



**Board of Trustees - Regular Meeting
Tuesday, January 21, 2014 6:00 PM
Center for Student Success, Room 217, Norco
College, 2001 Third Street, Norco, California 92860**

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 December 3, 2013](#)

Recommend approving the December 3, 2013 Regular/Committee meeting minutes as prepared.

B. [Minutes of the Board of Trustees Special Meeting of December 10, 2013](#)

Recommend approving the December 10, 2013 Board of Trustees Special meeting minutes as prepared.

C. [Minutes of the Board of Trustees Regular Meeting of December 10, 2013](#)

Recommend approving the December 10, 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 on Norco College Career and Technical Education Programs](#)

Information Only

- C. [Presentation on the Kakehashi/Bridge for Tomorrow Project between the Japanese Ministry of Foreign Affairs and Riverside Community College District](#)

Information Only

- D. [Health Care Update](#)

Information Only

- E. [Future Monthly Committee Agenda Planner and Annual Master Planning Calendar](#)

Information Only

V. STUDENT REPORT

- A. [Student Report](#)

Information Only

VI. CONSENT AGENDA ACTION

- A. Diversity/Human Resources

- 1. [Academic Personnel](#)

Recommend approving/ratifying academic personnel actions.

- 2. [Classified Personnel](#)

Recommend approving/ratifying classified personnel actions.

- 3. [Other Personnel](#)

Recommend approving/ratifying other personnel actions.

- B. District Business

- 1. [Purchase Order and Warrant Report – All District Resources](#)

Recommend approving/ratifying the Purchase Orders and Purchase Order Additions totaling \$2,625,421 and District Warrant Claims totaling \$6,289,189.

- 2. Budget Adjustments

- a. [Budget Adjustments](#)

Recommend approving the budget transfers as presented.

- 3. Resolution(s) to Amend Budget

- a. [Resolution No. 21-13/14 – 2013-2014 Created Equal: America's Civil Rights Struggle](#)

Recommend approving adding the revenue and expenditures of \$1,200 to the budget.

- b. [Resolution No. 22-13/14 – 2013-2014 Faculty Entrepreneurship Champion Mini-Grant](#)

Recommend approving adding the revenue and expenditures of \$4,200 to the budget.

- c. [Resolution No. 23-13/14 – 2013-2014 Procurement Assistance Center \(PAC\)](#)

Recommend approving adding the revenue and expenditures of \$290,547 to the budget.

- d. [Resolution No. 24-13/14 – 2013-2014 Disabled Student Programs and Services](#)
Recommend approving adding the revenue and expenditures of \$321,298 to the budget.
- e. [Resolution No. 25-13/14 – 2013-2014 CA STEP GRANT – Program Income](#)
Recommend approving adding the revenue and expenditures of \$12,000 to the budget.
- 4. Contingency Budget Adjustments (None)
- 5. Bid Awards (None)
- 6. Grants, Contracts and Agreements
 - a. [Contracts and Agreements Report Less than \\$83,400 – All District Resources](#)
Recommend ratifying contracts totaling \$662,030 for the period November 25, 2013 through December 31, 2013.
 - b. [Agreement for Lease Fiber Optic Services with Sunesys, LLC](#)
Recommend approving the agreement between Riverside Community College District and Sunesys, LLC for managed fiber optics services.
- 7. [Out of State Travel](#)
Recommend approving the out-of-state travel.
- 8. Other Items
 - a. [2014-2015 Nonresident Tuition and Capital Outlay Surcharge Fees](#)
Recommend adopting a nonresident tuition fee rate of \$198 per unit and a capital outlay surcharge fee rate of \$50 per unit for FY 2014-2015.
 - b. [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).

VII. CONSENT AGENDA INFORMATION

- A. [Monthly Financial Report for Month Ending - December 31, 2013](#)
Information Only

VIII. BOARD COMMITTEE REPORTS

- A. Governance (None)
- B. Teaching and Learning
 - 1. [District Academic Calendar 2014-2015](#)
Recommend approving the proposed academic calendar for 2014-2015.
 - 2. [Proposed Curricular Changes](#)
Recommend approving the proposed curricular changes for inclusion in the college catalogs and the schedule of class offerings.
 - 3. [Substantive Change Proposal to ACCJC from Norco College](#)
Recommend approving the Substantive Change Proposal to ACCJC from Norco College for compliance with ACCJC policies.

C. Planning and Operations (None)

D. Resources (None)

E. Facilities

1. [Change Order No. 1 for Moreno Valley Phase III Student Academic Services Facility with Western Painting and Wallcovering, Inc.](#)

Recommend approving project Change Order No. 1 with Western Painting and Wallcovering, Inc. in the amount of \$18,561; and the change order in excess of ten percent by a total of \$5,617.10.

2. [Change Order No. 1 for District-wide ADA Transition Plan Implementation Project - Phase I with JRH Construction Company, Inc.](#)

Recommend approving the project Change Order No. 1 with JRH Construction Company, Inc. in the amount of \$393,769.73; and the change order in excess of ten percent by a total of \$334,952.83.

3. [Change Order No. 1 for District-wide ADA Transition Plan Implementation Project - Phase I with FATA Construction and Development](#)

Recommend approving the project Change Order No. 1 with FATA Construction and Development in the amount of \$68,038.94; and the change order in excess of ten percent by a total of \$44,638.94.

4. [Agreement Amendment 1 for the District-wide ADA Transition Plan Implementation Phase I Project with Tilden-Coil Constructors, Inc.](#)

Recommend approving the amended agreement for the District-wide ADA Transition Plan Implementation Phase I Project for the services contract with Tilden-Coil Constructors, Inc. in the amount not to exceed \$38,934.87 and the time extension.

IX. ADMINISTRATIVE REPORTS

A. Vice Chancellors

1. [Mass Notification and Voice System Project Update Information Only](#)

2. [Amendment to Agreement for Employee Benefits Consulting Services with Keenan and Associates](#)

Recommend approving the agreement amendment with Keenan & Associates and extending the agreement through April 30, 2014 in the amount of \$34,334.

B. Presidents

X. ACADEMIC SENATE REPORTS

A. Moreno Valley College

B. Norco College

C. Riverside City College/Riverside Community College District

XI. BARGAINING UNIT REPORTS

A. CTA - California Teachers Association

B. CSEA - California School Employees Association

XII. BUSINESS FROM BOARD MEMBERS

- A. [CCCT Board Election Nominations for 2014](#)
Recommend consideration of nominees for the CCCT Board Election for 2014.
- B. [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, Public Employee Performance Evaluation, Title: 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



Agenda Item (II-A)

Meeting	1/21/2014 - Regular
Agenda Item	Approval of Minutes (II-A)
Subject	Minutes of the Board of Trustees Regular/Committee Meeting of December 3, 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 December 3, 2013 Board of Trustees Regular/Committee meeting minutes as prepared.

Prepared By: Cynthia Azari, Interim Chancellor
Michelle Haeckel, Administrative Assistant, Office of the Chancellor

Attachments:

[120313_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 DECEMBER 3, 2013

President Blumenthal called the Board of Trustees meeting to order at 6:00 p.m., in Student Academic Services, General Assembly Room #121, Moreno Valley College, 16130 Lasselle Street, Moreno Valley, California.

CALL TO ORDER

Trustees Present

Virginia Blumenthal, President
Sam Davis, Secretary
Mary Figueroa, Board Member
Nathan Miller, Board Member
Jared Snyder, Student Trustee

Absent

Janet Green, Vice President

Staff Present

Dr. Cynthia E. Azari, Interim Chancellor
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services
Dr. Vicki Nicholson, Interim Vice Chancellor, Diversity and Human Resources
Dr. Wolde-Ab Isaac, Interim 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
Ms. Sylvia Thomas, Associate Vice Chancellor, Educational Services
Dr. Robin Steinback, Vice President, Academic Affairs, Moreno Valley College
Dr. Diane Dieckmeyer, Vice President, Academic Affairs, Norco College
Dr. Susan Mills, Interim Vice President, Academic Affairs, Riverside City College
Dr. Sheila Pisa, Professor, Mathematics, Moreno Valley College
Dr. Arend Flick, Professor, English, Norco College
Mr. Tom Allen, Associate Professor, English, Riverside City College
Ms. Ruth Adams, General Counsel

Guest Present

Ms. Ivory Li, Senior Vice President, Piper Jaffray & Co.
Mr. Chet Wang, Managing Director, Keygent LLC
Mr. Bill Rauch, CPA Partner of Vavrinek, Trine, Day & Co.
Mr. Kristopher Paluzzi, CPA, Ahern, Adcock, Devlin, LLP

Student Trustee Jared Snyder led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Miller/Figueroa moved that the Board of Trustees approve the absence of Trustee Janet Green from the meeting on Tuesday, December

Trustee Compensation

3, 2013, as provided for in Education Code Section 35120 paragraph (d). Motion carried (4 ayes, 1 absent [Green])

CHANCELLOR'S REPORT

Dr. Nicholson provided an informational update that included progress made by the benefits committee on resolving issues of concern relating to benefits, the prescription drug program, and the subject of grandfathering/non-grandfathering status.

Update on Health Benefits

The Governance Committee Chair Virginia Blumenthal convened the meeting at 6:10 p.m. Committee members in attendance: Dr. Cynthia E. Azari, Interim Chancellor; Academic Senate Representatives: Dr. Travis Gibbs (Moreno Valley College) and Ms. Peggy Campo (Norco College); ASRCCD Representative: Mr. Brennan Gonerig; CTA Representative: Ms. Cynthia Mahon; CSEA Representative: Mr. Gustavo Segura; Confidential Representative: Ms. Martha Arellano; and Management Representative: Ms. Tanisha James.

GOVERNANCE

Ms. Adams led the discussion on the review of Administrative Procedure 2431. This issue was brought forward at the request of the board to address the number of students represented on the Chancellor Search Committee. Ms. Adams advised that changes to the policy will not affect the current Chancellor Search; however, this is an opportunity to hear recommendations for potential changes. Committee agreed to bring this item back at February 2014 Board Committee meeting. Mr. Gonerig informed the committee that the ASRCCD student body elected the Student Trustee as their representative. Discussion followed.

Review of Administrative Procedure 2431

The committee adjourned the meeting at 6:35 p.m.

The Teaching and Learning Committee Chair Sam Davis convened the meeting at 6:36 p.m. Committee members in attendance: Dr. Cynthia E. Azari, Interim Chancellor; Academic Senate Representatives: Dr. Travis Gibbs (Moreno Valley College) and Ms. Peggy Campo (Norco College); ASRCCD Representative: Ms. Regina Miller; CTA Representative: Dr. Chris Rocco (Moreno Valley College); CSEA Representative: Mr. Gustavo Segura; Confidential Representative: Ms. Martha Arellano and Management Representative: Ms. Lorena Patton.

TEACHING AND LEARNING

Ms. Thomas led the committee review of the proposed curricular changes for inclusion in the college catalogs and schedule of class offerings that will be presented to the Board for approval at the December 10, 2013 regular meeting. Discussion followed.

Proposed Curricular Changes

Dr. Steinback, Dr. Mills, and Dr. Dieckmeyer facilitated a presentation entitled “College Reports on 2013 Self-Evaluation for Reaffirmation of Accreditation”. Discussion followed.

Moreno Valley College
Accreditation Self-Evaluation

Dr. Pisa led the committee review of the Institutional Self-Evaluation Report of Education Quality and Institutional Effectiveness for Moreno Valley College which will be submitted to the Accrediting Commission for Community and Junior Colleges (ACCJC) in January 2014. The Board will be asked to accept the report at the December 10, 2013 regular meeting. Discussion followed.

Dr. Dieckmeyer and Dr. Flick led the committee review of the Institutional Self Evaluation of Educational Quality and Institutional Effectiveness Report for Norco College that the Board will be asked to accept at the December 10, 2013 regular meeting. Discussion followed.

Norco College Accreditation Self-Evaluation

Dr. Mills and Mr. Allen led the committee review of the Institutional Self-Evaluation Report of Educational Quality and Institutional Effectiveness for Riverside City College that the Board will be asked to accept at the December 10, 2013 regular meeting. Discussion followed.

Riverside City College
Accreditation Self-Evaluation

The committee adjourned the meeting at 7:40 p.m.

The Planning and Operations Committee Chair Mary Figueroa convened the meeting at 7:41 p.m. Committee members in attendance: Chris Carlson, Chief of Staff and Facilities Development; Academic Senate Representatives: Ms. LaTonya Parker (Moreno Valley College), Dr. Lyn Greene (Norco College); CSEA Representative: Mr. Gustavo Segura; Confidential Representative: Ms. Martha Arellano and Management Representative: Mr. George Walters.

PLANNING AND OPERATIONS

Ms. Carlson facilitated a presentation entitled “Decade of Advancement” which highlighted the transformation of Riverside Community College District and its three colleges during the past ten years. Discussion followed.

Presentation of the Decade of
Advancement

The committee adjourned the meeting at 8:05 p.m.

Adjourned

President Blumenthal convened the meeting at 8:06 p.m. Committee members in attendance: Mr. Aaron Brown, Vice Chancellor, Business and Financial Services, Dr. Vicki Nicholson, Interim Vice Chancellor, Diversity and Human Resources; Academic Senate Representatives: Mr. Sal Soto (Moreno Valley College) and Dr. Lyn Greene (Norco College); ASRCCD Representative: Mr. Ron Johnson; CTA Representative: Mr. Nick Sinigaglia; CSEA Representative: Gustavo Segura; Confidential Representative: Ms. Martha Arellano; and Management Association Representative: Ms. Beth Gomez.

RESOURCES COMMITTEE

Mr. Brown and the District’s Measure C Bond Program representative, Ms. Li, Senior Vice President, Piper Jaffray & Co. and Mr. Wang, Managing Director, Keygent LLC led the discussion on the current Measure C Bond financing and planning for future Series E and Series F issuances. Discussion followed.

Measure C General Obligation Bond Presentation – Update and Planning for Future Series E and Series F Issuances

Mr. Rauch, CPA Partner of Vavrinek, Trine, Day & Co. led the review of the independent audit report for the District that the Board will be asked to receive at the regular meeting on December 10, 2013. Discussion followed.

2012-2013 Independent Audit Report for the Riverside Community College District

Mr. Paluzzi, CPA, Ahern, Adcock, Devlin, LLP, led the review of the independent audit report for the RCCD Foundation that the Board will be asked to receive at the regular meeting on December 10, 2013. Discussion followed.

2012-2013 Independent Audit Report for the Riverside Community College District Foundation

Ms. Carlson led the committee review of Resolution No. 08-13/14 Designating Certain Products, Brands, and Services as District Standards for equipment and installation into District building as permitted by Public Contract Code that will be presented to the Board for adoption at the December 10, 2013 regular meeting. Discussion followed.

Resolution No. 08-13/14 Designating Certain Products, Brands, and Services as District Standards

The committee adjourned the meeting at 9:01 p.m.

Adjourned

The Facilities Committee Chair Nathan Miller convened the meeting at 9:02 p.m. Committee members in attendance: Chris Carlson, Chief of Staff and Facilities Development; Academic Senate Representatives: Mr. Sal Soto (Moreno Valley College) and Dr. Lyn Greene (Norco College); ASRCCD Representative: Mr. Brennan Gonerig, CSEA

FACILITIES COMMITTEE

Representative: Mr. Gustavo Segura and Confidential Representative: Ms. Martha Arellano.

Ms. Carlson led the committee review of the selection of LPA for FF&E Consulting Services for both the CAA/DO and CSA Building Projects; agreement amendment with LPA, Inc. in the amount of \$67,230.50 for the CAA/DO project; and agreement amendment 3 with LPA, Inc. in the amount of \$42,853.50 for the CSA project for approval at the December 10, 2013 regular meeting. Discussion followed.

The committee adjourned the meeting at 9:04 p.m.

Firm Selection and Agreement Amendment 3 for the Culinary Arts Academy/District Office Building and Agreement Amendment 3 for the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts Building Projects with LPA, Inc.

Adjourned

OTHER BUSINESS

Miller/Figueroa moved to approve the following appointments to the Chancellor Search Committee:
CTA Representatives: Dr. Fabian Biancardi, Professor, Political Science, Moreno Valley College
Dr. Dariush Haghghat, Professor, Political Science, Riverside City College and Mrs. Cynthia Mahon, Associate Faculty, Riverside Community College District; Academic Senate Representatives: Mr. Sal Soto, Associate Professor, Counseling, Moreno Valley College, Dr. Lyn Greene, Associate Professor, Political Science, Norco College and Mr. Lee Nelson, Associate Professor, Nursing, Riverside City College; CSEA Representative: Mr. Gustavo Segura, Instructional Media/Broadcast Coordinator, Moreno Valley College; Confidential Representative: Ms. Martha Arellano, Human Resources Analyst, Riverside Community College District; Management Representative: Ms. Sylvia Thomas, Associate Vice Chancellor, Educational Services, Riverside Community College District; ASRCCD Representative: Mr. Jared Snyder, Student Trustee; and Foundation Representative: Mr. Raul "Raleigh" Aballi, Resident Director, Merrill Lynch.

Selection of Chancellor Search Committee

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

Miller/Figueroa moved to review the community member nominations and appoint community members at the December 10, 2013 regular meeting.

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

The Board adjourned the meeting in at 9:19 p.m.

ADJOURNMENT



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[Agenda Item](#)

Agenda Item (II-B)

Meeting	1/21/2014 - Regular
Agenda Item	Approval of Minutes (II-B)
Subject	Minutes of the Board of Trustees Special Meeting of December 10, 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 December 10, 2013 Board of Trustees Special meeting minutes as prepared.

