services to assist District with coordination of construction efforts, and to assist the District with energy management services and development operational protocols for Facilities Planning and Development.

Background Narrative:

Attached for the Board's review and consideration is an agreement between Riverside Community College District and Professional Personnel Leasing, Inc. to provide professional consulting services to coordinate construction efforts at Moreno Valley College, Norco College and Riverside City College. The consultant will perform services under the direction of the District Chief of Staff and Facilities Development, in coordination with College Presidents and Vice President for Business Services related to capital facilities. Consultant will serve as a resource to, and act as a liaison with college stakeholders, and the construction team/District staff with regard to capital facilities issues. The Consultant will develop energy initiatives for all colleges within the District with the intent of reducing or eliminating energy costs; and assist in the development of operational protocols for facility development for the District. Term of agreement is from August 1, 2013 through June 30, 2014.

Prepared By: Chris Carlson, Chief of Staff & Facilities Development

Attachments:

[Contract PPL 2013 14 Consulting Services](#)

AGREEMENT BETWEEN
PROFESSIONAL PERSONNEL LEASING, INCORPORATED
AND
RIVERSIDE COMMUNITY COLLEGE DISTRICT

THIS AGREEMENT is between, Riverside Community College District (hereinafter "District") and Professional Personnel Leasing, Inc., (hereinafter "PPL") and provides:

1. The District will contract with Professional Personnel Leasing to provide Facilities Consulting services through the services of an independent contractor, namely Laurens K. Thurman, hereinafter referred to as Consultant, to assist the District with the coordination of construction and planning efforts at Moreno Valley College, Norco College and Riverside City College to ensure the facilities are planned, and meet the needs of the college in a cost effective manner. The contract will further provide oversight in assisting the district with energy management services, and assist in development of operational protocols, processes and program development for the Office of Facilities Planning and development. Services for the District will be under the direction of the Chief of Staff and Facilities Development at the District and in consultation with college Presidents with the Vice Presidents for Business Services. More specific services are described in Attachment A, Description of Consulting Services, which is attached to this agreement and incorporated herein.
2. Services provided under this agreement will be from August 1, 2013 through June 30, 2014. The District or PPL may terminate their agreement early for convenience by written notice thirty (30) days in advance of termination.
3. PPL will be paid Eleven thousand one hundred fifty dollars (\$11,150.00) per month in remuneration for the provision of the consultant services described herein.
4. The District shall reimburse PPL for travel costs Consultant incurs in the fulfillment of the services described herein. The mileage rate will be as established by the Internal Revenue Service on an annual basis for appropriate mileage rate reimbursements. Consultant will maintain a mileage log which will be provided to District each month as part of the monthly invoice for services. Mileage to the first District site of the day and from the last District site of the day will not be billed.
5. It is understood that Consultant, Laurens K. Thurman is not an employee or servant of District regardless of nature and extent of the acts performed by Consultant; that inasmuch as said the

Consultant shall not be an employee of District, District does not assume liability under law for any act of the Consultant performing or traveling pursuant to this Agreement. Furthermore, as the Consultant is a self-employed independent contractor, neither the District nor PPL shall be responsible for the payment of any unemployment insurance, Workers' Compensation Insurance, Social Security or Medicare taxes, or contribution of federal or state income tax withholding for or on behalf of the Consultant.

6. To the extent allowed by law, District and PPL, shall each defend, indemnify, and save harmless the other and its Board of Trustees, officers, and employees against any and all claims, actions, liabilities and losses, by whomever asserted, of acts, errors, or omissions on the part of their respective officers, agents, students, or employees arising out of any activities in the performance of this Agreement, providing, however, that either party shall be given sufficient notice to enable it to participate and conduct an appropriate defense of any claims made.

7. It is expressly understood and agreed that this Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association between District and PPL, but is, rather, an agreement by and between the independent contractors, these being District and PPL.

8. Regarding the services to be provided, to the extent that the law allows, Consultant will discharge those duties, which are consistent with his/her status as an independent contractor. Consultant will not supervise any employee of the District. It is further understood and agreed, it is a District and the consultant's responsibility to ensure that a true independent contractor relationship is established and maintained.

9. The first billing will be made in September and continue monthly until the assignment is completed. Payments are to be made to Professional Personnel Leasing Inc. c/o:

Dr. Guy F. Lease

Executive Vice President - Chief Financial Officer

P.O. Box 17457

South Lake Tahoe, CA 9615

The contract includes the terms and conditions as printed and set forth in this Agreement, and both parties, by executing this Agreement, agree to comply with such terms and conditions.

IN WITNESS WHEREOF, the parties hereunto have subscribed to this Agreement, including all Contracts documents as indicated:

CONTRACT #RCCD0612

TAX ID # 33-0205012

RIVERSIDE COMMUNITY COLLEGE DISTRICT

DATED: _____

By: _____

Aaron Brown Vice Chancellor, Business and Financial Services
4800 Magnolia Avenue
Riverside, CA 92506
Tel: 951-222-8987

PROFESSIONAL PERSONNEL LEASING, INCORPORATED

DATED: _____

By: _____

Guy F. Lease, Ed.D.
Executive Vice President – Chief Financial Officer
PO Box 17457 South Lake Tahoe, CA 96651
Tel: 530-307-9765
guy.lease@gmail.com

Attachment A
INDEPENDENT CONTRACTOR
PROFESSIONAL PERSONNEL LEASING, INCORPORATED.
LAURENS K. THURMAN
Facilities Consultant

DESCRIPTION OF SERVICES:

1. The consultant will coordinate construction efforts at Moreno Valley College, Norco College and Riverside City College under the direction Chief of Staff and Facilities Development at the District and in consultation with college Presidents with the Vice Presidents for Business Services. This coordination will consist of acting as a liaison between the college and the construction team/district staff with regard to capital facilities issues. The consultant will act to facilitate input from the colleges while not impeding the progress of construction projects, trying to ensure the facilities will meet the needs of the college in a cost effective manner. An additional goal will be to lower the operating costs to the college resulting from any construction.
2. The consultant will develop energy initiatives for all colleges within the District with the intent of reducing or eliminating energy costs to the campuses in order to retain general fund operating costs. While as part of developing energy initiatives the consultant may suggest operational changes to the colleges' Facilities Departments. The consultant will not be responsible for overseeing the college Facility Departments to ensure implementation. The oversight of Facilities will remain the responsibility of the Vice-Presidents of Business Services.
3. The consultant will assist in development of operational protocols, processes and program development for the Office of Facilities Planning and Development.
4. The consultants work must be flexible based on construction needs at any given time, but are expected to-roughly be divided between 40% Moreno Valley College, 20% Norco College, 20% Riverside City College and 20% District energy saving initiatives and operational systems and protocol.
5. The services of Thurman specifically do not include the evaluation, hiring, firing, or supervision of any District personnel. Also, Thurman shall not process any employee grievances in the course of fulfilling this Agreement, or sign any official District documents, nor perform any functions defined as "Creditable Service" by Education Code Section 22119.5.



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (VI-B-7)

Meeting 6/18/2013 - 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_061813](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel Date:

June 18, 2013

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

Retroactive:

None:

Revision:

- 1) Mr. John Byun, associate professor, music, Riverside City College, to travel to South Korea, June 8 -18, 2013, to accompany thirty-one (31) students performing at the Choral Exchange Concerts with Incheon City Chorale and to compete in the Yeosu International Choral Competition. Estimated cost: \$84,940.00. Funding source: \$15,500.00 from the ASRCC special gift for Korea Tour fund: \$20,000.00 from the Chamber Singers Trust Account fund and \$49, 440.00 paid by the Students. (The Funding source has changed to: \$3,117.00 the general fund, \$15,500.00 from the ASRCC Special Gift, \$20,000.00 from the Chamber Singers Trust, \$49,440.00 from the student's contribution.)

Current:

Moreno Valley College:

- 1) Ms. Roslynn Byous, physician assistant program director, health human and public services, to travel to St. Louis, Missouri, July 20 – 23, 2013, to attend the Accreditation Review Commission on Education Workshop. Estimated cost: \$1,912.31. Funding source: Perkins IV Grant fund.
- 2) Mr. Felipe Galicia, associate professor of biology, math science and kinesiology, to travel to Canandalgua, New York, August 11 – 15, 2013, to attend the Community College Undergraduate Research Initiative Field Methods Workshop. There is no cost to the District.
- 3) Ms. Lizette Tenorio, student services technician, veterans services, to travel to New Orleans, Louisiana, July 28 – August 1, 2013, to attend the Western Association of Veteran Education Specialists Conference. Estimated cost: \$1,974.01. Funding source: the general fund.
- 4) Ms. Eugenia Vincent, dean, student services, to travel to New Orleans, Louisiana, July 28 – August 4, 2013, to attend the Western Association of Veterans Education Specialists Conference. Estimated cost: \$1,737.53. Funding source: the general fund.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel Date:

June 18, 2013

Norco College:

- 1) Ms. Claudia Castro, MESA program coordinator, stem grant, to travel to Kansas City, Missouri, August 4 – 8, 2013, to attend the Supplemental Instruction Supervisor Training. Estimated cost: \$2,166.81. Funding source: Title III STEM Grant.

Riverside City College

- 1) Dr. Cynthia Azari, president, to travel to Washington DC, June 19 – 21, 2013, to attend the Congressional Testimony before Veteran's Affairs Subcommittee and congressional and agency office visits. Estimated cost: \$2,750.00. Funding source: the general fund.
- 2) Ms. Tenisha James, director, student support services, to travel to Chicago, Illinois, September 7 – 11, 2013, to attend the 32nd Annual COE Conference/Staff Development. Estimated cost: \$3,479.63. Funding source: TRiO Student Support Service Grant.
- 3) Mr. Helena Largent, service coordinator, veterans admissions and records, to travel to New Orleans, Louisiana, July 28 – 31, 2013, to attend the Western Association of Veterans Education. Estimated cost: \$1,573.34. Funding source: the general fund.
- 4) Dr. Mary Margarita Legner, professor, mathematics, to travel to Raleigh, North Carolina, June 26 – 30, 2013, to participate in the 2013Web-Assign Users Group Meeting. There is no cost to the District.
- 5) Mr. Santos Martinez, service specialist, veterans admissions and records, to travel to New Orleans, Louisiana, July 28 – 31, 2013, to attend the Western Association of Veterans Education. Estimated cost: \$1,530.90. Funding source: the general fund.
- 6) Ms. Jill Marks, director, gateway to college career academy, to travel to St. Louis, Missouri, July 21 – 24, 2013, to attend the 2013 Gateway to College Peer Learning Conference. There is no cost to the District.
- 7) Mr. Jim McCarron, associate professor, kinesiology, to travel to Switzerland and Algeria, August 27 – September 9, 2013, to meet with the African Olympic Committee and the Algerian Olympic delegation. Estimated cost: \$500.00 for meals. Funding source: the general fund. All other travel expenses will be paid by the Algerian Olympic Committee.
- 8) Mr. Liem Nguyen, accounting clerk, student support services, to travel to Marietta, Georgia, September 22 – 25, 2013, to attend the Blumen Training. Estimated cost: \$2,631.61. Funding source: TRiO Student Support Services Grant.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel Date:

June 18, 2013

Riverside Community College District:

- 1) Ms. Chris Carlson, Chief of Staff and Facilities Development, Chancellor's Office, to travel to Washington, DC, June 19 – 21, 2013, to attend the Congressional Testimony before Veteran's Affairs Subcommittee and congressional and agency office visits. Estimated cost: \$1,994.76. Funding source: the general fund.



Agenda Item (VI-B-8-a)

Meeting	6/18/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-a)
Subject	Notices of Completion
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees: 1) accept the projects listed on the attachment as complete, and 2) approve the execution of the Notices of Completion (under Civil Code Section 3093 – Public Works).

Background Narrative:

Facilities Planning & Development staff reports that the projects listed on the attachment are now complete.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Chris Carlson, Chief of Staff & Facilities Development
Bart Doering, Director, Construction
Calvin Belcher, Project Manager
Scott Zwart, Assistant Director, Facilities, Maintenance and Operations
Majd Askar, Purchasing Manager

Attachments:

[06182013_Notices of Completion](#)

COMPLETED PROJECTS

June 18, 2013

Project

2013 Spring Asphalt Repair at Riverside City College
ADA Transition Plan Implementation, Phase I MVC & NC
Information Services & Cosmetology Buildings Roof Replacement
Norco Operations Center – Structural Steel
Norco Operations Center – Specialties
Norco Operations Center – Plumbing
Norco Operations Center – Earthwork
Norco Operations Center – Sheet Metal
Norco Operations Center – Doors, Frames, and Hardware
Norco Operations Center – HVAC
Moreno Valley College Central Plant Improvement

Contractor

Wheeler Paving, Inc.
JBH Structural Concrete, Inc.
TSP Roof Systems, Inc.
Anderson Charnesky Structural Steel, Inc
Inland Building Construction Co., Inc.
Kincaid Industries, Inc.
McKenna General Engineering, Inc.
RB Sheet Metal, Inc.
Southwest Door and Frame, Inc.
West-Tech Mechanical, Inc.
Air-Ex Air Conditioning, Inc.

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

Name **Aaron S. Brown**
Business and Financial Services
Street Address **4800 Magnolia Avenue**
City & State **Riverside, CA 92506**

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SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

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

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 06/18/2013. The work done was:
2013 Spring Asphalt Repair at Riverside City College
- The name of the contractor, if any, for such work of improvement was Wheeler Paving, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Ave, Riverside, CA 92506
(If no street address has been officially assigned, insert "none")

Dated: 06/18/2013

Riverside Community College District
President, Board of Trustees

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

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor, Business & Financial Services, Aaron S. Brown the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

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

Executed on _____, 20____, at Riverside, California.

(Date of signature) (City where signed)

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

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

Name **Aaron S. Brown**
Business and Financial Services
Street Address **4800 Magnolia Avenue**
City & State **Riverside, CA 92506**

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SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

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Notice is hereby given that:

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

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 06/18/2013. The work done was:
ADA Transition Plan Implementation, Phase I at Moreno Valley & Norco Colleges
- The name of the contractor, if any, for such work of improvement was JBH Structural Concrete, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Moreno Valley & Norco, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 16130 Lasselle St Moreno Valley CA 92551; 2001 3rd St Norco CA 92860
(If no street address has been officially assigned, insert "none")

Dated: 06/18/2013

Riverside Community College District
President, Board of Trustees

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

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor, Business & Financial Services, Aaron S. Brown the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

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

Executed on _____, 20____, at Riverside, California.

(Date of signature) (City where signed)

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

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

Name **Aaron S. Brown**
Business and Financial Services
Street Address **4800 Magnolia Avenue**
City & State **Riverside, CA 92506**

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SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

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

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 06/18/2013. The work done was:
Information Services & Cosmetology Buildings Roof Replacement
- The name of the contractor, if any, for such work of improvement was TSP Roof Systems, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 4800 Magnolia Ave, Riverside, CA 92506
(If no street address has been officially assigned, insert "none")

Dated: 06/18/2013

Riverside Community College District
President, Board of Trustees

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

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor, Business & Financial Services, Aaron S. Brown the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.
I declare under penalty of perjury that the foregoing is true and correct.

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

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

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

Name **Aaron S. Brown**
Business and Financial Services
Street Address **4800 Magnolia Avenue**
City & State **Riverside, CA 92506**

S	R	U	PAGE	SIZE	DA	MISC	LONG	RFD	COPY
M	A	L	465	426	PCOR	NCOR	SMF	NCHG	EXAM
						T:	CTY	UNI	

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

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

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 06/18/2013. The work done was:
Norco Operations Center - Structural Steel DSA #04-111515
- The name of the contractor, if any, for such work of improvement was Anderson Charnesky Structural Steel, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 2001 Third Street, Norco, CA 92860
(If no street address has been officially assigned, insert "none")

Dated: 06/18/2013

Riverside Community College District
President, Board of Trustees

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

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor, Business & Financial Services, Aaron S. Brown the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

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

Executed on _____, 20____, at Riverside, California.

(Date of signature) (City where signed)

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

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

Name **Aaron S. Brown**
Business and Financial Services
Street Address **4800 Magnolia Avenue**
City & State **Riverside, CA 92506**

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

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 06/18/2013. The work done was:
Norco Operations Center - Specialties DSA #04-111515
- The name of the contractor, if any, for such work of improvement was Inland Building Construction Co., Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 2001 Third Street, Norco, CA 92860
(If no street address has been officially assigned, insert "none")

Dated: 06/18/2013

Riverside Community College District
President, Board of Trustees

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

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor, Business & Financial Services, Aaron S. Brown the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

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

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

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 06/18/2013. The work done was:
Norco Operations Center - Plumbing DSA #04-111515
- The name of the contractor, if any, for such work of improvement was Kincaid Industries, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 2001 Third Street, Norco, CA 92860
(If no street address has been officially assigned, insert "none")

Dated: 06/18/2013

Riverside Community College District
President, Board of Trustees

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

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor, Business & Financial Services, Aaron S. Brown the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

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

Executed on _____, 20____, at Riverside, California.

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

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 06/18/2013. The work done was:
Norco Operations Center - Earthwork DSA #04-111515
- The name of the contractor, if any, for such work of improvement was McKenna General Engineering, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 2001 Third Street, Norco, CA 92860
(If no street address has been officially assigned, insert "none")

Dated: 06/18/2013

Riverside Community College District
President, Board of Trustees

Signature of owner or corporate officer of owner
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VERIFICATION

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

	NAMES	ADDRESSES
<u>None</u>		
- A work of improvement on the property hereinafter described was completed on 06/18/2013. The work done was:
Norco Operations Center - Sheet Metal DSA #04-111515
- The name of the contractor, if any, for such work of improvement was RB Sheet Metal, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 2001 Third Street, Norco, CA 92860
(If no street address has been officially assigned, insert "none")

Dated: 06/18/2013

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President, Board of Trustees

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

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 06/18/2013. The work done was:
Norco Operations Center - Doors, Frames, and Hardware DSA #04-111515
- The name of the contractor, if any, for such work of improvement was Southwest Door and Frame, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 2001 Third Street, Norco, CA 92860
(If no street address has been officially assigned, insert "none")

Dated: 06/18/2013

Riverside Community College District
President, Board of Trustees

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

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor, Business & Financial Services, Aaron S. Brown the declarant of the foregoing
("President of," "Manager of," "A partner of," "Owner of," etc.)
notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

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

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 06/18/2013. The work done was:
Norco Operations Center - HVAC DSA #04-111515
- The name of the contractor, if any, for such work of improvement was West-Tech Mechanical, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Riverside,
County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 2001 Third Street, Norco, CA 92860
(If no street address has been officially assigned, insert "none")

Dated: 06/18/2013

Riverside Community College District
President, Board of Trustees

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

VERIFICATION

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

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 06/18/2013. The work done was:
Moreno Valley College Central Plant Improvement DSA #04-112571
- The name of the contractor, if any, for such work of improvement was Air-Ex Air Conditioning, Inc.
(If no contractor for work of improvement as a whole, insert "none")
- The property on which said work of improvement was completed is in the city of Moreno Valley, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 16130 Lasselle Street, Moreno Valley, CA 92551
(If no street address has been officially assigned, insert "none")

Dated: 06/18/2013

Riverside Community College District
President, Board of Trustees

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

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor, Business & Financial Services, Aaron S. Brown the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

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

Executed on _____, 20____, at Riverside, California.

(Date of signature)

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



Agenda Item (VI-B-8-b)

Meeting	6/18/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-b)
Subject	Surplus Property
College/District	District
Funding	N/A
Recommended Action	It is recommend 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:

[06182013_Surplus Property List](#)

SURPLUS EQUIPMENT LIST

June 18, 2013

Asset Tag #	Make	Model #	Description	Retired Date	Serial #
21955	Gateway	E-4000	CPU	6/18/2013	30253861
21956	Gateway	E-4000	CPU	6/18/2013	30253841
21957	Gateway	E-4000	CPU	6/18/2013	30253843
21959	Gateway	E-4000	CPU	6/18/2013	30253885
21960	Gateway	E-4000	CPU	6/18/2013	30253886
21961	Gateway	E-4000	CPU	6/18/2013	30253856
21962	Gateway	E-4000	CPU	6/18/2013	30253893
21963	Gateway	E-4000	CPU	6/18/2013	30253906
21964	Gateway	E-4000	CPU	6/18/2013	30253839
21992	Gateway	E-4000	CPU	6/18/2013	30253824
21993	Gateway	E-4000	CPU	6/18/2013	30253828
22004	Gateway	E-4000	CPU	6/18/2013	30255620
22005	Gateway	E-4000	CPU	6/18/2013	30253831
22024	Gateway	E-4000	CPU	6/18/2013	30253858
22027	Gateway	E-4000	CPU	6/18/2013	30253838
22028	Gateway	E-4000	CPU	6/18/2013	30253821
22029	Gateway	E-4000	CPU	6/18/2013	30253860
22030	Gateway	E-4000	CPU	6/18/2013	30253852
22031	Gateway	E-4000	CPU	6/18/2013	30253874
22062	Gateway	E-4000	CPU	6/18/2013	30253823
22063	Gateway	E-4000	CPU	6/18/2013	30253832
22073	Gateway	E-4000	CPU	6/18/2013	30253915
22074	Gateway	E-4000	CPU	6/18/2013	30255655
22076	Gateway	E-4000	CPU	6/18/2013	30253859
22077	Gateway	E-4000	CPU	6/18/2013	30253855
22255	Gateway	E-4000	CPU	6/18/2013	30260602
21820	Gateway	FPD1730	CPU	6/18/2013	MUL7003F0002167
21497	Gateway	FPD1730	CPU	6/18/2013	MUL7003D0032328
26707	HP	LJ1240	Printer	6/18/2013	CN51RGH19P
12818	HP	LJ 5M	Printer	6/18/2013	USHB067050
8410	HP	LJ 5M	Printer	6/18/2013	USHB066849
26710	HP	LJ 1160	Printer	6/18/2013	CNB1C01510
N/A	Ricoh	GX 300	Printer	6/18/2013	R0777600158
13117	Gateway	E-4200	CPU	6/18/2013	13594998
11190	Gateway	E-4200	CPU	6/18/2013	14005399
11192	Gateway	E-4200	CPU	6/18/2013	14005397
20967	Gateway	E-4200	CPU	6/18/2013	9663654
14238	Gateway	E-4200	CPU	6/18/2013	16247360
13118	Gateway	E-4200	CPU	6/18/2013	13594996
14246	Gateway	E-4200	CPU	6/18/2013	16247368
14351	Gateway	E-4200	CPU	6/18/2013	16247343
11188	Gateway	E-4200	CPU	6/18/2013	14005393
13115	Gateway	E-4200	CPU	6/18/2013	13595004
25507	Gateway	E-4300	CPU	6/18/2013	34956339
20956	Gateway	E-4000	CPU	6/18/2013	28558343
22573	Gateway	E-4100	CPU	6/18/2013	31807942
24971	Gateway	E-4100	CPU	6/18/2013	34771188
22045	Gateway	E-4000	CPU	6/18/2013	30255622
24973	Gateway	E-4100	CPU	6/18/2013	34771189
24968	Gateway	E-4100	CPU	6/18/2013	34771187
23282	Gateway	E-4100	CPU	6/18/2013	32988214
13125	Gateway	E-7006	CPU	6/18/2013	M1A8J3103795
14241	Gateway	VX700A	CPU	6/18/2013	P910144344

SURPLUS EQUIPMENT LIST

June 18, 2013

14253	Gateway	VX700A	CPU	6/18/2013	P910144243
14252	Gateway	VX700A	CPU	6/18/2013	P10144359
18472	Gateway	EV700B	CPU	6/18/2013	MU17026C0
14239	Gateway	VX700A	CPU	6/18/2013	P910144360
99999	Gateway	700-069CS	CPU	6/18/2013	17004A344016
99999	Gateway	E7006	CPU	6/18/2013	HDA8J7005875
021938	Gateway	FPD1730	CPU	6/18/2013	QS7330401577
021896	Gateway	FPD1730	CPU	6/18/2013	QS7330401585
021802	Gateway	FPD1730	CPU	6/18/2013	MUL7003D0020
025666	Gateway	FPD1765	CPU	6/18/2013	MW6772B0E0386
039006	Gateway	FPD1975W	CPU	6/18/2013	M1383B0N03512
99999	Gateway	FPD1810	CPU	6/18/2013	MU8006A0009764
21955	Gateway	E-4000	CPU	6/18/2013	30253861
21956	Gateway	E-4000	CPU	6/18/2013	30253841
21957	Gateway	E-4000	CPU	6/18/2013	30253843
21959	Gateway	E-4000	CPU	6/18/2013	30253885
21960	Gateway	E-4000	CPU	6/18/2013	30253886
21961	Gateway	E-4000	CPU	6/18/2013	30253856
21962	Gateway	E-4000	CPU	6/18/2013	30253893
21963	Gateway	E-4000	CPU	6/18/2013	30253906
21964	Gateway	E-4000	CPU	6/18/2013	30253839
21993	Gateway	E-4000	CPU	6/18/2013	30253824
22004	Gateway	E-4000	CPU	6/18/2013	30253828
22005	Gateway	E-4000	CPU	6/18/2013	30255620
22024	Gateway	E-4000	CPU	6/18/2013	30253831
22027	Gateway	E-4000	CPU	6/18/2013	30253858
22028	Gateway	E-4000	CPU	6/18/2013	30253838
22029	Gateway	E-4000	CPU	6/18/2013	30253821
22030	Gateway	E-4000	CPU	6/18/2013	30253860
22030	Gateway	E-4000	CPU	6/18/2013	30253852
22031	Gateway	E-4000	CPU	6/18/2013	30253874
22062	Gateway	E-4000	CPU	6/18/2013	30253823
22063	Gateway	E-4000	CPU	6/18/2013	30253832
22073	Gateway	E-4000	CPU	6/18/2013	30253915
22074	Gateway	E-4000	CPU	6/18/2013	30255655
22076	Gateway	E-4000	CPU	6/18/2013	32533859
22077	Gateway	E-4000	CPU	6/18/2013	30253855
22255	Gateway	E-4000	CPU	6/18/2013	30260602
87 Total	Virco	Sled	Desks	6/18/2013	N/A
31367	Gateway	E-6500	CPU	6/18/2013	36276466
19454	Gateway	E-3600	CPU	6/18/2013	27157905
19452	Gateway	FPD1810	Monitor	6/18/2013	B008120
15443	HP	3150	PRINTER	6/18/2013	USFL000588
15854	SONY	VPL-PX20	PROJECTOR	6/18/2013	12339
17285	PANASONIC	PV-C2780	TV/VCR COMBO	6/18/2013	C1AA40122
18094	HP	5300	SCANNER	6/18/2013	TW11521356
15013	PHILLIPS	PA7027C	TELEVISION	6/18/2013	78953610
19239	NEC	LCD-1720M	MONITOR	6/18/2013	2102309VA
19454	GATEWAY	E3600	CPU	6/18/2013	27157905
19452	GATEWAY	FPD1810	MONITOR	6/18/2013	KUL8015B0081070
21106	GATEWAY	E6000	CPU	6/18/2013	30100166

SURPLUS EQUIPMENT LIST

June 18, 2013

21097	GATEWAY	FPD1530	MONITOR	6/18/2013	MUL5016E0037601
21106	GATEWAY	E6000	CPU	6/18/2013	30100166
21097	GATEWAY	FPD1530	MONITOR	6/18/2013	5016E0037601
21106	GATEWAY	E6000	COMPUTER	6/18/2013	30100166
21097	GATEWAY	FPD1530	MONITOR	6/18/2013	5016E0037601
21498	COMPAQ	1501	MONITOR	6/18/2013	CN3157C348
22086	GATEWAY	E4000	CPU	6/18/2013	30253870
22085	GATEWAY	E4000	CPU	6/18/2013	30255632
22053	GATEWAY	E4000	CPU	6/18/2013	30255647
22135	GATEWAY	E4000	CPU	6/18/2013	30254357
19454	GATEWAY	E3600	CPU	6/18/2013	27157905
15443	HP	3150	PRINTER	6/18/2013	USFL000588
15854	SONY	VPL-PX20	PROJECTOR	6/18/2013	12339
17285	PANASONIC	PV-C2780	TV/VCR COMBO	6/18/2013	C1AA40122
24503	DELL	PRECISION 535	CPU	6/18/2013	4512712224
24587	GATEWAY	FPD1730	MONITOR	6/18/2013	TL819A502001081
25130	GATEWAY	E4300	CPU PC	6/18/2013	35016647
25174	GATEWAY	E4300	CPU PC	6/18/2013	35101299
26926	GATEWAY	PROFILE 5.5	MONITOR	6/18/2013	35433807
30521	DELL	E173FPF	MONITOR	6/18/2013	CN0D8725456R7L
30251	DELL	E173FPB	MONITOR	6/18/2013	CN0663354FOUOL
30173	DELL	DHM	CPU	6/18/2013	5Z8RM71
30186	DELL	DHM	CPU	6/18/2013	3VQQM71
31277	BROTHER	FAX4100	FAX MACHINE	6/18/2013	U60298E5J269957
34608	GATEWAY	E6500D	CPU	6/18/2013	36612499
34609	GATEWAY	E6500D	CPU	6/18/2013	36612501
22053	GATEWAY	E4000	CPU	6/18/2013	30255647
21097	GATEWAY	FPD1530	MONITOR	6/18/2013	MUL5016E0037601
36480	GATEWAY	E6610D	CPU	6/18/2013	39395719
36645	HP	5590	SCANNER	6/18/2013	US75YTROPB
34479	GATEWAY	E4620S	CPU	6/18/2013	40599196
21498	COMPAQ	1501	MONITOR	6/18/2013	CN3157C348
22085	GATEWAY	E4000	CPU	6/18/2013	30255632
38608	HP	L1710	MONITOR	6/18/2013	3CQ9060PWW
22053	GATEWAY	E4000	CPU	6/18/2013	30255647
24503	DELL	PRECISION 535	CPU	6/18/2013	4512712224
39723	DELL	DCSM1F	CPU	6/18/2013	13F7QM1
22135	GATEWAY	E4000	CPU	6/18/2013	30254357
52274	DELL	D09M	CPU	6/18/2013	CD59QW1
51215	GATEWAY	FPD1730	MONITOR	6/18/2013	MSN6250N01576
22256	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30265190
22257	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30265239
22258	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30265242
022033 & 022259	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30253829
21944	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30253889
22267	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30265200
22268	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30265201
22269	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30265234

SURPLUS EQUIPMENT LIST

June 18, 2013

22342	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30265216
21946	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30253881
22279	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30265212
22120	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30254336
22287	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30265226
99999	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30129259
22289	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30265209
22261	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30265188
22263	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30265187
22276	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30265193
22272	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30265204
22273	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30265230
22274	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30265202
22275	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30265229
22281	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30265206
22282	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30265233
22283	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30265197
21461	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30336768
22285	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30265194
22103	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30129261
22293	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30265214
22023	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30253822
22349	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30254000
21958	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30253837
None	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30265232
22288	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30265205
21471	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30334054
22163	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30265248
22264	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30265236
22630	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30260606
17298	Gateway	Select SB	Pentium	6/18/2013	22567685
21466	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30336756
22338	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30205623
22070	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30253898
22560	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30205617
22334	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30205615
23326	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30232230
21454	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30336760
22110	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30254350
22145	Gateway	E4000	Pentium 4 2.4GHz	6/18/2013	30254004
14576	Gateway	K7-700	AMD	6/18/2013	18989845



Agenda Item (VI-B-8-c)

Meeting	6/18/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-c)
Subject	Resolution No. 38-12/13 - Temporary Loans - Potential General Fund Cash Shortage Arising from State Apportionment Deferrals
College/District	District
Funding	Fund 41, Resource 4130 and Fund 61 Resources 6100 and 6110
Recommended Action	It is recommended that the Board of Trustees approve Resolution No. 38 – 12/13 authorizing temporary and periodic loans for FY 2013-2014 from Fund 41 (Resource 4130 – La Sierra Capital) in an amount not to exceed \$4,000,000 and an amount not to exceed \$6,000,000 from Fund 61 (Resources 6100 and 6110 – Self-Insurance Funds) to cover cash deficits in the Unrestricted Operating Funds (Fund 11 and 12) as needed to mitigate cash shortages arising from apportionment deferrals, including interest at a rate equal to that received by the District on its short-term investments with the Riverside County Treasurer, with said loans to be repaid to Fund 41 (Resource 4130 – La Sierra Capital) and Fund 61 (Resource 6100 and 6110 – Self-Insurance Funds) from the District’s future apportionment allocations.