Prepared By: Cynthia Azari, Interim Chancellor
Michelle Haeckel, Administrative Assistant, Office of the Chancellor

Attachments:

[121013_SpecMINS](#)

MINUTES OF THE SPECIAL BOARD OF TRUSTEES
MEETING OF DECEMBER 10, 2013

President Blumenthal called the regular meeting of the Board of Trustees to order at 6:00 p.m., Moreno Valley College, Student Academic Services, General Assembly Room #121, 16130 Lasselle Street, Moreno Valley, California

CALL TO ORDER

Trustees Present

Virginia Blumenthal, President
Janet Green, President
Mary Figueroa, Trustee
Nathan Miller, Trustee
Jared Snyder, Student Trustee

Trustees Absent

Samuel Davis, Secretary (unexcused)

Staff Present

Dr. Cynthia Azari, Interim Chancellor
Mr. Aaron Brown, Vice Chancellor, Finance and Business Services
Dr. Vicki Nicholson, Interim Vice Chancellor, Diversity and Human Resources
Dr. Sandra Mayo, President, Moreno Valley College
Dr. Paul Parnell, President, Norco College
Dr. Wolde-Ab Isaac, Interim President, Riverside City College
Ms. Chris Carlson, Chief of Staff & Facilities Development
Mr. Jim Parsons, Associate Vice Chancellor, Strategic Communications and Relations
Dr. Lyn Greene, President, Academic Senate Representative, Norco College
Dr. Travis Gibbs, Academic Senate Representative, Moreno Valley College
Mr. Lee Nelson, Academic Senate Representative, District and Riverside City College
Dr. Dariush Haghighat President, CTA
Mr. Eric Muehlebach, President, CSEA

President Blumenthal turned the gavel over to Dr. Azari who presided over the election of the President of the Board.

ORGANIZATIONAL MEETING

Miller/Green nominated Trustee Blumenthal for President of the Board of Trustees. Motion carried by roll call vote. (3 ayes, 1 noes [Figueroa] 1 absent [Davis])

Election of President

Miller/Blumenthal nominated Trustee Green for Vice President of the Board of Trustees. Motion carried by roll call vote. (3 ayes, 1 noes [Figueroa] 1 absent [Davis])

Election of Vice President

Green/Blumenthal nominated Trustee Miller as Secretary of the Board of Trustees. Motion carried by roll call vote. (3 ayes, 1 noes [Figueroa] 1 absent [Davis])

Election of Secretary

Green/Miller moved that the Board of Trustees: rotate Board of Trustees Regular and Regular/Committee meetings to all three colleges, with a 6:00 p.m. start time for both. Regular/Committee meetings taking place on the first Tuesday of each month; and, Regular meetings taking place on the third Tuesday of each month.

Selection of Day, Time and Place of Board and Committee Meetings

However, the January Regular/Committee meeting will take place on January 14, 2014, in the Center for Student Success, Room 217, Norco College; and, the Regular meeting will take place on January 21, 2014, in the Center for Student Success, Room 217, Norco College. The December 9, 2014 Regular meeting will be held in Board Room AD122, Riverside City College. Motion carried. (4 ayes, 1 absent [Davis])

Green/Miller moved that the Board of Trustees approve the Board Association and Board Committee appointments as follows:

Board Association and Board Committee Appointments

Appointments to Committees: Trustee Blumenthal - Governance Committee chair; Trustee Figueroa - Planning and Operations Committee chair; Trustee Green – Resources Committee chair; Trustee Davis – Teaching and Learning Committee chair; and Trustee Miller – Facilities Committee chair.

Appointments to Associations: Trustees Figueroa and Green – Association of Community College Trustees Liaison; Trustee Miller – Association of Governing Board of Universities and Colleges Liaison; Trustees Figueroa and Green - California Community College Trustees and Legislative Network Liaison; Trustees Figueroa and Green - Community College League of California Liaison; Trustee Figueroa – Latino Trustees Association Liaison; Trustee Miller – Inland

Valleys Trustees and CEO Association Liaison; Trustees Blumenthal and Davis - African-American Organizations Liaison Riverside Branch – NAACP; Trustees Figueroa and Miller – Greater Corona Hispanic Chamber of Commerce; Trustees Figueroa and Davis - Moreno Valley Hispanic Chamber of Commerce; Trustee Figueroa - Riverside Hispanic Chamber of Commerce; Trustee Miller – Corona Chamber of Commerce; Trustee Davis – Moreno Valley Chamber of Commerce; Trustee Miller – Norco Chamber of Commerce; Trustees Blumenthal and Green, Riverside Chamber of Commerce; Trustees Figueroa and Green – Riverside County School Board Association Liaison; Trustees Miller and Green– Riverside County Committee on School District Organization Liaisons; Trustees Figueroa and Green – Alford Unified School District Ad-Hoc Committee; and Trustees Figueroa and Miller – Miné Okubo Committee.

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

The Board adjourned the meeting at 5:59 p.m.

ADJOURNMENT



Agenda Item (II-C)

Meeting	1/21/2014 - Regular
Agenda Item	Approval of Minutes (II-C)
Subject	Minutes of the Board of Trustees Regular Meeting of December 10, 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 December 10, 2013 Board of Trustees Regular meeting minutes as prepared.

Prepared By: Cynthia Azari, Interim Chancellor
Michelle Haeckel, Administrative Assistant, Office of the Chancellor

Attachments:

[121013_MIN](#)

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OF DECEMBER 10, 2013

President Blumenthal called the regular meeting of the Board of Trustees to order at 6:00 p.m., Moreno Valley College, Student Academic Services, General Assembly Room #121, 16130 Lasselle Street, Moreno Valley, California

CALL TO ORDER

Trustees Present

Virginia Blumenthal, President
Janet Green, Vice President
Mary Figueroa, Board Member
Nathan Miller, Board Member
Jared Snyder, Student Trustee

Trustees Absent

Sam Davis, Secretary

Staff Present

Dr. Cynthia Azari, Interim Chancellor
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services
Dr. Vicki Nicholson, Interim Vice Chancellor, Diversity and Human Resources
Dr. Wolde-Ab Isaac, Interim 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
Dr. Travis Gibbs, Academic Senate Representative, Moreno Valley College
Dr. Lyn Greene, Academic Senate Representative, Norco College
Dr. Dariush Haghghat, President, CTA
Mr. Eric Muehlebach, President, CSEA

Guests Present

Mr. Raymond "Fred" Hicks, Region Manager, Southern California Edison
Ms. Debra Yorba, Vice President, Keenan and Associates
Ms. Frankie Moore, Program Director and Coordinator of Student Activities, Moreno Valley College

Dr. Gibbs led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Green/Davis moved that the Board of Trustees approve the minutes of the Board of Trustees Committee/Regular Meeting of November 5, 2013. Motion carried. (3 ayes, 1 abstain [Figueroa], 1 absent [Davis]).

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

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

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

CHANCELLOR'S REPORTS

Mr. Brown gave an update on the mass notification testing.

Mr. Hicks presented a \$25,000 grant to the District Foundation to be used for Moreno Valley College students enrolled in Science Technology, Engineering and Math (STEM) courses.

Presentations

Interim Chancellor Azari presented Student Trustee Jared Snyder with the Winter Intersession scholarship award in recognition of his services on the Board.

Presentation of Winter Intersession 2013 Scholarship Award to Student Trustee

The ATHENA Student Leadership Program is designed to assist students in developing leadership and career-related skills. Dr. Moore discussed how the ATHENA program develops leadership skills, promotes learning, builds relationships, focuses on giving back to the community and acting courageously. The video presentation also included comments by ATHENA participants.

MVC Student Presentation: Athena Student Leadership Program

Ms. Pfeifle delivered a presentation entitled "A Sense of History" noting there are other ways of teaching today that aren't technologically driven such as having students use a variety of senses to understand and experience history. She displayed examples such as a stereoscope (sight), cotton from the stock (touch), Juicy Fruit gum that was first introduced at the World's Fair in 1893 (taste), as well as examples for sound and smell. Her style of teaching allows students to use their senses to get a sense of history.

Five to Thrive Led by Ms Ann Pfeifle, Associate Professor, History

Ms. Yorba provided health care updates that included the progress made on resolving issues of concern relating to benefits, the prescription drug program, and the subject of grandfathering/non-grandfathering status.

Health Care Update

Figuroa/Green moved that the Board of Trustees authorize to proceed with District Health Care Plan Compliance with the Affordable Care Act, by: 1) providing a budget amount of not to exceed \$430,500; 2) authorize a new agreement for the Riverside Community College District Health Plan (PPO, with HealthNow as the 3rd-party administrator) to be effective January 1, 2014; and 3) authorize staff to pursue non-grandfather status with the HMO providers (HealthNet and Kaiser) for Board consideration. Motion carried. (4 ayes, 1 absent [Davis]).

District Health Care Plans Compliance with the Affordable Care Act

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 Jared Snyder 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

Figueroa/Miller 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 as amended;

Other Personnel

Approve/ratify the Purchase Orders and Purchase Order Additions totaling \$1,468,281 and District Warrant Claims totaling \$5,167,123;

Purchase Order and Warrant
Report – All District Resources

Approve the budget transfers as presented;

Budget Adjustments

Ratify contracts totaling \$75,357 for the period November 1, 2013 through November 24, 2013;

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

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 Notices of Completion (under Civil Code Section 3093 – Public Works);

Notices of Completion

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

Surplus Property

Authorize each Trustee and the designated District administrators on the attached to sign vendor warrant orders, salary payment orders, notices of employment, bank checks, purchase orders, change orders, and

Signature Authorization

grant documents

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

BOARD COMMITTEE REPORTS

Teaching and Learning

Blumenthal/Green moved that the Board of Trustees approve the proposed curricular changes for inclusion in the college catalogs and the schedule of class offerings. Motion carried. (4 ayes, 1 absent [Davis])

Proposed Curricular Changes

Blumenthal/Figueroa moved that the Board of Trustees accept the Institutional Self-Evaluation report of Educational Quality and Institutional Effectiveness for Moreno Valley College. Motion carried. (4 ayes, 1 absent [Davis])

Moreno Valley College
Accreditation Self-Evaluation

Blumenthal/Figueroa moved that the Board of Trustees accept the Norco College Institutional Self Evaluation of Educational Quality and Institutional Effectiveness. Motion carried. (4 ayes, 1 absent [Davis])

Norco College Accreditation
Self-Evaluation

Blumenthal/Figueroa moved that the Board of Trustees accept the Institutional Self-Evaluation Report of Educational Quality and Institutional Effectiveness for Riverside City College. Motion carried. (4 ayes, 1 absent [Davis])

Riverside City College
Accreditation Self-Evaluation

Resources

Blumenthal/Green moved that the Board of Trustees receive the Riverside Community College District's independent audit reports for the year ended June 30, 2013 for the permanent file of the District. Motion carried. (4 ayes, 1 absent [Davis])

2012-2013 Independent Audit
Report for the Riverside
Community College District

Blumenthal/Green moved that the Board of Trustees receive the Riverside Community College District Foundation's independent audit report for the year ended June 30, 2013 for the permanent file of the District. Motion carried. (4 ayes, 1 absent [Davis])

2012-2013 Independent Audit
Report for the Riverside
Community College District
Foundation

Blumenthal/Green moved that the Board of Trustees adopt Resolution Number 08-13/14 Designating

Resolution No. 08-13/14
Designating Certain Products,

Certain Products, Brands, and Services as District Standards for equipment and installation into District buildings as permitted by Public Contract Code §3400(b). Motion carried. (4 ayes, 1 absent [Davis])

Brands, and Services as District Standards

Miller/Green moved that the Board of Trustees approve: 1) the selection of LPA for FF&E Consulting Services for both the CAA/DO and CSA Building Projects; 2) the Agreement Amendment 3 with LPA, Inc. in the amount of \$67,230.50 for the CAA/DO project; and 3) the Agreement Amendment 3 with LPA, Inc. in the amount of \$42,853.50 for the CSA project. Motion carried. (4 ayes, 1 absent [Davis])

Facilities

Firm Selection and Agreement Amendment 3 for the Culinary Arts Academy/District Office Building and Agreement Amendment 3 for the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts Building Projects with LPA, Inc.

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

Moreno Valley College

Dr. Lyn Greene presented the report on behalf of Norco College.

Norco College

ACADEMIC SENATE REPORTS

BARGAINING UNIT REPORTS

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

CTA – California Teachers Association

Mr. Eric Muehlebach, President, CSEA, presented the report on behalf of the CSEA.

CSEA – California School Employees Association

BUSINESS FROM BOARD MEMBERS

Blumenthal/Miller moved that the Board of Trustees appoint the following community members to the Chancellor's Search Committee: Mr. Kevin Bash, Mr. Jamil Dada, and Ms. Waudier "Woodie" Rucker-Hughes. Motion carried. (4 ayes, 1 absent [Davis])

Selection of Community Members for Chancellor's Search Committee

Blumenthal/Green moved that the Board of Trustees approve the nomination of Board Member Mary Figueroa to the Association of Community Colleges Trustees (ACCT) 2014 Regional Board of Directors for a three-year term. Motion carried. (4 ayes, 1 absent [Davis])

Board of Trustees Nomination for Association of Community College Trustees 2014 Board of Directors

The Board of Trustees adjourned to closed session at 7:35 p.m. to consider Closed Session item: XIII-A “Pursuant to Government Code Section 54957, Public Employee Performance Evaluation Title: Interim Chancellor.” The Board reconvened at 8:39 p.m. announcing that no action had been taken.

ADJOURNED TO CLOSED
SESSION/RECONVENED

The meeting adjourned at 8:40 p.m.

ADJOURNED



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Agenda Item (IV-A)

Meeting 1/21/2014 - 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: Cynthia Azari, Interim Chancellor

Attachments:



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Agenda Item (IV-B)

Meeting 1/21/2014 - Regular

Agenda Item Chancellor's Reports (IV-B)

Subject Presentation on Norco College Career and Technical Education Programs

College/District Norco

Information Only

Background Narrative:

The presentation highlights the current Career and Technical Education programs offered at Norco College.

Prepared By: Paul Parnell, President, Norco College
Kevin Fleming, Dean of Instruction, CTE Programs and Grants

Attachments:

[Presentation on Norco CTE Programs](#)

Presentation on Norco College Career and Technical Education Programs
<http://www.norcocollege.edu/cte/Pages/index.aspx>



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Agenda Item (IV-C)

Meeting 1/21/2014 - Regular

Agenda Item Chancellor's Reports (IV-C)

Subject Presentation on the Kakehashi/Bridge for Tomorrow Project between the Japanese Ministry of Foreign Affairs and Riverside Community College District

College/District District

Information Only

Background Narrative:

Professor Emerita and Study Abroad Director, Ms. Jan Schall will present her report on the Kakehashi/Bridge for Tomorrow Project between the Japanese Ministry of Foreign Affairs and the Riverside Community College District.

Prepared By: Robin Steinback, Interim Vice Chancellor, Ed. Svcs., Workforce Dev. and Planning

Attachments:

[Kakehashi/Bridge for Tomorrow Project Presentation](#)

**Japanese Consulate
&
Ministry of Foreign Affairs**

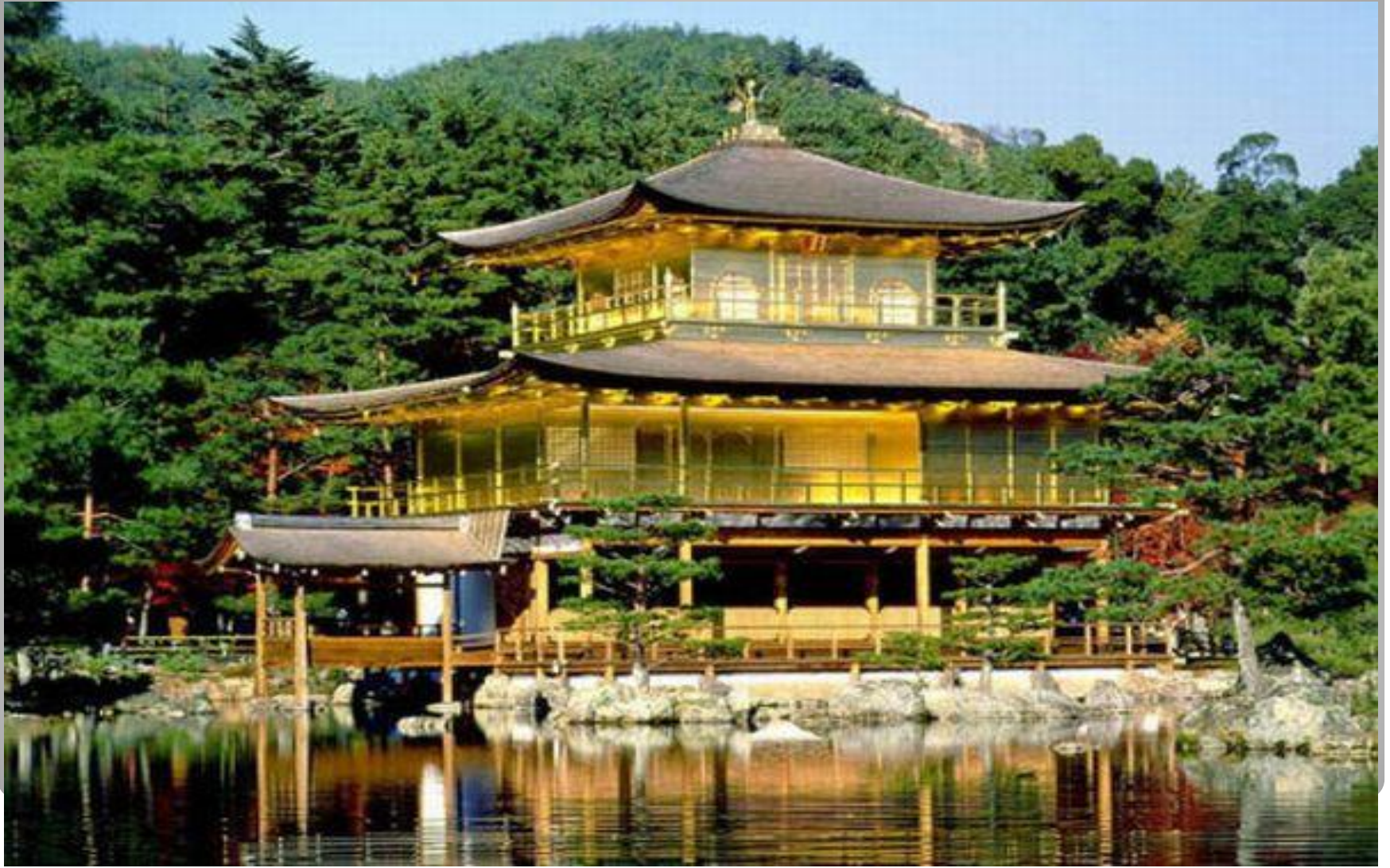
Kakehashi- Bridge for Tomorrow

Study Tour in Japan

TOKYO



LEGENDARY TEMPLES



HISTORIC SIGHTS



MUSEUMS



EDUCATIONAL INSTITUTIONS



ISLAND OF OSHIMA



CULTURE, FOOD AND FUN



SISTER CITY SENDAI



MIYAGI GAKUIN WOMEN'S UNIVERSITY



A CONTINUED CONNECTION WITH JAPAN



HOME OF CONSUL GENERAL OF JAPAN



RCCD STUDENT PRESENTATIONS



more about
Japan, because
we were inspired
by the product,
honest and
we
this
country.