Background Narrative:

The State steadily increased the annual apportionment deferral level imposed on California community colleges from \$200 million in FY 2004-2005 to \$621 million in FY 2012-2013.

The Governor’s budget proposal for FY 2013-2014 calls for a reduction of apportionment deferrals by \$64 million to \$557 million. Apportionment deferrals for the District are estimated to be approximately \$15 million.

As a means of mitigating the cash flow impact of the apportionment deferrals, the Board authorized a maximum issuance of \$25 million of Tax Revenue Anticipation Notes (TRAN) in March 2013.

In prior years, the Board also authorized temporary loans from Fund 41 (Resource 4130 – La Sierra Capital) and Fund 61 (Resources 6100 and 6110 – Self-Insurance Funds) to provide staff with additional flexibility in managing cash flow. Staff is again seeking authorization from the Board to temporarily and periodically borrow an amount not to exceed \$4,000,000 from Fund 41 (Resource 4130) and an amount not to exceed \$6,000,000 from Fund 61 (Resource 6100 and 6110) to cover cash deficits in the Unrestricted and Restricted Operating Funds (Funds 11 and 12) should the need arise during fiscal year 2013-2014.

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

Attachments:

[06182013_Resolution No. 38-12/13 - Temporary Loans – Potential General Fund Cash Shortage](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION FOR TEMPORARY LOANS

RESOLUTION No. 38 - 12/13

Temporary Loans - Potential General Fund Cash Shortage Arising
from State Apportionment Deferrals

WHEREAS the State of California has imposed deferred apportionment payments on the District; and

WHEREAS the deferred apportionment payments create the potential for cash flow shortages in the District's Unrestricted and Restricted Operating Funds (Funds 11 and 12) which would negatively impact the District's ability to meet its financial obligations; and

WHEREAS the governing board of the Riverside Community College District has determined that temporary and periodic loans to the Unrestricted and Restricted Operating Funds (Funds 11 and 12) in an amount not to exceed \$10,000,000 may be necessary for purposes of managing cash flow during fiscal year 2013-2014; and

WHEREAS the governing board of the Riverside Community College District has determined that sufficient funds exist in Fund 41 (Resource 4130 - La Sierra Capital) and Fund 61 (Resources 6100 and 6110 - Self-Insurance Funds) to provide temporary and periodic loans;

NOW, THEREFORE, BE IT RESOLVED that temporary and periodic loans in the aggregate amount not to exceed \$10,000,000 to the Unrestricted and Restricted Operating Funds (Funds 11 and 12) from Fund 41 (Resource 4130 - La Sierra Capital) and Fund 61 (Resources 6100 and 6110 - Self-Insurance Funds) be approved, with said loans to be repaid with interest at a rate equal to that received by the District on its short-term investments with the Riverside County Treasurer.

This is an exact copy of the resolution adopted by the governing board at a regular meeting on June 18, 2013.

Clerk or Authorized Agent



Agenda Item (VI-B-8-d)

Meeting	6/18/2013 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-d)
Subject	Signature Authorization
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees authorize Dr. Cynthia Azari, Interim Chancellor, to sign vendor warrant orders, salary payment orders, notices of employment, bank checks, purchase orders, and grant documents effective July 1, 2013.

Background Narrative:

In May 2013, Dr. Gregory Gray, Chancellor, announced his resignation from the District effective June 30, 2013. On June 4, 2013, the Board of Trustees approved Dr. Cynthia Azari as the Interim Chancellor for the District effective July 1, 2013.

These changes make it necessary to update the signature authorizations for the District.

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

Attachments:

[06182013_Signature Authorization](#)



Division of Administration and Business Services
 District Fiscal Services

County Use Only:
 Date Received: _____
 Approved By: _____

Certification of Signatures

District: _____

Date of Meeting: _____

Please Check: Newly Elected Governing Board Addition in Column(s) _____ Replacement in Column(s) _____

Column I	Column II	Column III
<i>Signatures of Members of the Governing Board</i>	<i>Signatures of Personnel Authorized to Sign Warrant Orders and Orders for Salary Payments*</i>	<i>Signatures of Personnel Authorized to Sign Notices of Employment</i>
_____ President of the Board	_____	_____
_____ Clerk or Vice President of the Board	_____	_____
_____ Member of the Board	_____	_____
_____ Member of the Board	_____	_____
_____ Member of the Board	_____	_____

**If the board has given special instructions for signing Warrant Orders, Orders for Salary Payment, or Notices of Employment, please attach a copy of the resolution to this form.*

Number of signatures district requires for: Orders of Salary Payments : _____ "B" Warrant Orders: _____

I, _____, Clerk/Secretary of the Board of Trustees certify that the signatures shown below in Column I are the verified signatures of the members of the governing board; verified signatures of personnel authorized to sign orders drawn on the funds of the school district appear in Column II, and verified signatures of personnel authorized to sign Notices of Employment appear in Column III. No person other than an officer or employee of the district can be authorized to sign orders. These certifications are made in accordance with the provisions of Education Code Sections 42632, 42633, 44843, 85232, and 85233. If those authorized to sign orders as shown in Column II are unable to do so, the law requires the signatures of the majority of the governing board. Attached is the board agenda authorizing the following signatures.

Signature: _____



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (VII-A)

Meeting 6/18/2013 - 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 May 31, 2013.

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

Attachments:

[06182013_Monthly Financial Report](#)

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

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Resource 1090 - Performance Riverside	6
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Resource 1120 - Center for Social Justice and Civil Liberties	8
Resource 1170 - Customized Solutions	9
Resource 1180 - Redevelopment Pass-Through	10
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**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED MAY 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	\$ 132,750,963	\$ 84,636,570
Inter/Intrafund Transfer from				
La Sierra Capital Fund (Resource 4130)	1,615,982	2,000,000	2,000,000	2,000,000
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>\$ 135,000,963</u>	<u>\$ 86,824,070</u>
Expenditures				
Academic Salaries	\$ 60,722,870	\$ 59,364,311	\$ 59,260,032	\$ 54,026,193
Classified Salaries	28,803,886	27,651,295	27,610,060	24,348,904
Employee Benefits	29,745,571	29,152,842	29,169,730	25,023,415
Materials & Supplies	1,884,903	2,385,958	2,298,442	1,663,335
Services	11,791,813	14,351,442	14,177,119	9,651,419
Capital Outlay	806,346	736,490	1,501,357	542,551
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	210,422
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>\$ 137,246,852</u>	<u>\$ 117,575,167</u>
Revenues Over (Under) Expenditures	\$ (6,536,565)	\$ (2,245,889)	\$ (2,245,889)	\$ (30,751,097)
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>\$ (23,945,178)</u>
** Ending Cash Balance				<u>\$ (2,660,494)</u>

**** Ending Cash Balance includes \$19,456,678 TRAN proceeds**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MAY 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 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,297,564	\$ 2,594,061	\$ 2,594,061	\$ 2,183,786
Expenditures				
Classified Salaries	\$ 1,131,524	\$ 1,532,626	\$ 1,532,626	\$ 1,345,971
Employee Benefits	411,814	588,815	588,815	493,882
Materials & Supplies	45,336	49,000	52,217	33,223
Services	682,168	631,040	645,457	487,288
Capital Outlay	131,666	196,000	178,366	125,164
Total Expenditures	\$ 2,402,508	\$ 2,997,481	\$ 2,997,481	\$ 2,485,528
Revenues Over (Under) Expenditures	\$ (104,944)	\$ (403,420)	\$ (403,420)	\$ (301,742)
Beginning Fund Balance	749,233	644,289	644,289	644,289
Ending Fund Balance	\$ 644,289	\$ 240,869	\$ 240,869	\$ 342,547
Ending Cash Balance				\$ 369,176

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MAY 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	\$ 1,074,548
Expenditures				
Academic Salaries	\$ 289,876	\$ 332,035	\$ 332,035	\$ 235,801
Classified Salaries	566,923	681,894	692,894	539,154
Employee Benefits	192,143	235,167	235,167	157,556
Materials & Supplies	93,844	106,305	104,405	42,630
Services	267,132	328,309	335,709	225,923
Capital Outlay	58,144	46,786	30,286	239
Total Expenditures	\$ 1,468,062	\$ 1,730,496	\$ 1,730,496	\$ 1,201,303
Revenues Over (Under) Expenditures	\$ (210,367)	\$ (404,624)	\$ (404,624)	\$ (126,755)
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	\$ 1,833,334
Ending Cash Balance				\$ 1,794,306

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

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	\$ 379,456
Expenditures				
Academic Salaries	\$ 4,197	\$ 4,272	\$ 4,272	\$ 3,916
Classified Salaries	229,183	229,313	229,313	202,617
Employee Benefits	54,632	58,594	58,594	49,730
Materials & Supplies	1,634	2,300	2,300	1,068
Services	295,780	330,775	330,775	214,270
Total Expenditures	\$ 585,426	\$ 625,254	\$ 625,254	\$ 471,601
Revenues Over (Under) Expenditures	\$ (2,040)	\$ 32,162	\$ 32,162	\$ (92,145)
Beginning Fund Balance	(47,023)	(49,063)	(49,063)	(49,063)
Ending Fund Balance	\$ (49,063)	\$ (16,901)	\$ (16,901)	\$ (141,208)
Ending Cash Balance				\$ (136,889)

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

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	\$ 482,445
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>\$ 482,445</u>
Expenditures				
Academic Salaries	\$ 0	\$ 0	\$ 2,994	\$ 1,497
Classified Salaries	318,013	262,398	262,398	237,133
Employee Benefits	129,965	110,605	110,997	91,971
Materials & Supplies	19,021	18,749	17,747	12,390
Services	344,453	343,600	341,216	302,443
Total Expenditures	<u>\$ 811,452</u>	<u>\$ 735,352</u>	<u>\$ 735,352</u>	<u>\$ 645,434</u>
Revenues Over (Under) Expenditures	\$ 514,609	\$ 579	\$ 579	\$ (162,989)
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>\$ (432,696)</u>
Ending Cash Balance				<u>\$ (412,878)</u>

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

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	\$ 623,488
Expenditures				
Services	\$ 43,920	\$ 43,920	\$ 43,920	\$ 32,858
Interfund Transfer to				
Food Services (Resource 3200)	323,129	441,414	441,414	331,061
Intrafund Transfer to				
General Operating (Resource 1000)	160,165	250,000	250,000	187,500
Total Expenditures	\$ 527,214	\$ 735,334	\$ 735,334	\$ 551,419
Revenues Over (Under) Expenditures	\$ 46,052	\$ (46,242)	\$ (46,242)	\$ 72,069
Beginning Fund Balance	10,190	56,242	56,242	56,242
Ending Fund Balance	\$ 56,242	\$ 10,000	\$ 10,000	\$ 128,311
Ending Cash Balance				\$ 128,311

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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 FOR THE PERIOD ENDED MAY 31, 2013**

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	\$ 59,043
Expenditures				
Academic Salaries	\$ 0	\$ 11,000	\$ 11,000	\$ 5,555
Employee Benefits	0	533	533	269
Materials & Supplies	0	2,500	6,502	1,026
Services	0	35,967	31,965	47,724
Capital Outlay	0	0	0	900
Total Expenditures	\$ 0	\$ 50,000	\$ 50,000	\$ 55,474
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 3,569
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 3,569</u>
Ending Cash Balance				<u>\$ 3,569</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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 FOR THE PERIOD ENDED MAY 31, 2013**

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	\$ 34,826
Expenditures				
Academic Salaries	\$ 17,436	\$ 0	\$ 6,487	\$ 5,766
Classified Salaries	4,322	59,603	59,603	31,043
Employee Benefits	4,068	26,175	26,977	13,583
Materials & Supplies	1,865	9,600	190,150	6,685
Services	27,788	116,401	878,778	122,893
Total Expenditures	\$ 55,479	\$ 211,779	\$ 1,161,995	\$ 179,970
Revenues Over (Under) Expenditures	\$ 19,010	\$ 18,221	\$ 18,221	\$ (145,144)
Beginning Fund Balance	54,549	73,559	73,559	73,559
Ending Fund Balance	\$ 73,559	\$ 91,780	\$ 91,780	\$ (71,585)
Ending Cash Balance				\$ (71,350)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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 FOR THE PERIOD ENDED MAY 31, 2013**

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	\$ 783,368
Expenditures				
Services	\$ 574,795	\$ 350,604	\$ 350,604	\$ 204,593
Capital Outlay	4,020,531	3,321,363	3,321,363	54,526
Total Expenditures	\$ 4,595,326	\$ 3,671,967	\$ 3,671,967	\$ 259,119
Revenues Over (Under) Expenditures	\$ (3,240,213)	\$ (2,248,667)	\$ (2,248,667)	\$ 524,249
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	\$ 6,691,701
Ending Cash Balance				\$ 6,544,707

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

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

Fund 12, Resource 1190 - Grants and Categorical Programs

	Prior Year Actuals 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 20,609,768	\$ 31,217,754	\$ 32,685,125	\$ 18,597,091
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	210,422
For Matriculation	524,050	334,599	338,958	250,949
For Middle College High School	91,144	103,002	103,002	77,251
For General Fund Backfill	0	52,411	23,616	0
Total Revenues	\$ 22,416,800	\$ 32,947,866	\$ 34,415,237	\$ 19,791,440
Expenditures				
Academic Salaries	\$ 3,939,937	\$ 4,258,878	\$ 4,671,552	\$ 3,582,409
Classified Salaries	7,120,950	7,860,093	8,709,770	7,002,962
Employee Benefits	3,515,537	3,759,939	4,193,398	3,157,824
Materials & Supplies	1,475,125	2,983,784	2,288,274	609,382
Services	4,160,592	8,143,549	8,498,712	3,100,711
Capital Outlay	1,448,459	3,780,936	3,921,038	1,202,332
Student Grants (Financial, Book, Meal, Transportation)	756,200	2,160,687	2,132,493	799,170
Total Expenditures	\$ 22,416,800	\$ 32,947,866	\$ 34,415,237	\$ 19,454,790
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 336,650
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	\$ 0	\$ 0	\$ 0	\$ 336,650

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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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 7-1-11 to 6-30-12	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 1,790,321	\$ 1,859,153	\$ 1,859,153	\$ 1,749,128
Interfund Transfers from Contractor-Operated Bookstore (Resource 1110)	323,129	441,414	441,414	331,061
Total Revenues	\$ 2,113,450	\$ 2,300,567	\$ 2,300,567	\$ 2,080,189
Expenditures				
Classified Salaries	\$ 815,659	\$ 736,658	\$ 732,658	\$ 665,390
Employee Benefits	333,096	257,081	257,081	223,297
Materials & Supplies	838,126	856,926	855,992	736,653
Services	160,708	163,124	166,624	130,325
Capital Outlay	14,702	7,000	8,434	586
Total Expenditures	\$ 2,162,291	\$ 2,020,789	\$ 2,020,789	\$ 1,756,251
Revenues Over (Under) Expenditures	\$ (48,841)	\$ 279,778	\$ 279,778	\$ 323,938
Beginning Fund Balance	58,473	9,632	9,632	9,632
Ending Fund Balance	\$ 9,632	\$ 289,410	\$ 289,410	\$ 333,570
Ending Cash Balance				\$ 327,027

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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 FOR THE PERIOD ENDED MAY 31, 2013**

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	\$ 833,128
Expenditures				
Academic Salaries	\$ 601,845	\$ 591,573	\$ 591,573	\$ 467,785
Classified Salaries	142,656	148,905	148,905	116,718
Employee Benefits	134,576	163,403	163,403	107,271
Materials & Supplies	36,028	44,355	44,355	22,515
Services	80,740	86,225	86,225	48,617
Capital Outlay	13,971	10,000	10,000	1,098
Total Expenditures	\$ 1,009,816	\$ 1,044,461	\$ 1,044,461	\$ 764,004
Revenues Over (Under) Expenditures	\$ 37,065	\$ (7,948)	\$ (7,948)	\$ 69,124
Beginning Fund Balance	26,760	63,825	63,825	63,825
Ending Fund Balance	\$ 63,825	\$ 55,877	\$ 55,877	\$ 132,949
Ending Cash Balance				\$ 140,920

**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	\$ 3,112,903
Expenditures				
Capital Outlay	\$ 12,940,526	\$ 12,882,075	\$ 13,536,075	\$ 8,013,109
Total Expenditures	\$ 12,940,526	\$ 12,882,075	\$ 13,536,075	\$ 8,013,109
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ (4,900,206)
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	\$ 0	\$ 0	\$ 0	\$ (4,900,206)
Ending Cash Balance				\$ (4,900,206)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
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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	\$ 20,365
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>\$ 20,365</u>
Expenditures				
Services	\$ (14,848)	\$ 2,593	\$ 2,593	\$ 4,532
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	2,000,000
Total Expenditures	<u>\$ 1,729,326</u>	<u>\$ 7,911,529</u>	<u>\$ 7,911,529</u>	<u>\$ 2,004,532</u>
Revenues Over (Under) Expenditures	\$ (1,016,184)	\$ (7,891,529)	\$ (7,891,529)	\$ (1,984,167)
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>\$ 5,907,362</u>
Ending Cash Balance				<u>\$ 5,757,362</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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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	\$ 267,660
Expenditures				
Classified Salaries	\$ 235,332	\$ 501,480	\$ 501,480	\$ 341,262
Employee Benefits	103,407	245,321	245,321	148,168
Materials & Supplies	24,695	0	0	0
Services	461,801	615,715	615,715	453,359
Capital Outlay	2,886,594	54,483,217	52,283,217	2,060,893
Total Expenditures	\$ 3,711,829	\$ 55,845,733	\$ 53,645,733	\$ 3,003,682
Revenues Over (Under) Expenditures	\$ (3,466,254)	\$ (55,355,449)	\$ (53,155,449)	\$ (2,736,022)
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)	\$ 26,506,113
Ending Cash Balance				\$ 26,521,503

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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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	\$ 16,518
Expenditures				
Capital Outlay	\$ 524,072	\$ 5,522,051	\$ 5,522,051	\$ 1,813,061
Total Expenditures	\$ 524,072	\$ 5,522,051	\$ 5,522,051	\$ 1,813,061
Revenues Over (Under) Expenditures	\$ (491,343)	\$ (5,492,051)	\$ (5,492,051)	\$ (1,796,543)
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	\$ 5,092,572
Ending Cash Balance				\$ 5,092,572

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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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	\$ 114,909
Expenditures				
Academic Salaries	\$ 5,524	\$ 0	\$ 0	\$ 0
Classified Salaries	43,104	0	0	16,199
Employee Benefits	3,484	0	0	1,078
Materials & Supplies	145	0	0	635
Services	338,503	29,303	29,303	32,340
Capital Outlay	32,862,512	79,494,239	82,594,239	15,644,590
Total Expenditures	\$ 33,253,272	\$ 79,523,542	\$ 82,623,542	\$ 15,694,842
Revenues Over (Under) Expenditures	\$ (32,934,099)	\$ (79,223,542)	\$ (81,423,542)	\$ (15,579,933)
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)	\$ 34,564,060
Ending Cash Balance				\$ 34,740,774

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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 FOR THE PERIOD ENDED MAY 31, 2013**

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	\$ 4,438,397
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>\$ 5,563,397</u>
Expenditures				
Classified Salaries	\$ 113,758	\$ 171,185	\$ 171,185	\$ 144,435
Employee Benefits	53,178	79,219	79,219	57,388
Materials & Supplies	46,514	3,200	3,200	392
Services	5,377,355	5,512,300	5,509,544	6,285,240
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>\$ 6,492,817</u>
Revenues Over (Under) Expenditures	\$ (965,240)	\$ 137,377	\$ 137,377	\$ (929,420)
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>\$ 215,972</u>
Ending Cash Balance				<u>\$ 1,659,925</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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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	\$ 2,122,200
Expenditures				
Classified Salaries	\$ 120,564	\$ 249,237	\$ 249,237	\$ 184,634
Employee Benefits	35,701	101,484	100,484	66,513
Materials & Supplies	4	300	1,300	436
Services	1,553,142	2,783,867	2,783,867	1,568,044
Capital Outlay	0	2,597	2,597	2,596
Total Expenditures	\$ 1,709,411	\$ 3,137,485	\$ 3,137,485	\$ 1,822,223
Revenues Over (Under) Expenditures	\$ (27,562)	\$ (804,387)	\$ (804,387)	\$ 299,977
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	\$ 3,493,437
Ending Cash Balance				\$ 5,196,906

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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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	\$ 546,737
Expenditures				
Materials & Supplies	\$ 759,958	\$ 734,213	\$ 734,213	\$ 546,726
Total Expenditures	\$ 759,958	\$ 734,213	\$ 734,213	\$ 546,726
Revenues Over (Under) Expenditures	\$ (145,947)	\$ (84,213)	\$ (84,213)	\$ 11
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>\$ 848,625</u>
Ending Cash Balance				<u>\$ 2,057,641</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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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>\$ 45,450,465</u>
Expenditures				
Other				
Scholarships and Grant Reimbursements	<u>\$ 51,887,581</u>	<u>\$ 53,769,010</u>	<u>\$ 53,769,010</u>	<u>\$ 45,060,618</u>
Total Expenditures	<u>\$ 51,887,581</u>	<u>\$ 53,769,010</u>	<u>\$ 53,769,010</u>	<u>\$ 45,060,618</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 389,847
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>\$ 389,847</u>
Ending Cash Balance				<u>\$ 304,021</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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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	\$ 8
Expenditures				
Services	\$ 0	\$ 0	\$ 0	\$ 20
Total Expenditures	\$ 0	\$ 0	\$ 0	\$ 20
Revenues Over (Under) Expenditures	\$ 10	\$ 0	\$ 0	\$ (12)
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>\$ 16,220</u>
Ending Cash Balance				<u>\$ 16,220</u>



Agenda Item (VIII-A-1)

Meeting	6/18/2013 - Regular
Agenda Item	Committee - Governance (VIII-A-1)
Subject	Revised and New Board Policies and Administrative Procedures - Second Reading and Approval
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve Administrative Procedure 3420.

Background Narrative:

In keeping with our current process of updating our Board Policies and Administrative Procedures, the item below comes before the Board for second reading and approval:

General Institution

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

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

Attachments:

[Admin Procedure for June 2013](#)

AP 3420: Equal Employment Opportunity Plan

Purpose of the Equal Employment Opportunity Plan

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

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

Plan Component 1: Introduction

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

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

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

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

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

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

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

Chancellor, Riverside Community College District

Plan Component 2: Definitions

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

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

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

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

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

Component 3: Policy Statement

The Riverside Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy, as stated in *BP 3420: Equal Employment Opportunity* and attached to this document, to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, genetic information, ancestry, sexual orientation, or physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code. or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas. An Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

Component 4: Delegation of Responsibility, Authority and Compliance

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

1. ***Board of Trustees***

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

2. ***Chancellor***

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. ***College Diversity Committees***

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

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

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

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

9. ***Good Faith Effort***

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

Component 5: Advisory Committee

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

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

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

Component 6: Complaints

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

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

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

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

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

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

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

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

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

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

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

Component 7: Notification to District Employees

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

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

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

Component 8: Training for Screening/Selection Committees

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

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

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

Component 9: Annual Written Notice to Community Organizations

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

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

Component 10: Analysis of District Workforce and Applicant Pool

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

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

- 1) Executive/Administrative/Managerial
- 2) Faculty and other Instructional Staff:
 - Career-Technical Education
 - English
 - Kinesiology
 - Humanities
 - Instructional and Support Services
 - Mathematics
 - Natural Sciences
 - Social Sciences
 - Part-Time
- 3) Professional Non faculty
- 4) Secretarial/Clerical
- 5) Technical and Paraprofessional
- 6) Skilled Crafts
- 7) Service and Maintenance

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

Workforce Data Analysis

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

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

District Workforce Demographic Profile Summary (Tables 1)

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

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

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

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

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

District Comparison to Statewide Community College Districts (Table 2)

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

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

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

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

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

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

District Comparison to Service Area Demographics (Table 3)

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

5-Year Comparison of Workforce Demographics (Table 4)

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

Analysis of District-wide Data:

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

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

Analysis of Moreno Valley College Data:

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

Analysis of Norco College Data:

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

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

Analysis of Riverside City College Data:

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

Analysis of District Staff Data:

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

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

Job Applicant Data Analysis

Recruitment

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

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

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

Selection

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

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

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

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

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

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

Plan Component 12: Methods to Address Underrepresentation

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

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

Plan Component 13: Additional Steps to Remedy Significant Underrepresentation

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

Component 14: Other Measures Necessary to Further Equal Employment Opportunity

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

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

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

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

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

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

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

Component 16: Graduate Assumption Program of Loans for Education

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

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

EEO Plan
Table 1

Totals shown for the individual colleges or locations will not equal the totals shown for the district due to multiple positions held by some individuals.

Category	FAN	MAN	FA	MA	FB	MB	FH	MH	FPI	MPI	FW	MW	F2+	M2+	Total F	Total M	Total
Professional/Nonfaculty	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%			
sub	0%		0%		0%		100%		0%		0%		0%		100%	0%	
Secretarial/Clerical	2%	0%	2%	8%	13%	42%	47%	17%	0%	0%	28%	25%	9%	8%			
sub	2%		3%		19%		41%		0%		27%		8%		80%	20%	
Technical & Paraprofessional	0%	0%	0%	0%	0%	20%	0%	40%	0%	0%	0%	40%	0%	0%			
sub	0%		0%		18%		36%		0%		45%		0%		55%	45%	
Skilled Craft	0%	0%	0%	50%	0%	0%	0%	50%	0%	0%	0%	0%	0%	0%			
sub	0%		50%		0%		50%		0%		0%		0%		0%	100%	
Service and Maintenance	0%	0%	0%	0%	40%	21%	20%	29%	0%	7%	0%	36%	40%	7%			
sub	0%		0%		26%		26%		5%		26%		16%		26%	74%	
Classified	2%	0%	2%	6%	15%	27%	44%	27%	0%	3%	27%	30%	10%	6%			
Subtotal	1%		3%		20%		38%		1%		28%		9%		64%	36%	18%
Academic Managers	0%	0%	14%	0%	10%	33%	14%	33%	0%	0%	43%	33%	14%	0%			
sub	0%		10%		20%		20%		0%		40%		10%		70%	30%	
Classified Managers	0%	0%	0%	0%	0%	33%	20%	50%	0%	0%	60%	17%	20%	0%			
sub	0%		0%		18%		36%		0%		36%		9%		45%	55%	
Executive/Administrative	0%	0%	8%	0%	8%	33%	17%	44%	0%	0%	50%	22%	17%	0%			
Subtotal	0%		5%		19%		29%		0%		38%		10%		57%	43%	4%
Faculty--Adult Education	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%			
sub	0%		0%		0%		0%		0%		0%		0%		0%	0%	
Faculty--Career Education	11%	0%	0%	10%	33%	10%	0%	30%	0%	0%	44%	50%	11%	0%			
sub	5%		5%		21%		16%		0%		47%		5%		47%	53%	
Faculty--English	0%	0%	0%	0%	0%	0%	50%	0%	0%	0%	25%	100%	25%	0%			
sub	0%		0%		0%		25%		0%		63%		13%		50%	50%	
Faculty--Health & PE	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%			
sub	0%		0%		0%		0%		0%		100%		0%		100%	0%	
Faculty--Humanities	0%	0%	13%	0%	0%	0%	25%	0%	0%	0%	63%	100%	0%	0%			
sub	0%		8%		0%		17%		0%		75%		0%		67%	33%	
Faculty--Instructional & Support Services	0%	0%	0%	0%	33%	0%	33%	67%	0%	0%	33%	0%	0%	33%			
sub	0%		0%		22%		44%		0%		22%		11%		67%	33%	
Faculty--Mathematics	0%	0%	25%	50%	0%	0%	0%	0%	0%	0%	75%	50%	0%	0%			
sub	0%		38%		0%		0%		0%		63%		0%		50%	50%	
Faculty--Natural Sciences	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	100%	0%	0%			
sub	0%		0%		0%		0%		0%		100%		0%		63%	38%	
Faculty--Social Sciences	0%	0%	0%	25%	0%	0%	0%	25%	0%	0%	50%	50%	50%	0%			
sub	0%		17%		0%		17%		0%		50%		17%		33%	67%	
Full Time Faculty	3%	0%	5%	13%	13%	3%	15%	19%	0%	0%	58%	63%	8%	3%			
sub	1%		8%		8%		17%		0%		60%		6%		56%	44%	14%
Part Time Faculty	1%	1%	7%	5%	7%	5%	15%	15%	0%	0%	64%	71%	6%	3%			
sub	1%		6%		6%		15%		0%		68%		4%		40%	60%	63%
Faculty	1%	1%	7%	6%	8%	5%	15%	16%	0%	0%	62%	70%	7%	3%			
Subtotal	1%		6%		6%		15%		0%		66%		5%		43%	57%	77%
TOTAL EMPLOYEES	1%	1%	5%	6%	10%	8%	22%	18%	0%	0%	53%	63%	8%	3%			
Total	1%		6%		9%		20%		0%		58%		6%		48%	52%	100%
Persons with Reported Disabilities	0%	0%	0%	0%	0%	0%	0%	50%	0%	10%	100%	40%	0%	0%			
sub	0%		0%		0%		45%		9%		45%		0%		9%	91%	100%

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

EEO Plan
Table 1

Totals shown for the individual colleges or locations will not equal the totals shown for the district due to multiple positions held by some individuals.