BOARD OF TRUSTEES – TRUSTEE FIGUEROA



DISTRICT PRESIDENTS – DR. MAYO



INTERNATIONAL EDUCATION PROGRAM



UNIVERSITY STUDENTS FROM JAPAN



FROM JAPAN TO THE UNITED STATES

University of Chicago
City University of New York
University of San Francisco
Riverside Community College District

KAKEHASHI PROJECT

CENTER FOR SOCIAL JUSTICE



GATHERED AT RIVERSIDE CITY COLLEGE



RCCD AND MIYAGI GAKUIN UNIVERSITY



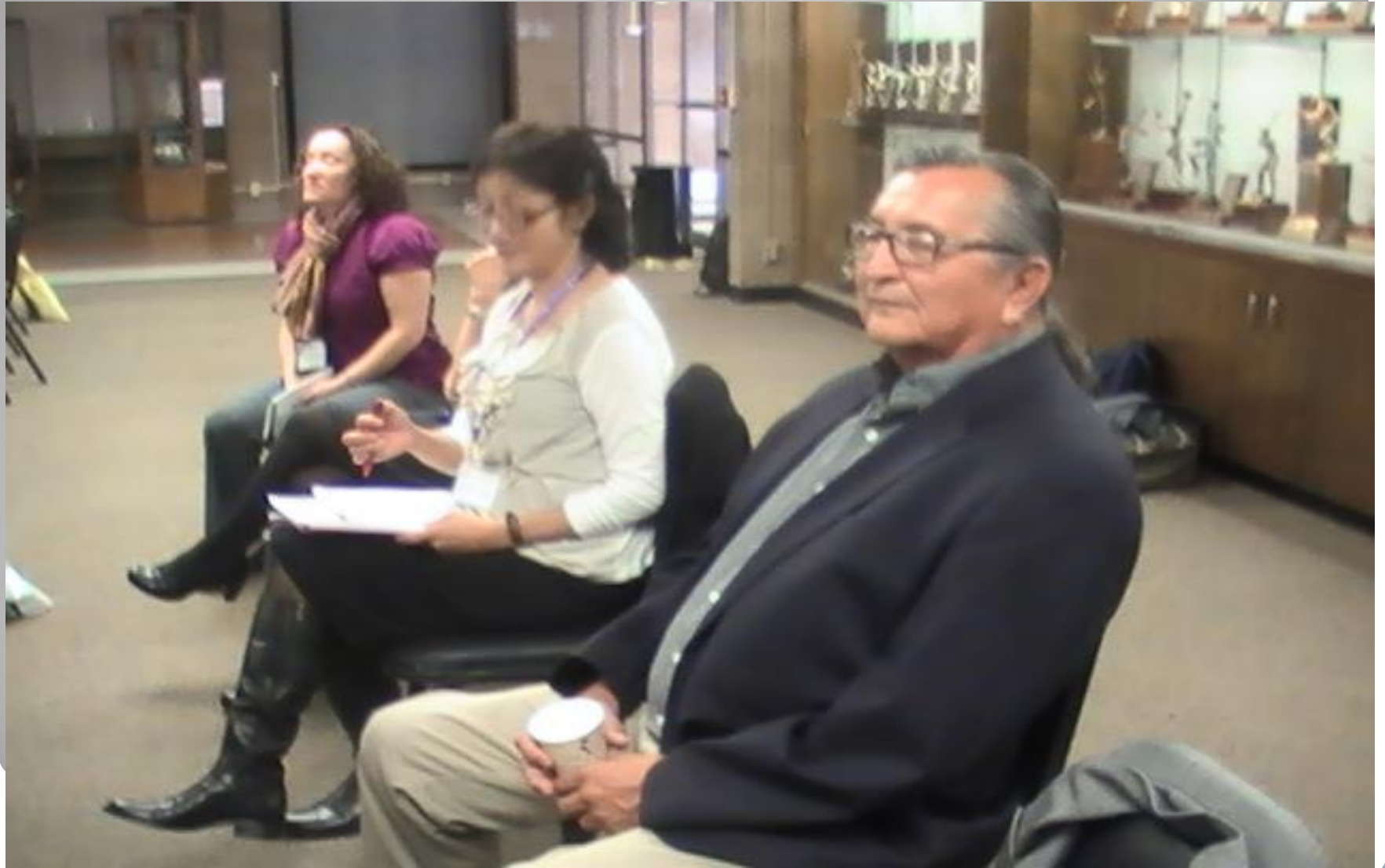
HALL OF FAME FOR PRESENTATIONS



PROFESSOR SHARON CRASNOW



PROFESSOR LOMAYESVA



KARATE CLUB



PRESENTATIONS TO OUR STUDENTS AND FACULTY





THIS IS JAPAN!!!

MUSIC

HAMABENOUTA

I walk at dawn by the sea shore And watch the night turn to day, The
sound of the surf and the salty air Washes sad-ness from my soul. The
sound of cry-ing sea-birds The sea of sparkling blue. The
waves re-turn to the shore a-gain As I re-turn to you.

ART

Origami



FOOD

School Lunch

rice



Miso-soup



fish



Stir fry
vegetables



DRINK



Samurai



Sake Sour



Sake Martini

“COOL” JAPAN

AKB48



SENDAI'S TSUNAMI



AFTERMATH OF TSUNAMI





Harmony

Japanese Spirit



REPAIRS

March 17th



March 23rd



Repairs quake-hit road in 6 days

心 ~ kokoro ~
The Japanese mind



A GREAT MORNING



FOND REUNIONS











LUNCH FOR ALL





RECEPTION AT THE HOME OF DR. AZARI







WILD PARTY



TOUR OF THE MISSION INN





BAND COMPETITION AND RCC EXHIBITION



RICK & LORNA DAVIS HOME - BARBEQUE







FAREWELL TO RCCD







Riverside Community College District Delegation



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[Agenda Item](#)

Agenda Item (IV-D)

Meeting 1/21/2014 - Regular
Agenda Item Chancellor's Reports (IV-D)
Subject Health Care Update
College/District District
Information Only

Background Narrative:

Since our last report of January 14, 2014, the Interim Chancellor's Benefits Sub-committee has not met. The next meeting will be held on February 6, 2014. The Districts Benefit Consultants, Keenan and Associates and Health Now are continuing to research concerns that were identified at the January 10, 2014 meeting.

Any new claims or concerns will be brought forward.

Prepared By: Vicki Nicholson, Vice Chancellor (Interim), Diversity and Human Resources

Attachments:



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Agenda Item (IV-E)

Meeting 1/21/2014 - Regular

Agenda Item Chancellor's Reports (IV-E)

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: Cynthia Azari, Interim Chancellor

Attachments:

[Future Monthly Committee agenda Planner and Annual Master Planning Calendar_012114](#)

COMMITTEES OF THE BOARD OF TRUSTEES - PLANNING WORKSHEET

A. Governance	B. Teaching and Learning	C. Planning and Operations	D. Resources	E. Facilities
Chancellor	Vice Chancellor, Academic Affairs	Chief of Staff and Facilities Development	Vice Chancellor, Business & Financial Services; Vice Chancellor, Diversity and Human Resources	Chief of Staff and Facilities Development
<p>■ Presentation on March 2014 Accreditation Visit (Azari)</p> <div data-bbox="128 768 474 1174" 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="background-color: yellow; margin-top: 10px;">ALL FINAL REPORTS DUE TO THE CHANCELLOR'S OFFICE BY 1/7/14 & 1/14/14</p> </div>		<p>■ Presentation on Energy/Sustainability – EMS & DSA Expenditures for Changes (Information Only) (Laurens Thurman)</p>	<p>■ Governor's Proposed Budget for FY 2014-2015 (Brown)</p>	

Updated 1/15/14

RECOMMENDED 2013-14 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



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Agenda Item (V-A)

Meeting 1/21/2014 - Regular

Agenda Item Student Report (V-A)

Subject Student Report

College/District District

Information Only

Background Narrative:

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

Prepared By: Cynthia Azari, Interim Chancellor

Attachments:



Agenda Item (VI-A-1)

Meeting 1/21/2014 - 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: Vicki Nicholson, Vice Chancellor (Interim), Diversity and Human Resources

Attachments:

[20140121_Academic Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Academic Personnel

Date: January 21, 2014

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. It is recommended that the Board of Trustees approve/ratify the employment contracts and authorize the Chancellor to sign the management employment contracts.

a. Management Contracts

<u>Name</u>	<u>Position</u>	<u>Term of Employment</u>	<u>Contract Salary</u>
RIVERSIDE CITY COLLEGE			
Richard, Charles	Interim Dean of Instruction, Fine and Performing Arts	02/14/14- 06/30/14 (contract extension)	Z-5

b. Contract Faculty
(None)

c. Long-Term, Temporary Faculty
(None)

d. Extra-Curricular Assignments, Academic Year 2013-14

Additions/Revisions to the list submitted/approved by the Board of Trustees on August 20, 2013.

<u>Name</u>	<u>Activity</u>	<u>Addition/ Revision</u>	<u>Stipend</u>
Finner, Rich	Director, Production Printing	Revision (50%)	\$1,484.00
Scullin, Patrick	Director, Production Printing	Addition (50%)	\$1,484.00

2. Salary Reclassification

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

It is recommended the Board of Trustees grant a salary reclassification to the following faculty members effective February 1, 2014.

<u>Name</u>	<u>From Column</u>	<u>To Column</u>
Franco, Nicholas	D	E
Pisa, Sheila	F	H

Subject: Academic Personnel

Date: January 21, 2014

3. Academic Administrator Employment Contract

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 contract for the person listed below for the term of employment specified and authorize the Interim Chancellor to sign the contract.

RIVERSIDE CITY COLLEGE

<u>Name</u>	<u>Position</u>	<u>Term of Employment</u>	<u>Contract Salary</u>
Craft, Thomas	Director, Football Operations/ Head Football Coach	01/27/14-01/26/16	\$114,221

4. 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>
Duran, Jose	Professor, Business Administration	06/12/14	Retirement
Fradkin, Bernard	Dean of Instruction (RCC)	05/14/14	Retirement



Agenda Item (VI-A-2)

Meeting 1/21/2014 - 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: Vicki Nicholson, Vice Chancellor (Interim), Diversity and Human Resources

Attachments:

[20140121_Classified Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Classified Personnel

Date: January 21, 2014

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 RIVERSIDE CITY COLLEGE				
Al-Amin, John Thomas	Interim Vice President, Business Services	02/01/14- 03/31/14	AB-5	Contract Extension
b. Management/Supervisory – Categorically Funded (None)				
c. Classified/Confidential RIVERSIDE CITY COLLEGE				
Davila, Michelle	Executive Administrative Assistant	12/11/13	M-LS/4*	Promotion (*Correction to salary step)
George, Katherine	Certified Athletic Trainer	02/03/14	O-1	Appointment
d. Classified/Confidential – Categorically Funded NORCO COLLEGE				
Henderson, Anthony	Custodian (Part-Time, 47.50%)	01/23/14	C-1	Appointment
Maness, Maria	Academic Evaluations Specialist (part-time, 47.50%)	01/22/14	K-LS/1	Transfer
RIVERSIDE CITY COLLEGE				
Johnson, Jeremy	EOPS/Care Specialist	01/02/14	K-5	Rehire

2. Request for Temporary Decrease in Workload

It is recommended the Board of Trustees approve the temporary decrease in workload for the following individual. This request has the approval of the College President.

<u>Name</u>	<u>Title</u>	<u>From/To Workload</u>	<u>From/To</u>
Moeung, Botra	Educational Advisor (TRIO) (Riverside City College)	75% to 60%	01/27/14-06/30/14

3. Request for Temporary Increase in Workload

It is recommended the Board of Trustees approve/ratify the temporary increase in workload for the following individuals. The requests have the approval of the college President(s).

<u>Name</u>	<u>Title</u>	<u>From/To Workload</u>	<u>From/To</u>
Cologgi, Sheri	Administrative Assistant II	48.75% to 75.00%	01/01/14-06/30/14
Davis, Shanell	Enrollment Services Assistant	48.75% to 100%	01/22/14-06/30/14
Moon Stone, Rebecca	Supplemental Instructional Coordinator	65% to 80%	01/22/14-09/30/16
Negrete, Janelle	Enrollment Services Assistant	48.75% to 100%	01/22/14-06/30/14
Pham, Theresa	Disability Specialist	62.50% to 100%	01/22/14-06/30/14
Randolph, Koko	Student Financial Services Support Specialist	75.00% to 100%	12/11/13-06/30/14
Resendiz Martinez, Maggie	Admissions & Records Operations Assistant	37.50% to 75.00%	01/22/14-11/30/14
Serrato, Arlene	Learning Center Assistant	47.50% to 92.50%	01/22/14-04/30/14
Wilson, Montely	Employment Placement Coordinator	48.75% to 56.25%*	11/20/13-01/08/14*
Wilson, Montely	Employment Placement Coordinator	56.25% to 73.75% (*Corrections to percentages and dates)	01/09/14-06/30/14*

4. Request for Unpaid Child Care Leave

As provided for in the CSEA bargaining unit agreement, Antoinette Rowley, Community Services Coordinator, has requested an unpaid child care leave.

It is recommended the Board of Trustees approve an unpaid child care leave for Antoinette Rowley, Community Services Coordinator, from January 18, 2014 through March 10, 2014.

5. Request for Health Leave Without Pay

In accordance with the CSEA bargaining unit agreement, Angela Thomas, Instructional Media/Broadcast Technician, has requested an unpaid leave of absence for health reasons for illness or injury which extends beyond the expiration of all her other paid leaves.

It is recommended the Board of Trustees approve a health leave without pay for Angela Thomas, Instructional Media/Broadcast Technician, from February 7, 2014 through June 30, 2014.

6. Request to Rescind Appointment

At their meeting of December 10, 2013, the Board of Trustees approved the rehire of Stephanie Valtierra, part-time Admissions and Records Operations Assistant, at Riverside City College. After some consideration, Ms. Valtierra declined the District's offer of employment.

It is recommended the Board of Trustees rescind the appointment of Stephanie Valtierra as part-time Admissions and Records Operations Assistant.

7. Request to Rescind Health Leave Without Pay

At their meeting of December 10, 2013, the Board of Trustees approved a health leave without pay for Carmen Medina, Laboratory Technician II. Ms. Medina has been cleared to return to work.

It is recommended the Board of Trustees rescind the health leave without pay for Carmen Medina, Laboratory Technician II.

8. 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>
Dabbs, Stacey	Accounting Services Clerk	01/03/14	Personal
Davis, Andrew	Network Specialist	01/03/14	Personal
Galendez, Honorato	Instructional Support Specialist	12/30/13	Retirement
Kohlmeier, Jack	Sergeant	02/04/14	Retirement
Mejia, April	Learning Center Assistant	02/18/14	Personal
Ortiz, Tamara	Payroll Technician	01/01/14	Personal
Sims, Fatimah	Admissions and Records Operations Assistant	01/24/14	Personal



Agenda Item (VI-A-3)

Meeting	1/21/2014 - 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: Vicki Nicholson, Vice Chancellor (Interim), Diversity and Human Resources

Attachments:

[20140121_Other Personnel](#)

[20140121_Other Personnel_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Other Personnel

Date: January 21, 2014

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 Interim 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				
Aldasoro, Jessica	Payroll Technician	Payroll	02/03/14-06/30/14	\$28.09
Ariza, Oscar	Warehouse Assistant	Warehouse	01/02/14-06/30/14	\$16.32
Rodriguez, Faustino	Warehouse Assistant	Warehouse	01/02/14-06/30/14	\$16.32
MORENO VALLEY COLLEGE				
Burdette, Kyla	Counseling Clerk I	CalWORKS	01/02/14-03/07/14	\$17.16
Grier, Leticia	Counseling Clerk I	EOPS	01/02/14-03/07/14	\$17.16
RIVERSIDE CITY COLLEGE				
Huynh, Rita	Cosmetology Clerk	Cosmetology	02/03/14-04/03/14	\$17.16
Lugo, Alison	Library Clerk I	Library/Learning Resources	01/02/14-06/30/14	\$18.02
Martin, MaryLou	Accounting Services Clerk	Auxiliary Business Services	01/06/14-06/30/14	\$22.63

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
Franco, Lorena	Facilities Planning & Development Assistant	Facilities Planning & Development	01/06/14-06/30/14	\$18.00
Guevara, Evan	Interpreter I	Disabled Student Programs & Services	01/22/14-06/30/14	\$18.00
Mendez, Cecilia	Interpreter I	Disabled Student Programs & Services	01/22/14-06/30/14	\$18.00
Rubio Najera, Abbey	Interpreter I	Disabled Student Programs & Services	01/22/14-06/30/14	\$18.00
Watson, Delaynee	Interpreter I	Center for International Programs & Services	01/22/14-06/30/14	\$18.00
Wong, Lily	Grant Analyst	Trade and Development	01/02/14-06/30/14	\$35.00
MORENO VALLEY COLLEGE				
Dietz, Johathan	SI Leader	GCSP/STEM Title III	01/22/14-06/30/14	\$12.00
Dixon, Lucille	SI Leader	Basic Skills	02/07/14-06/30/14	\$12.00
Nguyen, Kristine	SI Leader	GCSP/STEM Title III	01/22/14-06/30/14	\$12.00
Ponce, Steven	SI Leader	GCSP/STEM Title III	01/22/14-06/30/14	\$12.00
Rismawati, Evi	SI Leader	GCSP/STEM Title III	01/22/14-06/30/14	\$12.00
Seng, Theran	SI Leader	GCSP/STEM Title III	01/22/14-06/30/14	\$12.00
NORCO COLLEGE				
None				
RIVERSIDE CITY COLLEGE				
Arteaga, Alejandra	Stage Tech IV	Performance Riverside/Landis PAC	01/01/14-06/30/14	\$10.65
Beemer-McGuire, Andrea	Box Office Specialist	Landis PAC	01/07/14-06/30/14	\$13.00
Blair, Trina	Box Office Specialist	Landis PAC	01/07/14-06/30/14	\$13.00
Currington, Russell	Stage Tech IV	Performance Riverside/Landis PAC	01/01/14-06/30/14	\$10.65
Everley, Shannon	Stage Technician IV	Performance Riverside	01/01/14-06/30/14	\$10.65
Gallardo, Amanda	Box Office Specialist	Landis PAC	01/07/14-06/30/14	\$13.00
Hudgens, Ethan	Stage Technician IV	Performance Riverside/Landis PAC	01/01/14-06/30/14	\$10.65
Joyner, Jazmine	Lab Aide II	Film & Television	12/07/13-06/30/14	\$10.00
Meyncke, Jayne	Stage Technician IV	Performance Riverside	01/22/14-06/30/14	\$10.65
Meyncke, Jayne	Office Assistant III	Performance Riverside	01/22/14-06/30/14	\$12.50
Paraschke, Jaron	Lab Aide II	Film & Television	12/03/13-06/30/14	\$10.00

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
Schultz, Jason	Stage Technician IV	Performance Riverside/Landis PAC	01/01/14-06/30/14	\$10.65
Shelton, Jessica	Stage Master Electrician	Performance Riverside/Landis PAC	01/01/14-06/30/14	\$17.00
Shelton, Scott	Stage Technician II	Performance Riverside/Landis PAC	01/01/14-06/30/14	\$9.55

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

Backup Other Personnel
January 21, 2014
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				
Hernandez, Jorge	Student Aid II	Tutorial Services	12/02/13	\$ 8.75
Paniagua, Kristen	Student Aid I	Tutorial Services	12/23/13	\$ 8.75
Raygoza, Pilar	Student Aid I	Tutorial Services	12/13/13	\$ 8.75
Vitrano, Belinda	Student Aid I	Tutorial Services	12/13/13	\$ 9.00
NORCO COLLEGE				
Faraj, Xavier	Student Aide II	Tutorial Services	01/06/14	\$ 9.50
Sinester, Nabors	Student Aide II	Tutorial Services	01/06/14	\$ 9.00
RIVERSIDE CITY COLLEGE				
Blackwell Tallent, Anthony	Student Aide I	Performing Arts / Theatre	01/10/14	\$ 8.00
Cormier-Grant, Tamica	Student Aide I	Facilities / Custodial	12/18/13	\$ 8.50
		Behavioral Science/Administration of		
Lozano, Carissa	Student Aide II	Justice	12/03/13	\$ 9.00
Pate, Riley	Student Aide I	Performing Arts / Music	11/19/13	\$ 8.00
Randolph, Jasmine	Student Aide I	Performing Arts / Theatre	01/09/14	\$ 8.00
Rosas, Adam	Student Aide I	Facilities / Custodial	12/18/13	\$ 8.00
Ross, Kyra	Student Aide I	Facilities / Custodial	12/18/13	\$ 8.00
Saldade-Foster, Annette	Student Aide III	Writing and Reading Ctr	01/10/14	\$ 10.00
Soria, Amanda	Student Aide I	Early Childhood Educ.	01/06/14	\$ 8.00
Williams, Patricia	Student Aide I	Early Childhood Educ.	01/09/14	\$ 8.00
<u>CATEGORICAL FUNDS</u>				
AMERICA READS PROGRAM				
Jimenez, Jose	Student Aide II	My Learning Studio-RCC	12/18//13	\$ 9.00
AMERICA COUNTS PROGRAM				
Jimenez, Jose	Student Aide II	My Learning Studio-RCC	12/18//13	\$ 9.00
COMMUNITY SERVICE PROGRAM				
Calma, Kristofer	Student Aide I	City of Riverside/Eastside Cybrary - RCC	12/18/13	\$ 9.00
Castro, Veronica	Student Aide I	City of Riverside/Eastside Cybrary - RCC	12/11/13	\$ 9.00
Thatje, Anna	Student Aide I	City of Riverside/Eastside Cybrary - RCC	12/16/13	\$ 9.00
MORENO VALLEY COLLEGE				
Larkins, Desean	Student Aid IV	Facilities	12/02/13	\$ 10.50

PROFESSIONAL EXPERTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>TERM</u>	<u>RATE/ AMOUNT</u>
RIVERSIDE CITY COLLEGE				
Chiaverini, Darrin	Assistant Head Football Coach	Athletics	1/1/14-12/31/14	\$65,000



Agenda Item (VI-B-1)

Meeting	1/21/2014 - 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 \$2,625,421 and District Warrant Claims totaling \$6,289,189.

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 \$2,625,421, 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 217847 – 219106) totaling \$6,289,189 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:

[01212014_Contracts and Purchase Orders Over \\$83,400 Report \(December\)](#)

Report of Purchases-All District Resources
 Purchases Over \$83,400
 11/25/13 thru 12/31/13

PO #	Department	Vendor	Description	Amount
C0004417	Workforce Preparation - Riverside	Riverside Unified School District	Grant / Contract Sub Agreements	\$ 130,000
C0004418	Workforce Preparation - Riverside	Riverside Unified School District	Grant / Contract Sub Agreements	142,254
C0004422	Facilities Planning & Development	Dudek	Groundwater Testing	135,213
P0040525	Information Services	Govplace	Computer Equipment - CMAS Master Price Agreement	192,457
P0040603	Learning Resource Center - Riverside	CDW-G	A/V Equipment - NIPA Master Price Agreement	269,360
P0040617	Facilities - Moreno Valley	G/M Business Interiors	MVC SAS Facility Group II FF&E Bid Award	157,810
Additions to Approved/Ratify Purchase Orders of \$83,400 and Over				
			Total	<u>\$ 1,027,094</u>
All Purchase Orders, Contracts, and Additions for the Period of 11/25/13 - 12/31/13				
			Contracts- C4412 - C4441	662,030
			Contract Additions- C3279 - C4397	
			Purchase Orders- P40378 - P40617	829,058
			Purchase Order Additions- P38513 - P40373	
			Blanket Purchase Orders- B12224 - B12257	107,239
			Blanket Purchase Order Additions- B11220 - B12214	
			Total	<u>\$ 1,598,327</u>
			Grand Total	<u><u>\$ 2,625,421</u></u>



Agenda Item (VI-B-2-a)

Meeting	1/21/2014 - Regular
Agenda Item	Consent Agenda Action (VI-B-2-a)
Subject	Budget Adjustments
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the budget transfers as presented.

Background Narrative:

The 2013-14 adopted budget represents our best estimates of both income and expenditures. As the year progresses, however, some accounts have surplus funds while others are under budgeted. As provided in Title 5, Section 58307, the Board of Trustees may approve budget transfers between major object code expenditure classifications within the approved budget to allow for needed purchases of supplies, services, equipment and hiring of personnel. Unless otherwise noted, the transfers are within the unrestricted General Fund (Fund 11, Resource 1000).

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

Attachments:

[01212014_Budget Adjustments](#)

Budget Adjustments January 21, 2014

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Riverside</u>		
R1. Transfer to provide for the Courtyard/Park project.		
From: VP, Business Services	Classified Special Project	\$ 9,500
	Employee Benefits	1,072
	Other Services – holding acct	25,502
To: VP, Business Services	Construction Contract	\$ 36,074
R2. Transfer to provide for extended library hours.		
From: VP, Academic Affairs	Administrative Contingency	\$ 2,147
To: Library	Academic PT Non-Instr	\$ 1,464
	Student Help – Non-Instru	252
	Classified Perm PT	239
	Employee Benefits	192
R3. Transfer to provide for an academic special project. (Fund 12, Resource 1190)		
From: Basic Skills/ESL 2012/2013	Classified Perm PT	\$ 324
	Employee Benefits	69
To: Basic Skills/ESL 2012/2013	Academic Special Project	\$ 351
	Employee Benefits	42
R4. Transfer to purchase supplies.		
From: Career & Technical Education	Administrative Contingency	\$ 145
To: Career & Technical Education	Supplies	\$ 145

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R5. Transfer to purchase supplies.		
From: President – Barnes & Noble	Administrative Contingency	\$ 1,000
To: President – Barnes & Noble	Supplies	\$ 1,000
R6. Transfer to purchase instructional supplies.		
From: Economics, Geography & Poli Sci	Student Help – Non-Instr Employee Benefits	\$ 244 6
To: Economics, Geography & Poli Sci	Instructional Supplies	\$ 250
R7. Transfer to purchase a vacuum for the physics lab.		
From: Physical Science	Instructional Supplies	\$ 793
To: Physical Science	Equipment	\$ 793
R8. Transfer to purchase supplies and paper products. (Fund 33, Resource 3300)		
From: Early Childhood Studies	Academic PT Non-Instr Advertising	\$ 5,000 1,500
To: Early Childhood Studies	Supplies Paper Products	\$ 3,250 3,250
R9. Transfer to purchase an AV matrix mixer and supplies.		
From: Library	Repairs Administrative Contingency	\$ 2,228 150
To: Library	Equipment Supplies	\$ 2,228 150

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R10. Transfer to provide for an upgrade to the point of sale system. (Fund 32, Resource 3200)		
From: Food Services	Beverage Equipment	\$ 5,027 431
To: Food Services	Other Services	\$ 5,458
R11. Transfer to provide for an academic special project. (Fund 12, Resource 1190).		
From: Completion Academies	Comp Software Maint/Lic	\$ 7,880
To: Completion Academies	Academic Special Project Employee Benefits	\$ 7,020 860
R12. Transfer to reallocate the Completion Counts – CLIP grant budget. (Fund 12, Resource 1190).		
From: Completion Counts – CLIP	Academic PT Teaching Employee Benefits Supplies	\$ 3,000 2,202 1,705
To: Completion Counts – CLIP	Classified Perm PT Student Help Instructional	\$ 1,925 4,982
R13. Transfer to provide for consultants and repairs.		
From: Facilities	Maintenance Supplies	\$ 9,800
To: Facilities	Consultants Repairs	\$ 9,300 500
R14. Transfer to purchase a cell phone and shredder.		
From: Nursing	Instructional Supplies Administrative Contingency	\$ 200 214
To: Nursing	Equipment	\$ 414

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R15. Transfer to provide for student help and classified overtime, and to purchase a television.		
From: Student Personnel Administration	Travel Expenses	\$ 8,000
Counseling & Guidance	Tests	2,500
To: Counseling & Guidance	Student Help – Non-Instr	\$ 7,600
	Classified Overtime	400
	Equipment	2,500
R16. Transfer to provide for shredding services.		
From: Admissions & Records	Supplies	\$ 560
To: Admissions & Records	Other Services	\$ 560
R17. Transfer to complete the purchase of a portable hydration station.		
From: Intercollegiate Athletics	Instructional Supplies	\$ 189
To: Intercollegiate Athletics	Equipment	\$ 189
R18. Transfer to purchase a license.		
From: Sports Information	Supplies	\$ 283
To: Sports Information	License Fees	\$ 283
 <u>Norco</u>		
N1. Transfer to purchase equipment and an upgrade to the point of sale system. (Fund 32, Resource 3200)		
From: Food Services	Beverage	\$ 6,220
To: Food Services	Other Services	\$ 1,710
	Equipment	4,510

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N2. Transfer to distribute the COLA set-aside budget.		
From: VP, Business Services	Set-Aside for COLA	\$ 247,916
To: All Departments	Instr Salaries, Reg FT	\$ 81,769
	Instructional Salaries	470
	Academic FT Administrator	21,874
	Academic FT Non-Instr	20,937
	Academic PT Teaching	63,254
	Academic Extra Duty	104
	Academic Large Lecture	2,220
	Academic PT Non-Instr	4,026
	Academic PT Non-Instr Sub	96
	Classified FT Administrator	6,748
	Classified FT	37,024
	Classified Perm PT	4,275
	Classified FT Instr	4,144
	Classified Perm PT Instr	975
N3. Transfer to provide for instructional supplies.		
From: Conservatory Theater	Rents and Leases	\$ 676
To: Conservatory Theater	Instructional Supplies	\$ 676
N4. Transfer to reallocate the CalWORKs grant budget. (Fund 12, Resource 1190)		
From: CalWORKs	Employee Benefits	\$ 2,627
	Supplies	2,500
	Other Services	471
To: CalWORKs	Classified Perm PT	\$ 4,794
	Student Help – Non-Instr	804
N5. Transfer to provide for a conference.		
From: Academic Affairs	Instructional Supplies	\$ 747
To: Academic Affairs	Conferences	\$ 747

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N6. Transfer to provide for professional services. (Fund 12, Resource 1190)		
From: Portal to your Future	Equipment	\$ 50,000
To: Portal to your Future	Professional Services	\$ 50,000
N7. Transfer to provide for supplies.		
From: President	Administrative Contingency	\$ 5,000
To: President	Supplies	\$ 5,000
N8. Transfer to purchase a computer.		
From: Library	Student Help – Non-Instr	\$ 1,438
To: Library	Equipment	\$ 1,438
N9. Transfer to distribute the COLA set-aside budget.		
From: VC, Business and Financial Services	Set-Aside for COLA	\$ 1,315
To: Evaluators	Classified FT	\$ 911
	Classified Perm PT	404
N10. Transfer to provide for phone services.		
From: Admissions & Records	Supplies	\$ 270
To: Admissions & Records	Cellular Telephone	\$ 270

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N11. Transfer to provide for an academic special project. (Fund 12, Resource 1190)		
From: Career Ladders	Supplies	\$ 1,000
	Travel Expenses	697
	Conferences	300
	Meal Grants	1,000
	Transportation/ Bus Passes	182
To: Career Ladders	Academic Special Project	\$ 3,179
N12. Transfer to reallocate the Upward Bound – Corona High School grant budget. (Fund 12, Resource 1190)		
From: Upward Bound – CHS	Classified Perm PT	\$ 6,700
To: Upward Bound – CHS	Food	\$ 1,200
	Memberships	1,000
	Transportation	2,500
	Other Services	2,000
<u>Moreno Valley</u>		
M1. Transfer to reallocate the TANF budget. (Fund 12, Resource 1190)		
From: Workforce Prep - TANF	Academic PT Non-Instr	\$ 1,563
	Classified Perm PT	5,008
	Employee Benefits	10,804
	Food	603
To: Workforce Prep - TANF	Other Services	\$ 2,378
	Transportation/Bus Passes	9,975
	Educational Supplies	5,625
M2. Transfer to provide for an online subscription to Oxford Music. (Fund 12, Resource 1190)		
From: Library – Instructional Equipment	Equipment	\$ 2,018
To: Library – Instructional Equipment	Periodicals/Magazines	\$ 2,018

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M3. Transfer to reallocate the Cal Works budget. (Fund 12, Resource 1190)		
From: Workforce Prep – Cal Works	Classified Special Project	\$ 594
	Employee Benefits	10,185
To: Workforce Prep – Cal Works	Academic PT Non-Instr	\$ 4,533
	Instructional Supplies	1,268
	Postage	50
	Mileage	600
	Travel Expenses	4,328
M4. Transfer to provide for the move into the new Student Academic Services building. (Fund 41, Resource 4180)		
From: Moreno Valley Phase III Project	Equipment	\$ 9,715
To: Moreno Valley Phase III Project	Short Term Temporary	\$ 1,000
	Employee Benefits	215
	Supplies	8,500
M5. Transfer to provide for conferences and academic special projects.		
From: VP, Academic Affairs	Academic PT Teaching, Sub	\$ 1,768
	Employee Benefits	232
	Equipment	18,355
To: VP, Academic Affairs	Conferences	\$ 2,000
Dean of Instruction – Accreditation	Academic Special Project	16,382
	Employee Benefits	1,973
M6. Transfer to provide for an academic special project.		
From: Health Sci Prog – Dental Hygiene	Short-Term Temp	\$ 2,930
To: Health Science Prog – PA Program	Academic Special Project	\$ 2,714
	Employee Benefits	216

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M7. Transfer to reallocate the Title V – Answering the Call budget. (Fund 12, Resource 1190)		
From: Grants & College Support Programs	Academic Special Project	\$ 15,000
	Consultants	22,000
	Professional Services	21,218
	Mileage	24,000
	Conferences	34,133
	Comp Software Maint/Lic	20,000
To: Grants & College Support Programs	Classified FT	\$ 1,000
	Reference Books	10,000
	Instructional Supplies	35,000
	Supplies	151
	Food	200
	Equipment	90,000
M8. Transfer to purchase a chair.		
From: Student Services	Supplies	\$ 363
To: Student Services	Equipment	\$ 363
M9. Transfer to provide for classified overtime and professional services. (Fund 12, Resource 1190)		
From: DSPS	Instructional Aides, Hourly	\$ 6,474
To: DSPS	Employee Benefits	\$ 1,223
	Professional Services	5,251
M10. Transfer to provide for additional employee benefits. (Fund 12, Resource 1070)		
From: Health Services	Equipment	\$ 6,000
	Student Insurance	334
To: Health Services	Employee Benefits	\$ 6,334

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M11. Transfer to reallocate the Moreno Valley College Project TAP budget. (Fund 12, Resource 1190)		
From: Grants & College Support Programs	Academic Special Project	\$ 10,000
	Academic PT Non-Instr	10,000
	Classified FT	11,105
	Employee Benefits	8,000
	Equipment	68,054
To: Grants & College Support Programs	Academic PT Teaching	\$ 8,200
	Academic PT Non-Instr	15,000
	Classified Overtime	9
	Employee Benefits	9,100
	Instructional Supplies	3,500
	Supplies	5,350
	Comp Software Maint/Lic	11,000
	Equipment	55,000

M12. Transfer to provide for conferences, waste disposal and to purchase equipment for the physics lab.