Category	FAN	MAN	FA	MA	FB	MB	FH	MH	FPI	MPI	FW	MW	F2+	M2+	Total F	Total M	Total
Professional/Nonfaculty	0%	0%	0%	0%	0%	0%	50%	0%	0%	0%	50%	0%	0%	0%			
sub	0%	0%	0%	0%	0%	0%	33%	0%	0%	0%	67%	0%	0%	0%	67%	33%	
Secretarial/Clerical	3%	0%	0%	0%	13%	22%	50%	56%	0%	0%	25%	22%	10%	0%			
sub	2%	0%	0%	0%	14%	22%	51%	56%	0%	0%	24%	22%	8%	0%	82%	18%	
Technical & Paraprofessional	0%	0%	0%	43%	10%	0%	40%	0%	0%	0%	40%	43%	10%	14%			
sub	0%	0%	18%	43%	6%	0%	24%	0%	0%	0%	41%	43%	12%	14%	59%	41%	
Skilled Craft	0%	0%	0%	0%	0%	0%	0%	67%	0%	0%	0%	33%	0%	0%	0%	100%	
sub	0%	0%	0%	0%	0%	0%	67%	67%	0%	0%	0%	33%	0%	0%	0%	100%	
Service and Maintenance	0%	0%	17%	3%	17%	63%	50%	14%	17%	3%	0%	11%	0%	6%			
sub	0%	0%	5%	3%	56%	63%	20%	14%	5%	3%	10%	11%	5%	6%	15%	85%	
Classified	2%	0%	2%	7%	12%	44%	48%	22%	2%	2%	26%	20%	9%	5%			
Subtotal	1%	0%	4%	7%	27%	44%	35%	22%	2%	2%	23%	20%	7%	5%	51%	49%	29%
Academic Managers	0%	0%	22%	0%	7%	0%	22%	20%	0%	0%	33%	80%	11%	0%			
sub	0%	0%	14%	0%	7%	0%	21%	20%	0%	0%	50%	80%	7%	0%	64%	36%	
Classified Managers	0%	0%	0%	0%	0%	33%	100%	17%	0%	0%	0%	50%	0%	0%			
sub	0%	0%	0%	0%	20%	33%	50%	17%	0%	0%	30%	50%	0%	0%	40%	60%	
Executive/Administrative	0%	0%	15%	0%	8%	18%	46%	18%	0%	0%	23%	64%	8%	0%			
Subtotal	0%	0%	8%	0%	13%	18%	33%	18%	0%	0%	42%	64%	4%	0%	54%	46%	6%
Faculty--Adult Education	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%			
sub	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Faculty--Career Education	0%	0%	0%	0%	0%	13%	0%	13%	0%	0%	100%	63%	0%	13%			
sub	0%	0%	0%	0%	8%	13%	8%	13%	0%	0%	77%	63%	8%	13%	38%	62%	
Faculty--English	0%	0%	0%	0%	0%	0%	11%	20%	0%	0%	89%	60%	0%	20%			
sub	0%	0%	0%	0%	0%	0%	14%	20%	0%	0%	79%	60%	7%	20%	64%	36%	
Faculty--Health & PE	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	100%	0%	0%			
sub	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	100%	0%	0%	50%	50%	
Faculty--Humanities	0%	0%	0%	0%	20%	0%	0%	0%	0%	0%	80%	100%	0%	0%			
sub	0%	0%	0%	0%	17%	0%	0%	0%	0%	0%	83%	100%	0%	0%	83%	17%	
Faculty--Instructional & Support Services	0%	0%	25%	0%	50%	0%	25%	50%	0%	0%	0%	50%	0%	0%			
sub	0%	0%	13%	0%	25%	0%	38%	50%	0%	0%	25%	50%	0%	0%	50%	50%	
Faculty--Mathematics	0%	0%	33%	33%	0%	0%	0%	17%	0%	0%	67%	50%	0%	0%			
sub	0%	0%	33%	33%	0%	0%	11%	17%	0%	0%	56%	50%	0%	0%	33%	67%	
Faculty--Natural Sciences	0%	0%	0%	33%	0%	0%	40%	0%	0%	0%	60%	67%	0%	0%			
sub	0%	0%	13%	33%	0%	0%	25%	0%	0%	0%	63%	67%	0%	0%	63%	38%	
Faculty--Social Sciences	0%	0%	0%	0%	0%	0%	0%	33%	0%	0%	100%	67%	0%	0%			
sub	0%	0%	0%	0%	0%	0%	17%	33%	0%	0%	83%	67%	0%	0%	50%	50%	
Full Time Faculty	0%	0%	6%	10%	9%	3%	11%	19%	0%	0%	74%	61%	0%	6%			
sub	0%	0%	8%	10%	6%	3%	15%	19%	0%	0%	68%	61%	3%	6%	53%	47%	17%
Part Time Faculty	1%	0%	11%	11%	6%	7%	17%	11%	0%	0%	62%	67%	2%	4%			
sub	1%	0%	11%	11%	7%	7%	14%	11%	0%	0%	65%	67%	3%	4%	48%	52%	49%
Faculty	1%	0%	9%	11%	7%	6%	16%	13%	0%	0%	66%	65%	2%	5%			
Subtotal	0%	0%	10%	11%	7%	6%	14%	13%	0%	0%	66%	65%	3%	5%	50%	50%	65%
TOTAL EMPLOYEES	1%	0%	8%	9%	9%	17%	27%	16%	1%	1%	51%	53%	4%	5%			
Total	1%	0%	8%	9%	13%	17%	22%	16%	1%	1%	52%	53%	4%	5%	50%	50%	100%
Persons with Reported Disabilities	0%	0%	0%	0%	0%	50%	40%	0%	0%	0%	60%	50%	0%	0%			
sub	0%	0%	0%	0%	14%	50%	29%	0%	0%	0%	57%	50%	0%	0%	71%	29%	100%

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

EEO Plan
Table 1

Totals shown for the individual colleges or locations will not equal the totals shown for the district due to multiple positions held by some individuals.

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

Diversity & Human Resources
Diversity, Equity & Compliance EEO Report

EEO Plan
Table 1

District Offices Workforce Demographic Profile Summary Fall 2012: **PERCENTAGES**

Totals shown for the individual colleges or locations will not equal the totals shown for the district due to multiple positions held by some individuals.

Category	FAN	MAN	FA	MA	FB	MB	FH	MH	FPI	MPI	FW	MW	F2+	M2+	Total F	Total M	Total
Professional/Nonfaculty	0%	0%	0%	0%	0%	0%	14%	67%	0%	0%	86%	33%	0%	0%			
sub	0%		0%		0%		30%		0%		70%		0%		70%	30%	
Secretarial/Clerical	0%	0%	4%	0%	2%	0%	25%	25%	2%	0%	54%	75%	13%	0%			
sub	0%		4%		2%		25%		2%		56%		12%		92%	8%	
Technical & Paraprofessional	0%	3%	4%	0%	9%	6%	9%	21%	0%	0%	64%	59%	0%	3%			
sub	2%		11%		7%		18%		0%		60%		2%		24%	76%	
Skilled Craft	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%			
sub	0%		0%		0%		0%		0%		100%		0%		100%	0%	
Service and Maintenance	0%	0%	0%	0%	0%	0%	100%	75%	0%	0%	0%	25%	0%	0%			
sub	0%		0%		0%		80%		0%		20%		0%		20%	80%	
Classified/Confidential	0%	2%	4%	7%	3%	4%	22%	29%	1%	0%	59%	56%	9%	2%			
Total	1%		6%		4%		25%		1%		58%		6%		60%	40%	73%
Academic Managers	0%	0%	0%	0%	0%	0%	0%	13%	0%	0%	50%	75%	50%	0%			
sub	0%		10%		0%		10%		0%		70%		10%		20%	80%	
Classified Managers	8%	0%	0%	0%	8%	0%	23%	5%	0%	0%	62%	68%	0%	16%			
sub	3%		6%		3%		13%		0%		66%		9%		41%	59%	
Executive/Administrative	7%	0%	0%	7%	7%	0%	20%	7%	0%	0%	60%	70%	7%	11%			
Total	2%		7%		2%		12%		0%		67%		10%		36%	64%	27%
TOTAL EMPLOYEES	1%	1%	5%	8%	4%	3%	22%	21%	1%	0%	59%	61%	8%	6%			
Total	1%		6%		3%		21%		1%		60%		7%		54%	46%	100%
Persons with Reported Disabilities	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%	1%	1%	0%	0%			
Total	0%		33%		0%		0%		0%		67%		0%		33%	67%	100%

INCLUDED IN DATA: Permanent FT and PT Classified/Confidential
All RCCD Faculty Titles, including OYT, ECE, Student Activities
Coordinator, & Non-Instructional Faculty.

DATA SOURCE: Datatel XDCC Reports run December 11, 2012

FEMALE		LEGEND		MALE	
FAN	American Indian/Alaskan Native	MAN		MAN	
FA	Asian(includes Filipino)	MA		MA	
FB	Black/African American	MB		MB	
FH	Hispanic/Latino	MH		MH	
FPI	Native Hawaiian/Pacific Islander	MPI		MPI	
FW	White (Non-Hispanic)	MW		MW	
F2+	Two or More Races	M2+		M2+	

District Comparison to Statewide Community College District Fall 2012

Table 2

RCCD	American Indian/ Alaska		Asian		Black / African American		Hispanic/ Latino		White		2+		Female		Male	
	RCCD	CCC	RCCD	CCC	RCCD	CCC	RCCD	CCC	RCCD	CCC	RCCD	CCC	RCCD	CCC	RCCD	CCC
Classified	0%	0.8%	4%	12%	15%	8.9%	32%	25%	41%	44%	6%	0.8%	57%	49%	43%	40.7%
Executive/Administrative	1%	0.9%	7%	8.8%	10%	6%	24%	13.5%	51%	63.6%	6%	0.9%	44%	53.4%	56%	46.5%
FT Faculty	1%	0.9%	7%	8.8%	6%	6%	15%	15%	67%	63.6%	4%	0.9%	51%	54.2%	49%	45.7%
PT Faculty	1%	1%	9%	9%	9%	5%	14%	12%	67%	65%	3%	1%	49%	52%	51%	48%
TOTAL	1%	0.8%	7%	9.5%	9%	6.4%	20%	15.5%	58%	60.1%	5%	0.4%	52%	55.0%	48%	45.0%
Moreno Valley College	MVC	CCC	MVC	CCC	MVC	CCC	MVC	CCC	MVC	CCC	MVC	CCC	MVC	CCC	MVC	CCC
Classified	1%	0.8%	3%	12%	20%	8.9%	38%	25%	28%	44%	9%	0.8%	64%	49%	36%	40.7%
Executive/Administrative	0%	0.9%	5%	8.8%	19%	6%	29%	13.5%	38%	63.6%	10%	0.9%	57%	53.4%	43%	46.5%
FT Faculty	1%	0.9%	8%	8.8%	8%	6%	17%	15%	60%	63.6%	6%	0.9%	56%	54.2%	44%	45.7%
PT Faculty	1%	0.6%	6%	8.8%	6%	5.2%	15%	11.7%	68%	64.6%	4%	0.6%	40%	52%	60%	47.9%
TOTAL	1%	0.8%	6%	9.5%	9%	9.5%	20%	15.5%	58%	60.1%	6%	0.4%	48%	55%	52%	45.0%
Norco College	NC	CCC	NC	CCC	NC	CCC	NC	CCC	NC	CCC	NC	CCC	NC	CCC	NC	CCC
Classified	1%	0.8%	6%	12%	27%	8.9%	35%	25%	23%	44%	7%	0.8%	51%	49%	49%	40.7%
Executive/Administrative	0%	0.9%	8%	8.8%	13%	6%	33%	13.5%	42%	63.6%	4%	0.9%	54%	53.4%	46%	46.5%
FT Faculty	0%	0.9%	8%	8.8%	6%	6%	15%	15%	68%	63.6%	3%	0.9%	53%	54.2%	47%	45.7%
PT Faculty	1%	0.6%	11%	8.8%	7%	5.2%	14%	11.7%	65%	64.6%	3%	0.6%	48%	52%	52%	47.9%
TOTAL	1%	0.8%	9%	9.5%	13%	6.4%	22%	15.5%	52%	60.1%	4%	0.4%	50%	55%	50%	45.0%
Riverside City College	RCC	CCC	RCC	CCC	RCC	CCC	RCC	CCC	RCC	CCC	RCC	CCC	RCC	CCC	RCC	CCC
Classified	0%	0.8%	4%	12%	13%	8.9%	31%	25%	47%	44%	5%	0.8%	56%	49%	44%	40.7%
Executive/Administrative	0%	0.9%	8%	8.8%	13%	6%	29%	13.5%	47%	63.6%	3%	0.9%	47%	53.4%	53%	46.5%
FT Faculty	1%	0.9%	6%	8.8%	4%	6%	14%	15%	68%	63.6%	6%	0.9%	50%	54.2%	50%	45.7%
PT Faculty	1%	0.6%	10%	8.8%	7%	5.2%	13%	11.7%	67%	64.6%	2%	0.6%	58%	52%	42%	47.9%
TOTAL	1%	0.8%	7%	9.5%	8%	6.4%	19%	15.5%	61%	60.1%	4%	0.4%	55%	55%	45%	45.0%
District Offices	DO	CCC	DO	CCC	DO	CCC	DO	CCC	DO	CCC	DO	CCC	DO	CCC	DO	CCC
Classified	1%	0.8%	7%	12%	4%	8.9%	25%	25%	58%	44%	6%	0.8%	60%	49%	40%	40.7%
Executive/Administrative	2%	0.9%	7%	8.8%	2%	6%	12%	13.5%	67%	63.6%	10%	0.9%	36%	53.4%	64%	46.5%
TOTAL	1%	0.8%	7%	9.5%	3%	6.4%	21%	15.5%	60%	60.1%	7%	0.4%	54%	55%	46%	45.0%

District Comparison to Statewide Community College Districts

Table 3

**Riverside Community College District
Service Area Profiles 2010 Census**

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

**Riverside Community College District
Service Area Demographic Characteristics 2010 Census**

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

5-Year Comparison of Workforce Demographics

Table 4

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

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

Table 5

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

Source: People Admin 11/30/12.

Not Included: PT Faculty Applications.

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

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

Table 6

Category	Total Applications				Number of hired Individuals				Monitored Group (MG) Applications								Filled by Monitored Group (MG)							
	08/09	09/10	10/11	11/12	08/09	09/10	10/11	11/12	Number & Percent of total								Number & Percent of Total							
									08/09		09/10		10/11		11/12		08/09		09/10		10/11		11/12	
All MG	w/o WF,UF	All MG	w/o WF,UF	AllMG	w/o WF,UF	AllMG	w/o WF,UF	All MG	w/o WF,UF	All MG	w/o WF,UF	All MG	w/o WF,UF	All MG	w/o WF,UF	All MG	w/o WF,UF	All MG	w/o WF,UF	All MG	w/o WF,UF			
PT Classified	1,429	604	3,014	404	10	19	50	17	1,294	798	560	378	2,782	1,892	386	284	6	7	19	16	44	38	11	8
									91%	56%	93%	63%	92%	63%	96%	70%	75%	70%	100%	84%	90%	76%	65%	47%
FT Classified	4,793	678	1,817	298	41	14	29	7	4,186	2,316	578	468	1,579	1,103	263	192	42	29	11	8	27	21	6	5
									87%	48%	85%	69%	87%	61%	88%	64%	95%	70%	79%	57%	93%	72%	86%	71%
Classified Managers	532	21	666	103	13	3	13	5	272	182	17	12	529	398	70	50	9	5	3	3	12	9	3	0
									51%	34%	81%	57%	79%	60%	68%	49%	69%	38%	100%	100%	83%	69%	60%	0%
Academic Managers	349	332	416	210	7	4	13	7	262	176	196	151	327	243	154	130	6	4	2	2	11	7	7	7
									75%	50%	59%	45%	79%	58%	73%	62%	86%	57%	50%	50%	92%	54%	100%	100%
FT Faculty	966	23	1,041	49	34	1	20	6	684	594	10	5	830	568	33	24	26	12	1	0	16	10	4	2
									71%	61%	43%	22%	80%	55%	67%	49%	76%	35%	100%	0%	84%	50%	67%	33%
TOTALS	8,069	1,658	6,954	1,064	105	41	125	42	6,698	4,066	1,361	1,014	6,047	4,204	906	680	89	57	36	29	110	85	31	22
									83%	50%	82%	61%	87%	60%	85%	64%	85%	54%	88%	71%	88%	68%	74%	52%

INCLUDES: Recruitment information for all positions opened from 7/1 – 6/30 of the FY reported. ***Does not include the applications for the Chancellor or Presidents recruitments.**

SOURCE: DHR Certificated and Classified Recruitment Logs; People Admin as of 11/30/12.

Diversity & Human Resources
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Table 7

Recruitments and Applications 2011-2012 *Monitored Group Numbers Include Female White and Female Unknown*

# Postings	# Filled Positions	# Apps	Female	Male	American Indian/Alaskan Native		Asian/Includes Filipino		Black/African American		Hispanic/ Latino		Native Hawaiian/ Pacific Islander		White		Two or More		Unknown		Unknown Race/Sex	Hires/Notes
					F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M		
PT Classified: 96% (386) All Monitored Group Apps, 65% filled / 70% (284) W/O WF and UF Monitored Group Apps, 47% filled																						2 Female Asian, 3 Female Black, 2 Female Hispanic, 3 Female White, 1 Male Two or More, 6 Male White
19	17	404	269	120	2	0	24	15	37	9	89	35	0	0	91	50	15	7	11	4	15	
	TOTAL		67%	30%	2		39		46		124		0		141		22		15			1 position (L3583) was in interview process at time of report. Person hired not included.
FT Classified: 88% (263) All Monitored Group Apps, 100% filled / 64% (192) W/O WF and UF Monitored Group Apps, 86% filled																						2 Female Hispanic, 1 Female White, 3 Male Hispanic, 1 Male White
12	7	298	207	86	0	0	14	1	37	12	77	38	1	0	62	29	7	5	9	1	5	
	TOTAL		69%	29%	0		15		49		115		1		91		12		10			
Academic Mgmt: 73% (154) All Monitored Group Apps, 100% filled / 62% (130) W/O WF and UF Monitored Group Apps, 100% filled																						1 Female Black, 1 Female Hispanic, 3 Male Black, 2 Male Hispanic
7	7	210	79	129	1	2	5	11	25	39	16	20	0	0	23	49	8	3	1	5	2	
	TOTAL		38%	61%	3		16		64		36		0		72		11		6			
Classified Mgmt: 68% (70) All Monitored Group Apps, 60% filled / 49% (50) W/O WF and UF Monitored Group Apps, 0% filled																						3 Female White, 2 Male White
5	5	103	41	60	0	0	3	4	12	10	5	12	0	0	19	30	1	3	1	1	2	
	TOTAL		40%	58%	0		7		22		17		0		49		4		2			
FT Faculty: 67% (33) All Monitored Group Apps, 67% filled / 49% (24) W/O WF and UF Monitored Group Apps, 33% filled																						1 Female Black, 2 Female White, 1 Male Asian, 2 Male White
6	6	49	20	28	1	0	2	4	4	0	2	6	0	0	7	15	2	3	2	0	1	
	TOTAL		41%	57%	1		6		4		8		0		22		5		2			
TOTALS: 85% (906) All Monitored Group Apps, 76% filled / 64% (680) W/O WF and UF Monitored Group Apps, 55% filled																						2 Female Asian, 5 Female Black, 5 Female Hispanic, 9 Female White, 1 Male Asian, 3 Male Black, 5 Male Hispanic, 1 Male Two or More, 11 Male White
49	42	1064	616	423	4	2	48	35	115	70	189	111	1	0	202	173	33	21	24	11	25	
	TOTAL		58%	40%	6		83		185		300		1		375		54		35			

SOURCE: Recruitment logs on DHR shared drive, reports from People Admin--November 30, 2012 download
MONITORED GROUP NUMBERS: Include FW and F Unknown

NOTE: The above figures include all recruitments opened 7-1-11 through 6-30-12.

Diversity & Human Resources
Diversity, Equity & Compliance EEO Report

Table 8

Recruitments and Applications 2011-2012 *Monitored Group Numbers Do Not Include Female White or Female Unknown*

# Postings	# Filled Positions	# Apps	Female	Male	American Indian/Alaskan Native		Asian/Includes Filipino		Black/African American		Hispanic/ Latino		Native Hawaiian/ Pacific Islander		White		Two or More		Unknown		Unknown Race/Sex	Hires/Notes
					F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M		
PT Classified: 70% (284) W/O WF and UF Monitored Group Apps, 47% filled																						2 Female Asian, 3 Female Black, 2 Female Hispanic, 3 Female White, 1 Male Two or More, 6 Male White 1 position (L3583) was in interview process at time of report. Person hired not included.
19	17	404	269	120	2	0	24	15	37	9	89	35	0	0	91	50	15	7	11	4	15	
	TOTAL		67%	30%	2		39		46		124		0		141		22		15			
FT Classified: 64% (192) W/O WF and UF Monitored Group Apps, 86% filled																						2 Female Hispanic, 1 Female White, 3 Male Hispanic, 1 Male White
12	7	298	207	86	0	0	14	1	37	12	77	38	1	0	62	29	7	5	9	1	5	
	TOTAL		69%	29%	0		15		49		115		1		91		12		10			
Academic Mgmt: 62% (130) W/O WF and UF Monitored Group Apps, 100% filled																						1 Female Black, 1 Female Hispanic, 3 Male Black, 2 Male Hispanic
7	7	210	85	123	1	2	11	5	25	39	16	20	0	0	23	49	8	3	1	5	2	
	TOTAL		40%	59%	3		16		64		36		0		72		11		6			
Classified Mgmt: 49% (50) W/O WF and UF Monitored Group Apps, 0% filled																						3 Female White, 2 Male White
5	5	103	41	60	0	0	3	4	12	10	5	12	0	0	19	30	1	3	1	1	2	
	TOTAL		40%	58%	0		7		22		17		0		49		4		2			
FT Faculty: 49% (24) W/O WF and UF Monitored Group Apps, 33% filled																						1 Female Black, 2 Female White, 1 Male Asian, 2 Male White
6	6	49	20	28	1	0	2	4	4	0	2	6	0	0	7	15	2	3	2	0	1	
	TOTAL		41%	57%	1		6		4		8		0		22		5		2			
TOTALS: 64% (680) W/O WF and UF Monitored Group Apps, 55% filled																						2 Female Asian, 5 Female Black, 5 Female Hispanic, 9 Female White, 1 Male Asian, 3 Male Black, 5 Male Hispanic, 1 Male Two or More, 11 Male White
49	42	1064	622	417	4	2	54	29	115	70	189	111	1	0	202	173	33	21	24	11	25	
	TOTAL		58%	39%	6		83		185		300		1		375		54		35			

SOURCE: Recruitment logs on DHR shared drive, reports from People Admin--November 30, 2012 download
Monitored Group Numbers: Do not include MW, FW, M/F Unknown, or Unknown Race/Sex

NOTE: The above figures include all recruitments opened 7-1-11 through 6-30-12.



Agenda Item (VIII-A-2)

Meeting	6/18/2013 - Regular
Agenda Item	Committee - Governance (VIII-A-2)
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 4020 and 5500 for first reading.

Background Narrative:

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

Academic Affairs

Board Policy 4020 Program, Curriculum, and Course Development - this is a revision of the Policy that was last revised on April 22, 2008.

Student Services

Board Policy 5500 Standards of Student Conduct - this is a revision of the Policy that was last revised on May 17, 2011.

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

Attachments:

[Board Policies for First Reading - June 2013](#)

**BP 4020 PROGRAM, CURRICULUM, AND COURSE
DEVELOPMENT**

References:

Education Code Sections 70901(b), 70902(b) and 78016;
Title 5 Sections 51000, 51022, 55100, 55130, and 55150;
U.S. Department of Education regulations on the Integrity of Federal Student
Financial Aid Programs under Title IV of the Higher Education Act of 1965, as
amended;
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24 and 668.8

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.
- consideration of job market and other related information for vocational and occupational programs.
- consideration and review of financial and administrative impact.

All new programs and program deletions shall be approved by the Board of Trustees.

Program or course modifications shall be approved by the Chancellor/President, or his/her designee, upon the recommendation of the respective Curriculum Committee.

All new **courses and** programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program are subject to approval by the Board. Non-degree-applicable credit and degree-applicable courses, that are not part of an existing, approved program must satisfy the conditions authorized by Title 5 regulations and are subject to approval by the Board.

NOTE: *The language below is legally required in an effort to show good faith compliance with the applicable federal regulations.*

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The Chancellor will establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The Chancellor will establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour”, where applicable. The Chancellor shall also establish procedures for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

Date Approved: May 15, 2007

Revised: April 22, 2008

Revised:

BP 5500 STANDARDS OF STUDENT CONDUCT

References:

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

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

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

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

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

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

1. Causing, attempting to cause, **implying**, or threatening to cause, **harm** physical injury to another person (**whether or not the threat is in person, handwritten, or by phone, text, email or any other electronic means**). **Harm is defined as, but not limited to, physical harm, harm to profession (defamation) or psychological harm.**
2. Possessing or, **selling** or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from **the College**

President, with concurrence a District employee, which is concurred by the Chancellor.

3. ~~Unlawful Possession or, using e,~~ **selling** sale, offering to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5. It is also unlawful under federal law, to possess, use, sell, offer to sell, furnish or be under the influence of any controlled substance, including medical marijuana.
4. Committing or attempting to commit robbery, **bribery**, or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willfully or persistently smoking in any area where smoking has been prohibited by law or by **policy or procedure** regulation of the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior toward an individual or group based on ethnic group identification, national origin, religion, age, ~~sex or gender,~~ **gender identity, gender expression,** race, color, ancestry, **genetic information,** sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of section 422.6 of the Penal Code, or any other status protected by law.
10. **Engaging in willful** misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. **Engaging in** disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
12. **Engaging in dishonesty.** ~~Cheating, plagiarism (including plagiarism in a student publication), or~~

—engaging in other ~~forms of~~ academic dishonesty. Forms of Dishonesty include, but are not limited to:

- a. Plagiarism, **defined as** presenting another person's language (spoken or written), ideas, artistic works or thoughts, as if they were one's own;
- b. Cheating, **defined as the** use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, **internet resources** and other students' work;
- c. Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents;
- d. ***Forging, altering or misusing District or College documents, keys (including electronic key cards), or other identification instruments.***
- e. ***Attempting to bribe, threaten or extort a faculty member or other employee for a better grade;***
- f. ***Buying or selling authorization codes for course access.***

~~13. Dishonesty, forgery, alteration or misuse of District documents, records or identification, or knowingly furnishing false information to the District.~~

14. ***Entering or using District facilities without authorization.*** Unauthorized entry upon or use of District facilities.

15. ***Engaging in lewd, indecent or obscene conduct*** on District-owned or controlled property, or at District-sponsored or supervised functions.

16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.

17. ***Engaging in persistent, serious misconduct*** where other means of correction have failed to bring about proper conduct.

18. ***Preparing, Unauthorized preparation, giving, selling, transferring, distributing, or Publishing*** eation, for any commercial purpose, of any

contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure **without authorization**.