From: Mathematics, Science & Kinesiology	Student Help - Instructional	\$ 6,962
	Employee Benefits	159
To: Dean of Instruction	Conferences	\$ 1,841
Mathematics, Science & Kinesiology	Waste Disposal	1,700
	Equipment	3,580

District Office and District Support Services

D1. Transfer to provide for a reorganized position.

From: VC, Business & Financial Services	Administrative Contingency	\$ 3,308
To: Facilities, Planning, Design & Constr	Classified FT Administrator	\$ 2,724
	Employee Benefits	584

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D2. Transfer to provide for consultants and mileage.		
From: Facilities, Planning, Design & Constr	Reference Books	\$ 500
	Supplies	1,300
To: Facilities, Planning, Design & Constr	Consultants	\$ 500
	Mileage	1,300
D3. Transfer to purchase an iPad.		
From: Chancellor's Office	Administrative Contingency	\$ 630
To: Academic Affairs	Equipment	\$ 630
D4. Transfer to provide for a conference.		
From: Instructional Support	Copying and Printing	\$ 1,000
To: Instructional Support	Conferences	\$ 1,000
D5. Transfer to purchase VoIP equipment.		
From: Voice Communication Services	Repairs	\$ 5,200
To: Voice Communication Services	Equipment	\$ 5,200
D6. Transfer to purchase a printer. (Fund 12, Resource 1190)		
From: Tri-Tech SBDC	Supplies	\$ 694
To: Tri-Tech SBDC	Equipment	\$ 694
D7. Transfer to purchase a pocket projector. (Fund 12, Resource 1190)		
From: Tri-Tech Small Business Jobs Act	Consultants	\$ 350
To: Tri-Tech Small Business Jobs Act	Equipment	\$ 350

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D8. Transfer to purchase supplies. (Fund 12, Resource 1190)		
From: PAC	Conferences	\$ 1,000
To: PAC	Supplies	\$ 1,000
D9. Transfer to distribute the COLA set-aside budget.		
From: VC, Business and Financial Services	Set-Aside for COLA	\$ 53,970
To: All Departments	Academic FT Administrator	\$ 2,347
	Classified FT Supervisor	2,725
	Classified FT Administrator	4,403
	Classified FT	41,177
	Classified Perm PT	3,318



Agenda Item (VI-B-3-a)

Meeting	1/21/2014 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-a)
Subject	Resolution No. 21-13/14 – 2013-2014 Created Equal: America’s Civil Rights Struggle
College/District	Riverside
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$1,200 to the budget.

Background Narrative:

The Riverside Community College District has received funding for the 2013-2014 Created Equal: America’s Civil Rights Struggle in the amount of \$1,200 from the Gilder Lehrman Institute of American History. The funds will be used for lecturers and food.

Prepared By: Wolde-Ab Isaac, Interim President, Riverside
Steve Brewster, Reference & Instruction Librarian

Attachments:

[012114 Resolution No. 21-13/14 Created Equal](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 21 -13/14

2013-2014 Created Equal: America's Civil Rights Struggle

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$1,200 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 January 21, 2014.

Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 21-13/14
 2013-2014 Created Equal: America's Civil Rights Struggle**

Year	County	District	Date	Fund
14	33	07	1/21/2014	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0012	8820	1,200 00	REVENUE
								EXPENDITURES
12	DYA	1190	0	6120	0012	4710	200 00	Food
12	DYA	1190	0	6120	0012	5120	1,000 00	Lecturers
							1,200 00	TOTAL REVENUE
							1,200 00	TOTAL EXPENDITURES



Agenda Item (VI-B-3-b)

Meeting	1/21/2014 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-b)
Subject	Resolution No. 22-13/14 – 2013-2014 Faculty Entrepreneurship Champion Mini-Grant
College/District	District
Funding	General Funds
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$4,200 to the budget.

Background Narrative:

Norco College has received funding for a new 2013-2014 Faculty Entrepreneurship Champion Mini-Grant in the amount of \$4,200 from the Chancellor's Office, California Community Colleges. Dr. Gail Zwart, Business faculty, has been awarded this project to develop a low-unit Entrepreneurship certificate that is stackable with 1 and 2 unit courses, which shall focus on the development of an entrepreneur from the beginning to implementation. The project, while encompassing many existing aspects of the college's curriculum, is much needed at Norco College where no entrepreneurship certificate currently exists. Mark Mitchell, the Director of the Tri-Tech SBDC, will provide technical assistance to Dr. Zwart to ensure this new curriculum is up to date with industries he interfaces with on a day to day basis. Dr. Zwart also plans to meet with members of the Entrepreneurship department at Cal State University San Bernardino to determine if this entrepreneurship program can articulate/integrate with existing 4-year programs offered. The grant funds will be used for salaries, benefits, and other operational expenses of the program.

Prepared By: Paul Parnell, President, Norco College

Attachments:

[01212014_Resolution No. 22-13/14 – Faculty Entrepreneurship Champion Mini-Grant](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 22-13/14

2013-2014 Faculty Entrepreneurship Champion Mini-Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$4,200 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 January 21, 2014.

Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 22-13/14
 2013-2014 Faculty Entrepreneurship Champion Mini-Grant**

Year	County	District	Date	Fund
14	33	07	1/21/2014	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	E00	1190	0	0000	0389	8659	4,200 00	REVENUE
								EXPENDITURES
12	EJC	1190	0	6010	4389	1490	2,818 00	Academic Special Project
12	EJC	1190	0	6010	4389	2190	954 00	Classified Special Project
12	EJC	1190	0	6010	4389	3130	232 00	Employee Benefits
12	EJC	1190	0	6010	4389	3325	14 00	
12	EJC	1190	0	6010	4389	3335	41 00	
12	EJC	1190	0	6010	4389	3520	2 00	
12	EJC	1190	0	6010	4389	3530	2 00	
12	EJC	1190	0	6010	4389	3620	22 00	
12	EJC	1190	0	6010	4389	3630	65 00	↓
12	EJC	1190	0	6010	4389	5910	50 00	
							4,200 00	TOTAL INCOME
							4,200 00	TOTAL EXPENDITURES



Agenda Item (VI-B-3-c)

Meeting	1/21/2014 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-c)
Subject	Resolution No. 23-13/14 – 2013-2014 Procurement Assistance Center (PAC)
College/District	District
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$290,547 to the budget.

Background Narrative:

The Riverside Community College District has received funding for the 2014 Procurement Assistance Center in the amount of \$290,547 from the Defense Logistics Agency. The funds will be used for salaries, benefits, and other operational expenses of the program.

Prepared By: Robin Steinback, Interim Vice Chancellor, Ed. Svcs., Workforce Dev. and Planning
John Tilquist, Dean, Economic Development

Attachments:

[01212014_Resolution No. 23-13/14 – Procurement Assistance Center \(PAC\) Grant](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 23-13/14

2013-2014 Procurement Assistance Center (PAC)

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$290,547 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 January 21, 2014.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 23-13/14
 2013-2014 Procurement Assistance Center (PAC)

Year	County	District	Date	Fund
14	33	07	1/21/2014	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	000	1190	0	0000	0145	8190	290,547 00	REVENUE
								EXPENDITURES
12	AXD	1190	0	7012	0145	2118	90,753 00	Classified FT Administrator
12	AXD	1190	0	7012	0145	2119	90,508 00	Classified FT
12	AXD	1190	0	7012	0145	2190	3,990 00	Classified Special Project
12	AXD	1190	0	7012	0145	3220	20,740 00	Employee Benefits
12	AXD	1190	0	7012	0145	3320	11,238 00	
12	AXD	1190	0	7012	0145	3325	2,628 00	
12	AXD	1190	0	7012	0145	3420	41,314 00	
12	AXD	1190	0	7012	0145	3520	91 00	
12	AXD	1190	0	7012	0145	3620	4,303 00	↓
12	AXD	1190	0	7012	0145	4330	377 00	Subscriptions
12	AXD	1190	0	7012	0145	4590	3,000 00	Supplies
12	AXD	1190	0	7012	0145	4555	500 00	Copying and Printing
12	AXD	1190	0	7012	0145	5210	2,272 00	Mileage
12	AXD	1190	0	7012	0145	5220	9,513 00	Conferences
12	AXD	1190	0	7012	0145	5310	1,000 00	Memberships
12	AXD	1190	0	7012	0145	5541	720 00	Cellular Telephone
12	AXD	1190	0	7012	0145	5630	500 00	Rents and Leases
12	AXD	1190	0	7012	0145	5890	5,000 00	Other Services
12	AXD	1190	0	7012	0145	6485	2,100 00	Equipment
							290,547 00	TOTAL INCOME
							290,547 00	TOTAL EXPENDITURES



Agenda Item (VI-B-3-d)

Meeting	1/21/2014 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-d)
Subject	Resolution No. 24-13/14 – 2013-2014 Disabled Student Programs and Services
College/District	District
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$321,298 to the budget.

Background Narrative:

Riverside Community College District's colleges have received additional funding for the 2013-2014 Disabled Student Programs and Services in the amount of \$321,298 from the California Community College Chancellor's Office. The additional funding by college is as follows: Riverside City College - \$197,119, Norco College - \$86,853, and Moreno Valley College - \$37,326. The funds will be used for salaries, benefits, and other operational expenses of the program.

Prepared By: Wolde-Ab Isaac, Interim President, Riverside
Paul Parnell, President, Norco College
Sandra Mayo, President, Moreno Valley College
Ed Bush, Vice President, Student Services
Monica Green-Cochrane, Dean, Student Services
Greg Sandoval, Vice President, Student Services

Attachments:

[01212014_Resolution No. 24-13/14 – 2013-2014 Disabled Student Programs and Services](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 24-13/14

2013-2014 Disabled Student Programs and Services

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$321,298 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 January 21, 2014.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 24-13/14
 2013-2014 Disabled Student Programs & Services

Year	County	District	Date	Fund
14	33	07	1/21/2014	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0180	8621	197,119 00	REVENUE
12	E00	1190	0	0000	0180	8621	86,853 00	
12	F00	1190	0	0000	0180	8621	37,326 00	
								EXPENDITURES
12	DZP	1190	0	6420	0180	1219	110,678 00	Academic FT Non-Instr
12	DZP	1190	0	6420	0180	3130	9,131 00	Employee Benefits
12	DZP	1190	0	6420	0180	3335	1,605 00	Employee Benefits
12	DZP	1190	0	6420	0180	3530	55 00	Employee Benefits
12	DZP	1190	0	6420	0180	3630	2,535 00	Employee Benefits
12	DZP	1190	0	6420	0180	3430	12,968 00	Employee Benefits
12	DZP	1190	0	4930	0180	2430	5,210 00	Student Help Instructional
12	DZP	1190	0	4930	0180	3610	119 00	Employee Benefits
12	DZP	1190	0	6420	0180	4590	6,250 00	Supplies
12	DZP	1190	0	6420	0180	5649	10,500 00	Comp Software Maintenance
12	DZP	1190	0	809	0180	5890	38,068 00	Other Services
12	EZP	1190	0	0809	0180	2449	8,000 00	Short Term Non-Classified
12	EZP	1190	0	0809	0180	3315	116 00	Employee Benefits
12	EZP	1190	0	0809	0180	3510	4 00	Employee Benefits
12	EZP	1190	0	0809	0180	3610	183 00	Employee Benefits
12	EZP	1190	0	0809	0180	5890	20,000 00	Other Services
12	EZP	1190	0	6420	0180	1439	15,702 00	Academic PT Non-Instr
12	EZP	1190	0	6420	0180	2339	4,800 00	Short Term Non-Classified
12	EZP	1190	0	6420	0180	2331	1,415 00	Student Help - Non-Instr
12	EZP	1190	0	6420	0180	3130	1,295 00	Employee Benefits
12	EZP	1190	0	6420	0180	3335	228 00	Employee Benefits
12	EZP	1190	0	6420	0180	3530	8 00	Employee Benefits
12	EZP	1190	0	6420	0180	3630	360 00	Employee Benefits
12	EZP	1190	0	6420	0180	3325	70 00	Employee Benefits
12	EZP	1190	0	6420	0180	3520	53 00	Employee Benefits
12	EZP	1190	0	6420	0180	3620	149 00	Employee Benefits
12	EZP	1190	0	6420	0180	4555	1,000 00	Copying and Printing
12	EZP	1190	0	6420	0180	4590	6,250 00	Supplies
12	EZP	1190	0	6420	0180	4710	500 00	Food

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 24-13/14
 2013-2014 Disabled Student Programs & Services**

Year	County	District	Date	Fund
14	33	07	1/21/2014	12

12	EZP	1190	0	6420	0180	5210	720	00	Mileage
12	EZP	1190	0	6420	0180	5220	3,000	00	Conferences
12	EZP	1190	0	6420	0180	5644	800	00	Repairs
12	EZP	1190	0	6420	0180	5649	9,200	00	Comp Software Maint/Lic
12	EZP	1190	0	6420	0180	6481	4,500	00	Equipment
12	EZP	1190	0	6420	0180	6485	5,000	00	Computer Equipment
12	EZP	1190	0	7321	0180	7661	3,500	00	Student Aide
12	FZP	1190	0	6420	0180	2119	12,704	00	Classified FT
12	FZP	1190	0	6420	0180	3220	1,454	00	Employee Benefits
12	FZP	1190	0	6420	0180	3320	788	00	Employee Benefits
12	FZP	1190	0	6420	0180	3325	184	00	Employee Benefits
12	FZP	1190	0	6420	0180	3420	14,091	00	Employee Benefits
12	FZP	1190	0	6420	0180	3520	6	00	Employee Benefits
12	FZP	1190	0	6420	0180	3620	291	00	Employee Benefits
12	FZP	1190	0	6420	0180	4590	3,912	00	Supplies
12	FZP	1190	0	6420	0180	6485	3,896	00	Computer Equipment
							321,298	00	TOTAL INCOME
							321,298	00	TOTAL EXPENDITURES



Agenda Item (VI-B-3-e)

Meeting	1/21/2014 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-e)
Subject	Resolution No. 25-13/14 – 2013-2014 CA STEP GRANT – Program Income
College/District	District
Funding	General Funds
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$12,000 to the budget.

Background Narrative:

The Riverside Community College District has received additional funding for the 2013-14 fiscal year in the amount of \$12,000 to support the California State Trade and Export Promotion (STEP) Project. In conjunction with the California Community Colleges Chancellor's Office the STEP Project will facilitate export promotion activities, serve targeted industries, and drive exports for small businesses. The funding will be utilized for travel, advertising and other operational expenses for the project.

Prepared By: Robin Steinback, Interim Vice Chancellor, Ed. Svcs., Workforce Dev. and Planning
John Tilquist, Dean, Economic Development

Attachments:

[01212013_Resolution No. 25-13/14 – CA STEP GRANT – Program Income](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 25-13/14

2013-2014 CA STEP GRANT – Program Income

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$12,000 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 January 21, 2014.

Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 25-13/14
 2013-2014 CA STEP GRANT - Program Income**

Year	County	District	Date	Fund
14	33	07	1/21/2014	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	A00	1190	0	0000	0218	8890	12,000 00	REVENUE
								EXPENDITURES
12	AXD	1190	0	6819	0218	5220	5,000 00	Conferences
12	AXD	1190	0	6819	0218	5740	2,000 00	Advertising
12	AXD	1190	0	6819	0218	5890	5,000 00	Other Services
							12,000 00	TOTAL INCOME
							12,000 00	TOTAL EXPENDITURES



Agenda Item (VI-B-6-a)

Meeting	1/21/2014 - 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 \$662,030 for the period November 25, 2013 through December 31, 2013.

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:

[01212014_Contracts and Agreements Less than \\$83,400 Report \(December\)](#)

Contracts and Agreements Report-All District Resources
 \$83,400 and Under
 11/25/13 thru 12/31/13

PO #	Department	Vendor	Location	Description	Amount
C0004412	Campus Police	City of Corona	Corona	Rents and Leases	\$ 2,400
C0004413	Dean of Instruction - Moreno Valley	FIA Card Services	Moreno Valley	Rents and Leases	6,419
C0004414	Facilities - Moreno Valley	Digital Networks Group, Inc.	Alisa Viejo	AV Integration Bid Award	78,792
C0004415	Workforce Preparation - Riverside	Alvord Unified School District	Riverside	Grant / Contract Sub Agreements	41,700
C0004416	Facilities - Riverside	Siemens Water Technologies, LLC	Signal Hill	Repairs - Service	4,245
C0004419	Workforce Preparation - Riverside	Alvord Unified School District	Riverside	Grant / Contract Sub Agreements	49,482
C0004420	Student Services - Riverside	Garrison Associates	San Francisco	Consultants	2,700
C0004421	Student Services - Riverside	NCS Pearson, Inc.	Chicago, IL	Online Tutoring Services	4,815
C0004423	Physical and Life Sciences - Norco	Thermo Fisher Scientific (Asheville) LLC	Hanover Park, IL	Repairs - Service	880
C0004424	Facilities Planning & Development	NPG Corporation	Perris	Asphalt/Approach Repair Winter 2013 Bid Award	54,523
C0004425	Customized Solutions	Behavioral Momentum Associates, LLC	Mission Viejo	Professional Services	701
C0004426	Community Ed & Senior Citizen Education	Bowman, Gary	Corona	Professional Services	500
C0004427	Facilities - Moreno Valley	Bird Solutions International	Vista	Consultants	4,600
C0004428	Institutional Effectiveness - Norco	Resonnect Marketing	Carlsbad	Professional Services	50,000
C0004429	Student Services - Moreno Valley	Card Integrators	Los Alamitos	Computer Software Maint/Lic	2,102
C0004430	International Students - Riverside	Jang, Dr. John	Walnut	Scouting	7,000
C0004431	President - Moreno Valley	RCCD Revolving Fund	Moreno Valley	Rents and Leases	475
C0004432	Food Services - Riverside	Micros System	Huntington Beach	Comp Equip Additional \$5000 >	8,454
C0004433	Learning Resource Center - Riverside	Reliable Office Solutions	Riverside	Repairs - Service	360
C0004434	CTE Projects - Riverside	Villasenor, Adam	Santa Ana	Professional Services	12,000
C0004435	President - Norco Campus	Dowden Associates Inc	Bend, OR	Consultants	7,500
C0004436	Facilities - Riverside	Equity Spec Consulting Engineers	San Bernardino	Remodel Projects	6,750
C0004437	Food Services - Moreno Valley	Micros System	Huntington Beach	Comp Equip Additional \$5000 >	14,595
C0004438	Health Services - Norco	Student Health 101	Westborough, MA	Periodicals/Magazines	6,400
C0004439	Business Operations - Riverside	Community Works Design Group	Riverside	Architect's Fees	31,660
C0004440	Food Services - Norco	Micros System	Huntington Beach	Comp Equip Additional \$5000 >	7,630
C0004441	Facilities Planning & Development	Principles Contracting, Inc.	Riverside	Tennis Court Demolition/Parking Area Bid Award	67,000
N/A	Customized Solutions	Employment Training Panel	Sacramento	Core Project Augmentation	No Cost
N/A	Customized Solutions	Samaha and Associates, Inc.	Chino Hills	Professional Services	No Cost
N/A	Dean of Instruction - Moreno Valley	Loma Linda University	Loma Linda	Clinical Rotations for DA Students	No Cost
N/A	Purchasing	National Cooperative Purchasing Alliance	Houston, TX	Participating Agency Agreement	No Cost
N/A	Nursing	Riverside County Department of Public Health	Riverside	Clinical Sites for Nursing Students	No Cost
N/A	Early Childhood Studies - Riverside	Riverside County Children and Families	Riverside	Amend #1, Removes Attachments A & B	No Cost
N/A	Workforce Preparation - Riverside	California Community Colleges Chancellor's Office	Sacramento	Amend #1, Extend term	No Cost
N/A	Upward Bound - Moreno Valley	Moreno Valley Unified School District	Moreno Valley	Hold Harmless Agreement	No Cost
Additions to Approved/Ratify Contracts of \$83,400 and Under					
C0003279	Facilities Planning & Development	CW Driver	Ontario	Construction Management Services	16,704
C0003364	Administrative Support Center - Riverside	Sharp Electronics Corp.	Santee	Repairs - Service	14,213
C0003547	Open Campus	Acorn Technology Corporation	Riverside	Fees	1,113
C0003570	Workforce Preparation - Riverside	Computerland of Silicon Valley	San Jose	Computer Software Maint/Lic	443
C0003653	Community & Economic Development	The Irvine Company, LLC	Irvine	Rents and Leases	109
C0004045	Performance Riverside	Music Theatre International	New York, NY	Rents and Leases	50
C0004061	Admissions & Records - Riverside	Shred-It	Riverside	Shredding Services	404
C0004065	Board of Trustees	Vicenti, Lloyd & Stutzman, LLP	Glendora	Audit	162
C0004096	Facilities - Riverside	Johnson Controls, Inc.	Whittier	Repairs - Service	2,988

Contracts and Agreements Report-All District Resources
 \$83,400 and Under
 11/25/13 thru 12/31/13

PO #	Department	Vendor	Location	Description	Amount
C0004100	College Relations / Special Projects	BDL Alarms Inc	Cherry Valley	Alarm Maintenance Services	360
C0004105	Facilities Planning & Development	Couts Heating and Cooling, Inc	Corona	District-Wide Infrastructure Project	4,250
C0004116	Risk Management	Medcor, Inc	McHenry, IL	Professional Services	75,400
C0004202	Risk Management	Alliance of Schools for Cooperative Insurance	Cerritos	Legal	50,000
C0004284	Customized Solutions	Softskills	Chatsworth	Professional Services	451
C0004298	Community & Economic Development	New Horizons CLC of Southern California	Anaheim	Professional Services	5,000
C0004318	Open Campus	Coastline Community College	Fountain Valley	Fees	2,400
C0004341	Community & Economic Development	Rogers, Henry	Riverside	Professional Services	2,650
C0004342	Workforce Preparation - Riverside	Frasher, Steven	Redlands	Consultants	2,250
C0004365	Performance Riverside	OD Music, Inc	Woodland Hills	Professional Services	3,900
C0004385	Disabled Student Services - Moreno Valley	RISE - ASL Interpreters	Riverside	Professional Services	3,500
C0004397	Community Ed & Senior Citizen Education	Boston Reed College	Napa	Professional Services	2,000
				Total	<u>\$ 662,030</u>



Agenda Item (VI-B-6-b)

Meeting	1/21/2014 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-b)
Subject	Agreement for Lease Fiber Optic Services with Sunesys, LLC
College/District	District
Funding	General
Recommended Action	It is recommended that the Board of Trustees approve the agreement between Riverside Community College District and Sunesys, LLC for managed fiber optics services.

Background Narrative:

On January 24, 2012, the Board of Trustees approved a ten year agreement with Sunesys, LLC to lease fiber optic services in order to provide data and voice transmission connectivity between Riverside City College, Moreno Valley College, Norco College and the Centennial Plaza locations. The bandwidth provided by this connectivity option is more than twenty times faster than the prior connectivity option. The original agreement called for leasing "Dark Fiber" services which are not eligible for the 50% California Teleconnect Fund (CTF) discount. Under the original "Dark Fiber" agreement, Sunesys installed, and then the District managed and maintained, the "Dark Fiber". To take advantage of the CTF discount, the District will need to lease "Managed Fiber" services. "Managed Fiber" is also installed by Sunesys, but they also install additional equipment that will allow Sunesys to monitor and maintain connectivity and performance.

In addition to the service changes, the Spruce Street location will be added to the service agreement to provide for enhanced connectivity at that location.

Due to the service changes and addition of the Spruce Street location, a new agreement is necessary to replace the previous agreement dated February 2, 2012. The cost of the original Dark Fiber agreement was \$11,200 per month. The cost of the new Managed Fiber agreement will be \$16,900 per month, including the equipment installed at each of the locations. These amounts are the full monthly cost for Managed Fiber services, however, the District will receive a 50% monthly rebate from the California Teleconnect Fund (CTF), reducing the cost to \$8,450 per month. Cost by location is identified in Attachment A.

All other lease terms remain the same as in the original agreement for the connectivity between Riverside City College to Moreno Valley, Norco College and the Centennial Plaza locations. The term associated with the Spruce Street location is for 36-months and will be converted upon completion of the Centennial Plaza project.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Rick Herman, Associate Vice Chancellor, Information Technology & Learning SVS

Attachments:

[01212014_CTF by Location - Attachment A](#)
[01212014_Sunesys MSA Agreement](#)

ATTACHMENT A

California Teleconnect Fund (CTF) by Location

<u>Location</u>	<u>Dark Fiber Rate</u>	<u>Managed Fiber Rate</u>	<u>CTF Rate with 50% Discount</u>
Moreno Valley College	\$3,500	\$4,000	\$2,000
Norco College	\$4,200	\$4,700	\$2,350
Centennial Plaza	\$3,500	\$4,000	\$2,000
Spruce Street	\$0	\$4,200	\$2,100
Total:	\$11,200	\$16,900	\$8,450



MASTER TELECOMMUNICATIONS AND DARK FIBER SERVICE AGREEMENT

This MASTER TELECOMMUNICATIONS AND DARK FIBER SERVICE AGREEMENT (the "Agreement") is made as of January 22, 2014 between SUNESYS, LLC, which has a place of business at 185 Titus Avenue, Warrington, PA 18976 ("SUNESYS") and Riverside Community College District, having a place of business at 4800 Magnolia Avenue, Riverside, CA 90256 ("LICENSEE").

WHEREAS, SUNESYS has or intends to acquire easements, conduit rights, pole attachment and license agreements to construct, install, operate, maintain, modify, replace or remove a redundant communications transmission system in and around Pennsylvania, New Jersey, Delaware, Maryland, Virginia, the District of Columbia, Georgia, Ohio, California and Illinois; and

WHEREAS, SUNESYS has or intends to install, construct, operate and maintain an optical fiber communication transmission and provide Telecommunications Services within those jurisdictions and such other jurisdictions as it may determine from time to time (collectively, "SUNESYS' Fiber System") consisting of one or more strands of optical fiber; and

WHEREAS, LICENSEE desires to license certain specific strands of such optical fiber along specific routes and/or to utilize SUNESYS Telecommunications Services; and

WHEREAS, SUNESYS agrees to grant such license subject to the terms and conditions set forth in this Agreement and any subsequent Addendum.

NOW, THEREFORE, the parties agree as follows:

1. DEFINITIONS

As used in this Agreement:

1.0 Addendum means an executed supplement to this Agreement that contains detailed information describing specific Telecommunications Services or specific LICENSEE Fiber Optic Facilities segment including the Route, term and license fee as set forth in substantially the format of Schedule A of this Agreement.

1.1 Authorized Use means a business purpose of LICENSEE's optical fiber telecommunications network for telecommunication traffic of LICENSEE or its employees, officers or agents, provided that Authorized Use shall not include any use which would be in violation of any law, rule, regulation or order of any governmental authority having jurisdiction over such Fiber Optic Facilities.

1.2 Dark Fiber means one or more fiber optic strands subject to this Agreement through which an associated light, signal or light communication transmission must be provided to furnish service.

1.3 Fiber Optic Facilities means a certain fiber optic cable composed of one or more strands of single mode optical fibers, which cable is owned by SUNESYS and installed along a defined route.

1.4 Hazardous Substances include any substance the presence of which requires investigation or remediation under any federal, state or local statute, regulation, ordinance, order, action, policy or common law or any substance which is or becomes defined as "Hazardous Waste," "Hazardous Substance," pollutants, toxic substances, compounds, elements, or chemicals pursuant to the Comprehensive Environmental Response Act (42 U.S.C. § 651 et seq.), as amended, or any other federal, state or local environmental cleanup laws. Hazardous Substances also include asbestos, lead paint, Polychlorinated Biphenyls ("PCBs") and radon gas.



1.5 Hazardous Discharge means any releasing, spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, disposing, or dumping of Hazardous Substances from, in, or onto SUNESYS' Fiber System.

1.6 LICENSEE's Fiber Optic Facilities means specific Strands, as designated by SUNESYS, of Dark Fiber of the Fiber Optic Facilities identified as being licensed to the LICENSEE by Addendum to this Agreement.

1.7 Route means a delineated segment of the SUNESYS' Fiber System containing LICENSEE's Fiber Optic Facilities and defined by addendum to include physical end points, distance, and fiber count.

1.8 Strands means individual fiber optic strands within the Fiber Optic Facilities.

1.9 Taxes means all sales, use, gross receipts, excise, access, bypass and other local, state and federal taxes, charges, fees and surcharges (including, without limitation, telecommunications taxes, universal service fees, franchise fees and other similar charges), however designated, imposed on or based upon the provision, lease, license, sale or use of Licensee's Fiber Optic Facilities, but excluding any taxes assessed upon the net income or imposed upon the capital of SUNESYS.

1.10 Telecommunications Services means a variety of Type 2 Ethernet Connectivity solutions provided in a metropolitan region between customer designated locations.

2. GRANT OF LICENSE

SUNESYS grants to LICENSEE and LICENSEE accepts from SUNESYS an exclusive and indefeasible license solely for Authorized Use of LICENSEE's Fiber Optic Facilities in and/or the Telecommunications Services using SUNESYS' Fiber System (the "License"), as provided in this Agreement. LICENSEE shall have no further right, title or other interest in SUNESYS' Fiber System or in LICENSEE's Fiber Optic Facilities and/or the Telecommunications Services. SUNESYS shall have the right to grant and renew rights to any other entity to use SUNESYS' Fiber System, to license Telecommunications Services using SUNESYS Fiber System or any other property of SUNESYS; provided, however, that during the term of this Agreement, SUNESYS shall have no right to grant and renew any rights to any entity with respect to LICENSEE's Fiber Optic Facilities licensed hereunder.

3. WORK

3.1 SUNESYS shall use best efforts to provide, construct and install the Fiber Optic Facilities and/or provision the Telecommunications Services within SUNESYS' Fiber System along the Route within the amount of time specified in each Addendum to this Agreement (the "Construction Completion Date"). SUNESYS covenants that the segments of the Fiber Optic Facilities along the Route that it constructs pursuant hereto shall be constructed substantially and in all material respects in accordance with standard outside plant specifications and that the Telecommunications Services that it provides pursuant to this Agreement shall be installed and shall operate within industry standard specifications for such services. Work shall include the labor and materials.

3.2 SUNESYS shall test all LICENSEE's Fiber Optic Facilities in accordance with Exhibit A to this Agreement to verify that LICENSEE's Fiber Optic Facilities are installed and operational in accordance with the fiber optic specifications included on Exhibit B to this Agreement. When SUNESYS has determined that the results of the testing with respect to the entire span show that LICENSEE's Fiber Optic Facilities so tested are installed and operating to the specifications, SUNESYS shall promptly notify and provide LICENSEE with the fiber test results.

3.3 When SUNESYS gives notice to LICENSEE that the Fiber Optic Facilities are complete or that the Telecommunications Services have been provisioned, LICENSEE shall provide SUNESYS with notice accepting (or rejecting by specifying the defect or failure in the testing that is the basis for such rejection) LICENSEE's Fiber Optic Facilities or the Telecommunications Services. If LICENSEE fails to notify SUNESYS of its acceptance or rejection of the final test results with respect to LICENSEE's Fiber Optic Facilities or the Telecommunications Services within thirty



(30) days after LICENSEE's receipt of notice of such test results, LICENSEE shall be deemed to have accepted LICENSEE's Fiber Optic Facilities. If, during the course of such construction, installation and testing, any material deviation from standard specifications is discovered, the construction or installation of the affected portion of the segment shall be repaired to such specification by SUNESYS. The date of such notice of acceptance (or deemed acceptance) of all LICENSEE's Fiber Optic Facilities or the Telecommunications Services for the Route shall be the "Acceptance Date" for the Route.

4. LICENSE FEES

4.1 LICENSEE shall pay to SUNESYS a license fee according to the terms and conditions specified in each Addendum to this Agreement. The initial license fee shall be due and payable on the Acceptance Date.

4.2 In addition to the License fee, Licensee shall pay to SUNESYS all Taxes. Such Taxes may be separately stated on the applicable invoice.

4.3 Except as otherwise specifically provided, LICENSEE shall pay all applicable fees and charges provided for in this Agreement on or before the due date specified in the invoice.

4.4 All payments not made when due shall bear a late payment charge of one and one-half (1 ½%) percent per month of the unpaid balance or the highest lawful rate, whichever is less.

5. TERM

5.1 The term of the Agreement shall commence on the date first above set forth and shall continue on a year to year basis. Either Party may terminate this Agreement by giving one hundred-eighty (180) calendar days prior written notice to the other Party. Notwithstanding the termination of this Agreement, the terms and conditions of this Agreement shall remain in force for any existing Addendum until the expiration of the term of such Addendum.

5.2 The initial term of each Addendum shall commence on the Acceptance Date and shall expire at the end of the term period set forth in the Addendum.

6. MAINTENANCE AND OPERATION

6.1 SUNESYS shall be solely responsible to maintain LICENSEE's Fiber Optic Facilities and the facilities providing the Telecommunications Services. LICENSEE shall cooperate with and assist SUNESYS, as reasonably may be required, in performing said maintenance. In the event of service outages or other maintenance request, SUNESYS agrees to use best efforts to respond within two (2) hours of time of notice.

6.2 Notwithstanding anything to the contrary contained herein, LICENSEE shall solely be responsible, at its own expense, for the construction, installation, operation, maintenance, repair and any other activity engaged by or on behalf of LICENSEE relating to all light communications transmission equipment and other terminal equipment and facilities required in connection with the use, electronics or signals of LICENSEE's Fiber Optic Facilities.

6.3 SUNESYS shall be responsible for all necessary splicing on the SUNESYS' Fiber Optic Facilities. Where SUNESYS' Fiber Optic Facilities connect to LICENSEE fiber optic cable, the associated Addendum will detail and describe the Parties splicing responsibilities.

6.4 Should LICENSEE perform, authorize, or contract any splices or other work not in accordance with the provisions of this Agreement (specifically article 6.1 stating SUNESYS must do the work), SUNESYS may at its option correct said condition. SUNESYS shall notify LICENSEE in writing prior to performing such work whenever practicable. However, when such conditions pose an immediate threat to the physical integrity of SUNESYS' facilities, SUNESYS may perform such work and take such action that it deems necessary without first giving notice to LICENSEE. As soon as practicable thereafter, SUNESYS shall advise LICENSEE of the work performed and the



action taken and shall endeavor to arrange for re-accommodation of LICENSEE's Fiber Optic Facilities so affected. LICENSEE shall promptly reimburse SUNESYS for all reasonable costs incurred by SUNESYS for all such work, action and re-accommodation performed by SUNESYS.

6.5 LICENSEE shall, at its sole cost and expense, promptly respond to and remediate any Hazardous Discharge to and from SUNESYS' Fiber System resulting from LICENSEE's operations.

6.6 SUNESYS shall be responsible for obtaining and maintaining from the appropriate public or private authority any pole attachment agreements, franchises, licenses, state, local or right-of-way permits or other authorizations required to enter upon the property where SUNESYS' Fiber System is located and to operate and maintain LICENSEE's Fiber Optic Facilities and/or the Telecommunications Services in SUNESYS' Fiber System. LICENSEE will not engage in any activity which affects SUNESYS' right-of-way interests without the written permission of SUNESYS.

6.7 LICENSEE, at its sole cost and expense, shall (i) use LICENSEE's Fiber Optic Facilities and the Telecommunications Services and (ii) conduct all work in or around SUNESYS' Fiber System in a safe condition and in a manner reasonably acceptable to SUNESYS, so as not to physically, electronically or inductively conflict or interfere or otherwise adversely affect SUNESYS' Fiber System or the facilities placed therein by SUNESYS, or other authorized licensees of the Fiber Optic Facilities.

6.8 LICENSEE must obtain prior written authorization, which such authorization shall not be unreasonably withheld, conditioned or delayed, from SUNESYS approving any further work and the party performing such work before LICENSEE shall perform any work in or around SUNESYS' Fiber System.