19. **Using** ~~en~~ e, possessing ~~en~~ en, distributing ~~en~~ en or being under the influence of alcoholic beverages, controlled substance(s), or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off-site class, or during any District sponsored activity, trip or competition.
 - a. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.
20. Violating ~~en~~ of the District's Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any, or all, of the District's Information Technology resources.
21. **Using** ~~en~~ e of an electronic recording or any other communications devices (such as **MP3 players** ~~walkmans~~, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.
22. Eating (except for food that may be necessary for a verifiable medical Condition) or drinking (except for water) in classrooms.
23. Gambling, of any type, on District property.
24. Bringing pets (with the exception of service animals) on District property.
25. Distributing ~~en~~ of printed materials without the prior approval of the Student Activities Office. Flyers or any other literature may not be placed on vehicles parked on District property.
26. ~~The~~ **Riding/using** e of bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) **outside of** ~~is limited to~~ paved streets or thoroughfares normally used for vehicular traffic.
27. ~~In addition, The~~ **Riding/using** e of **any and** all types of skates,

skateboards, scooters, or other such conveyances is prohibited on District property, ***without prior approval*** ~~except for approved activities.~~

27. ***Attending*** ~~The presence in classrooms or laboratories of non-enrolled individuals (except for those individuals who are providing accommodations to students with disabilities)~~ ***when not officially enrolled in the class or laboratories and*** ~~is prohibited~~ without the approval of the faculty member.

28. ***Engaging in intimidating conduct or bullying against another person through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.***

29. ***Abuse of process, defined as the submission of malicious or frivolous complaints.***

30. ~~The violation of~~ ***Violating any District Board Policy or Administrative Procedure not mentioned above.***

Responsibility

- A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. In this regard, please refer to Administrative Procedure 5520, which deals with matters of student discipline and student grievance.
- B. The Chief ***Vice President of Student Services Officer*** of each College will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters contained in Administrative Procedure 5520.
- C. The Chief ~~Instructional Officer~~ ***Vice President of Academic Affairs*** of each College will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters contained in Administrative Procedure 5520.
- D. For matters involving the prohibition of discrimination and harassment, the concern should be referred to the District's Diversity, Equity and Compliance Office.
- E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all schedules of classes, the college catalog, the student handbook, and the faculty handbook. Faculty

members are encouraged to include the definitions and penalties in their course syllabi.

Date Adopted: May 15, 2007
(Replaces the Standards of Student
Conduct portion of Policy 6080)
Revised: May 17, 2011
Revised:



Agenda Item (VIII-B-1)

Meeting	6/18/2013 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-1)
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 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 June_backup052913](#)

Course	Title	Location
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1. New Stand Alone Courses:

Upon the completion of this course students who pass with an overall score of 70% or higher will not only receive 4 units of college credit but they will also be certified by the state of California to prepare taxes under the guidelines of the regulating body of CTEC (California Tax Education Council):

ACC-67	U.S. and California Income Tax Preparation	N
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This course is intended as a conditioning course for varsity athletes, distinct from the current A92 course for general students (non-athletes):

KIN-V92	Weight Training, Varsity Athletes	R
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2. Major Course Modifications:

The following is being proposed to remove the advisory of CAT-57, CIS-76A or CIS-76B, update course description, SLOs, MOI, MOE, course materials and add sample assignments:

BUS-58	Marketing the Virtual Office	R
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The following is being proposed to update Student Learning Outcomes (SLOs) due to Assessment results as well as the MOI, MOE, sample assignments and course materials:

FIT-S3	Basic Fire Fighter Academy	M
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The following is proposed to add a limitation on enrollment as well as update the SLOs, course content, methods of instruction (MOI), methods of evaluation (MOE), sample assignments and course materials:

FIT-S3A	Introduction to Fire Academy and Physical Conditioning for Fire Academy Students	M
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The following are being proposed to update the SLOs, course content, and course materials:

GEG-2	Human Geography	MNR
GEG-3	World Regional Geography	MNR

The following modifications are proposed to add an additional advisory of REA-83 and to tie the SLOs to the new GESLOs and to update course materials:

HUM-4	Arts and Ideas: Ancient World Through the Late Medieval Period	MNR
HUM-4H	Honors Arts and Ideas: Ancient World Through the Late Medieval Period	MNR

The following modifications are proposed to add an additional advisory of REA-83, to tie the SLOs to the new GESLOs and update the course description and course materials:

HUM-5	Arts and Ideas: The Renaissance through the Modern Era	MNR
HUM-5H	Honors Arts and Ideas: The Renaissance through the Modern Era	MNR

The following modifications are proposed to add an additional advisory of REA-83 and to tie the SLOs to the new GESLOs and to update course materials:

ENG-8	Introduction to Mythology	MNR
HUM-8	Introduction to Mythology	MNR
HUM-9	American Voices	R
HUM-10	World Religions	MNR
HUM-10H	Honors World Religions	MNR
HUM-11	Religion in America	MNR
HUM-16	Arts and Ideas: American Culture	NR
HUM-18	Death: an Interdisciplinary Perspective	MNR

Course	Title	Location
The following modification is proposed to tie the SLOs to the new general education student learning outcomes (GESLOs) and remove repeatability:		
HUM-20A	Arts and Ideas: Special Studies in Humanities	R
HUM-20B	Arts and Ideas: Special Studies in Humanities	R
HUM-20C	Arts and Ideas: Special Studies in Humanities	NR
The following modifications are proposed to add an additional advisory of REA-83 and to tie the SLOs to the new GESLOs and to update course materials:		
ENG-23	The Bible as Literature	MNR
HUM-23	The Bible as Literature	MNR
The following modifications are proposed to add an additional advisory of REA-83, to tie the SLOs to the new GESLOs and update the course materials as well as add sample assignments:		
HUM-35	Philosophy of Religion	MNR
PHI-35	Philosophy of Religion	MNR
The following is proposed to update the SLOs, course description, course content, MOI, MOE, course materials as well as add sample assignments to be C-ID compliant:		
MAT-1C	Calculus III	MNR
The following are proposed to update the course description, SLOs, course content, MOI, MOE, course materials and add sample assignments:		
PHY-4A	Mechanics	MNR
PHY-4B	Electricity Magnetism	MNR

3. New State Approved Certificates/Degrees:

Associate in Arts in Anthropology for Transfer Degree (see attachment A)	N
Associate in Arts in Spanish for Transfer Degree (see attachment B)	M
Associate in Arts in Spanish for Transfer Degree (see attachment C)	N
Associate in Arts in Spanish for Transfer Degree (see attachment D)	R

4. Modification to State/Locally Approved Certificates/Degrees:

The following degrees are being updated to replace AUT-99 with AUT-200, Ford requires students to complete service hours:

Automotive Technology-Ford Specialty (see attachment E)	R
Automotive Technology- General Motors (see attachment F)	R

The following degrees/certificates are being modified to replace ART-44 with ART-44A:

CIS-Simulation and Game Development Game Art (see attachment G)	MN
Game Art: 3D Animation(see attachment H)	N

The following certificate is being modified to replace ART-44, 50 and 51 with ART-44A, 50A,and 51A:

Visual Illustrations-Animation (see attachment I)	R
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ATTACHMENT A
PROGRAM OUTLINE OF RECORD
NEW DEGREE

Associate in Arts Degree in Anthropology for Transfer

College: N

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

PROGRAM LEARNING OUTCOMES

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

- Apply the holistic and comparative perspective inherent in anthropological knowledge to real world problems
- Use information resources and technology to research current issues in all four subfields of anthropology
- Synthesize and integrate theoretical perspectives specific to anthropology and general to the social and natural sciences

<u>Required Core Courses (18-19 units)</u>		<u>Units</u>
ANT-1*	Physical Anthropology	3
ANT-2*	Cultural Anthropology	3
ANT-6*	Introduction to Archaeology	3
Group A	Select from the list below	6-7
Group B	Select from the list below	3

<u>Electives Group A (6-7 units)</u>		
ANT-3*	Prehistoric Cultures	3
BIO-1*	General Biology	4
GEG-1*	Physical Geography	3
GEG-2*	Human Geography	3
MAT-12/12H*	Statistics/Honors Statistics	4

<u>Electives Group B (3 units)</u>		
ANT-4*	Native American Cultures	3
ANT-5*	Cultures of Ancient Mexico	3
ANT-7*	Anthropology of Religion	3
ANT-8*	Language and Culture	3
ANT-10	Forensic Anthropology	3

*Course may also be counted towards CSU GE/IGETC.

Total Major Units 18-19

Associate in Arts for Transfer Degree

The Associate in Arts in Anthropology 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 2-8 units of electives 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 Arts in Spanish for Transfer Degree

College: M

The Associate in Arts in Spanish for Transfer is intended to satisfy the lower division requirements for the B.A. degree in Spanish at a CSU by developing not only high-intermediate language skills in listening, reading, speaking, and writing but also an understanding and appreciation of Hispanic cultures. This program of study will provide the student with sufficient academic basis from which to pursue either an advanced degree or a career in a broad range of fields.

The Associate in Spanish for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the 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.

Program Learning Outcomes:

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

- Demonstrate critical thinking skills in Spanish by interpreting and articulating ideas, questions, opinions and information at the high-intermediate level, both orally and in writing.
- Analyze the practices, products and perspectives of the Spanish-speaking countries and peoples throughout the world through a comparison of Hispanic cultures and their own.

<u>Required Courses (23 units)</u>		<u>Units</u>
SPA-1 */ 1H*	Spanish 1 / Honors Spanish 1	5
SPA-2* / 2H*	Spanish 2 / Honors Spanish 2	5
SPA-3* or 3N*	Spanish 3 or Spanish 3N	5
SPA-4*	Spanish 4	5
List A	Select from the list below	3

<u>List A: Select one course (3 units)</u>		<u>Units</u>
SPA-8*	Intermediate Conversation	3
SPA-11*	Spanish Culture and Civilization	3
SPA-12*	Latin American Culture and Civilization	3

Total Units 23

*Courses may be double counted within CSUGE/IGETC.

****Note :** If a student places out of any course and is not awarded units for that course, the student will have to take additional units to compensate for the course /units needed to reach at least 18 total units in the major (per Title 5 regulations). Appropriate course substitutions may be from the List A or the courses listed below. Any other course substitution must be approved by the Spanish department.

Introduction to Cultural Anthropology (3)	ANT-2	CSU Area D
Introduction to Language and Culture (3)	ANT-8	CSU Area D

Intercultural Communication (3)	COM-12	CSU Area D
Latino Literature of the United States	ENG-25	CSU Area C2
Introduction to Human Geography (3)	GEG-2	CSU Area D
History of the Americas	HIS-8	CSU Area C2 or D
History of the Americas	HIS-9	CSU Area C2 or D
History of California (3)	HIS-26	CSU Area D
Introduction to Chicano Studies (3)	HIS-30	CSU Area C2 or D
Introduction to Chicano Studies (3)	HIS-31	CSU Area C2 or D
Introduction to Sociology (3)	SOC-1	CSU Area D
Introduction to Race & Ethnicity (3)	SOC-10	CSU Area D

ATTACHMENT C
PROGRAM OUTLINE OF RECORD
NEW DEGREE

Associate in Arts in Spanish for Transfer Degree

College: N

The Associate in Arts in Spanish for Transfer is intended to satisfy the lower division requirements for the B.A. degree in Spanish at a CSU by developing not only high-intermediate language skills in listening, reading, speaking, and writing but also an understanding and appreciation of Hispanic cultures. This program of study will provide the student with sufficient academic basis from which to pursue either an advanced degree or a career in a broad range of fields.

The Associate in Spanish for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the 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.

Program Learning Outcomes:

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

- Demonstrate critical thinking skills in Spanish by interpreting and articulating ideas, questions, opinions and information at the high-intermediate level, both orally and in writing.
- Analyze the practices, products and perspectives of the Spanish-speaking countries and peoples throughout the world through a comparison of Hispanic cultures and their own.

<u>Required Courses (23 units)</u>		<u>Units</u>
SPA-1*/ 1H*	Spanish 1 / Honors Spanish 1	5
SPA-2* / 2H*	Spanish 2 / Honors Spanish 2	5
SPA-3* or 3N*	Spanish 3 or Spanish 3N	5
SPA-4*	Spanish 4	5
List A	Select from the list below	3

<u>List A: Select a minimum of one course (3 units)</u>		<u>Units</u>
SPA-8*	Intermediate Conversation	3
SPA-11*	Spanish Culture and Civilization	3
SPA-12*	Latin American Culture and Civilization	3

Total Units 23

*Courses may be double counted within CSUGE/IGETC.

****Note:** If a student places out of any course and is not awarded units for that course, the student will have to take additional units to compensate for the course /units needed to reach at least 18 total units in the major (per Title 5 regulations). Appropriate course substitutions may be from the List A or the courses listed below. Any other course substitution must be approved by the Spanish department.

Introduction to Cultural Anthropology (3)	ANT-2	CSU Area D
Cultures of Ancient Mexico	ANT-5	CSU Area D
Introduction to Language and Culture (3)	ANT-8	CSU Area D

Mexican Art History	ART-8	CSU Area C1
Intercultural Communication (3)	COM-12	CSU Area D
Introduction to Human Geography (3)	GEG-2	CSU Area D
History of Mexico (3)	HIS-25	CSU Area D
Chicano/a or U.S. Latino Studies (3)	HIS-31	CSU Area C2 or D
Introduction to Sociology (3)	SOC-1	CSU Area D
Introduction to Race & Ethnicity (3)	SOC-10	CSU Area D

ATTACHMENT D
PROGRAM OUTLINE OF RECORD
NEW DEGREE

Associate in Arts in Spanish for Transfer Degree

College: R

The Associate in Arts in Spanish for Transfer is intended to satisfy the lower division requirements for the B.A. degree in Spanish at a CSU by developing not only high-intermediate language skills in listening, reading, speaking, and writing but also an understanding and appreciation of Hispanic cultures. This program of study will provide the student with sufficient academic basis from which to pursue either an advanced degree or a career in a broad range of fields.

The Associate in Spanish for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the 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.

Program Learning Outcomes:

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

- Demonstrate critical thinking skills in Spanish by interpreting and articulating ideas, questions, opinions and information at the high-intermediate level, both orally and in writing.
- Analyze the practices, products and perspectives of the Spanish-speaking countries and peoples throughout the world through a comparison of Hispanic cultures and their own.

<u>Required Courses (23 units)</u>		<u>Units</u>
SPA-1*/1H*	Spanish 1/Honors Spanish 1	5
SPA-2*	Spanish 2	5
SPA-3* or 3N*	Spanish 3 or Spanish 3N	5
SPA-4*	Spanish 4	5
List A	Select from the list below	3
<u>List A: Select a minimum of one course (3)</u>		<u>Units</u>
SPA-8*	Intermediate Conversation	3
SPA-11*	Spanish Culture and Civilization	3
SPA-12*	Latin American Culture and Civilization	3
Total Units		23

*Courses may be double counted within CSUGE/IGETC.

Note: If a student places out of any required course and is not awarded units for that course, the student will have to take additional units to compensate for the course/units needed to reach at least 18 total units in the major (per Title 5 regulations). Appropriate course substitutions may be from List A or the courses listed below. Any other course substitution must be approved by the Spanish faculty of World Languages.

Introduction to Cultural Anthropology (3)	ANT-2	CSU Area D
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Cultures of Ancient Mexico (3)	ANT-5	CSU Area D
Introduction to Language and Culture (3)	ANT-8	CSU Area D
Mexican Art History (3)	ART-8	CSU Area C1
Intercultural Communication (3)	COM-12	CSU Area D
Latino Literature of the United States	ENG-25	CSU Area C2
Introduction to Human Geography (3)	GEG-2	CSU Area D
History of the Americas	HIS-8	CSU Area C2 or D
History of the Americas	HIS-9	CSU Area C2 or D
History of Mexico (3)	HIS-25	CSU Area D
Chicano/a or U.S. Latino Studies (3)	HIS-30	CSU Area C or D
Chicano/a or U.S. Latino History (3)	HIS-31	CSU Area C2 or D
Introduction to Sociology (3)	SOC-1	CSU Area D
Introduction to Race & Ethnicity (3)	SOC-10	CSU Area D

ATTACHMENT E
PROGRAM OUTLINE OF RECORD
Degree Modification

AUTOMOTIVE TECHNOLOGY - FORD SPECIALTY (AS519)

COLLEGE: R

The program is a joint effort of Riverside Community College, Ford Motor Company, and area Ford, Lincoln-Mercury and Mazda dealers. Students will participate in 9 to 12 weeks of classroom instruction, alternated with an additional 9 weeks of full-time paid work experience at a sponsoring Ford, Lincoln-Mercury or Mazda dealership. The system allows students to become familiar with the dealership environment, while applying and reinforcing the on-campus learning.

Associate Degree Program

Program Learning Outcomes

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

- Acquire the skills and knowledge to work safely in the lab/shop environment.
- Develop entry level skills and knowledge for employment in the automotive industry.
- Utilize common shop equipment to diagnose and repair automobiles.
- Demonstrate the ability to diagnose and repair automotive electrical systems using industry approved diagnostic equipment.
- Write repair estimates using Consumer Protection guide lines as prescribed by the BAR.
- Access service information, printed or electronic, and comprehend the diagnostic and repair procedures.
- Prepare student to pass the Bureau of Automotive Repair (BAR) smog licensing certification exam.
- Demonstrate the ability to pass the Automotive Service Excellence (ASE) national certification exams.
- Practically apply knowledge acquired in class to diagnose and repair automobiles
- Prepare students to pass the Mobile Air Conditioning Society (MACS) certification exam

Required Courses (44 units)		Units
AUT-71	Ford Electrical and Electronics Systems	4
AUT-72	Ford Applied Electronics	4
AUT-73	Ford Engine Performance	8
AUT-74	Ford Brakes, Steering and Suspension Systems	4
AUT-75	Ford Engine Repair	4
AUT-76	Ford Advanced Chassis Systems	4
AUT-78	Ford Manual Transmissions and Drive-Train Systems	4
AUT-79	Ford Automatic Transmissions and Transaxles	4
AUT-200	Automotive Technology Work Experience (must be taken four times)	2-2-2-2

Associate in Science Degree

The Associate in Science Degree in Automotive Technology-Ford Specialty will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

ATTACHMENT F
PROGRAM OUTLINE OF RECORD
Degree Modification

AUTOMOTIVE TECHNOLOGY - GENERAL MOTORS SPECIALTY (AS583)

COLLEGE: R

This program is a joint effort of Riverside Community College, General Motors Corporation and local GM dealers. Students will participate in 9 weeks of classroom instruction, alternated with an additional 9 weeks of full-time paid work experience at a sponsoring GM dealership. The system allows students to become familiar with the dealership environment, while applying and reinforcing the on-campus learning.

Associate Degree Program

Program Learning Outcomes

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

- Acquire the skills and knowledge to work safely in the lab/shop environment.
- Develop entry level skills and knowledge for employment in the automotive industry.
- Utilize common shop equipment to diagnose and repair automobiles.
- Demonstrate the ability to diagnose and repair automotive electrical systems using industry approved diagnostic equipment.
- Write repair estimates using Consumer Protection guide lines as prescribed by the BAR.
- Access service information, printed or electronic, and comprehend the diagnostic and repair procedures.
- Prepare student to pass the Bureau of Automotive Repair (BAR) smog licensing certification exam.
- Demonstrate the ability to pass the Automotive Service Excellence (ASE) national certification exams.
- Practically apply knowledge acquired in class to diagnose and repair automobiles
- Prepare students to pass the Mobile Air Conditioning Society (MACS) certification exam

Required Courses (44 units)		Units
AUT-81	GM Electrical and Electronics Systems	4
AUT-82	GM Applied Electronics	4
AUT-83	GM Engine Performance	8
AUT-84	GM Brakes, Steering and Suspension Systems	4
AUT-85	GM Gasoline Engine and Repair	4
AUT-86	GM Advanced Chassis Systems	4
AUT-88	GM Manual Transmissions and Drive Trains	4
AUT-89	GM Automatic Transmissions and Transaxles	4
AUT-200	Automotive Technology Work Experience (must be taken four times)	2-2-2-2

Associate in Science Degree

The Associate in Science Degree in Automotive Technology-General Motors Specialty will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

ATTACHMENT G
PROGRAM OUTLINE OF RECORD
Certificate/Degree Modification

SIMULATION AND GAMING: GAME ART (MAS739/MCE739/NAS739/NCE739)

COLLEGE: MN

This is a comprehensive program that puts equal emphasis on the artistic and technical sides of 3D modeling and animation. Courses cover material that will take the student through the whole production process and workflow of 3D modeling and animation, from conceptualization to the final delivery of the rendered product. Curriculum spans traditional drawing techniques, life drawing and the technical fundamentals of 3D animation and modeling. Classes are taught in a state-of-the-art computer studio with the latest versions of industry-standard software packages.

Certificate Program

Program Learning Outcomes

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

- Identify and differentiate the game development project lifecycle and associated documents such as the Pitch Document, Game Design Document, Technical Design Document, Art Production Plan, Project Plan and Game Prototype.
- Identify and employ proper use of color media and associated materials as well as define, outline, and discuss basic to complex color theory for 2D artwork.
- Create, manipulate, animate, and implement 3D art assets for real time interactive simulations or video games.

Required Courses (36 units)		Units
CIS-35	Introduction to Simulation and Game Development	3
or		
GAM-35	Introduction to Simulation and Game Development	3
CIS/GAM-38A	Simulation and Gaming/3D Modeling	4
CIS/GAM-38B	Simulation and Gaming/3D Animation	4
CIS/GAM-38C	Simulation and Gaming/3D Dynamics and Rendering	4
CIS/CAT-78A	Introduction to Adobe Photoshop	3
ART-17	Beginning Drawing	3
ART-18	Intermediate Drawing	3
ART-22	Basic Design	3
ART-40	Figure Drawing	3
Electives	(Choose from list below)	6

Electives (6 units)

CIS-36	Introduction to Computer Game Design	3
CIS/GAM-37	Beginning Level Design for Computer Games	3
CIS/GAM-39	Current Techniques in Game Art	4
CIS/CAT-54A	Introduction to Flash	3
CIS/CAT-79	Introduction to Adobe Illustrator	3
ART-23	Design and Color	3
ART-36	Computer Art	3
ART-44A	Beginning Animation Principles	3

Rationale: To replace ART-44 with ART-44A

ATTACHMENT H
PROGRAM OUTLINE OF RECORD
Certificate/Degree Modification

SIMULATION AND GAME DEVELOPMENT GAME ART: 3D ANIMATION (NAS686/NCE686)

COLLEGE: N

The Game Art: 3D Animation program is designed to provide students with the knowledge and skills necessary for an entry level job in the video games industry and animation industry. Courses cover fundamental artistic preparation and animation principles, as well as industry-standard production tools and techniques. Students are provided a solid foundation in traditional and digital art techniques which are then applied to 3D animation applications. Students learn to plan, set-up, execute, fine tune, and finally import character animations into a game engine. The final course of this program is a capstone project where students work in an interdisciplinary team with students from the other tracks of the game development programs to create a complete, original game ready to publish. Students will complete the program with a polished portfolio. Classes are taught in state-of-the-art computer studios with the latest versions of industry-standard software packages. Students will be prepared to enter the field as a junior character animator, previsualization artist, layout artist, or concept artist.

Certificate Program

Program Learning Outcomes

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

- Create accurate, scaled, well-constructed character and environment drawings for use in traditional 2D animation, Flash animation, and storyboards.
- Demonstrate competent skill in 3D character animation including thoughtful application of the 12 principles of animation.
- Utilize character animation cycles effectively within a game engine including the use of forward and inverse kinematics.
- Demonstrate effective professional communication skills while working with colleagues in an industry standard production project.
- Create an industry standard portfolio and demo reel containing 3D animations developed in class projects.

Required Courses (40 units)		Units
ART-17	Beginning Drawing	3
ART-44A	Beginning Animation Principles	3
CAT/CIS-54A	Introduction to Flash	3
GAM-31	Introduction to 3D Modeling	3
GAM-35	Introduction to Simulation and Game Development	3
or		
CIS-35	Introduction to Simulation and Game Development	3
GAM-42	Photoshop for Game Art and Animation	3
GAM-44	Portfolio Production	2
GAM-47	Introduction to 3D Animation	3
GAM-48	3D Character Animation	3
GAM-70	Computer Skills for Game Art	1
GAM-71	Perspective for Game and Animation	3
GAM-72	Anatomy for Game Art	3
GAM-73	Storyboarding for Games	3
GAM-79	Game Studio Production	4

Associate in Science Degree

The Associate in Science Degree in Game Art: 3D Animation will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

ATTACHMENT I
PROGRAM OUTLINE OF RECORD
Certificate Modification

Visual Communications - Animation (CE774)

COLLEGE: R

This program prepares individuals to communicate information, entertainment and ideas through animation and cinematic arts. This includes practical, hands-on instruction in how to plan and produce a variety of animated works seeing the project through from concept to practice including but not limited to storyboarding, directing, editing, and all aspects of animation film production.

Certificate Program

Program Learning Outcomes

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

- Demonstrate the ability to apply the principles of animation and storytelling, in conceptual and visual form, to the creation of motion pictures that entertain audiences.
- Discuss the history of film animation and identify examples that consider a variety of the fundamental approaches to the art of animation.
- Assume the roles of writer, director, producer, animator, editor, storyboard artist, and production manager in the creation of animated works.
- Acquire skills that facilitate their ability to adapt themselves to the professional world, and have long-lasting and enriched careers.
- Demonstrate various experimental animation techniques in appreciation of animation as fine arts.

<u>Required Courses (15 units)</u>	<u>Units</u>
ART-40 Figure Drawing	3
or	
ART-41 Figure Painting	3
ART-44A Beginning Animation Principles	3
ART-50A Beginning Storyboarding	3
ART-51A Beginning Animation Production	3
Digital Media Electives (Choose from list below)	3

<u>Digital Media Electives (3 units)</u>	<u>Units</u>
ART-22 Basic Design	3
ART-24 Three Dimensional Design	3
ART-36 Computer Art	3
ADM-67 WEB Animation with Flash	3
ADM-68 3D Animation with Maya I	3
ADM-69 Motion Graphics and Compositing with After Effects	3
ADM-88 3D Animation with Maya II	3
FTV-48 Short Film Production	3
FTV-74 Production Planning and Management	3
PHO-20 Introduction to Digital Photography	3



Agenda Item (VIII-B-2)

Meeting	6/18/2013 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-2)
Subject	Student Services Fee Increase for the Students of the Riverside Community College District
College/District	District
Funding	Student Fees
Recommended Action	Recommend that the Board of Trustees approve the Student Services Fee for the Students of the Riverside Community College District.

Background Narrative:

The Student Activities Coordinators of the Riverside Community College District (RCCD) with the support of the three Associated Students Organizations (ASRCC, ASMVC, ASNC), are requesting the increase of the Student Services Fee for the RCCD by \$5 for fall and spring terms with the exception of winter and summer, effective Fall, 2013.

The Student Services Fee in the RCCD has been at the rate of \$10 for over 30 years. During this time the RCCD student population, student participation, and the demand for an increase in overall services supported by this fee has exponentially increased; the total number of clubs, organizations, scholarship opportunities and other programs that have been initiated to assist our students have grown significantly while the main source of revenue has not been adjusted. Since the split to three colleges, ASRCC at Riverside City College has primarily been the sole burden of sponsoring 95% of all athletics in the RCCD while absorbing significant cuts to the budgets of club organizations as a consequence of the new budget process. Additionally, ASRCC has had to dip in to reserves over the past two years to prevent drastic cuts to the Athletics program. The fee increase will allow the Student Activities Coordinators in collaboration with the Associated Students Organizations to provide financial support to a variety of student clubs and organizations while maintaining a comprehensive budget for support of on-campus events and other initiatives. This increase will allow for the Associated Students Organizations to offer more advocacy, leadership conference and training opportunities both in state and out of state. The Student Activities Coordinators will be able to continue building funding contingencies and assist the colleges in special projects. Specifically, the ASRCC will be able to provide more effective budget options for athletics. At Norco, the ASNC is currently assisting in supporting new programs and initiatives on campus that will have a direct benefit to the student body, such as the Art Gallery, NOW Week, Veterans, etc. At Moreno Valley, the ASMVC will continue to support the categorical funded programs on campus, both Veteran Program and Foster Youth students through their club events and will fund training the ASMVC Leadership Team to "orient" incoming students about the services offered at the college, visit with local high school ASB's and leadership classes prior to entering Moreno Valley College.

Prepared By: Ray Maghroori, Provost/Vice Chancellor, Educational Services
Greg Sandoval, Vice President, Student Services

Attachments:

[RCCD Student Activity Staff Recommendation](#)
[ASMVC minutes](#)
[ASNC minutes](#)
[ASRCC minutes](#)

Sandoval, Greg

From: Synodinos, Dimitrios
Sent: Monday, May 13, 2013 2:46 PM
To: Sandoval, Greg
Cc: Hall, Deborah; Graham, Doug; Moore, Frankie; DiThomas, Debbie; Bush, Edward
Attachments: Student Services Fee Increase ASNC.doc; Student Services Increase ASRCC.pdf; Student Services Fee Increase ASMVC.pdf

Dr. Sandoval,

Please look below for the justification for the Student services Fee increase and attached for the minutes from all the AS organizations.

To whom it may concern:

The Student Activities Coordinators of the Riverside Community College District (RCCD) with the support of the three Associated Students Organizations (ASRCC, ASMVC, ASNC), are requesting the increase of the Student Services Fee for the RCCD by \$5 for both full terms with the exception of Winter and Summer (see below for the total fee assessed if this request is granted) **beginning Fall, 2013.**

- **\$15 for both full terms (Fall and Spring)-Currently at \$10**
- **\$2 for Summer and Winter (no change)**

There are several reasons why we are requesting you to consider and approve this increase:

1. The Student Services Fee in the RCCD has been at the rate of \$10 for over 30 years. During this time the RCCD student population, student participation, and the need for an increase in overall services supported by this fee has exponentially increased. The total number of clubs, organizations, scholarship opportunities and other programs that we have initiated in order to assist our students is at an all time high while our main source of revenue has not been adjusted to reflect this reality.
2. This increase will allow the Student Activities Coordinators in collaboration with the Associated Students Organizations to provide financial support to a variety of student clubs and organizations while maintaining a comprehensive budget for support of on-campus events and other initiatives.
3. The ASRCC will be able to provide more effective budget options for athletics. Since the split to three colleges, ASRCC has almost the sole burden of sponsoring 95% of all athletics in the RCCD and they had to procure significant cuts to the budgets of those organizations as a consequence of the new budget process. ASRCC has also had to dip in to Reserves over the past two years to prevent drastic cuts to Athletics which is not fiscally prudent.
4. The ASNC is currently assisting in supporting new programs and initiatives on campus that will have a direct benefit to the student body, such as the Art Gallery, NOW Week, Veterans, etc.
5. The ASMVC will continue to support the categorical funded programs on campus, Veteran Program students and Foster Youth students via their club events and will look to train the ASMVC Leadership Team to "orientate" incoming students about the services offered at the college and visit with their ASB's and Leadership Classes at the local service area High Schools prior to entering MVC.
6. This increase will allow for the Associated Students Organizations to offer more advocacy, leadership conference and training opportunities both in state and out of state.
7. It will assist the Student Activities Coordinators to continue building contingencies and assist the colleges in one time projects

Please see attached for the minutes from the Associated Students Organizations.

Thank you for taking the time to consider our proposal and thank you in advance for your support. If you have any questions please feel free to contact any of us at any time.

Sincerely,

Mr. Dimitrios I Synodinos
Dr. Deborah Hall
Mr. Douglas Graham
Ms. Frankie Moore

*DIMITRIOS I. SYNODINOS
STUDENT ACTIVITIES COORDINATOR/ASNC ADVISOR
NORCO COLLEGE, RIVERSIDE COMMUNITY COLLEGE DISTRICT
2001 THIRD STREET, NORCO CA. 92860
TEL: 951-372-7125
FAX: 951-372-7129*

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Moreno Valley College
Associated Students of Moreno Valley College - Student Senate
Regular Meeting Minutes
Monday, April 1, 2013
12:45 PM - 2:30 PM
Student Activities Center - Conference Room

I. Call to Order

The Student Senate Meeting was called to order at 12:48 PM by Vice President Constance Hardin.

II. Pledge of Allegiance

The Pledge of Allegiance was led by Senator Vincent Patterson.

III. Approval of Minutes

It was motioned by Senator Russo and seconded by Senator Patterson to approve the minutes for March 25, 2013 (5-0 Motion passed)

IV. Roll Call

Present:

Vice President Constance Hardin

Senator Jeremy Powell

Senator Catherine Russo

Senator Robert Quintana

Senator Tyrone Macedon Sr.

Guests:

Student Activities Coordinator, Ms. Frankie Moore

Annie Dubon

Senator Vincent Patterson

Absent:

Senator Cesar Torres - excused

Senator Michelle Christenson - excused

ASMVC President, Ms. Charmaine Williams

V. Comments from the Public

Any member of the public that wishes to address the Student Senate on any matter is limited to three (3) minutes. The total time for members of the public to speak is fifteen (15) minutes.

-THERE WERE NO COMMENTS FROM THE PUBLIC

VI. Official Reports

- a. **President**-President Williams reported that there was a SDCC meeting today and they talked about AP's and BP's with comments and suggestions from all Student Senates. MVC was the only college wanting smoking fees to be increased and the Grievance for the Student Body President to input their name(s). There will be an EC meeting tomorrow at 1pm in the Student Activities Center Conference Room.
- b. **Vice-President**-No Report.
- c. **Ad-Hoc Committee**-Did not meet last week. Announced that student email access changed to new web address: outlook.com/student.rcc.edu. There was an email announcing this change to all students, March 26, 2013.
- d. **Finance Committee**-No report, (and no members from committee present).
- e. **Legislative Committee**-No official report. Talked informally with Senator Powell and Ms. Moore. Has a draft with changes. Senator Russo had a concern about Brown Act not being up held for the meeting.

VII. Old Business

13-20 Moreno Valley College Student Government Constitution and By-Law changes

- Senator Macedon moved seconded by Senator Quintana, to open line item 13-20, Moreno Valley College Student Government Constitution and By-Law changes, (5-0 Motion passed).

- Senator Russo moved seconded by Senator Patterson, to suspend the orders of the day for line item 13-20, Moreno Valley College Student Government Constitution and By-Law changes, (5-0 Motion passed).
- 13-22 RTA survey to student body on the "Pay-n-Go" pass
- Senator Quintana moved seconded by Senator Powell to open line item 13-22, RTA survey to student body on the "Pay-n-Go" pass, (5-0 Motion passed). Discussion was held. Goal to have the survey live the week of April 22nd to May 3rd. Possibly have it up on survey monkey and survey as many students as possible. Student Senators have developed the following 5 questions:
 - o Are you a bus rider?
 - o How often do you ride the bus?
 - o \$30, \$50-fair price for semester pass?
 - o If your primary source of transportation fails, would you utilize the bus?
 - o Any Comments?

VIII. New Business

13-23 Sue Tarcon to speak on Kognito program

- Senator Russo motioned seconded by Senator Patterson to table line item 13-23 Sue Tarcon to speak on Kognito program till next senate meeting (5-0 Motion passed).

13-24 Increase Student Activities fee \$5.00 beginning Fall 2013

- Senator Macedon moved seconded by Senator Powell to open line item 13-24 Increase Student Activities fee \$5.00 beginning Fall 2013, (5-0 Motion passed). Discussion was held. Majority of students who waive the fee is from Ben Clark.
- Senator Quintana moved seconded by Senator Patterson to approve line item 13-24 Increase Student Activities fee \$5.00 beginning Fall 2013, (5-0 Motion Passed).

13-25 Region IX Spring 2013 Retreat and meal sponsorship

- Senator Quintana moved seconded by Senator Russo to open line item 13-25 Region IX Spring 2013 Retreat and meal sponsorship, (5-0 Motion Passed). Discussion was held. President Williams wanted to know how many people can we send, answer was we can send as many as we like, we just have to pay for them. Recommendation from President Williams is send delegate and a senator. Vice President Hardin suggested she not go. Senator Macedon had concerns about funds being available for up to four people. Senator Macedon moved to approve line item 13-25 Region IX Spring 2013 Retreat and meal sponsorship with a minimum of three and a maximum of 7 participants, (5-0 Motion passed).

IX. Advisor's Report

- Tomorrow, April 2nd and April 3rd, Student Trustee elections are being held. Please VOTE and spread the word
- Look for an Email today or tomorrow, asking all MVC students to take the Diversity Climate Survey
- Look for Email today to remind students to run for ASMVC officers for next year
- Today at Academic Senate, providing Senator Patterson with info about the Student of Distinction Award to distribute to ALL Faculty Department representatives at the meeting
- After spring break, voting for full and part time faculty members will be held
- Budget packets available today and due Monday, April 29th
- BOC will be sponsoring a Drug and Alcohol Abuse Awareness event this Thursday April 4th. 2 speakers from MADD, Mothers against Drunk Driving will be speaking
- SAC will be closed this Friday, April 5
- Spring Break coming up next week, April 8-12. Relax and do something fun and de-stress
- Agendas need to be posted this Thursday, April 4th for meetings on the Monday/Tuesday after Spring Break

X. Announcements

- President Williams wants to know if half the increase of \$5 will go to the SSCCC, answer is no.

XI. Adjournment

Adjournment at 2:29

Respectfully Submitted,



Catherine Russo, Pro Temp

Sen.05.09.07
full term

Approval for a \$5 increase in the Student Services Fee per

•■■■■■■■■ DISCUSSION/ACTION ITEM

The Student Activities Coordinators of the RCCD are requesting that the Student Services Fee increases by \$5 for both full terms starting at Fall 2013. The item will be presented to the ASNC for consideration and a vote is required.

- Dimitrios explained the concerns
- Will assist clubs, organizations, and more to expand
- Will assist the student activities coordinators to continue building contingencies
- Report was presented on inflation

(M) Marissa Edelman-Senator of Finance

(S) Jocelyn Yow-Vice President of Campus Organizations

(8Y-0N-1A)

Approved

Associated Students of Riverside City College Student Senate

4800 Magnolia Ave., Riverside CA. 92506

Student Activities: 951-222-8570

www.rcc.edu/asrcc/riverside

May 8th, 2013. 12:30pm-2:00pm Bradshaw Building-Heritage Room

Minutes

ORDER OF BUSINESS

Call to order: 12:32

Roll Call: Maribel Saldana, Garrett McCarver, Rebecca Flores, Sharukh Khan, Gabbie Mendoza, Luis Lazo, Gary Dell'Osso, Joe Paredes, Argie Hill, Sabrina Hodge, Carrie Warren, Kyle Peña, Dennis Clark, Leslie Ann Garcia, Elizabeth Nguyen, Brennan Gonerig, Nathan Miller. Absent: Muna Aljazar. Guests of the Senate: Marc Perez, Olumuseun Jekayinka, Micah Carlson, Doug Figueroa, Deborah Hall

I. Public Comments: Open Forum

Sen. Hodge- Wallet was found.

Sen. Gonerig- Attended the previous board meeting, the Board reports that due to Proposition 30's passage classes should not be cut. Also gave stern address to Trustee Miller regarding his comments on Pres. Figueroa.

Sen. Peña- Muse will be holding a poetry reading.

Sen. Hill- Disappointed in the recent Facebook status. Legislative Committee exhibited bad conduct.

Sen. Mendoza- Motion to amend the agenda to add an emergency line item to take a position on the student services fee increase. Seconded.

Motion Passes.

II. Approval of Minutes: May 1st, 2013

Sen. Hodge- Motion to approve the minutes. Seconded.

Motion passes.

III. Reports

a. ASRCC President- The government will do more policy advocacy activity next year. Executive cabinet will be accepting applications for next year's administration.

b. ASRCC Vice-President-

-Classroom Surveys- Classroom surveys are critical at this time of the year.

-Shared Governance- Shared governance reports are necessary.

-Dropboxes- Please clean out senate drop-boxes.

-Senate Reports- Committee reports need to be compiled.

-Senator One on Ones- One-on-ones will be scheduled for returning senators in the next two weeks.

c. Advisor reports- RSVP for Banquet by Friday. Classified staff luncheon is approaching; would like to have volunteers may 20 for staff event as well as may 23.

d. Legislative Chair Report- Update should be made to bylaws.

e. Finance Chair Report- None at present.

f. Outreach Chair Report- Arts week will be busy; shirts are needed for tie-dye shirts

IV. Continuing Business

5.8.1- Senate Surveys- 500 surveys is the new goal.

5.8.2- Request for transfer of funds for Athletics- Transfer of earmarked funds from line item 90600 to 90604.

Sen. Peña- Motion to extend debate by seven minutes. Seconded.

Motion passes.

Sen. Peña- Motion to approve transfer of earmarked funds from line item 90600 to 90604. Seconded.

Motion Passes.

V. New Business

5.8.3- Region IX Report- Michelle Christenson not present.

Sen. Peña- Motion to postpone this item. Seconded.

Sen. Mendoza- Motion to amend by adding "indefinitely". Seconded.

Amendment passes.

Perfecting motion passes.

5.8.4- Gamers United Bylaws- Legislative committee recommends approval with the change in name. Representative present.

Sen. Hodge- Motion to approve Gamers United by-laws. Seconded.

Sen. McCarver- Motion to amend the motion to strike "Gamers United", replacing it with "Riverside Community Gaming" and to strike "by-laws", replacing it with "constitution". Seconded.

5.8.5- Student Athlete Advisory Council Bylaws- Legislative committee recommends approval. No representative present.

Sen. Mendoza- Motion to postpone this item. Seconded.

Sen Dell'Osso- Motion to amend to add "indefinitely". Seconded.

Amendment fails.

Motion passes

5.8.6- Riverside Sand VBC Bylaws- Legislative committee recommends approval. No representative present.

Sen. McCarver- Point of Privilege: It has been established that we would postpone any constitutional approval without a representative.

Sen Dell'Osso- Point of Information: Have they been in attending ICC? No.

Sen. Mendoza- Motion to postpone this item. Seconded.

Motion passes.

5.8.7- Senate Bylaws Recommendations- Legislative committee recommends approval.

Sen. Mendoza- Motion to approve the new Senate By-Laws. Seconded.

Sen. McCarver- Motion to amend the motion in order to add "Committee" before "Chair" in Article V, Section 1. Seconded.

Sen. Saldana- Motion to extend debate by seven minutes. Seconded.

Motion passes.

Sen Dell'Osso- Calls the question.

Amendment passes.

Perfected motion passes.

5.8.8-ASRCC Upcoming Events: Spring Banquet May 17th, Final Survival Day May 23rd, Art Appreciation Week May 21st-23rd.

5.8.9- RCCD Leadership Retreat- If anyone would like to do a workshop for the retreat email Deborah Hall.

5.8.10- Emergency Item: Approval of the Student Services Fee increase.

Sen. Nguyen- Motion that the ASRCC Senate approve the increase of the Student Services fee from \$10-\$15 for the fall and spring semesters beginning with the Fall 2013 semester (winter and summer terms will remain \$2). Seconded.

Motion passes.

V. Public Comments/Announcements

Sen. Hill- Apologizes for earlier statement. Extends appreciation for those he has worked with.

Sen. Warren- Agrees that the statement on the Facebook page was inappropriate. Senate needs to approve any public statements.

Sen. McCarver- The statement that has been under discussion was made with the signature of the individual author.

Chair Bagsit- This is a difficult time and it is important to only speak for oneself when addressing the media or public forums.

Adjournment: 1:53



Agenda Item (VIII-C-1)

Meeting	6/18/2013 - Regular
Agenda Item	Committee - Planning and Operations (VIII-C-1)
Subject	2015-2019 Five-Year Capital Construction Plan, Initial Project Proposals and Final Project Proposals
College/District	District
Funding	N/A
Recommended Action	It is recommended the Board of Trustees approve: 1) 2015-2019 Five-Year Capital Construction Plan; 2) the Initial Project Proposals for Natural Science Building (Moreno Valley College) and Library/Learning Resource Center (Norco College); 3) the Final Project Proposals for Center for Human Performance (Moreno Valley College), Center for Human Performance and Kinesiology (Norco College), and Cosmetology Building (Riverside City College).

Background Narrative:

The California Community College Chancellor's Office requires each Community College District to submit annually a Five-Year Capital Construction Plan, proposed Initial Project Proposals (IPPs), and Final Project Proposals (FPPs) for state funding.

This year, the state changed the growth formula for Weekly Student Contact Hours (WSCH) for future projects. This change affected the Cap/Load ratios for the majority of future projects throughout the state, and particular for RCCD colleges. While Norco College and Riverside City College priorities remain substantially unchanged, the IPPs for Moreno Valley College reflect a reordering of projects, based upon changes from the State Chancellor's office and college planning considerations.

The change in growth formula impacted the Health Science Building at Moreno Valley College, making a state funded FPP this year not viable, from the prior IPP. Additionally, the programs that were planned for majority of the space in the Health Science Building IPP included dental, physician assistant and nursing programs; and therefore additionally college planning consideration needed to be factored. These college planning considerations included the fact that a new building was recently constructed for the dental program to relocate from March to the college; a study completed a few years back with regard to a nursing program at the college stated that such a program is not considered viable until additional clinic sites in the community are available, and none have been developed since that report was presented; and lastly, there is uncertainty regarding the continued ability of community colleges to offer physician's assistant programs after 2020. As such, it was advisable for Moreno Valley College to reconsider its space programming. With the cap/load and program issues, these changes would not allow the Moreno Valley College Health Sciences Building IPP to be developed into a viable FPP this year. The Health Science Building remains in the five-year plan for Moreno Valley College and should be viable as an IPP in the future, if rescoped on the basis of the Educational Master Plan, presently underway.

Initial Project Proposal for this year includes the Natural Science Building for Moreno Valley College. The Natural Science Building is a high priority in order to be able to offer sufficient natural science classes for the Health Sciences as well as for transfer students, and would include large lecture space, which the college needs to be able to address efficiencies. The Norco College Facilities Master Plan is far enough along in development to have identified the Library/Learning Center as Norco College's new IPP, and no IPP was identified for Riverside City College for this year.

The Center for Human Performance becomes the FPP for Moreno Valley College this year. For Norco College, the FPP this year is for the Center for Human Performance and Kinesiology. At Riverside City College, the FPP will be the Cosmetology Building.

Provided for the Board's review and approval is Riverside Community College District's 2015-2019 Five-Year Capital Construction Plan, with the following project proposals:

Final Project Proposals: Possible funding from either 2014 or subsequent state bond. Occupancy (if funded by in 2016) potentially in 2019-2020.

1. Moreno Valley College – Center for Human Performance
2. Norco College – Center for Human Performance and Kinesiology
3. Riverside City College – Cosmetology Building

Initial Project Proposals: Possible funding from 2016-2018 state bonds. Occupancy potentially in 2020-2022 depending on bond date.

1. Moreno Valley College – Natural Science Building
2. Norco College – Library/Learning Resource Center

In addition the Five-Year Plan contains three Final Project Proposals that received state approval this year. If there is a 2014 state construction bond these would be eligible for funding in 2014-2015 and if funded would potentially be occupied in 2017-2018:

1. Moreno Valley College - Library/Learning Center
2. Norco College - Multimedia and Arts Center
3. Riverside City College - Life Science/Physical Science Reconstruction

The 2015-2019 Five-Year Capital Construction Plan District Projects Priority Order list is attached for the Board's review (Exhibit I).

Prepared By: Sandra Mayo, President, Moreno Valley College

Paul Parnell, President, Norco College

Cynthia Azari, President, Riverside City College

Norm Godin, Vice President, Business Services, MVC

Beth Gomez, Vice President, Business Services (Norco)

Charlie Wyckoff, Interim Vice President, Business Services, RCC

Laurens Thurman, District Consultant

Chris Carlson, Chief of Staff & Facilities Development

Attachments:

[20130618_Five Year Capital Construction Plan - District Projects Priority Order](#)

District Projects Priority Order

Riverside CCD

No.	Project	Occupancy	Source	Schedule of Funds						
				2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
	ASF	Total Cost								
1	WHEELOCK GYMNASIUM, SEISMIC RETROFIT	Riverside City College								
0		2011/2012								
		\$9,165,000	State							
		\$7,450,000	NonState							
2	NURSING / SCIENCE BUILDING	Riverside City College								
		2011/2012								
		\$44,895,000	State							
		\$11,945,000	NonState							
3	PH III-STUDENT ACADEMIC SERVICES	Moreno Valley College								
23,508		2013/2014								
		\$14,036,000	State							
		\$5,473,000	NonState							
4	ADA TRANSITION PLAN & IMPLEMENT	Riverside District Administrative Office*								
		2013/2014								
		\$6,360,000	NonState							
5	LOVEKIN PARKING/TENNIS/PORTABLE	Riverside City College								
-22,600		2013/2014								
		\$3,378,000	NonState							
6	FOOD SERVICES GRAB-N-GO FACILITY	Riverside City College								
		2013/2014								
		\$891,000	NonState							
7	I. T. UPGRADE	Riverside District Administrative Office*								
		2013/2014								
		\$5,840,000	NonState	(C)(E)						
				\$5,420,000						
8	UTILITY INFRASTRUCTURE UPGRADE	Riverside District Administrative Office*								
		2013/2014								
		\$6,200,000	NonState							
9	NETWORK OPERATIONS CENTER (NO	Moreno Valley College								
1,500		2013/2014								
		\$3,024,000	NonState	(C)(E)						
				\$2,729,000						
10	CULINARY ARTS ACADEMY & DISTRIC	Riverside City College								
12,782		2015/2016								
		\$33,350,761	NonState	(C)		(E)				
				\$27,695,282		\$2,535,425				
11	COIL SCHOOL FOR THE ARTS	Riverside City College								
24,780		2015/2016								
		\$41,138,000	NonState	(C)	(E)					
				\$35,602,000	\$2,300,000					
12	STUDENT SERVICES/ADMINISTRATION	Riverside City College								
15,000		2015/2016								
		\$27,730,000	NonState	(C)	(E)					
				\$24,340,000	\$1,382,000					
13	LIBRARY LEARNING CENTER (LLC)	Moreno Valley College								
17,048		2017/2018								
		\$27,920,000	State	(P)(W)	(C)(E)					
				\$2,060,000	\$25,860,000					

LEGEND

ASF = Assignable Square Footage
P = Preliminary Drawings
W = Working Drawings
C = Construction
E = Equipment
* = District Office Not Eligible for State Funds

District Projects Priority Order

Riverside CCD

No.	Project	Occupancy	Source	Schedule of Funds							
				2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	
14	MULTIMEDIA AND ARTS CENTER (MAC)	2017/2018	Norco College		(P)(W)	(C)(E)					
	82,776										
		\$76,769,000	State		\$5,477,000	\$71,292,000					
		\$1,879,000	NonState		\$132,000	\$1,747,000					
15	MAC SECONDARY EFFECTS	2018/2019	Norco College						(C)(E)		
	-87									\$200,000	
		\$200,000	NonState								
16	LIFE SCIENCE/PHYSICAL SCIENCE RE	2018/2019	Riverside City College		(P)(W)	(C)(E)					
	470										
		\$30,218,000	State		\$1,338,000	\$28,880,000					
		\$4,400,000	NonState		\$1,338,000	\$3,062,000					
17	COSMETOLOGY BUILDING	2018/2019	Riverside City College			(P)(W)	(C)(E)				
	14,335										
		\$18,698,000	State			\$1,022,000	\$17,676,000				
		\$1,592,000	NonState			\$681,000	\$911,000				
18	CENTER FOR HUMAN PERFORMANCE	2019/2020	Moreno Valley College			(P)(W)	(C)(E)				
	41,319										
		\$25,397,000	State			\$2,063,000	\$23,334,000				
		\$1,081,000	NonState			\$91,000	\$990,000				
19	CENTER FOR HUMAN PERFORMANCE	2019/2020	Norco College			(P)(W)	(C)(E)				
	29,847										
		\$22,905,000	State			\$1,953,000	\$20,952,000				
20	NATURAL SCIENCE BUILDING	2019/2020	Moreno Valley College				(P)(W)	(C)(E)			
	25,213										
		\$30,402,000	State				\$2,224,000	\$28,178,000			
21	LIBRARY/LEARNING RESOURCE CENT	2019/2020	Norco College				(P)(W)	(C)(E)			
	19,272										
		\$21,719,000	State				\$1,589,000	\$20,130,000			
22	BUSINESS EDUCATION REPURPOSE	2019/2020	Riverside City College					(P)(W)	(C)(E)		
	-7,176										
		\$5,294,000	NonState					\$463,000	\$4,831,000		
23	HEALTH SCIENCE CENTER	2020/2021	Moreno Valley College					(P)(W)	(C)(E)		
	37,207										
		\$33,644,000	State					\$1,806,000	\$31,838,000		
		\$4,913,000	NonState					\$1,255,000	\$3,658,000		
24	STUDENT SERVICES REMODEL FOR E	2020/2021	Norco College					(P)(W)	(C)(E)		
	9,558										
		\$4,806,000	State					\$475,000	\$4,331,000		
25	CENTER FOR HUMAN PERFORMANCE	2020/2021	Norco College					(P)(W)	(C)(E)		
	1,600										
		\$7,646,000	State					\$632,000	\$7,014,000		
26	BEN CLARK PUBLIC SAFETY TRAINING	2020/2021	Moreno Valley College					(P)(W)	(C)(E)		
	20,000										
		\$13,191,000	State					\$1,441,000	\$11,750,000		
		\$5,190,000	NonState						\$5,190,000		

District Projects Priority Order

Riverside CCD

No.	Project	Occupancy	Source	Schedule of Funds							
				2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	
27	SOUTH CORONA ACADEMIC FACILITI		Norco College								
	23,000	2020/2021						(P)(W)	(C)(E)		
		\$8,000,000	State						\$8,000,000		
		\$10,295,000	NonState					\$1,343,000	\$8,952,000		



Agenda Item (VIII-C-2)

Meeting	6/18/2013 - Regular
Agenda Item	Committee - Planning and Operations (VIII-C-2)
Subject	Project Budget and Agreement for Moreno Valley College Comprehensive Master Plan with HMC Architects
College/District	Moreno Valley
Funding	Measure C – District Centrally Controlled and College
Recommended Action	It is recommended the Board of Trustees approve: 1)Project budget of \$372,000 for a Moreno Valley College Comprehensive Master Plan; and 2) Contract with HMC for \$342,000 for the Moreno Valley College Comprehensive Master Plan

Background Narrative:

Moreno Valley College determined that a Comprehensive Master Plan, consisting of an Educational Master Plan and a Facilities Master Plan, is needed to inform college planning decisions for educational programs and facilities development. An RFQ was advertised with 12 responses received. A committee consisting of members from all college constituencies and members of Facilities Planning and Development reviewed the submissions, and recommended the selection of HMC Architects and College Brain Trust, and the associated team of specialist.

To facilitate the planning and development of the master plan, a purchase order in the amount of \$30,000 with HMC was issued, to commence a discovery phase that created a scope of work for both the Educational Master Plan and the Facilities Master Plan, which is the proposal before the board at this time. As such, approval is requested for a total project budget for the Comprehensive Master Plan will be \$372,000 including all consultants and reimbursable. The \$30,000 for the discovery phase is included in this total. The new contract amount will be \$342,000. Centrally controlled funds from the master plan updates budget will contribute \$186,000; to fund the facilities planning of \$140,000 and 50% of the education planning of \$80,000 and \$12,000 for reimbursables. The remaining amounts for planning; including the 50% of the education planning of \$80,000 and reimbursables, and the specialized consultants will be funded from Moreno Valley College Measure C allocation. Approval is also requested for the new contract with a total of \$342,000 with HMC Architects.

Prepared By: Sandra Mayo, President, Moreno Valley College
Norm Godin, Vice President, Business Services, MVC
Laurens Thurman, District Consultant
Chris Carlson, Chief of Staff & Facilities Development

Attachments:

[20130618_CMP Budget \(Exhibit I\)_HMC Architects](#)

[20130618_CMP Funding Breakdown \(Exhibit II\)](#)

[20130618_Agreement_HMC Architects](#)

**Budget with HMC Architects
Exhibit I**

**Moreno Valley College
Comprehensive Master Plan Scope of Services**

Riverside Community College District

2013 May 6

		BASE
Facilities Planning	HMC Architects	\$140,000
Sustainability		\$15,000
Educational Planning	College Brain Trust	\$80,000
Landscape	AHBE Landscape Architects	\$44,000
Civil Engineering - stormwater		\$11,000
Technology - option 2		\$35,000
Traffic Planning - option 2		\$35,000
		\$360,000
Approved Discovery Phase		-\$30,000

Exhibit II

Moreno Valley College Comprehensive Master Plan

Funding Allocation - Distribution

Scope	Consultant	Amount	Funding Source
Facilities Planning	HMC Architects	\$ 140,000	District Centrally Controlled
Sustainability	HMC Architects	\$ 15,000	College
Education Planning	College Brain Trust	\$ 80,000	50% District / 50% College
Landscape	AHBE Landscape Arch	\$ 44,000	College
Civil Eng - Storm Water	AHBE Landscape Arch	\$ 11,000	College
Technology	TBD	\$ 35,000	College
Traffic Planning	TBD	\$ 35,000	College
TOTALS		\$ 360,000	
<i>Reimbursable</i>		<i>\$ 12,000</i>	<i>50% District / 50% College</i>
FINAL TOTAL		\$ 372,000	

AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT

And

HMC ARCHITECTS

THIS AGREEMENT is made and entered into on the 19th day of June, 2013, by and between HMC Architects hereinafter referred to as “Architect” and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the “District.”

The parties hereto mutually agree as follows:

1. Scope of services: Reference Exhibit I, attached.
2. The services outlined in Paragraph 1 will primarily be conducted at Architect’s office(s), and on site at Riverside Community College District’s Moreno Valley College.
3. The services rendered by the Architect are subject to review by the Chief of Staff and Facilities Development or her designee.
4. The term of this agreement shall be from June 19, 2013, to the estimated completion date of June 30, 2014, with the provision that the Vice Chancellor of Business and Financial Services or his designee may extend the date without a formal amendment to this agreement with the consent of the Architect.
5. Payment in consideration of this agreement shall not exceed \$342,000 including reimbursable expenses. Invoice for services will be submitted every month for the portion of services completed on a percentage basis. Payments will be made as authorized by the Chief of Staff and Facilities Development, and delivered by U.S. Mail. The final payment shall not be paid until all of the services, specified in Paragraph 1, have been satisfactorily completed, as determined by the Chief of Staff and Facilities Development.
6. All data prepared by Architect hereunder specific only to this project, such as plans, drawings, tracings, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams, and calculations shall become the property of District upon completion of the Services and Scope of Work described in this Agreement, except that the Consultant shall have the right to retain copies of all such data for Architect records. District shall not be limited in any way in its use of such data at any time provided that any such use which is not within the purposes intended by this Agreement shall be at District’s sole risk, and provided further, that Architect shall be indemnified and defended against any

damages resulting from such use. In the event the Architect, following the termination of this Agreement, desires to use any such data, Architect shall make the request in writing through the office of the Chief of Staff and Facilities Development, who will obtain approval from the Board of Trustees before releasing the information requested.

7. All ideas, memoranda, specifications, plans, manufacturing procedures, drawings, descriptions, written information, and other materials submitted to Architect in connection with this Agreement shall be held in a strictly confidential manner by Architect. Such materials shall not, without the written consent of District, be used by Architect for any purpose other than the performance of the Services or Scope of Work hereunder, nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or Scope of Work hereunder.
8. Architect shall indemnify and hold the District, its Trustees, officers, agents, employees and independent contractors or consultants free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based upon adjudicated any negligence, recklessness, or willful misconduct of Architect, its employees, agents or assigns, arising out of, pertaining to, or relating to the performance of Architect services under this Agreement. Architect shall defend, at its expense, including without limitation, attorneys fees (attorney to be selected by District), District, its Trustees, officers, agents, employees and independent contractors or consultants, in any legal actions based upon such actual negligence, recklessness or willful misconduct and only in proportion thereto. The obligations to indemnify and hold District free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such actual negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.
9. District shall indemnify and hold Architect, its officers, agents, and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based upon any adjudicated negligence, recklessness, or willful misconduct of the District, its employees, agents, independent contractors, consultants or assigns, arising out of, pertaining to or relating to the District's actions in the matter of this contract and District shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by Architect), Architect, its officers and employees in any legal actions based upon such actual negligence, recklessness, or willful misconduct and only in proportion thereto. The obligations to indemnify and hold Architect free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such actual negligent acts are fully and finally barred by the applicable statute of limitations.
10. Architect shall procure and maintain insurance coverage as follows:

Comprehensive general liability insurance coverage that shall protect District from claims for damages for personal injury, including, but not limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from Architect's activities as well as District's activities under this contract, in the amount of \$1,000,000 per person and \$3,000,000 per occurrence;

Professional liability/errors and omission insurance in the amount of \$1,000,000; and Workers' Compensation insurance in accordance with the laws of the State of California.