6.9 In the event LICENSEE receives information that the Fiber Optic Facilities are damaged or the Telecommunications Services are malfunctioning, it shall notify SUNESYS of said damage by phone at 800.286.6664. In the event SUNESYS receives information that LICENSEE's Fiber Optic Facilities are damaged or the Telecommunications Services are malfunctioning, SUNESYS will notify LICENSEE of said damage by phone at: (951) 222-8393. In each case, the caller shall provide the following information:

1. Name of entity making report.
2. Location reporting problem.
3. Name of contact person reporting problem.
4. Description of the problem in as much detail as possible.
5. Time and date the problem occurred or began.
6. State whether or not the problem presents a jeopardy situation to SUNESYS' Fiber System or LICENSEE's Fiber Optic Facilities.

6.10 SUNESYS shall designate the particular Strands of Dark Fiber that will constitute LICENSEE's Fiber Optic Facilities or provide the Telecommunications Services and the location and manner in which they will enter and exit SUNESYS' Fiber System. This information shall be contained on each executed Addendum.

6.11 If SUNESYS moves, replaces or changes the location, alignment or grade of SUNESYS' Fiber System ("Relocation"), SUNESYS shall concurrently relocate LICENSEE's Fiber Optic Facilities. If the Relocation is because of an event of Force Majeure or of any governmental or third party authority, including and taking by right of eminent domain, LICENSEE shall reimburse SUNESYS for LICENSEE's proportionate share of the costs of the Relocation of SUNESYS' Fiber System. To the extent SUNESYS receives reimbursement from a third party which is allocable to a Relocation of SUNESYS' Fiber System, it will credit or reimburse LICENSEE for its proportionate share of the reimbursement. If SUNESYS relocates SUNESYS' Fiber System solely for its own benefit, LICENSEE shall not



be required to reimburse SUNESYS for the costs of the Relocation of SUNESYS' Fiber System. LICENSEE's proportionate share shall be the combined calculation of: (a) a fraction, the numerator of which shall be the number of conduits occupied by the LICENSEE's Fiber Optic Facilities and the denominator of which shall be the total number of conduits in the affected SUNESYS' Fiber System, and (b) a fraction, the numerator of which shall be the number of Strands in LICENSEE's Fiber Optic Facilities and the denominator of which shall be the total number of Strands in the SUNESYS conduit containing the LICENSEE's Fiber Optic Facilities.

7. OWNERSHIP

7.1 LICENSEE's Fiber Optic Facilities shall at all times remain the sole and exclusive property of SUNESYS and legal title shall be held by SUNESYS. Neither the provision or the use of LICENSEE's Fiber Optic Facilities or the Telecommunications Services by SUNESYS to LICENSEE hereunder, nor the payments by LICENSEE contemplated hereby, shall create or vest in LICENSEE any easement, interest, or any other ownership or property right of any nature in LICENSEE's Fiber Optic Facilities or Strands, except that SUNESYS agrees to LICENSEE's right to use LICENSEE's Fiber Optic Facilities and/or the Telecommunications Services for Authorized Use during the term of this Agreement. LICENSEE shall not grant any security interest in the LICENSEE's Fiber Optic Facilities or any part or component thereof.

8. EMINENT DOMAIN

If there is a taking of LICENSEE's Fiber Optic Facilities by right or threat of eminent domain (a "Taking") which, as agreed by the parties, or in the absence of such agreement as determined pursuant to the provisions of Section 16 of this Agreement, results in the remainder of LICENSEE's Fiber Optic Facilities being unable to be restored to a condition suitable for LICENSEE's business need within ninety (90) days from the date of the Taking ("Substantial Taking"), this Agreement (or the Addendum subject to such Taking, if less than all of LICENSEE's Fiber Optic Facilities) shall terminate. In such event any periodic LICENSEE fee and/or maintenance fee shall abate from the date of Taking and any previously paid license fee and/or maintenance fee shall abate from the date of Taking and any previously paid license fee and/or maintenance fee attributable for any period beyond such date shall be returned to LICENSEE. If there shall be a Taking which does not constitute a Substantial Taking, this Agreement (or the Addendum subject thereto) shall not terminate but SUNESYS shall, with due diligence, restore LICENSEE's Fiber Optic Facilities as speedily as practical to its condition before the Taking in accordance with the provisions of Section 6.11.

9. INDEMNIFICATION

9.1 Each Party will compensate the other Party for the full actual loss, damage or destruction of that Party's property that in any way arises from or is related to the first Party's activities undertaken pursuant to this Agreement (including, without limitation, the installation, construction, operation or maintenance of LICENSEE's Fiber Optic Facilities and/or the provisioning of the Telecommunications Services).

9.2 Each Party further will indemnify, defend, and hold harmless the other Party and its agents, officers and employees, from any and all losses, damages, costs, expenses (including reasonable attorneys fees), statutory fines or penalties, actions or claims for personal injury (including death), damage to property, or other damage or financial loss of whatever nature in any way arising from its activities undertaken pursuant to this Agreement (including, without limitation, the installation, construction, operation or maintenance of LICENSEE's Fiber Optic Facilities and/or the provisioning of the Telecommunications Services), except to the extent caused by the negligence or willful misconduct on the part of that Party or its agents, officers or employees.

9.3 Without limiting the foregoing, LICENSEE assumes all risk for, and agrees to relieve SUNESYS of any and all liability for, loss or damage (and the consequences of loss or damage) to any property installed in SUNESYS' Fiber System by LICENSEE and any other financial loss sustained by LICENSEE, whether caused by fire, extended coverage perils, or other casualty, except to the extent caused by the negligence or willful misconduct on the part of SUNESYS or SUNESYS' agents, officers or employees.



9.4 Without limiting the foregoing, SUNESYS assumes all risk for, and agrees to relieve LICENSEE of any and all liability for, loss or damage (and the consequences of loss or damage) to any property installed in SUNESYS' Fiber System by SUNESYS and any other financial loss sustained by SUNESYS, whether caused by fire, extended coverage perils, or other casualty, except to the extent caused by the negligence or willful misconduct on the part of LICENSEE or LICENSEE's agents, officers or employees.

9.5 Each Party further shall indemnify and hold harmless the other Party, its officers, directors, employees and agents, and its successors and assigns from and against any claims, liabilities, losses, damages, fines, penalties, and costs (including reasonable attorneys fees), whether foreseen or unforeseen, which the indemnified parties suffer or incur because of: (i) any Hazardous Discharge resulting from acts or omissions of the Party or the Party's predecessor in interest; (ii) acts or omissions of the Party, its agents or representatives in connection with any cleanup required by law or (iii) failure of Party to comply with environmental, safety and health laws.

9.6 Except for personal injury and property damage as provided above, in no event shall either party be liable to the other party for any special, consequential or indirect damages (including by way of illustration, lost revenues and lost profits) arising out of this Agreement or any obligation arising thereunder, whether in action for or arising out of breach of contract, tort or otherwise.

10. INSURANCE

Each Party shall obtain and maintain insurance issued by one or more reputable insurance carriers with ratings of at least an A- and a financial size category of at least Class VII by A.M. Best which protects SUNESYS and LICENSEE from and against all claims, demands, causes of action, judgments, costs, including attorney's fees, expenses and liabilities of insurable kind and nature which may arise or result directly or indirectly from or by reason of such loss, injury or damage that in any way arises from or is related to this Agreement or activities undertaken pursuant to this Agreement. Each Party's liability insurance coverage shall be in the amount of \$1,000,000 per incident and \$2,000,000 aggregate. In addition to insurance by reputable insurance carriers, insurance requirements may also be satisfied by a program of self-insurance, coverage through a Joint Powers Authority, or any combination thereof.

Each party shall also maintain workers' compensation coverage complying with the requirements of the State of California.

11. COMPLIANCE WITH LAWS

Notwithstanding anything to the contrary in this Agreement, each Party shall ensure that any and all activities it performs pursuant to this Agreement shall comply with all applicable laws. Without limiting the generality of the foregoing, each Party shall comply with all applicable provisions of i) workmen's compensation laws, ii) unemployment compensation laws, iii) the Federal Social Security Law, iv) the Fair Labor Standards Act, and v) all laws, regulations, rules, guidelines, policies, orders, permits, and approvals of any governmental authority relating to environmental matters and/or occupational safety.

12. DISCLAIMER OF WARRANTIES

EXCEPT AS SPECIFICALLY SET FORTH IN THIS AGREEMENT, SUNESYS MAKES NO WARRANTIES REGARDING THE SERVICES OR DELIVERABLES PROVIDED UNDER THIS AGREEMENT AND MAKES NO WARRANTIES EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

13. SUNESYS' SALES OR DISPOSITIONS

Nothing in this Agreement shall prevent or be construed to prevent SUNESYS from selling or otherwise disposing of any portion of SUNESYS' Fiber System or other property of SUNESYS used for LICENSEE's Fiber Optic Facilities or the provision of the Telecommunications Services, provided, however, that in the event of a sale or other disposition, SUNESYS shall condition such sale or other disposition subject to the rights of LICENSEE under this



Agreement. SUNESYS shall promptly notify LICENSEE of the proposed disposition of SUNESYS' Fiber System or other property used by LICENSEE.

14. LIENS

Each Party shall keep SUNESYS' Fiber System and other property of SUNESYS free from all mechanic's, artisans, materialman's, architect's, or similar services' liens which arise in any way from or as a result of its activities and cause any such liens which may arise to be discharged or released.

15. DEFAULT PROVISIONS AND REMEDIES

15.1 Each of the following shall be deemed an Event of Default by LICENSEE under this Agreement:

15.1.1 Failure of LICENSEE to pay the license fee or any other sum required to be paid under the terms of this Agreement and such default continues for a period of fourteen (14) days after written notice thereof to LICENSEE;

15.1.2 Failure by LICENSEE to perform or observe any other terms, covenant, agreement or condition of this Agreement on the part of LICENSEE to be performed and such default continues for a period of thirty (30) days after written notice thereof from SUNESYS (provided that if such default cannot be cured within such thirty (30) day period, this period will be extended if LICENSEE commences to cure such default within such thirty (30) day period and proceeds diligently thereafter to effect such cure);

15.1.3 The filing of a tax or mechanic's lien caused by LICENSEE against SUNESYS' Fiber System or other property of SUNESYS which is not bonded or discharged within thirty (30) days of the date LICENSEE receives notice that such lien is filed;

15.1.4 An event of LICENSEE's bankruptcy;

15.1.5 If LICENSEE knowingly uses LICENSEE's Fiber Optic Facilities or the Telecommunications Services in violation of any law or in aid of any unlawful act or undertaking;

15.1.6 If LICENSEE occupies any portion of SUNESYS' Fiber System without having first been issued a license therefore; or

15.1.7 If any authorization which lawfully may be required of the LICENSEE by any governmental or private authority for the operation (including splicing or other activities by LICENSEE), of LICENSEE's Fiber Optic Facilities within SUNESYS' Fiber System or of the Telecommunications Services is denied or revoked.

15.2 Upon the occurrence of an Event of Default, SUNESYS, without further notice to LICENSEE in any instance (except where expressly provided for below or by applicable law) may do any one or more of the following:

15.2.1 Perform, on behalf and at the expense of LICENSEE, any obligation of LICENSEE under this Agreement which LICENSEE has failed to perform and of which SUNESYS shall have given LICENSEE notice, the cost of which performance by SUNESYS shall be payable by LICENSEE to SUNESYS upon demand;

15.2.2 Elect to terminate Agreement by giving notice of such election to Licensee;

15.2.3 Immediately disconnect and remove LICENSEE's Fiber Optic Facilities from SUNESYS' Fiber System..

15.2.4 Exercise any other legal or equitable right to remedy which it may have.



Any costs and expenses incurred by SUNESYS (including, without limitation, reasonable attorneys' fees) in enforcing any of its rights or remedies under this Agreement shall be repaid to SUNESYS by LICENSEE upon demand.

15.3 All rights and remedies of SUNESYS set forth in this Agreement shall be cumulative, and none shall exclude any other right or remedy, now or hereafter allowed by or available under any statute, ordinance, rule of court, or the common law, either at law or in equity, or both.

15.4 The following events or occurrences shall constitute a default by SUNESYS under this Agreement:

15.4.1 Any material noncompliance by SUNESYS with the terms of this agreement;

15.4.2 Any material breach by SUNESYS of a representation or warranty under this Agreement;

15.4.3 An event of SUNESYS' bankruptcy;

LICENSEE shall give prompt written notice to SUNESYS of the occurrence of any default under this Agreement. If such default continues for seven (7) days after receipt of such notice (provided that if such default cannot be cured within such seven day period, this period will be extended if SUNESYS continues to cure such default within such seven (7) day period and proceeds diligently thereafter to effect such cure), LICENSEE may at its option:

15.4.4 Perform, on behalf and at the expense of SUNESYS, any obligation of SUNESYS under this Agreement which SUNESYS has failed to perform and of which LICENSEE shall have given SUNESYS notice, the cost of which performance by LICENSEE shall be payable by SUNESYS to LICENSEE upon demand;

15.4.5 Elect to terminate Agreement by giving notice of such election to SUNESYS;

15.4.6 Exercise any other legal or equitable right to remedy which it may have.

15.5 Any costs and expenses incurred by LICENSEE (including, without limitation, reasonable attorneys' fees) in enforcing any of its rights or remedies under this Agreement shall be repaid to LICENSEE by SUNESYS upon demand.

15.6 All rights and remedies of LICENSEE set forth in this Agreement shall be cumulative, and none shall exclude any other right or remedy, now or hereafter allowed by or available under any statute, ordinance, rule of court, or the common law, either at law or in equity, or both.

16. DISPUTES RESOLUTION

If a dispute arises out of or relates to this Agreement or its breach and the dispute cannot be settled through negotiation, the parties agree to submit the dispute to a sole mediator selected by the parties, or, at any time at the option of a party, to mediation by the AAA. If not thus resolved, it will be referred to a sole arbitrator selected by the parties within thirty (30) days after the mediation or in the absence of such selection to AAA arbitration which shall be governed by the United States Arbitration Act and judgment on the award may be entered in any court having jurisdiction. The arbitration shall determine issues of arbitrability, but may not limit, expand or otherwise modify the terms of this Agreement. The parties, their representatives and other participants and the mediator and arbitrator shall hold the existence, content and results of mediation and arbitration in confidence. Each party will bear its own attorneys' fees associated with the mediation and arbitration and will pay all other costs and expenses of the mediation and arbitration as the rules of the AAA provide. All such mediations and arbitrations shall be held in Riverside County, California.

17. FORCE MAJEURE

Except for payment of the license fee and other amounts, neither party shall have any liability for its delays or its failure to performance due to: fire, explosion, pest damage, power failures, strikes or labor disputes, acts of God, the elements, war, civil disturbances, acts of civil or military authorities or the public enemy, inability to secure raw



materials, transportation facilities, fuel or energy shortages, or other causes beyond its control, whether or not similar to the foregoing.

18. SUCCESSION, ASSIGNABILITY

18.1 This agreement shall be binding upon and inure to the benefit of the parties hereto and their respective permitted successors or assigns.

18.2 LICENSEE shall not assign, transfer, or dispose this Agreement or any of its rights or obligations hereunder without prior written consent of SUNESYS, which shall not be unreasonably withheld; provided, however, that LICENSEE may assign or transfer this Agreement to a controlling or controlled affiliate or to a successor in the event of reorganization, including a merger or sale of substantially all of its assets, without the consent of SUNESYS. An assignment, transfer or disposition of this Agreement by LICENSEE shall not relieve LICENSEE of any of its obligations under this Agreement. Notwithstanding the foregoing, LICENSEE shall not have the right to license to any third party the right to use or the use of LICENSEE's Fiber Optic Facilities or the Telecommunications Services as provided in and subject to this Agreement.

18.3 Subject to Section 13 hereof, SUNESYS shall have the right to assign this Agreement and to assign its rights and delegate its obligations and liabilities under this Agreement, either in whole or in part, to any party. SUNESYS shall provide notice to LICENSEE as soon as possible of any assignment under this Section.

18.4 Neither this Agreement, nor any term or provision hereof, nor any inclusion by reference shall be construed as being for the benefit of any person or entity not a signatory hereto.

19. NOTICES

Any demand, notice or other communication to be given to a party in connection with this Agreement shall be given in writing and shall be given by personal delivery by registered or certified mail, return receipt requested, by telecopy or commercial overnight delivery service addressed to the recipient as set forth as follows or to such other address, individual or telecopy number as may be designated by notice given by the party to the other:

SUNESYS:

SUNESYS, LLC
185 Titus Avenue
Warrington, PA 18976
Attention: Senior Counsel
Telecopier Number: 267.927.2099
Emergency Telephone Number: 800.286.6664

LICENSEE:

Riverside Community College District
Attn: Kathy Paschke
4800 Magnolia Avenue
Riverside, CA 92506

with a copy to:

Any demand, notice or other communication given by personal delivery shall be conclusively deemed to have been given on the day of actual delivery thereof and, if given by registered or certified mail return receipt requested on the date of receipt thereof and, if given by telecopy, the day of transmittal thereof if given during the normal business hours of the recipient and on the next business day if not given during normal business hours.



20. NON-WAIVER

No course of dealing, course of performance or failure of either party strictly to enforce any term, right or condition of this Agreement shall be construed as a waiver of any term, right or condition.

21. CHOICE OF LAW

The construction, interpretation and performance of this Agreement shall be governed by the law of the State of California without regard to its conflicts of laws and provisions.

22. HEADINGS

All headings contained in this Agreement are inserted for convenience only and are not intended to affect the meaning or interpretation of this Agreement or any clause.

23. CONFIDENTIALITY AND PROPRIETARY INFORMATION

23.1 In connection with this Agreement, either party may furnish to the other certain information that is marked or otherwise specifically identified as proprietary or confidential ("Confidential Information"). This Confidential Information may include, among other things private easements licenses, utility agreements, permits, other right-of-way granting documents, specifications, designs, plans, drawings, data prototypes, and other technical and/or business information. For purposes of this Section 23, the party that discloses confidential Information is referred to as the "Disclosing Party", and the party that receives Information is referred to as the "Receiving Party".

23.2 When Confidential Information is furnished in tangible form, the Disclosing Party shall mark it as proprietary or confidential. When confidential Information is provided orally, the disclosing Party shall, at the time of disclosure or promptly thereafter, identify the Confidential Information as being proprietary or confidential.

23.3 With respect to Confidential Information disclosed under this Agreement, the Receiving Party and its employees shall:

- (a) hold the Confidential Information in confidence, exercising a degree of care not less than the care used by the Receiving Party to protect its own proprietary or confidential information that it does not wish to disclose.
- (b) restrict disclosure of the Confidential Information solely to those of its employees who have a need to know in connection with the performance of this Agreement, and not disclose the Confidential Information to any other person or entity without the prior written consent of the disclosing Party, unless required by law to do so;
- (c) advise those employees of their obligations with respect to the Confidential Information; and
- (d) use the Confidential Information only in connection with the performance of this Agreement, except as the Disclosing Party may otherwise agree in writing.

23.4 Confidential Information shall be deemed the property of the Disclosing party. Upon written request of the Disclosing Party, the Receiving Party shall return all Confidential Information received in tangible form, except that each party's legal counsel may retain one copy in its files solely to provide a record of such Confidential Information for archival purposes. If the Receiving Party loses or makes an unauthorized disclosure of Confidential Information it shall notify the Disclosing Party and use reasonable efforts to retrieve the Confidential Information.

23.5 The Receiving Party shall have no obligation to preserve the proprietary nature of Confidential Information which:



- (a) was previously known to the Receiving Party free of any obligation to keep it confidential; or
- (b) is or becomes publicly available by means other than unauthorized disclosure; or
- (c) is developed by or on behalf of the Receiving Party independently of any Confidential Information furnished under this Agreement; or
- (d) is received from a third party whose disclosure does not violate any confidentiality obligation.

23.6 If the Receiving Party is required to disclose the Disclosing Party's Confidential Information by an order or a lawful process of a court or governmental body, the Receiving Party shall promptly notify the disclosing Party, and shall cooperate with the Disclosing Party in seeking reasonable protective arrangements before the Confidential Information is produced.

23.7 Each party agree that the Disclosing Party would be irreparably injured by a breach of this Section 23 by the Receiving Party or its representatives and that the Disclosing Party may be entitled to equitable relief, including injunctive relief and specified performance, in the event of any breach of the provisions of this Section 23. Such remedies shall not be deemed to be the exclusive remedies for a breach of this Section 23, but shall be in addition to all other remedies available at law or in equity.

24. REQUIRED RIGHTS

24.1 SUNESYS covenants that it will, to the best of its knowledge, have obtained by the time the LICENSEE's Fiber Optic Facilities or the Telecommunications Services are made available to LICENSEE (and will use commercially reasonable efforts to cause to remain in effect during the term of this Agreement) easement, leases, licenses, fee interests, rights-of-way, permits, authorizations and other rights necessary and requisite to enable SUNESYS to grant the License to LICENSEE ("Required Rights"). Subject to the foregoing obligations of SUNESYS, LICENSEE is accepting the License on an "AS IS, WHERE IS" basis and receiving its interests in LICENSEE's Fiber Optic Facilities only to the extent such interests are held by SUNESYS. SUNESYS will provide evidence of such Required Rights upon request.

24.2 If SUNESYS fails to obtain and/or cause to remain effective throughout the term of this Agreement all Required Rights for the route, either party may terminate this Agreement upon written notice. In event of termination, any periodic license and/or maintenance fee shall abate from the date of termination and any previously paid maintenance fee and/or license fee attributable for any period beyond such date shall be returned to LICENSEE. SUNESYS' failure to obtain or cause to remain effective Required Rights does not constitute a breach of any warranty, representation or covenant of SUNESYS.

25. REPRESENTATIONS AND WARRANTIES

Each party represents and warrants that: (i) it has full right and authority to enter into, execute, deliver and perform its obligations under this Agreement; (ii) this Agreement constitutes a legal, valid and binding obligation enforceable against such party in accordance with its terms, subject to bankruptcy, insolvency, creditors' rights and general equitable principles; and (iii) its execution of and performance under this Agreement shall not violate any applicable existing regulations, rules, statutes or court orders of any local, state or federal government agency, court, or body.

26. ENTIRE AGREEMENT

The terms and conditions contained in this Agreement supersede all prior oral or written understandings between the parties and constitute the entire agreement between them concerning the subject matter of this Agreement. There are no understandings or representations, express or implied, not expressly set forth in this Agreement. This Agreement shall not be modified or amended except by a writing signed by the party to be charged.



SCHEDULE A

FORM OF ADDENDUM

Licensee: _____
Type of Service: _____
Order Date: _____

This Service Order is entered into pursuant to that certain Master TELECOMMUNICATIONS AND DARK FIBER Lease Agreement setting forth the terms and conditions governing the lease of Licensee’s Fiber Optic Facilities by Sunesys to Licensee dated _____, 201__ (the “Agreement”). Capitalized terms used but not otherwise defined herein shall have the meanings set forth in the Agreement.

1. Description of Licensee’s Facilities:

A-LOC	Z-LOC
Site Name:	Site Name:
Street Address:	Street Address:
Suite/Floor: CLLI Code:	Suite/Floor: CLLI Code:
City/St/Zip:	City/St/Zip:
Local Site Contact:	Local Site Contact:
NPA/NXX:	NPA/NXX:
Licensee Cross-connecting to (CFA):	Licensee Cross-connecting to (CFA):
Hand-Off Type (e.g., fiber, coax, ABAM, Cat 5):	Hand-Off Type (e.g., fiber, coax, ABAM, Cat 5):

2. Preliminary Route Maps and Logic Diagrams and Details [including number of Licensee’s Fibers and total number of Fibers along each Route, in sufficient detail and clarity to allow calculation of Pro-Rata Share]:

3. Schedule of Estimated Completion Dates:

4. Lease Fee; Payment Terms:

MRC: _____
NRC: _____
Renewal Term Charges: _____

5. Term:

Term: _____
Renewal Term: _____
Other: _____

6. Early Termination Liability and Service Charges:

7. Additional Terms:

LICENSEE:

By: _____
Name: _____
Title: _____
Date: _____



SUNESYS, LLC

By: _____
Name: _____
Title: _____
Date: _____



EXHIBIT A

FIBER ACCEPTANCE TESTING

This document specifies the acceptance tests for dark fiber that will be performed by SUNESYS and the manner in which such tests will be accomplished. LICENSEE shall have the right to witness all tests.

Cable Test Procedures

Bi-directional attenuation measurements of each fiber will be measured on an end-to-end basis from the demarcation points. A calibrated optical power meter and stable light source will be used for this measurement. Tests will be performed at the 1310 nm. and 1550 nm. wavelengths.

Bi-directional optical reflectivity of each fiber will be measured using an Optical Time Domain Reflectometer (OTDR). Measurements will be accomplished from both ends of the fiber system. The OTDR traces will be recorded at 1310 nm. and 1550 nm. wavelengths.

End-To-End Attenuation Acceptance Criteria:

Design Criteria

SUNESYS will endeavor to keep the number of splices in a span to a minimum. All splices shall be fusion splices. Fiber connectivity at fiber termination locations will be accomplished by the use of a connectorized patch cord.

Splice Loss

The average bi-directional splice loss for each span shall not exceed 0.1db. The maximum individual bi-directional splice loss shall not exceed 0.20 dB. Individual splice losses that do not meet a 0.20 dB loss will be reviewed by LICENSEE. LICENSEE may accept individual splice losses greater than 0.20 dB at its sole discretion

Maximum acceptable end-to-end attenuation for each span shall not be greater than $(A \times L) + (0.1 \times N) + C$ where:

A = Max. attenuation at 1310 nm. and 1550 nm. as specified Fiber Technical Specifications.

L = Installed length of the fiber in kilometers (km).

N = Number of fiber splices in the fiber.

C = Connector/pigtail loss. The attenuation contribution of each pigtail with associated connector is considered to be 0.6 dB, comprised of 0.5 db connector loss and 0.1 dB splice loss (pigtail to OSP cable splice).

Therefore, C = 0.6 dB if the fiber is connectorized on one end and 1.2 db if the fiber is connectorized on both ends.



In the event that the measured fiber attenuation degrades by 2 dB or greater after the fiber acceptance tests are performed, SUNESYS will perform corrective maintenance pursuant to the Agreement to attempt to restore the fiber to its original tested attenuation values.

Results and Documentation

Attenuation test results will be provided on standardized test forms showing the test results of each fiber strand at each wavelength tested. Reflectometry test results will be provided in the form of an OTDR trace for each fiber strand at each wavelength tested. All documentation shall be supplied to LICENSEE on 3.5 inch disks and will be forwarded to LICENSEE within 14 days of completion of the fiber testing.



EXHIBIT B

FIBER TECHNICAL SPECIFICATIONS

SUNESYS will typically meet the optical specifications as detailed below.

Optical Fiber Specifications - Singlemode Fiber:

Operation Temperature	-60 c to 85 c
Optical Properties	1300-1550 nm
Standard Attenuation	≤ 0.400 dB/km @ 1310 nm ≤ 0.300 dB/km @ 1550 nm
Attenuation Uniformity	0.1 dB/km @ 1310 @1550 nm
Mode Field Diameter	9.15 ± .85 Microns @1300 nm 10.5 ± 1.0 Micron @ 1550 nm
Zero Dispersion Wavelength	1310 nm +/- 10 nm
Maximum Dispersion	< 2.8 ps/nm-km between 1285 –1330 nm 18 ps/nm-km between 1510 – 1570 nm
Polarization Mode Dispersion	<0.25 ps/sqrt-km
Macro Bending Loss	≤ 0.100 dB @ 1310 nm ≤ 0.050 dB @ 1550 nm
Tensile Testing Strength	100 kpsi w/1 second dwell time
Cladding Diameter	125 ± 2 Microns
Concentricity Error	≤ 1 Micron
Cladding Ovality Ratio	≤ 2%
Buffer Coating Diameter	250 ± 15 Microns
Fiber Coating Color Code	Bellcore Standard
Optical Connectors	FC/SPC with greater than 45 dB back reflection



SERVICE ORDER 2014-01

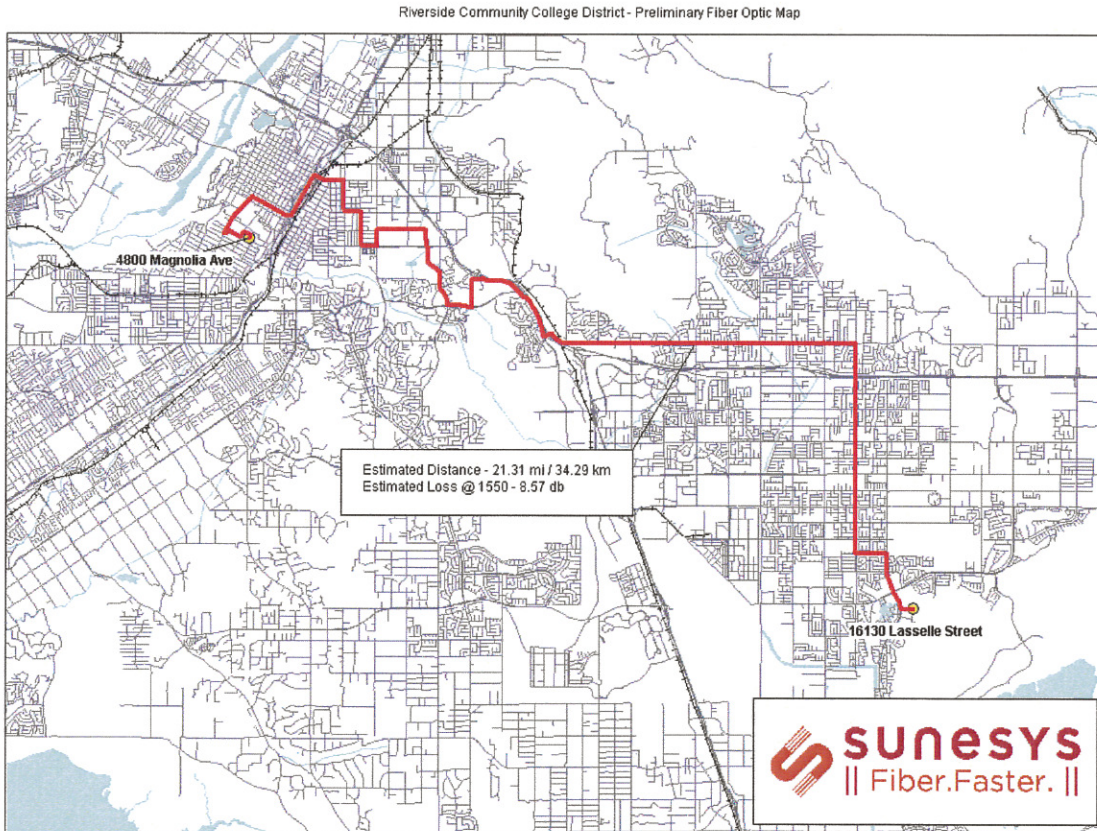
Licensee: Riverside Community College District
 Type of Service: 1 Gbps EPL (Point to Point Configuration)
 Order Date: _____, 2014

This Service Order is entered into pursuant to that certain Master TELECOMMUNICATIONS AND DARK FIBER Lease Agreement setting forth the terms and conditions governing the lease of Licensee's Fiber Optic Facilities by Sunesys to Licensee dated 1/7, 2014 (the "Agreement"). Capitalized terms used but not otherwise defined herein shall have the meanings set forth in the Agreement.

1. Description of Licensee's Fiber Optic Facilities: 1 Gbps Ethernet Private Line terminating at the following Connecting Points:

A-LOC	Z-LOC
Site Name: HUB Riverside City College	Site Name: Moreno Valley College
Street Address: 4800 Magnolia Avenue	Street Address: 16130 Lasselle Street
Suite/Floor: _____ CLLI Code: _____	Suite/Floor: _____ CLLI Code: _____
City/St/Zip: Riverside, CA 92506	City/St/Zip: Moreno Valley, CA 92551
Local Site Contact: _____	Local Site Contact: _____
Licensee Cross-connecting to (CFA): _____	Licensee Cross-connecting to (CFA): _____
Hand-Off Type (e.g., fiber, coax, ABAM, Cat 5): _____	Hand-Off Type (e.g., fiber, coax, ABAM, Cat 5): _____

2. Preliminary Route Maps and Details:





3. Schedule of Estimated Completion Dates: 60 days from the execution of this Service Order.

4. License Fee; Payment Terms:

MRC: Four Thousand Dollars (\$4,000.00) per month payable monthly, in advance, commencing on the Acceptance Date for the Licensee's Fiber Optic Facilities described in this Service Order.

5. Term: One Hundred Twenty (120) months, commencing on the Acceptance Date for the Licensee's Fiber Optic Facilities described in this Service Order.

6. Early Termination Liability and Service Charges: Early termination is not provided under this Service Order.

7. Additional Terms: None

LICENSEE:
RIVERSIDE COMMUNITY COLLEGE DISTRICT

By: _____
Name: Aaron Brown
Title: Vice Chancellor
Date: _____

SUNESYS, LLC

By: _____
Name: Alan R. Katz
Title: S.V.P.
Date: 1/7/14

Approved as to form
Sunesys
Law Department

By: _____
Date: 1/7/14



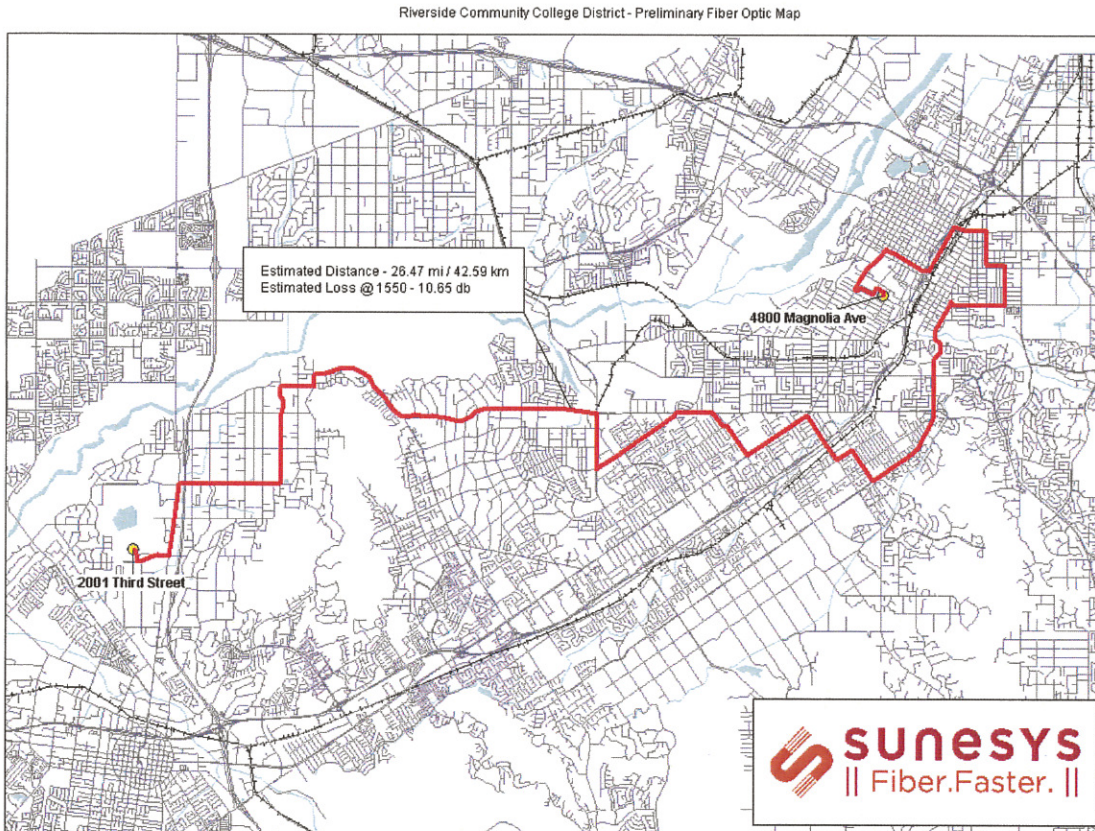
Licensee: Riverside Community College District
 Type of Service: 1 Gbps EPL (Point to Point Configuration)
 Order Date: _____, 2014

This Service Order is entered into