Such insurance shall name District as an additional insured with respect to this agreement and the obligations of District hereunder. Contractor shall provide District with the required Certificate of Insurance within 10 days of signing this Agreement.

11. District may terminate this Agreement for convenience at any time upon written notice to Architect, in which case District will pay Architect in full for all services performed and all expenses incurred under this Agreement up to and including the effective date of termination. In ascertaining the services actually rendered to the date of termination, consideration will be given to both completed Work and Work in progress, whether delivered to District or in the possession of the Architect, and to authorize Reimbursable Expenses. No other compensation will be payable for anticipated profit on unperformed services.
12. Architect shall not discriminate against any person in the provision of services, or employment of persons on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law. Architect understands that harassment of any student or employee of Riverside Community College District with regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law is strictly prohibited.
13. Architect is an independent contractor and no employer-employee relationship exists between Architect and District. Any and all local, state or federal taxes that would be associated with the payment under this Agreement is to be paid solely by Architect.
14. Neither this Agreement, nor any duties or obligations under this Agreement may

be assigned by either party without the prior written consent of the other party.

15. The parties acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, have been made by anyone acting on behalf of either party, which is not stated herein. Any other agreement or statement of promises, not contained in this Agreement, shall not be valid or binding. Any modification of this Agreement will be effective only if it is in writing and signed by the party to be charged.
16. This Agreement will be governed by and construed in accordance with the laws of the State of California.

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

HMC Architects

Riverside Community College District

Chris R. Taylor, AIA
Executive Vice President
3456 Concours Street
Ontario, CA 91764

Aaron S. Brown
Vice Chancellor
Business and Financial Services

Date: _____

Date: _____

May 23, 2013



Ms. Chris Carlson
Chief of Staff & Facilities Development
Riverside Community College District
450 E Alessandro Boulevard
Riverside, California 92508

Re: Comprehensive Master Plan – Fee Proposal
HMC# 5004012-000

Dear Ms. Carlson:

We are pleased to present our Proposal/Agreement for providing professional planning services to the Riverside Community College District for the development of the Moreno Valley College Comprehensive Master Plan. Based on our discussions with the college leadership, we have outlined our proposed scope of work and related fees.

A. Proposed Approach:

Our proposed scope of work consists of five (5) steps which, taken in turn, provide a logical sequence for developing the College's Comprehensive Master Plan (CMP).

1. Discovery (current authorization)
2. Analyze
3. Frame
4. Explore
5. Recommend

The tasks associated with each step of the work plan are outlined in the following summary.

1. **DISCOVER** (this phase is complete)
 - Develop draft material for review and discussion
 - **COLLEGE CABINET MEETING – March 18, 2013**
 - Review material and define scope of CMP
 - Collect available information
 - Data for the profile chapter
 - Data on instructional + student services programs
 - Facilities planning information
 - **CMP TASK FORCE MEETING #1 – April 15, 2013**
 - Review scope, process, and timeline
 - Review the CMP purposes and draft table of contents
 - Define the measures of success



2. **ANALYZE**

- Site visits and meetings with key staff and personnel
- Analyze the existing site and facilities
- **CMP TASK FORCE MEETING #2 – May 15, 2013**
 - Update on background (chapter 1)
 - Review the analysis of the site and facilities

- Analyze higher education trends and data
- Analyze data to develop implications for planning
- **FLEX DAY PRESENTATION**
- **SUSTAINABILITY VISIONING WORKSHOP**
 - Develop sustainability goals

- Interviews of instructional + student services programs
- Collect available information
- **CMP TASK FORCE MEETING #3**
 - Review of profile chapter and challenges (chapter 1)

- Analyze program planning data

3. **FRAME**

- Develop space program for facilities
- Draft facilities planning principles
- **CMP TASK FORCE MEETING #4**
 - Update on profile, programs, and services (chapters 2 + 3)
 - Review implications for planning
 - Review space program for facilities
 - Define facilities planning principles

4. **EXPLORE**

- Develop planning options for facilities
- **CMP TASK FORCE MEETING #5**
 - Review and evaluate options
 - Select preferred options

- Develop preferred options for facilities
- **CMP TASK FORCE MEETING #6**
 - Review draft facilities plan recommendations

5. **RECOMMEND**

- Develop facilities plan recommendations
- **CAMPUS FORUM (FLEX DAY?)**
- Develop draft CMP document
- College review of draft CMP document
- Finalize CMP
- Board approval

B. Deliverables:

The following deliverables are included as part of the proposed scope of work:

- Moreno Valley College Comprehensive Master Plan
 - Print – Twenty (20) bound copies
 - Electronic pdf files for website posting

C. Schedule:

During the discovery phase, our planning team coordinated with the college leadership to develop the project timeline (attached).

D. Consultants:

In addition to our HMC team, we have included the expertise of the following consultants to prepare your Moreno Valley College Comprehensive Master Plan. The scope of services related to each of these consultants is described below.

Educational Planning – College Brain Trust

- Participate in initial meetings and development of the scope of the CMP
- Describe the current context, including a brief history of the college, national and local economy, and issues in higher education
- Review available data describing the community, instructional and student services programs, and the college's students, collaborating with college and/or district researchers as needed
- Analyze data to identify current and anticipated challenges and the implications for planning
- Collaborate with college leadership to project a college-wide growth rate
- Project growth for instructional and student services programs through an analysis of program reviews and interviews with lead faculty and administrators
- Solicit and integrate feedback on drafts
- Present educational plan updates at college, Board, and community meetings
- Collaborate on the integration of the educational plan portion of the CMP with the facilities plan portion of the CMP

Landscape + Civil Planning – AHBE Landscape Architects

- Review the existing site and as-built drawings and prepare an assessment of existing conditions and applicable requirements
- Prepare basic assessment of exterior spaces on campus including landscape typology, atmosphere qualities, microclimate and usability, and identify the site main opportunities and constraints for the exterior spaces
- Develop landscape master plan options that focus on programming and spatial character of the outdoor environments
- Develop the preferred landscape master plan option with enlarged design studies of special features and key programming areas
- Develop options for the capture, reuse, infiltration, and treatment of storm water runoff to comply with the Federal Clean Water Act and current and future National Pollutant Discharge Elimination System (NPDES) Permit requirements
- Develop the preferred options and provide design studies and descriptions for inclusion in the CMP document

Technology – TBD

- Review the existing facilities and the information collected from the district and prepare an assessment of the general state of instructional technologies across the campus, including distance learning/outreach initiatives, as applicable
- Consult with the District on the support structure for classroom technologies with respect to procurement, refresh, maintenance, infrastructure and support
- Participate in the interviews of key stakeholders to ascertain from faculty and staff their current state of classroom technology and their priorities for the CMP with respect to educational delivery
- Develop options that support the vision for future in-class learning environments, as well as remote and/or asynchronous learning delivery
- Develop recommendations for inclusion in the CMP document

NOTE: The CMP technology planning scope of work outlined above will lay the ground work and serve as a discovery phase for the development of a college technology plan and a set of technology space standards for instructional environments, distance learning classrooms, and equipment functionality, which would be suitable for an amendment to the Riverside Community College District Standards and College Guidelines. Please note that preparation and documentation of the college technology plan and technology space standards is not included in the CMP scope.

Traffic – Consultant TBD

- Meet with college stakeholders and City of Moreno Valley staff, if desired, to obtain information and determine the master plan goals for mobility planning
- Prepare a comprehensive evaluation of current parking supply and peak demand, conduct vehicle counts, and develop campus trip ratios
- Evaluate existing parking and transportation policies, and evaluate existing campus mobility and access for public transit, bicycle, and pedestrians
- Estimate the projected CMP parking demand and develop strategies to serve this demand
- Estimate the projected vehicle trip generation and develop strategies to accommodate vehicle capacity needs
- Develop recommendations for pedestrian, bicycle, and transit access and circulation. Recommend strategies and policies to address the College's sustainable transportation goals

E. Assumptions/Exclusions:

Facilities Planning Services do not include the following consultants:

- Structural Engineering
- MEP Engineers
- Civil Engineers, except for drainage and storm water infrastructure planning

F. Compensation:

HMC Architects proposes to provide professional master planning services based on the scope of work described in this proposal for the following fixed fee.

<u>MVC Comprehensive Master Plan</u>	
Educational Planning	\$ 80,000
Facilities Planning	\$140,000
Sustainability Planning*	\$ 15,000
Landscape & Storm Water Planning	\$ 55,000
Technology Planning	\$ 35,000
Traffic Planning	\$ 35,000
SUB TOTAL	\$ 360,000
<u>Less previously approved and funded *</u>	<u>\$ -30,000</u>
TOTAL	\$ 330,000

* A portion of this fee was previously authorized under Purchase Order P-0036527, \$30,000 for the Discovery Phase, and deducted.

** The Sustainability planning line item above includes the addition of the following activities:

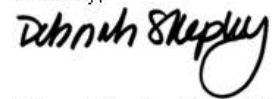
- o Gather and conduct an analysis of energy studies and utility data for energy use, water use, transportation, and waste management, including a college wide carbon analysis
- o Develop options and supporting data for college consideration, including sustainability measures, policies, and initiatives to be considered for inclusion in the college's sustainability plan
- o If desired, provide information to the district's energy consultant for the projection of resource-use reduction and cost savings for the proposed sustainability measures.
- o Develop and document the recommendations using the California Community College Chancellor's Office Sustainability Template

Reimbursable out of pocket costs related to Owner requested printing, plotting, and other expenses are in addition to compensation for the services described above. Expense of transportation in connection with authorized out-of-town travel, including mileage. These expenses shall be billed by the Architect to the Owner at one and fifteen one hundredths (1.15) times the expense incurred by the Architect. We recommend a budget allowance of twelve thousand dollars (\$12,000).

Should the scope of work change requiring an increase to the estimated fee stipulations as indicated above, approval will be obtained from the District prior to proceeding with those scope changes.

We are pleased to have the opportunity to provide our services to the Riverside Community College District, and it is an honor to be part of your team.

Sincerely,

A handwritten signature in black ink that reads "Deborah Shepley". The signature is written in a cursive, flowing style.

Deborah Shepley, AIA, LEED AP
Principal, Community College Practice Leader
MO License #006183

DS:le

cc: Lynete Eloff, Sheryl Sterry, (HMC)
File- CN-AOA



Agenda Item (VIII-D-1)

Meeting	6/18/2013 - Regular
Agenda Item	Committee - Resources (VIII-D-1)
Subject	Addendum to Master Agreement Between Riverside Community College District and RCCD Foundation
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees approve an addendum to the Master Agreement between RCCD and the RCCD Foundation, which stipulates a percentage of revenue generated by outside use of the Riverside Aquatics Complex be allocated to help retire outstanding construction debt

Background Narrative:

The Board of Trustees approved a Master Agreement between Riverside Community College District and the RCCD Foundation on November 17, 2009. This agreement, also approved by the Foundation Board of Directors, clarified the relationship between the District and the Foundation, a separate 501(c) (3) organization. The agreement provided baseline parameters of mutual support and benefit. Since that agreement, the RCCD Foundation has worked in partnership with the District to secure funding for the Riverside Aquatics Complex, a shared use facility expected to generate an ongoing revenue stream for the college and economic benefits for the surrounding region. The total cost of construction was \$10.8 million, paid for through a combination of Measure C dollars, city and county monies, and donations from supporters. The Foundation projected raising \$1.1 million in private monies and succeeded in securing \$955,450. A current balance of \$163,582 remains to be reimbursed to the Measure C Fund. While the RCCD Foundation continues to seek philanthropic support through named gifts, general donations, and grant funding, and in August 2012 allocated \$233,764 from an unrestricted gift to help close the gap, the completion of construction and the successful operation of the RAC over the past two years, has impacted fundraising. Potential donors are proving reluctant to give money to retire debt and granting agencies are more focused on funding programming rather than construction costs. This agreement addendum, which has the support of Riverside City College, is designed to generate another external resource stream to help retire the debt. The addendum stipulates that 10 percent (%) of any rental fees or signing/incentive/performance bonus obtained from outside entities using the Riverside Aquatics Complex will be contributed to the RCCD Foundation and be used to pay down the remaining balance. After the total fundraising debt is paid down to zero--whether through private fundraising, this additional revenue mechanism, or a combination of both-- future continuing contributions will be deposited in a Foundation fund, which will be used to help offset operational and maintenance costs associated with the Riverside Aquatics Complex.

Prepared By: Jim Parsons, Assoc Vice Chancellor, Strategic Communications & Relations
Aaron Brown, Vice Chancellor, Business and Financial Services
Cynthia Azari, President, Riverside City College
Amy Cardullo, Director, RCC Foundation and Alumni Affairs

Attachments:

[Addendum to Master Agreement](#)

ADDENDUM TO MASTER AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION

This Addendum is between the Riverside Community College District, on Behalf of the Riverside City College and the Riverside Community College District Foundation

The parties have agreed to add this Addendum to the Master Agreement which was signed by the parties on or about _____ and shall be considered a part of the Master Agreement by reference herein.

The terms of this Addendum are as follows:

This concerns revenue received by the Riverside City College (RCC) from the use of the Aquatics Facility, which is defined as the competition (Olympic sized) pool, diving boards, the dive tower and any structures within the area of the competition pool, excluding the dry land practice area, the Cutter Pool building, and the Cutter Pool deck. The use of the facility does not include the use of Cutter Pool.

Users of the Aquatics Facility are those outside entities, not connected with the City of Riverside, for whom RCC collects revenue for the use of the facility itself. Revenue is considered to be the rental fees charged to the user for the hourly/daily use of the Facility, as well as any signing/incentive/performance bonus the College may receive as a result of the use of the facility.

After the final accounting of income received from the use of the facility, which includes all deductions for expenses by RCC, and the net balance is known, RCC will give 10% of the net proceeds of said user fees to the Foundation to pay down the Foundation's fundraising debt to the Measure C funds, for the construction of the facility, which is currently \$163,946.21.

After the total fundraising debt is paid down to zero, the 10% net proceeds of said user fees shall go toward a Foundation account for the maintenance and operation of the Aquatics Facility.

This Addendum shall continue until the parties agree to terminate or modify the Addendum, in writing.

[Signatures Follow on Next Page]

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

RIVERSIDE COMMUNITY COLLEGE DISTRICT

By: _____
Gregory W. Gray, Chancellor

Dated: _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT, on Behalf of Riverside City College

By: _____
Cynthia E. Azari, President

Dated: _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION

By: _____
Jamil Dada, President

Dated: _____



Agenda Item (VIII-D-2)

Meeting	6/18/2013 - Regular
Agenda Item	Committee - Resources (VIII-D-2)
Subject	Tentative Budget for 2013-2014 and Notice of Public Hearing on the 2013 - 2014 Final Budget
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the 2013-2014 Tentative Final Budget, which consists of the funds and accounts noted therein, and authorize staff to forward a copy to the Riverside County Superintendent of Schools. It is also recommended that the Board of Trustees announce that: 1) the proposed 2013-2014 Final Budget will be available for public inspection beginning September 12, 2013, at the Office of the Vice Chancellor, Business and Financial Services; and 2) the public hearing will be held at 6:00 p.m. at a Board meeting on September 17, 2013, to be followed by the adoption of the 2013-2014 Final Budget.

Background Narrative:

On or before the first day of July, the District is required to develop a Tentative Budget for the ensuing fiscal year and to forward a copy to the Riverside County Superintendent of Schools. The Tentative Budget for FY 2013-2014 is attached for the Board's review and consideration. Changes to this budget will be reflected in the Final Budget which will be submitted in September for Board approval.

The essential purpose of the Tentative Budget is to establish spending authority for the District from July 1st until such time as the Final Budget is adopted by the Board of Trustees in September. This two-part budget process is necessary due to uncertainties associated with the State's as yet to be adopted budget for the coming fiscal year, the State's unissued "Second Principal Apportionment (P2)" report for the current fiscal year, and the District's year-end closing process which will be completed in August 2013.

It should be observed that the Riverside Community College District has adopted an approach to the Tentative Budget which yields a modified, continuing resolution budget. Thus, the Tentative Budget for fiscal 2014 reflects a continuation of the adopted FY 2012-2013 Budget, albeit, with certain modifications as described in the attachment.

The FY 2013-2014 Tentative Budget takes into consideration the Governor's January budget proposal and the modifications thereto described in the Governor's "May Revise" budget proposal.

In March 2013, the District's Chancellor, Dr. Gregory Gray, convened a task force of the District Budget Advisory Council, college Presidents and other interested members to assess the existing Budget Allocation Model (BAM) and to make recommendations to revise the BAM based on the input from the colleges and district constituency groups. The goal was to develop a BAM that better suits the needs of a three college district. Significant progress has been achieved through this collaborative effort, the results of which will be reflected and described in detail in the FY 2013-2014 Final Budget document. A number of transitional issues still remain which will continue to be addressed over time.

Additionally, in accordance with Title 5, Section 58300, the Tentative Budget must indicate the date, time and location at which the Board will hold a public hearing concerning the Final Budget proposal. The staff recommends that the Board set September 17, 2013 as the date for the public hearing. Also, and pursuant to Title 5, Section 58301, the Final Budget proposal must be made available for inspection three (3) days prior to the public hearing. We plan to use the Office of the Vice Chancellor, Business and Financial Services, for this purpose. Finally, we will publish this information in [The Press Enterprise](#).

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

Attachments:

[06182013_FY 2013 - 2014 Tentative Budget - Account Summary](#)

[06182013_FY 2013 - 2014 Tentative Budget - Presentation](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ASSUMPTIONS FOR FY 2013-2014 TENTATIVE BASE BUDGET

RESOURCE 1000

(in millions)

1. FY 2012-2013 Ending Balance Projection:	
a. FY 2011-2012 adjustments include:	
i. No audit adjustments	\$ -
ii. P1 apportionment recalculation	\$.51
b. FY 2012-2013 adjustments include:	
i. State workload restoration	\$ 1.27
ii. Projected salary, benefits and operating cost savings	\$ 3.86
2. FY 2013-2014 Base Revenue Budget Adjustments Include:	
a. COLA at 1.57%	\$ 1.96
b. Student access FTES at 1.63%	\$ 1.89
c. Increased non-resident tuition	\$.13
d. Increased lottery revenue	\$.12
e. Elimination of FY 2012-2013 support from La Sierra Capital (Resource 4130)	\$ (2.00)
3. FY 2013-2014 Base Expenditure Budget Adjustments Include:	
a. Full-time step/column/growth/placement/classification	\$ 1.35
b. Net employee benefits increase	\$.46
c. Enrollment management increase (400 FTES)	\$.75
d. Use of Barnes & Noble signing bonus	\$.60
e. Six (6) new faculty positions	\$.93
f. Year one repayment of loans from La Sierra Capital (Resource 4130)	\$ 1.27
g. Increases to contracts/agreements	\$.20
h. Part-time faculty and overload budget alignment	\$.50
i. Utilities increase	\$.10
j. New facilities operating costs	\$.30

4. FY 2013-2014 Ending Balance Target:

The Resource 1000 5% contingency equals \$8.05 million; however a contingency balance of \$5.52 million has been included in the Tentative Budget until the State adopts the FY 2013-2014 budget, the District performs year-end closing procedures for FY 2012-2013, and budget items such as health insurance and fringe benefit rates are finalized.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET

FISCAL YEAR 2013-2014

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 TENTATIVE BUDGET FUND / ACCOUNT SUMMARY - TOTAL AVAILABLE FUNDS
 2013-2014

<u>Fund / Resource</u>	<u>Fund Name</u>	<u>Adopted Budget 2012-2013</u>	<u>Tentative Budget 2013-2014</u>
	<u>District</u>		
<u>General Funds</u>			
<u>Unrestricted - Fund 11</u>			
<u>Resource</u>			
1000	General Operating	\$ 141,182,480	\$ 148,604,735
1080	Community Education	608,353	305,782
1090	Performance Riverside	466,224	334,903
1110	Bookstore (Contract-Operated)	745,334	745,334
1170	Customized Solutions	<u>303,559</u>	<u>1,083,936</u>
	Total Unrestricted General Funds	<u>143,305,950</u>	<u>151,074,690</u>
<u>Restricted - Fund 12</u>			
<u>Resource</u>			
1050	Parking	3,238,350	2,703,575
1070	Student Health	3,285,961	2,892,354
1120	Center for Social Justice and Civil Liberties	50,000	163,563
1180	Redevelopment Pass-Through	7,590,752	8,130,200
1190	Grants and Categorical Programs	<u>32,947,866</u>	<u>30,003,054</u>
	Total Restricted General Funds	<u>47,112,929</u>	<u>43,892,746</u>
	Total General Funds	<u>190,418,879</u>	<u>194,967,436</u>
<u>Special Revenue - Funds 32 & 33</u>			
<u>Resource</u>			
3200	Food Services	2,310,199	2,561,779
3300	Child Care	<u>1,100,338</u>	<u>1,084,345</u>
	Total Special Revenue Funds	<u>3,410,537</u>	<u>3,646,124</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 TENTATIVE BUDGET FUND / ACCOUNT SUMMARY - TOTAL AVAILABLE FUNDS
 2013-2014

<u>Fund / Resource</u>	<u>Fund Name</u>	<u>Adopted Budget 2012-2013</u>	<u>Tentative Budget 2013-2014</u>
<u>Capital Projects - Fund 41</u>			
<u>Resource</u>			
4100	State Construction & Scheduled Maintenance	12,882,075	6,737,705
4130	La Sierra Capital	7,911,529	7,198,936
4160	General Obligation Bond Funded Capital Outlay	29,732,419	25,634,285
4170	2010D Capital Appreciation Bonds	6,919,115	5,050,863
4180	2010D Build America Bonds	<u>50,443,993</u>	<u>31,995,785</u>
	Total Capital Projects Funds	<u>107,889,131</u>	<u>76,617,574</u>
<u>Internal Service - Fund 61</u>			
<u>Resource</u>			
6100	Health and Liability Self-Insurance	7,051,270	6,689,737
6110	Workers Compensation Self Insurance	<u>5,526,558</u>	<u>5,792,392</u>
	Total Internal Service Funds	<u>12,577,828</u>	<u>12,482,129</u>
	Total District Funds	<u>\$ 314,296,375</u>	<u>\$ 287,713,263</u>
<u>Expendable Trust and Agency</u>			
<u>Student Financial Aid Accounts</u>			
	Student Federal Grants	\$ 51,739,010	\$ 53,427,000
	State of California Student Grants	<u>2,030,000</u>	<u>2,100,000</u>
	Total Student Financial Aid Accounts	<u>53,769,010</u>	<u>55,527,000</u>
<u>Other Account</u>			
	Associated Students of RCC	<u>1,498,614</u>	<u>1,502,426</u>
	Total Expendable Trust and Agency	<u>\$ 55,267,624</u>	<u>\$ 57,029,426</u>
	Grand Total	<u>\$ 369,563,999</u>	<u>\$ 344,742,689</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FUND 11, RESOURCE 1000 - UNRESTRICTED GENERAL FUND - INCOME

TENTATIVE OPERATING BUDGET
 2013-2014

Estimated Beginning Balance, July 1		\$ 10,850,041
Federal Income		
Student Financial Aid Adm. Fees	\$ 189,447	
Veterans Report Fee	<u>12,034</u>	
Total Federal Income		201,481
State General Apportionment		93,944,120
Other State Income		
Enrollment Fee Waiver Administration	451,524	
Homeowner's Prop Tax Exemption	480,000	
Lottery	3,120,000	
Part-Time Faculty Compensation	630,579	
State Mandated Costs	<u>695,659</u>	
Total Other State Income		5,377,762
Local Income		
Property Taxes	25,767,813	
Food Sales / Commissions	83,000	
State Dated Checks (Resource 0800)	60,000	
Interest	143,849	
Enrollment Fees	8,663,849	
Nonresident Student Fees	1,930,000	
Transcript / Late Application Fees	109,000	
Other Student Fees	151,542	
Cosmetology / Dental Hygiene / Other Sales	96,000	
Leases and Rental Income	531,275	
Donations	26,332	
Miscellaneous Local Income	<u>155,671</u>	
Total Local Income		37,718,331
Other/Incoming Transfers		
Sales - Obsolete Equipment	13,000	
Indirect Costs Recovery	<u>500,000</u>	
Total Other/Incoming Transfers		<u>513,000</u>
Total Income		\$ <u>137,754,694</u>
Total Available Funds		\$ <u>148,604,735</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FUND 11, RESOURCE 1000 - UNRESTRICTED GENERAL FUND - EXPENDITURES

TENTATIVE OPERATING BUDGET
 2013-2014

Object Code

1100	Regular Full-Time Teaching	\$ 26,987,873	
1200	Regular Full-Time Non-Teaching	11,939,831	
1300	Part-Time Hourly Teaching and Overload	21,118,335	
1400	Part-Time Hourly Non-Teaching	<u>1,442,416</u>	
	Total Academic Salaries		\$ 61,488,455
2100	Regular Full-Time and Part-Time Classified	25,074,252	
2200	Regular Full-Time Instructional aides	2,135,095	
2300	Student Help Non-Instructional and Classified Overtime	695,532	
2400	Student Help Instructional Aides	<u>224,193</u>	
	Total Classified Salaries		28,129,072
3000	Employee Benefits		30,348,356
4000	Books and Supplies		2,398,407
5000	Services and Operating Expenditures		15,752,110
6000	Capital Outlay		723,215
7300	Interfund Transfers		
	To Resource 4130	1,270,000	
	To Resource 6100	<u>1,500,000</u>	
	Total Interfund Transfers		2,770,000
8999	Intrafund Transfers		
	Bookstore (Resource 1110)	(250,000)	
	Categorical Fund Backfill (Resource 1190)	699,157	
	College Work Study (Resource 1190)	364,969	
	DSP&S (Resource 1190)	<u>665,157</u>	
	Total Intrafund Transfers		<u>1,479,283</u>
	Total Resource 1000 Expenditures Excluding Contingency		\$ 143,088,898
7900	*Contingency / Reserve		<u>5,515,837</u>
	Total Resource 1000 Expenditures Including Contingency / Reserves		<u>\$ 148,604,735</u>

* The Resource 1000 5% Contingency required by Board Policy 7080 equals \$8.05 million; however a contingency balance of \$5.52 million (3.71%), a difference of \$2.53 million, has been included in the Tentative Budget until the State adopts the FY 2013-2014 budget, the District performs year-end closing procedures for FY 2012-2013, and budget items such as health insurance and fringe benefit rates are finalized. The Contingency takes into account the TAF for all Resources comprising Unrestricted Fund 11 (1000, 1080, 1090, 1110, 1170) and factoring in the deficits for Resources 1080 and 1090.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 12, RESOURCE 1050 - PARKING

TENTATIVE OPERATING BUDGET
2013-2014

INCOME

Estimated Beginning Balance, July 1		\$ 178,514
Local Income		
Interest	\$ 5,484	
Rents and Leases	7,321	
Parking Permits/Fines	<u>2,512,256</u>	
Total Local Income		<u>2,525,061</u>
Total Available Funds (TAF)		<u>\$ 2,703,575</u>

EXPENDITURES

Object Code

2000	Classified Salaries	\$ 1,516,974
3000	Employee Benefits	573,239
4000	Book and Supplies	49,000
5000	Services and Operating Expenditures	562,040
6000	Capital Outlay	<u>196,000</u>
	Total Expenditures	2,897,253
7900	* Contingency/Reserve/(Deficit)	<u>(193,678)</u>
	Total Resource 1050 Expenditures Including Contingency/Reserves	<u>\$ 2,703,575</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FUND 12, RESOURCE 1070 - STUDENT HEALTH

TENTATIVE OPERATING BUDGET
 2013-2014

INCOME

Estimated Beginning Balance, July 1		\$ 1,767,871
Local Income		
Health Fees	\$ 1,055,984	
Interest	10,499	
Other	<u>58,000</u>	
Total Local Income		<u>1,124,483</u>
Total Available Funds (TAF)		<u>\$ 2,892,354</u>

EXPENDITURES

Object Code

1000	Academic Salaries	\$ 321,036
2000	Classified Salaries	588,385
3000	Employee Benefits	186,777
4000	Book and Supplies	79,295
5000	Services and Operating Expenditures	269,395
6000	Capital Outlay	<u>31,786</u>
	Total Expenditures	1,476,674
7900	* Contingency/Reserves	<u>1,415,680</u>
	Total Resource 1070 Expenditures Including Contingency/Reserves	<u>\$ 2,892,354</u>

* 5% Contingency reserve calculated from TAF equals \$144,618

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 11, RESOURCE 1080 - COMMUNITY EDUCATION

TENTATIVE OPERATING BUDGET
2013-2014

INCOME

Estimated Beginning Balance, July 1	\$ (133,071)
Local Income	<u>438,853</u>
Total Available Funds (TAF)	<u>\$ 305,782</u>

EXPENDITURES

Object Code

1000	Academic Salaries	\$ 4,272
2000	Classified Salaries	207,610
3000	Employee Benefits	58,718
4000	Book and Supplies	2,300
5000	Services and Operating Expenditures	<u>192,109</u>
	Total Expenditures	465,009
7900	Contingency/Reserves/(Deficit)	<u>(159,227)</u>
	Total Resource 1080 Expenditures Including Contingency/Reserves	<u>\$ 305,782</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 11, RESOURCE 1090 - PERFORMANCE RIVERSIDE

TENTATIVE OPERATING BUDGET
2013-2014

INCOME

Estimated Beginning Balance, July 1		\$ (401,028)
Local Income		
Donations	\$ 125,901	
Box Office Receipts	595,000	
Interest Income	30	
Other Local Income	<u>15,000</u>	
Total Income		<u>735,931</u>
Total Available Funds (TAF)		<u>\$ 334,903</u>

EXPENDITURES

Object Code

1000	Academic Salaries	\$ 1,871
2000	Classified Salaries	264,863
3000	Employee Benefits	114,623
4000	Book and Supplies	15,749
5000	Services and Operating Expenditures	<u>338,245</u>
	Total Expenditures	735,351
7900	Contingency/Reserves/(Deficit)	<u>(400,448)</u>
	Total Resource 1090 Expenditures Including Contingency/Reserves	<u>\$ 334,903</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 11, RESOURCE 1110 - BOOKSTORE (CONTRACTOR-OPERATED)

TENTATIVE OPERATING BUDGET
2013-2014

INCOME

Estimated Beginning Balance, July 1		\$	10,000
Local Income			
Commissions	\$	735,066	
Interest		<u>268</u>	
Total Local Income			<u>735,334</u>
Total Available Funds (TAF)		\$	<u>745,334</u>

EXPENDITURES

Object Code

5000	Services and Operating Expenditures	\$	43,920
7390	Interfund Transfer to Resource 3200		441,414
8999	Intrafund Transfer to Resource 1000		<u>250,000</u>
	Total Expenditures		735,334
7900	* Contingency/Reserves		<u>10,000</u>
	Total Resource 1110 Expenditures Including Contingency/Reserves	\$	<u>745,334</u>

* 5% Contingency reserve calculated from TAF equals \$37,267

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FUND 12, RESOURCE 1120 - CENTER FOR SOCIAL JUSTICE AND CIVIL LIBERTIES

TENTATIVE OPERATING BUDGET
 2013-2014

INCOME

Estimated Beginning Balance, July 1		\$	5,622
Local Income			
Donations	\$	132,927	
Interest		14	
Other Local Income		<u>25,000</u>	
Total Local Income			<u>157,941</u>
Total Available Funds (TAF)		\$	<u><u>163,563</u></u>

EXPENDITURES

Object Code

1000	Classified Salaries	\$	67,890
3000	Employee Benefits		39,893
4000	Book and Supplies		1,010
5000	Services and Operating Expenditures		<u>46,900</u>
	Total Expenditures		155,693
7900	* Contingency/Reserves		<u>8,200</u>
	Total Resource 1120 Expenditures Including Contingency/Reserves	\$	<u><u>163,893</u></u>

* 5% Contingency reserve calculated from TAF equals \$8,178

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 11, RESOURCE 1170 - CUSTOMIZED SOLUTIONS

TENTATIVE OPERATING BUDGET
2013-2014

INCOME

Estimated Beginning Balance, July 1		\$	110,143
Local Income			
Interest		\$	200
Contract Revenue			<u>973,593</u>
Total Local Income			<u>973,793</u>
Total Available Funds (TAF)		\$	<u>1,083,936</u>

EXPENDITURES

Object Code

2000	Classified Salaries	\$	101,830
3000	Employee Benefits		46,876
4000	Book and Supplies		171,600
5000	Services and Operating Expenditures		<u>645,942</u>
	Total Expenditures		966,248
7910	* Contingency/Reserves		<u>117,688</u>
	Total Resource 1170 Expenditures Including Contingency/Reserves	\$	<u>1,083,936</u>

* 5% Contingency reserve calculated from TAF equals \$54,197

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 12, RESOURCE 1180 - REDEVELOPMENT PASS-THROUGH

TENTATIVE OPERATING BUDGET
2013-2014

INCOME

Estimated Beginning Balance, July 1		\$ 6,705,400
Local Income		
Rents and Leases	\$ 6,700	
Interest	53,100	
Redevelopment Agency Agreements	<u>1,365,000</u>	
Total Local Income		<u>1,424,800</u>
Total Available Funds (TAF)		<u><u>\$ 8,130,200</u></u>

EXPENDITURES

Object Code

5000	Services and Operating Expenditures	\$ 402,640
6000	Capital Outlay	<u>4,460,862</u>
	Total Expenditures	4,863,502
7900	* Contingency/Reserves	<u>3,266,698</u>
	Total Resource 1180 Expenditures Including Contingency/Reserves	<u><u>\$ 8,130,200</u></u>

* 5% Contingency reserve calculated from TAF equals \$406,510

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FUND 12, RESOURCE 1190 - GRANTS AND CATEGORICAL - INCOME

TENTATIVE OPERATING BUDGET
 2013-2014

Estimated Beginning Balance, July 1 \$ -

Federal Income

Affordable Care Act: Expansion of PA Prog.	\$ 1,454,008	
California State Trade Export	121,965	
Community Tech Ed Regional Consortia	220,000	
Community Tech Ed Transitions	132,075	
ECS Consortium Grant	18,750	
Fast Track to the ADN Program	76,080	
Federal Work Study	1,065,605	
Foster & Kinship Care	66,718	
Moreno Valley Project TAP	1,629,806	
NSF - Supply Chain Technology Education	1,375,599	
Nursing Education Pract & Retention 10/13	57,235	
Perkins Title I-C	1,087,023	
Procurement Assistance	146,261	
RCOE Foster Youth ILP/Emancipation	94,236	
Riverside Urban Area Security Initiative	5,603	
Student Support Services RISE Norco	253,188	
Student Support Services TRIO MV	261,095	
Student Support Services TRIO Norco	414,689	
Student Support Services TRIO Riverside	268,705	
TANF 50%	151,690	
Title V Answering the Call	904,527	
Title V HSI Coop Norco/CSUSB	1,055,752	
Title V HSI Pathways to Excellence	1,133,082	
Title V HSI STEM and Articulation	1,681,623	
Title V Norco Portal to Your Future	827,189	
Tri-Tech SBDC	133,826	
Tri-Tech Small Business Jobs Act	76,072	
UCR/USDA Nano Water Research	75,974	
Upward Bound TRIO AUSD	273,435	
Upward Bound TRIO Centennial HS	386,600	
Upward Bound TRIO Corona HS	326,614	
Upward Bound TRIO Riverside	344,267	
Upward Bound TRIO Vista Del Lago HS	407,088	
Workability Grant	<u>290,060</u>	
Total Federal Income		16,816,440

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 12, RESOURCE 1190 - GRANTS AND CATEGORICAL - INCOME

TENTATIVE OPERATING BUDGET
2013-2014

State Income

Basic Skills	323,500	
CCC Student Mental Health Program	163,648	
CalWorks	493,764	
CalWorks Community College Set-Aside Program	88,690	
CITD Leadership Grant	372,000	
CTE Community Collaborative Pathways	216,000	
CTE Community Collaborative Pathways 12/14	360,000	
DSP&S Allocation	1,608,782	
Enrollment Growth & Retention ADN-RN 11/12	17,693	
Enrollment Growth & Retention ADN-RN 12/13	306,621	
Enrollment Growth for ADN-RN 13/14	278,000	
EOPS - CARE	128,933	
EOPS Allocation	1,064,615	
Faculty and Staff Diversity (including carryover)	20,579	
Faculty Entrepreneurship Project 11/12	766	
First 5 Riverside Access & Quality Initiative	156,894	
Foster & Kinship Care Education	68,393	
Lottery	600,000	
Matriculation	869,835	
Middle College	84,153	
Responsive Training Fund	165,648	
SFAA - Base	435,281	
SFAA - Capacity	924,294	
Song Brown PA Mental Health 11/12	119,766	
Song Brown PA Mental Health 12/13	96,759	
Song Brown RN 13/15	200,000	
Song Brown RN Special Programs 13/15	68,009	
Staff Development	4,186	
State Transition to Nursing Practice	3,898	
Student Financial Assistance Program - Fiscal Coord	504,182	
Total State Income		9,744,889

Local Income

CACT Seminars	26,853	
Completion Academies	102,263	
4Faculty Web Services	8,438	
Gateway to College	346,000	
Intr'l Student Capital Outlay Surcharge	1,079,286	
Kaiser Permanente MVC Dental Hygiene	21,250	
Procurement Assistance Center Income	4,500	
Regional Health Occupations	2,000	

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 12, RESOURCE 1190 - GRANTS AND CATEGORICAL - INCOME (continued)

TENTATIVE OPERATING BUDGET
2013-2014

Riverside County Board of Supervisors	5,507	
Tri-Tech SBCD Cash Match	96,876	
Tri-Tech SBCD Seminars	<u>19,469</u>	
Total Local Income		1,712,442
Interfund and Intrafund Transfers		
DSP&S Match/Over (from Resource 1000)	665,157	
Federal Work Study (from Resource 1000)	364,969	
General Fund Backfill (from Resource 1000)	<u>699,157</u>	
Total Interfund and Intrafund Transfers		<u>1,729,283</u>
Total Income		<u>30,003,054</u>
Total Available Funds		<u>\$ 30,003,054</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 12, RESOURCE 1190 - GRANTS AND CATEGORICAL - EXPENDITURES

TENTATIVE OPERATING BUDGET
2013-2014

<u>Object Code</u>		<u>Expenditures</u>
1000	Academic Salaries	\$ 3,801,872
2000	Classified Salaries	9,211,107
3000	Employee Benefits	3,909,335
4000	Book and Supplies	1,936,534
5000	Services and Operating Expenditures	6,056,385
6000	Capital Outlay	3,434,235
7600	Book Grants / Bus Passes	1,653,586
7900	Contingency / Reserves	<u> -</u>
Total Resource 1190 Expenditures Including Contingency / Reserves		<u>\$ 30,003,054</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FUND 32, RESOURCE 3200 - FOOD SERVICES

TENTATIVE OPERATING BUDGET
 2013-2014

INCOME

Estimated Beginning Balance, July 1		<u>\$ 304,545</u>
Local Income		
Food Sales/Commissions	\$ 1,715,380	
Pepsi Sponsorship	100,000	
Interest	<u>440</u>	
Total Local Income		1,815,820
Interfund Transfer From Resource 1110 - Bookstore Fund		<u>441,414</u>
Total Income		<u>2,257,234</u>
Total Available Funds (TAF)		<u><u>\$ 2,561,779</u></u>

EXPENDITURES

Object Code

2000	Classified Salaries	\$ 812,741
3000	Employee Benefits	303,388
4000	Books and Supplies	891,731
5000	Services and Operating Expenditures	173,124
6000	Capital Outlay	<u>7,000</u>
	Total Expenditures	2,187,984
7900	* Contingency/Reserves	<u>373,795</u>
	Total Resource 3200 Expenditures Including Contingency/Reserves	<u><u>\$ 2,561,779</u></u>

* 5% Contingency reserve calculated from TAF equals \$128,089

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FUND 33, RESOURCE 3300 - CHILD CARE

TENTATIVE OPERATING BUDGET
 2013-2014

INCOME

Estimated Beginning Balance, July 1		\$	110,108
Federal Income			
Lunch Program		\$	49,000
State Income			
Tax Bailout Funds			70,548
Local Income			
Parent Fees	\$	854,474	
Interest Income		<u>215</u>	
Total Local Income			<u>854,689</u>
Total Income			<u>974,237</u>
Total Available Funds (TAF)		\$	<u><u>1,084,345</u></u>

EXPENDITURES

Object Code

1000	Academic Salaries	\$	534,039
2000	Classified Salaries		229,110
3000	Employee Benefits		155,410
4000	Books and Supplies		44,355
5000	Services and Operating Expenditures		57,149
6000	Capital Outlay		<u>10,000</u>
	Total Expenditures		1,030,063
7900	* Contingency/Reserves		<u>54,282</u>
	Total Resource 3300 Expenditures Including Contingency/Reserves	\$	<u><u>1,084,345</u></u>

* 5% Contingency reserve calculated from TAF equals \$54,217

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 41, RESOURCE 4100 - STATE CONSTRUCTION/SCHEDULED MAINTENANCE

TENTATIVE OPERATING BUDGET
2013-2014

INCOME

Estimated Beginning Balance, July 1	\$ -
State Income	<u>6,737,705</u>
Total Available Funds (TAF)	<u>\$ 6,737,705</u>

EXPENDITURES

Object Code

6000	Capital Outlay	<u>\$ 6,737,705</u>
	Total Expenditures	6,737,705
7900	Contingency/Reserves	<u>-</u>
	Total Resource 4100 Expenditures Including Contingency/Reserves	<u>\$ 6,737,705</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 41, RESOURCE 4130 - LA SIERRA CAPITAL

TENTATIVE OPERATING BUDGET
2013-2014

INCOME

Estimated Beginning Balance, July 1		<u>\$ 5,908,936</u>
Local Income	\$ 20,000	
Interfund Transfer From Resource 1000 - General Fund	<u>1,270,000</u>	
Total Income		<u>1,290,000</u>
Total Available Funds (TAF)		<u>\$ 7,198,936</u>

EXPENDITURES

Object Code

6000	Capital Outlay	<u>\$ 7,198,936</u>
	Total Expenditures	7,198,936
7900	Contingency/Reserves	<u>-</u>
	Total Resource 4130 Expenditures Including Contingency/Reserves	<u>\$ 7,198,936</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 41, RESOURCE 4160 - GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS

TENTATIVE OPERATING BUDGET
2013-2014

INCOME

Estimated Beginning Balance, July 1	\$ 25,362,150
Local Income	<u>272,135</u>
Total Available Funds (TAF)	<u>\$ 25,634,285</u>

EXPENDITURES

Object Code

2000	Classified Salaries	\$ 527,248
3000	Employee Benefits	209,094
5000	Services and Operating Expenses	285,328
6000	Capital Outlay	<u>49,211,596</u>
	Total Expenditures	50,233,266
7900	Contingency/Reserves/(Deficit)	<u>(24,598,981)</u>
	Total Resource 4160 Expenditures Including Contingency/Reserves	<u>\$ 25,634,285</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 41, RESOURCE 4170 - 2010D CAPITAL APPRECIATION BONDS

TENTATIVE OPERATING BUDGET
2013-2014

INCOME

Estimated Beginning Balance, July 1	\$ 5,030,863
Local Income	<u>20,000</u>
Total Available Funds (TAF)	<u>\$ 5,050,863</u>

EXPENDITURES

Object Code

6000	Capital Outlay	\$ <u>3,132,063</u>
	Total Expenditures	3,132,063
7900	Contingency/Reserves	<u>1,918,800</u>
	Total Resource 4170 Expenditures Including Contingency/Reserves	<u>\$ 5,050,863</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 41, RESOURCE 4180 - 2010D BUILD AMERICA BONDS

TENTATIVE OPERATING BUDGET
2013-2014

INCOME

Estimated Beginning Balance, July 1	\$ 31,815,785
Local Income	<u>180,000</u>
Total Available Funds (TAF)	<u>\$ 31,995,785</u>

EXPENDITURES

Object Code

6000	Capital Outlay	\$ <u>64,849,946</u>
	Total Expenditures	64,849,946
7900	Contingency/Reserves/(Deficit)	<u>(32,854,161)</u>
	Total Resource 4180 Expenditures Including Contingency/Reserves	<u>\$ 31,995,785</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 61, RESOURCE 6100 - HEALTH & LIABILITY SELF-INSURANCE

TENTATIVE OPERATING BUDGET
2013-2014

INCOME

Estimated Beginning Balance, July 1		\$ 588,237
Local Income		
Interest	\$ 15,000	
Other Local	2,500	
Self-Insurance Health Plan Assessments from other Funds	<u>4,584,000</u>	
Total Local Income		4,601,500
Interfund Transfer from Resource 1000 - General Fund		<u>1,500,000</u>
Total Income		<u>6,101,500</u>
Total Available Funds (TAF)		<u>\$ 6,689,737</u>

EXPENDITURES

Object Code

2000	Classified Salaries	\$ 184,549
3000	Employee Benefits	73,328
4000	Book and Supplies	3,200
5000	Services and Operating Expenditures	5,592,300
6000	Capital Outlay	<u>2,597</u>
	Total Expenditures	5,855,974
7900	Contingency/Reserves	<u>833,763</u>
	Total Resource 6100 Expenditures Including Contingency/Reserves	<u>\$ 6,689,737</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 61, RESOURCE 6110 - WORKERS COMPENSATION SELF-INSURANCE

TENTATIVE OPERATING BUDGET
2013-2014

INCOME

Estimated Beginning Balance, July 1		\$ 3,334,333
Local Income		
Interest	\$ 20,000	
Workers Compensation Premiums Assessments from other Funds	<u>2,438,059</u>	
Total Local Income		<u>2,458,059</u>
Total Available Funds (TAF)		<u>\$ 5,792,392</u>

EXPENDITURES

Object Code

2000	Classified Salaries	\$ 279,772
3000	Employee Benefits	99,336
4000	Books and Supplies	1,300
5000	Services and Operating Expenditures	2,881,964
6000	Capital Outlay	<u>2,597</u>
	Total Expenditures	3,264,969
7900	Contingency/Reserves	<u>2,527,423</u>
	Total Resource 6110 Expenditures Including Contingency/Reserves	<u>\$ 5,792,392</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
STUDENT FEDERAL GRANTS

TENTATIVE OPERATING BUDGET
2013-2014

INCOME

Unaudited Beginning Balance, July 1		\$	-
Federal Income			
PELL Student Grants and Book Waivers	\$ 46,000,000		
FSEOG Student Grants and Book Waivers	1,225,000		
Federal Work Study	1,172,000		
Subsidized Loan	3,430,000		
Un-Subsidized Loan	<u>1,600,000</u>		
Total Federal Income			<u>53,427,000</u>
Total Available Funds (TAF)		\$	<u>53,427,000</u>

EXPENDITURES

Object Code

7520	Student Grants and Book Waivers	\$	<u>53,427,000</u>
	Total Student Federal Grants	\$	<u>53,427,000</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA STUDENT GRANTS

TENTATIVE OPERATING BUDGET
2013-2014

INCOME

Unaudited Beginning Balance, July 1	\$ -
State Income - Cal Grant B and C	<u>2,100,000</u>
Total Available Funds (TAF)	<u>\$ 2,100,000</u>

EXPENDITURES

Object Code

7520	Student Grants and Book Waivers	\$ <u>2,100,000</u>
	Total State of California Student Grants	<u>\$ 2,100,000</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ASSOCIATED STUDENTS OF RCCD

TENTATIVE OPERATING BUDGET
2013-2014

INCOME

Unaudited Beginning Balance, July 1		\$ 902,426
Local Income		
Student Fees	\$ 583,000	
Interest	15,000	
Athletic Events	<u>2,000</u>	
Total Local Income		<u>600,000</u>
Total Available Funds (TAF)		<u>\$ 1,502,426</u>

EXPENDITURES

Account Code

905	Organizations Funding	\$ 75,050	
906	Athletics	103,700	
910	Riverside Associated Students	159,995	
921	Norco ASB	83,700	
924	Norco - Organizations Funding	48,300	
930	Moreno Valley ASB	<u>144,000</u>	
	Total Expenditures		\$ 614,745
	Contingency		<u>887,681</u>
	Total ASRCC Accounts		<u>\$ 1,502,426</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT



FY 2013-14 TENTATIVE BUDGET

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FY 2013-2014 Tentative Budget



GOVERNOR'S BUDGET PROPOSAL
FOR COMMUNITY COLLEGES
AS OF
"MAY REVISE"

RIVERSIDE COMMUNITY COLLEGE DISTRICT

FY 2013-2014 Tentative Budget



<u>FY 2012-2013</u>	<u>In Millions</u>
Base Apportionment	\$ 50.0
Deferral "Buy Down"	<u>179.9</u>
<u>FY 2013-2014</u>	<u>\$ 229.9</u>
Base Apportionment	
- COLA (1.57%)	\$ 87.5
- Workload Restoration (1.63%)	89.4
Student Success & Support (Categories)	50.0
Energy Efficiency	49.5
Technology	16.9
Adult Education	<u>30.0</u>
Subtotal	\$ 323.3
Deferral "Buy Down"	<u>64.0</u>
Total	<u>\$ 387.3</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FY 2013-2014 Tentative Budget



GOVERNOR'S BUDGET PROPOSAL
FOR RIVERSIDE COMMUNITY
COLLEGE DISTRICT
AS OF
"MAY REVISE"

RIVERSIDE COMMUNITY COLLEGE DISTRICT

FY 2013-2014 Tentative Budget



FY 2012-2013

- Workload Restoration (\$50 million)
 - \$1.27 million (310 FTES)
- Redevelopment Funds
 - Estimated shortfall of \$325 million at P1
 - \$197.8 million backfilled in Governor’s “May Revise” Proposal
 - \$127.2 million still unfunded?? \$2.9 million for RCCD
- Property Taxes – Shortfall ?
- Enrollment Fees – Shortfall ?
- Deferral “Buy Down”
 - \$4.14 million

RIVERSIDE COMMUNITY COLLEGE DISTRICT

FY 2013-2014 Tentative Budget



FY 2013-2014

- Base Apportionment (\$176.9 million)
 - Estimated at \$3.85 million
 - COLA (1.57% = \$1.96 million)
 - Student Access FTES 1.63% = \$1.89 million (400 FTES)
- Student Success and Support Program (\$50.0 million)
 - Estimated at \$1.20 million
 - Restricted Categorical

RIVERSIDE COMMUNITY COLLEGE DISTRICT

FY 2013-2014 Tentative Budget



FY 2013-2014 *(continued)*

- Energy Efficiency (\$49.5 million)
 - Funded from Prop 39 funds
 - How much for RCCD?
 - Depends on how it's allocated
 - FTES/Competitive Grant/Other
 - If FTES - \$1.16 million
 - Energy Efficiency Projects/Training

- Technology (\$16.9 million)
 - How much for RCCD?
 - Unknown at this point
 - Most likely cost reduction rather than new funds

RIVERSIDE COMMUNITY COLLEGE DISTRICT

FY 2013-2014 Tentative Budget



FY 2013-2014 *(continued)*

- Adult Education (\$30.0 million)
 - 2 Year consortium funding for planning of regional Adult Educational Programs
 - No direct funding for RCCD
- Deferral “Buy Down” (\$64.0 million)
 - Estimated of \$1.50 million
- Redevelopment Funds
 - Estimated shortfall of \$133.2 million
 - Backfilled in Governor’s “May Revise” Proposal

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FY 2013-2014 Tentative Budget



FY 2012-2013
ENDING BALANCE ESTIMATE

RIVERSIDE COMMUNITY COLLEGE DISTRICT

FY 2013-2014 Tentative Budget



<u>Revenues</u>	<u>FY 2012-2013 Estimate</u>
Adopted Budget	<u>\$ 134.38</u>
Workload Restoration (\$50M)	\$ 1.27
Redevelopment Shortfall	-0-
Enrollment Fee Shortfall	-0-
Property Tax Shortfall	-0-
FY 2011-2012 Apportionment Adjustment	.51
Barnes & Noble Signing Bonus	.60
Other	<u>.23</u>
Total Revenue Adjustments	<u>\$ 2.61</u>
Net Revenues	<u>\$ 136.99</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT

FY 2013-2014 Tentative Budget



<u>Expenditures</u>	<u>FY 2012-2013 Estimate</u>
Adopted Budget	<u>\$ (136.62)</u>
Estimated Budget Savings	
Salaries and Benefits	\$.99
Supplies and Services	2.16
Capital Outlay	<u>.49</u>
Total Expenditure Budget Savings	<u>\$ 3.64</u>
Net Expenditures	<u>\$ (132.98)</u>
Net Current Year Estimated Surplus/(Deficit)	\$ 4.01
Beginning Balance at July 1, 2012	<u>6.84</u>
Estimated Ending Balance at June 30, 2013	<u>\$ 10.85</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FY 2013-2014 Tentative Budget



FY 2013-2014
TENTATIVE BUDGET

RIVERSIDE COMMUNITY COLLEGE DISTRICT

FY 2013-2014 Tentative Budget



	<u>FY 2013-2014</u> <u>Estimate</u>
<u>Beginning Balance at July 1, 2013</u>	<u>\$ 10.85</u>
<u>Revenues</u>	
Adjusted Base Budget	\$ 135.55
Apportionment	3.85
Other	.35
Prior Year Interfund Transfer from La Sierra Fund (One-Time)	<u>(2.00)</u>
Net Estimated Revenues for FY 2013-2014	<u>\$ 137.75</u>
Total Available Funds	\$ 148.60
Less, 5% Ending Balance Target	<u>(8.05)</u>
Amount Available for Expenditures	<u>\$ 140.55</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT

FY 2013-2014 Tentative Budget



<u>Expenditures</u>	<u>FY 2013-2014 Estimate</u>
Base Budget	\$ 136.62
Ten Faculty Positions (6 New and 4 Replacement)	\$.93
Enrollment Management Increase	.75
Part-Time Faculty and Overload Budget Alignment	.50
Step/Column/Growth/Placement/Classification	1.35
Employee Benefits – Health Insurance (+8.9%)	1.28
Employee Benefits – Other	(.82)
Contracts and Agreements	.20
Use of Barnes & Noble Signing Bonus	.60

RIVERSIDE COMMUNITY COLLEGE DISTRICT

FY 2013-2014 Tentative Budget



<u>Expenditures</u> <i>(continued)</i>	<u>FY 2013-2014 Estimate</u>
Utilities	.10
New Facilities Operating Costs	.30
Repayment of La Sierra Capital Loans	<u>1.27</u>
Total Expenditure Adjustments	<u>\$ 6.46</u>
Net Expenditures for FY 2013-2014	<u>\$ 143.08</u>
Estimated Budget Shortfall as of the FY 2013-2014 Tentative Budget	<u>\$ (2.52)</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FY 2013-2014 Tentative Budget



FY 2013-2014
BUDGET DEVELOPMENT CALENDAR

RIVERSIDE COMMUNITY COLLEGE DISTRICT FY 2013-2014 Tentative Budget



- March to May ~ BAM Revision Project
- April ~ Reporting on State Tax Revenues
- May 14 ~ May Revise Budget
- May 22 ~ Tentative RCCD Budget Completed
- June 1 ~ Tentative BAM Allocations to Colleges – Chancellor Letter
- June 4 ~ Tentative RCCD Budget Resources Committee
- June ~ Second Principal Apportionment Report
- June 18 ~ Tentative RCCD Budget to Board of Trustees for Action
- July 1 ~ New Fiscal Year Begins
- August ~ State Budget Workshops / Advance Apportionment
- August 16 ~ RCCD Year-End Closing
- August 1 ~ Final RCCD Budget Completed
- ~ Final BAM Allocations to Colleges – Chancellor Letter
- September ~ Final RCCD Budget to Resources Committee
- On or before
September 17 ~ Final RCCD Budget to Board of Trustees for Action



Agenda Item (VIII-E-1)

Meeting	6/18/2013 - Regular
Agenda Item	Committee - Facilities (VIII-E-1)
Subject	Change Order No. 1 for Norco Operations Center with First Responder Fire Protection Corp.
College/District	Norco
Funding	College Allocated Measure C Funds
Recommended Action	It recommended that the Board of Trustees approve: 1) project Change Order No. 1 in the amount of \$13,793.52; and 2) the change order in excess of ten percent by a total of \$6,749.52.

Background Narrative:

On March 21, 2012, RCCD entered into an agreement with First Responder Fire Protection Corp. in the amount of \$70,440 to provide Fire Sprinklers to the Norco Operations Center (NOC) project.

At this time, it is requested that the Board of Trustees approve Change Order No. 1 with First Responder Fire Protection Corp. for the NOC project in the amount of \$13,793.52, exceeding the allowable ten percent contingency by a total of \$6,749.52. First Responder Fire Protection Corp.'s contract now totals \$84,233.52. A Change order Summary is attached (Exhibit I) for the Board's review and consideration.

Cost for the requested change order 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
Beth Gomez, Vice President, Business Services (Norco)
Chris Carlson, Chief of Staff & Facilities Development

Attachments:

[20130618_Change Order Summary_First Responder Fire Protection Corp.](#)

Exhibit I

Riverside Community College District
 Facilities, Planning, Design and Construction
 Norco Operations Center Project

CHANGE ORDER SUMMARY

Change Order: 1

Contractor: First Responder Fire Protection Corp.

<i>Approved Contract Amount:</i>	\$ 70,440.00
<i>Change Order Amount:</i>	\$ 13,793.52
<i>Revised Contract Sum:</i>	\$ 84,233.52

Change Order Description:

The work consists of the following:

Requested by: Chris Carlson

Accountability: Bryant Ismerio

CO#1	Credit that was provided to the project that resulted from First Responder installing a thrust block without an inspector on site. In lieu of demoing it out, the contractor provided a credit for the work.	(4,065.60)
CO#2	Result of discovering that the existing fire line, to which the contractor connected to, was a 10" line in lieu of 8" as the documents showed. They had to make a bigger hot tap and buy larger valves.	3,717.04
CO#3	Result of an existing unidentified line that was encountered in the path of the new Fire Line. First Responder had to offset around the line and install new concrete thrust blocks.	4,632.27
CO#4	Result of an unidentified encasement that was encountered. This change tracked the extra time hand digging around the encasement.	595.06
CO#5	Relocating the Fire Inspectors test valve per RFI#242	74.38
CO#6	Additional sprinkler heads that were installed per RFI#262 as there were several locations that did not have proper coverage.	1,185.10
CO#7	Installation of several additional fire sprinkler heads around the warehouse where it was found not enough coverage was being provided.	1,809.92
CO#9	Result of the relocation of the Pre-Action Cabinet as it did not fit in the room shown in the construction documents.	1,595.44
CO#10	Relocation of the existing Fire Hydrant on a weekend as the existing isolation valves did not work properly which resulted in having to shut the entire fire loop down.	3,919.33
CO#11	Installation of an additional fire sprinkler head in the Staff Break Room to provide proper coverage.	1,060.83
CO#12	Additional flushing of the underground work performed prior to connecting the underground fire line to the building, as unknown debris continued to be found in the line. The contractor was directed to continue flushing the line to see if it would eventually clear, which it never did. It was determined that the debris in the line was not from the contractors operations but instead from an outside source. RFI#365 provided direction to the contractor to install a strainer at the building fire riser which would prevent any debris in the line from entering the building.	5,703.99
Allowance	To be deducted.	(3,000.00)
Backcharge	To be addressed to First Responder for repairs done by McKenna Grading on First Responder's faulty work.	(3,434.24)
	Total Amount	\$13,793.52



Agenda Item (VIII-E-2)

Meeting	6/18/2013 - Regular
Agenda Item	Committee - Facilities (VIII-E-2)
Subject	Inspector Services Agreement for the District-wide Utility Infrastructure Upgrade Project with Inland Inspections and Consulting
College/District	Riverside
Funding	Centrally Controlled Allocated Funds, District Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve the agreement for Inspection Services with Inland Inspections & Consulting in the amount of \$121,910.

Background Narrative:

On December 14, 2010, the Board of Trustees approved the District-wide Utility Infrastructure Upgrade project and project budget in the amount of \$7,000,000, using the Centrally Controlled Allocated Funds, District Measure C Funds.

At this time, it is requested that the Board of Trustees approve the agreement with Inland Inspections & Consulting for Inspector Services for the District-wide Utility Infrastructure Upgrade (12kV Campus Loop) for the Riverside City College in the amount of \$121,910.

Cost for the requested agreement is within the original project budget approved by the Board of Trustees.

Prepared By: Cynthia Azari, President, Riverside City College
Charlie Wyckoff, Interim Vice President, Business Services, RCC
Chris Carlson, Chief of Staff & Facilities Development
Calvin Belcher, Project Manager

Attachments:

[20130618_Agreement_Inland Inspections and Consulting](#)

**INSPECTOR SERVICES AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
INLAND INSPECTIONS & CONSULTING**

This agreement is made and entered into this 1st day of July, 2013, between Riverside Community College District, on behalf of the Riverside City College, hereinafter referred to as “DISTRICT”, and Inland Inspections and Consulting, hereinafter referred to as “INSPECTOR”, do hereby contract and agree as follows:

(A) The INSPECTOR shall at all times be qualified and approved by the Division of the State Architect, Department of General Services, State of California, and shall at all times maintain proper qualifications, to perform the duties of and act as General Building Inspector on school building construction projects and modification of the type for which he/she agrees to perform inspection services.

(B) The INSPECTOR agrees to discharge the duties of an inspector as specified in California Education Code Sections 17309 and 17311 and Sections 4-333 and 4-342 of Title 24 of the California Code of Regulations. These duties include, but are not limited to, the following:

(1) General. The INSPECTOR shall act under the direction of the architect and/or registered engineer.

(2) Duties. The general duties of the INSPECTOR in fulfilling his/her responsibilities are as follows:

(a) Continuous Inspection Requirement. The INSPECTOR must have actual personal knowledge, which is obtained by his or her personal and continuous inspection of the work of construction in all stages of its progress, as set forth in California Education Code Sections 17309 and 81141, that the requirements of the approved plans and specifications are being completely executed.

Continuous inspection means complete inspection of every part of the work. Work, such as concrete work or brick work which can be inspected only as it is placed, shall require the constant presence of the INSPECTOR. Other types of work which can be completely inspected after the work is installed may be carried on while the INSPECTOR is not present. In any case, the INSPECTOR must personally inspect every part of the work. In no case shall the INSPECTOR have or assume any duties which will prevent him/her from providing continuous inspection.

(b) Relations with Architect and Engineer. The INSPECTOR shall work under the general direction of the architect and/or registered

engineer. All inconsistencies or seeming errors in the plans and specifications shall be reported promptly to the architect and/or registered engineer for interpretation and instructions. In no case, however, shall the instruction of the architect and/or registered engineer be construed to cause work to be done which is not in conformity with approved plans, specifications, and change orders. Interpretations received by the INSPECTOR which cause deviations from the approved drawings and specifications shall be referred to the responsible architect for preparation of change orders to cover the required work.

(c) Job File. The INSPECTOR shall keep a file of approved plans and specifications (including all approved addenda or change orders) on the job at all times, and shall immediately return any unapproved documents to the architect for proper action. The inspector, as a condition of his employment, shall have, and maintain, on the job at all times, all codes and documents referred to in the plans and specifications.

(d) Inspector's Semimonthly Reports. The INSPECTOR shall keep the architect and/or registered engineer thoroughly informed as to the progress of the work by making semimonthly reports in writing as required in Section 4-342 of Title 24 of the California Code of Regulations.

(e) Inspector's Daily Report to District. The INSPECTOR shall keep the DISTRICT thoroughly informed as to the progress of the work by submitting daily reports in writing to the DISTRICT.

(f) Notifications to Division of the State Architect. The INSPECTOR shall notify the Division of the State Architect:

- (i) When work is started on the PROJECT.
- (ii) At least 48 hours in advance of the time when foundation trenches will be complete, ready for footing forms.
- (iii) At least 48 hours in advance of the first pour of concrete.
- (iv) When work is suspended for a period of more than two weeks.

(g) Construction Procedure Records. The INSPECTOR shall keep a record of certain phases of construction procedure including, but not limited to, the following:

- (i) Concrete pouring operations. The record shall show the time and date of placing concrete and the time and date of removal of forms in each portion of the structure.
- (ii) Welding operations. The record shall include identification marks of welders, lists of defective welds, manner of correction of defects, etc.
- (iii) Penetration under the last ten (10) blows for each pile when piles are driven for foundations.

All records of construction procedure shall be kept on the job until the completion of the work. All records kept by the INSPECTOR arising out of or in any way connected with the PROJECT shall be and remain the property of the DISTRICT.

Audit. Inspector shall maintain auditable books, records, documents, and other evidence pertaining to costs and expenses in this Agreement. These records shall be maintained for a period of at least three (3) years after final payment has been made, subject to any applicable rules, regulations or statutes.

District's authorized representative(s) shall have access, with reasonable notice, to any books, documents, papers, electronic data, and other records which they determine to be pertinent to this Agreement for performing an audit, evaluation, inspection, review, assessment, or examination. These representative(s) are authorized to obtain excerpts, transcripts, and copies, as they deem necessary.

Should Inspector disagree with any audit conducted by District, Inspector shall have the right to employ a licensed, Certified Public Accountant (CPA) to prepare and file with District a certified financial and compliance audit that is in compliance with generally-accepted government accounting standards of related services provided during the term of this Agreement. Inspector shall not be reimbursed by District for such an audit.

In the event Inspector does not make available its books and financial records at the location where they are normally maintained, Inspector agrees to pay all necessary and reasonable expenses, including legal fees, incurred by District in conducting any audit.

(h) Deviations. The INSPECTOR shall notify the contractor, in writing, of any deviations from the approved plans and specifications which are not immediately corrected by the contractor when brought to his/her attention. Copies of such notice shall be forwarded immediately to

the architect and/or registered engineer, and to the Division of the State Architect.

Failure on the part of the INSPECTOR to notify the contractor of deviations from the approved plans and specifications shall in no way relieve the contractor of any responsibility to complete the work covered by his/her contract in accordance with the approved plans and specifications and all laws and regulations.

(i) Verified Reports. The INSPECTOR shall make and submit to the Division of the State Architect verified reports pursuant to Section 3-342 of Title 24 of the California Code of Regulations. The INSPECTOR shall prepare and deliver to the Division of the State Architect detailed statements of fact regarding materials, operations, etc., when requested.

(j) Violations. Failure, refusal, or neglect on the part of the INSPECTOR to notify the contractor of any work which does not comply with the requirements of the approved plans and specifications, or failure, refusal, or neglect to report immediately, in writing, any such violation to the architect and/or registered engineer, to the DISTRICT, and to the Division of the State Architect shall constitute a violation of the Field Act and shall be cause for the Division of the State Architect to take action.

(k) Insurance. The INSPECTOR shall purchase and maintain policies of insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to DISTRICT which will protect the INSPECTOR and DISTRICT from claims which may arise out of or result from the INSPECTOR's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

(i) Worker's Compensation and Employers Liability Insurance in accordance with the laws of the State of California.

(ii) Comprehensive general and auto liability insurance with limits of not less than \$250,000 for contract amounts less than or equal to \$10,000 and limits of not less than \$500,000 for contract amounts greater than \$10,000 combined single limit, bodily injury and property damage liability per occurrence, including:

- a. Owned, non-owned and hired vehicles;
- b. Blanket contractual;
- c. Broad form property damage;
- d. Products/completed operations; and

e. Personal injury.

(iii) Each policy of insurance required in (ii) above shall name DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of the INSPECTOR hereunder, such policy is primary and any insurance carried by the DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. The INSPECTOR shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, the INSPECTOR shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event the INSPECTOR fails to secure or maintain any policy of insurance required hereby, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of the INSPECTOR, and in such an event, the INSPECTOR shall reimburse DISTRICT upon demand for the cost thereof.

(l) Assignment. INSPECTOR shall not assign or transfer this AGREEMENT or any interests of INSPECTOR herein without the prior written approval of the DISTRICT. Any such attempt by the INSPECTOR to assign or transfer this AGREEMENT or any of its interests herein without DISTRICT approval shall be void and of no force or effect. No individual person assigned to provide the services hereunder for the PROJECT may be changed or substituted without prior written consent of the DISTRICT. Such consent may be given or withheld in the DISTRICT's absolute discretion.

(m) Administration. The INSPECTOR shall produce, or shall hire the necessary independent contractors and/or consultants needed to produce, a clerically smooth product for the DISTRICT and for the INSPECTOR's routine correspondence with the DISTRICT. These clerical services shall be provided at no additional expense to the DISTRICT.

(n) Conflict of Interest. The INSPECTOR hereby represents, warrants and covenants that: (i) at the time of execution of this AGREEMENT, the INSPECTOR has no interest and shall not acquire any interest in the future, whether direct or indirect, which would conflict in any manner or degree with the performance of services under this AGREEMENT; and (ii) the INSPECTOR shall not employ in the performance of services under this AGREEMENT any person or entity having such an interest.

(C) Compensation. The DISTRICT agrees to pay the INSPECTOR \$83.50

per hour for a total not to exceed \$121,910.00, for these services, payable upon monthly billings submitted by the INSPECTOR. Such payments shall commence on July 1, 2013.

(D) The INSPECTOR agrees to discharge the duties as set out in this contract in a manner satisfactory to the Division of the State Architect and the Architect retained by the DISTRICT. The INSPECTOR shall devote each working day to the inspection of the District Wide Utility Infrastructure - (Riverside City College) Project (*12kV Campus Loop*) – (Reference Exhibit I, attached.) which has and will be referred to throughout this AGREEMENT as the “PROJECT”.

(E) Term of Contract.

(1) The term of this contract shall be from July 1st, 2013 to the estimated completion date of October 1, 2014, or until one of the following occurs:

(a) The PROJECT is completed;

(b) The PROJECT is suspended or abandoned prior to completion as provided in Section (F) of this contract;

(c) Funding for the PROJECT is not received or denied by the State Allocation Board or Office of Public School Construction; or

(d) The DISTRICT decides that the INSPECTOR’s performance under the contract is unsatisfactory as provided in Section (F) of this contract.

(F) Termination. This AGREEMENT may be terminated by either party upon fourteen (14) days written notice to the other party in the event of a substantial failure of performance by such other party, including insolvency of the INSPECTOR; or if the DISTRICT should decide to abandon or indefinitely postpone the PROJECT.

(1) In the event of a termination based upon abandonment or postponement by DISTRICT, the DISTRICT shall pay INSPECTOR for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of the abandonment or postponement plus any sums due the INSPECTOR for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and other documents whether delivered to the DISTRICT or in the possession of the INSPECTOR. In the event termination is for a substantial failure of performance, all damages and costs associated with the termination, including increased inspection and replacement costs shall be deducted from payments to the INSPECTOR.

(2) In the event a termination for cause is determined to have been made wrongfully or without cause, then the termination shall be treated as a termination for convenience in accordance with Paragraph (F)(3) below, and INSPECTOR shall have no greater rights than it would have had if a termination for convenience had been effected in the first instance. No other loss, cost, damage, expense or liability may be claimed, requested or recovered by INSPECTOR.

(3) This AGREEMENT may be terminated without cause by DISTRICT upon fourteen (14) days of written notice to INSPECTOR. In the event of a termination without cause, the DISTRICT shall pay INSPECTOR for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of notice of termination plus any sums due the INSPECTOR for Board approved extra services.

(4) In the event of a dispute between parties as to performance of the work or the interpretation of this AGREEMENT, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of this dispute, the INSPECTOR agrees to continue the work diligently to completion. If the dispute is not resolved, the INSPECTOR agrees it will neither rescind the AGREEMENT nor stop the progress of the work, but the INSPECTOR's sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute, after the PROJECT has been completed, and not before.

(H) Hold Harmless. To the fullest extent permitted by law, the INSPECTOR agrees to indemnify, defend and hold the DISTRICT entirely harmless from all liability arising out of:

(1) Any and all claims under Worker's Compensation acts and other employee benefit acts with respect to the INSPECTOR's employees or the INSPECTOR's subcontractor's employees arising out of INSPECTOR's work under this AGREEMENT; and

(2) Liability for damages for (a) death or bodily injury to person; (b) injury to, loss or theft of property; (c) any failure or alleged failure to comply with any provision of law or (d) any other loss, damage or expense arising under either (a), (b), or (c) herein this paragraph, sustained by the INSPECTOR or any person, firm or corporation employed by the INSPECTOR upon or in connection with the PROJECT, except for liability resulting from the sole or active negligence, or willful misconduct of the DISTRICT, its officers, employees, agents or independent consultants who are directly employed by the DISTRICT;

(3) Any loss, injury to or death of persons or damage to property caused by any act, neglect, default or omission of the INSPECTOR, or any person, firm or corporation employed by the INSPECTOR, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm

or corporation including the DISTRICT, arising out of, or in any way connected with the PROJECT, including injury or damage either on or off DISTRICT property; but not for any loss, injury, death or damages caused by the sole or active negligence, or willful misconduct of the DISTRICT.

INSPECTOR, at INSPECTOR's own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its officers, agents or employees on account of or founded upon any of the causes, damages or injuries identified herein Section H and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

(I) Nothing contained in this AGREEMENT shall create a contractual relationship with or cause of action in favor of any third party against either the DISTRICT or the INSPECTOR.

(J) The DISTRICT and the INSPECTOR, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT. The INSPECTOR shall not assign this AGREEMENT.

(K) This AGREEMENT shall be governed by the laws of the State of California.

(L) Each of the PARTIES have had the opportunity to, and have to the extent each deemed appropriate, obtained legal counsel concerning the content and meaning of this AGREEMENT. Each of the PARTIES agrees and represents that no promise, inducement or agreement not herein expressed has been made to effectuate this AGREEMENT. This AGREEMENT represents the entire AGREEMENT between the DISTRICT and INSPECTOR and supersedes all prior negotiations, representations or agreements, either written or oral. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the INSPECTOR.

(M) The rule of construction that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this AGREEMENT.

The parties, through their authorized representatives, have executed this AGREEMENT as of the day and year first written above.

INSPECTOR:
Inland Inspections & Consulting
7338 Sycamore Canyon Blvd., Suite 4
Riverside, CA 92508

Riverside Community College District:

By: _____

Robert E. Schumacher
Director of Operations

Date: _____

By: _____

Aaron S. Brown, Vice Chancellor,
Business and Financial Services

Date: _____

Exhibit I



INLAND INSPECTIONS & CONSULTING
7338 SYCAMORE CANYON BLVD., STE. 4, RIVERSIDE, CA 92508
(951) 697-1000 * FAX (951) 697-1030

March 19, 2013
Revised May 7, 2013

Attention: Calvin Belcher

E-MAILED TO: calvin.belcher@rccd.edu

RE: Riverside City College 12kV Campus Loop
DSA Application Number 04-112652, File Number 33-C1
DSA Project Inspector

This information is being provided *for your use only* as back-up to our estimated fee on our proposal for Project Inspector for this project. **This proposal is based on a review of DSA-approved plans.** We were provided with a preliminary schedule which indicates a fifteen-month duration beginning in July 2013. There were no footings or walls on the schedule.

As you requested, we are providing you with an estimate for part-time inspection only. Our estimated fee for part-time inspection is below.

Class 2 Project Inspector (Part-Time)	1460 hours @ \$83.50 per hour	\$121,910.00
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NOTE REGARDING OVERTIME RATES:

Normal hours: eight hours Monday-Friday, excluding any Holiday

Overtime hours (1.5 X): first 4 overtime hours Monday-Friday and first 12 hours on Saturday, excluding any Holiday

Double-time hours (2 X): all hours over 12 on Monday-Saturday and all hours on Sunday or Holiday

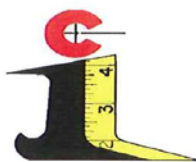
All invoices are due within 30 days. Interest in the amount of ½% per month will be added to all past-due amounts.

Please contact me if you have any questions regarding our services or fees.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Schumacher', with a long horizontal line extending to the right.

Robert E. Schumacher
Director of Operations



INLAND INSPECTIONS & CONSULTING
7338 SYCAMORE CANYON BLVD., STE. 4, RIVERSIDE, CA 92508
(951) 697-1000 * FAX (951) 697-1030

Mr. Calvin Belcher
Project Manager
Facilities Planning and Development
Riverside Community College District
450 E Alessandro Blvd.
Riverside, CA 92508

March 19, 2013
Revised May 7, 2013

Calvin:

E-MAILED TO: calvin.belcher@rccd.edu

RE: Riverside City College 12kV Campus Loop
DSA Application Number 04-112652, File Number 33-C1
DSA Project Inspector

Pursuant to your request, I am providing this proposal for the referenced service. **This proposal is based on a review of DSA-approved plans.** We were provided with a preliminary schedule which indicates a fifteen-month duration beginning in July 2013. There were no footings or walls on the schedule.

As you requested, we are providing you with an estimate for part-time inspection only. Our estimated fee for **DSA Class 2 inspector** part-time inspection is **\$121,910.00**. We will submit monthly invoices as work on this project progresses.

NOTE REGARDING OVERTIME RATES:

Normal hours: eight hours Monday-Friday, excluding any Holiday

Overtime hours (1.5 X): first 4 overtime hours Monday-Friday and first 12 hours on Saturday, excluding any Holiday

Double-time hours (2 X): all hours over 12 on Monday-Saturday and all hours on Sunday or Holiday

All invoices are due within 30 days. Interest in the amount of ½% per month will be added to all past-due amounts.

Please contact me if you have any questions regarding our services or fees.

Sincerely,

Robert E. Schumacher
Director of Operations



Agenda Item (IX-A-1)

Meeting	6/18/2013 - Regular
Agenda Item	Administrative Reports (IX-A-1)
Subject	Holiday Schedule for Fiscal Year 2013-2014
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the fiscal year 2013-2014 holiday schedule for classified, confidential, and management employees.

Background Narrative:

On February 19, 2013 the Board of Trustees approved a Memorandum of Agreement to create a new collective bargaining agreement between Riverside Community College District and the Riverside Community College District Employees, Chapter 535 of the California School Employees Association (CSEA), from July 1, 2013 to June 30, 2015 with the same terms as the agreement set to expire June 30, 2013. With this extended agreement, the holiday schedule for Fiscal Year 2013-2014 was discussed with CSEA and agreed as attached.

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

Attachments:

[20130618_2013-2014 Holiday Schedule_Backup](#)

Holiday Schedule for Fiscal Year 2013/2014

Holiday	FY 2013/2014	Weekday
Independence Day	July 4, 2013	Thursday
Labor Day	September 2, 2013	Monday
Veterans Day	November 11, 2013 (observance)	Monday
Thanksgiving Day	November 28, 2013	Thursday
Day after Thanksgiving	November 29, 2013	Friday
Christmas Day	December 25, 2013	Wednesday
College Closure days after Christmas Holiday	December 26 & 27, 2013	Thursday & Friday
December 30, 2013	Admissions Day (observance)	Monday
December 31, 2013	Vacation Day	Tuesday
New Year's Day	January 1, 2014	Wednesday
Martin Luther King, Jr. Day	January 20, 2014	Monday
Lincoln's Birthday	February 14, 2014 (observance)	Friday
Washington's Birthday	February 17, 2014 (observance)	Monday
Cesar Chavez Birthday	March 31, 2014 (observance)	Monday
Memorial Day	May 26, 2014	Monday



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[Agenda Item](#)

Agenda Item (IX-B-1)

Meeting 6/18/2013 - Regular

Agenda Item Administrative Reports (IX-B-1)

Subject Update on Physician Assistant Program Accreditation

College/District Moreno Valley

Information Only

Background Narrative:

An update on the Physician Assistant Program Accreditation will be given.

Prepared By: Sandra Mayo, President, Moreno Valley College
 Roslynn Byous, Director

Attachments:

[PA Program Accreditation Update](#)



Physician Assistant Program Accreditation update: Where are we now?

Rosslynn S. Byous, DPA, PAC
Program Director

ARC-PA

- Change in accreditation status:
 - Accreditation Review Commission on Education for the Physician Assistant (ARC-PA)
 - Probation notification in September 2012
 - Five areas of concern:
 1. Lack of Institutional support
 2. Administration of the program
 3. Evaluation of the program
 4. Appropriate enrollment criteria
 5. High attrition rate

Lack of Institutional support

- Oversight of Self-Study Report
- Number of faculty
- Number of support staff

Administration of the Program

- Overall management of
 - Faculty
 - Documents
 - Planning
 - SSR

Insufficient Program data

- Surveys
 - Student preparedness
 - Courses
 - Faculty
- Student success
 - Remediation
 - Board pass rates

Appropriate Enrollment Criteria

- Faculty ability to select incoming students
 - Open enrollment
 - Board Policy 5055
- Enrollment prerequisites
 - Science
 - General education
 - GPA
 - Health Care Experience

Program attrition

- 20% over five years
- Why are we losing students?
 - Enrollment
 - Courses
 - Testing
 - Policies
 - Student preparedness for enrollment

Timeline

- Ongoing continuous assessment began May 2012
- Notification of probation--September 2012
- Self-study report due in March/April 2014
- Site visit--June 19 – 20, 2014
- Notification of accreditation decision--September 2014

What would ARC-PA see today?

- Citations addressed
- Extensive program modifications
- A cohort of students who are happy with all of the programmatic changes and who are excited about their program and future profession!



Agenda Item (XII-A)

Meeting	6/18/2013 - Regular
Agenda Item	Business From Board Members (XII-A)
Subject	Reporting Out of Board of Trustees Annual Self Evaluation for 2013
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and accept the objectives for the next 12-month Board Self Evaluation period, as a means of reporting out from the 2012-13 Board Self Evaluation process.

Background Narrative:

At the May 21, 2013 board meeting, the Board of Trustees conducted their annual self-evaluation. Prior to the meeting, each Board member was provided with an evaluation packet that included BP 2745-Board Self Evaluation, a self-assessment tool, a compilation of Board presentations, and a summary of Board activities for the previous 12 months. Additionally, a summary and reporting of 2012 outcomes were included in the packet along with an overview of progress on the goals set for 2012. The assessment tool and summary were categorized into the several dimensions of effectiveness contained within the Board's policy. The Chancellor's Office compiled an aggregated evaluation sheet with a summary of the aggregated findings, similar to what was conducted in 2009, 2010, 2011, 2012 and now 2013. Additionally, a comparative analysis over the past years was included, as the self assessment tool was the same one used in prior years, and provided a comparative analysis versus a stagnate position.

At the May Board of Trustees meeting, the Board discussed the board self-evaluation survey results, and reviewed what the board determined to be their strengths as a board and discussed in detail areas of improvement and plans for achieving improvement as a board. They also reviewed the goals from the prior year and progress achieved. The discussion resulted in establishing amended and/or new objectives from themselves for the next 12-month period of Board's self-evaluation. The objectives are attached

Prepared By: Chris Carlson, Chief of Staff & Facilities Development

Attachments:

[Reporting out Goals for 2013 2014](#)

Board of Trustee Goals and Objectives for 2013-14 Reported out from Board's Annual Self-Evaluation

1. Interim Chancellor recruitment and selection.
2. Chancellor recruitment and selection.
3. Provide support and direction to Interim Chancellor that advances the role of the Chancellor and actions of the Board as a whole; and to fulfill the greater mission of the District and Board, as we steadfastly focus on our core mission.
4. Advocate the role, mission, and vitality of community colleges within the state system, by exploring and addressing funding/revenue models to build fiscal sustainability and provide student success, access and equity.
5. Monitor student success and access of all student populations and review data and reports that provide perspective and trend analysis to support programs, operations and policy matter. Monitoring shall include attention to and support for efforts to close the "achievement gap" of under-prepared and under-represented students, and implement the Student Success Scorecard.
6. Continue to advance and support the maturation and further develop the District and the three, separately accredited colleges by providing latitude and develop processes, roles, accountability and autonomy.
7. Responsibly assure that mission and planning for colleges and district are linked to budget and resource development.
8. Strive for a positive, synergistic Board of Trustees that recognizes, respects, and capitalizes on the uniqueness of each individual, and that leverages and positions the board for the overall advancement of the District.
9. Advocate community college funding to support the mission and objective of California Community Colleges including funding restorations and measures of fiscal sustainability, and provide sound budgeting and stewardship of District funds.

10. Advance the mission statement of the Board of Trustees, with development of guiding principles for assuring service to and governing of the District as whole, with by-district elected members providing local relationships with district community.
11. Support and facilitate relationships with local schools, industries and businesses, to facilitate a better educational continuum and for “making life better” in our community. This includes a continuation of holding joint meetings with school boards on focused topics of common interest.
12. Assure leadership and policy matters are undertaken and aligned with the District Strategic Plan Themes of Student Access; Student Learning and Success; Resource Stewardship; Community Collaboration and Partnership; Creativity and Innovation; and System Effectiveness.
13. Set policy and direction for the District; support Chancellor in advancing and executing the plan, and monitor implementation through the CEO evaluation process.
14. The Board remains unanimous in their support of Chancellor in leading labor negotiations to assure District resources and services are maintained and responsibly deployed, and to anticipate fair bargaining agreements will be realized with all labor groups.
15. Support the development of standards, policies and protocols that lead to efficiencies and sound resource development and implementation, including continued support for the Chancellor’s role in resource development.
16. Support programs, policies and investments that advance the district and its operations into sustainable practices, including but not limited to use of technology, LEED certified development and other resource and environmentally sustainable measures.



Agenda Item (XII-B)

Meeting	6/18/2013 - Regular
Agenda Item	Business From Board Members (XII-B)
Subject	Possible Approval of Employment Agreement with Interim Chancellor
College/District	District
Funding	General Fund
Recommended Action	Recommend that the Board of Trustees vote to approve the Employment Agreement with the proposed Interim Chancellor if a tentative agreement has been reached.

Background Narrative:

The Board will be briefed in closed session regarding negotiations for an Employment Agreement with the proposed Interim Chancellor and provide direction to their negotiator. Following the closed session, the Board may take action on approving the Employment Agreement if a tentative agreement has been reached.

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

Attachments:



Agenda Item (XII-C)

Meeting	6/18/2013 - Regular
Agenda Item	Business From Board Members (XII-C)
Subject	Authorization to Prepare and Distribute RFQ/RFP for Consulting Services for Chancellor Search
College/District	District
Funding	N/A
Recommended Action	Recommend that the Board of Trustees vote to authorize the Vice Chancellor, Diversity and Human Resources to prepare and distribute a RFQ/RFP to solicit proposals from Executive Search Firms to provide consulting services to the District in the recruitment and selection of a Chancellor for Riverside Community College District.

Background Narrative:

In the case of a Chancellor vacancy, the Board of Trustees established, under BP/AP 2431, a procedure for a search process to fill the vacancy. The procedure states that the Board of Trustees in consultation with the Vice Chancellor, Diversity and Human Resources may employ a search consultant to assist with the hiring process and recruit candidates. And, that the Diversity and Human Resources Department will solicit proposals from executive search firms to assist the Board in filling the open position. After review of the proposals, the Board will select a firm to conduct the Chancellor search.

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

Attachments:



Agenda Item (XII-D)

Meeting	6/18/2013 - Regular
Agenda Item	Business From Board Members (XII-D)
Subject	Potential Update and/or Recommendation from the Ad Hoc Board of Trustees Ethics Advisory Committee
College/District	District
Funding	n/a
Recommended Action	To be determined.

Background Narrative:

At the May 7th Board and Committee meeting, the President of the Board appointed Vice-President Green and Trustee Figueroa to an Ad Hoc Board of Trustees Ethics Advisory Committee. The Board affirmed President Blumenthal's appointment of the ad hoc committee at that meeting. This agenda item is a placeholder, to be used, to receive any update and/or recommendation from the Ad Hoc committee.

Prepared By: Chris Carlson, Chief of Staff & Facilities Development

Attachments:



Agenda Item (XII-E)

Meeting	6/18/2013 - Regular
Agenda Item	Business From Board Members (XII-E)
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 & Facilities Development

Attachments:



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Agenda Item (XIII-A)

Meeting 6/18/2013 - Regular

Agenda Item Closed Session (XIII-A)

Subject Pursuant to Government Code Section 54957.6 Conference with Labor Negotiator, District-Designated Representative: Brad Neufeld of Gresham Savage, Unrepresented Employee: Interim Chancellor

College/District District

Funding

Recommended Action To be Determined

Background Narrative:

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

Attachments:



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Agenda Item (XIII-B)

Meeting	6/18/2013 - Regular
Agenda Item	Closed Session (XIII-B)
Subject	Pursuant to Government Code Section 54957, Public Employee Discipline/Dismissal/Release
College/District	District
Funding	
Recommended Action	To be Determined

Background Narrative:

None

Prepared By: Greg Gray, Chancellor

Attachments: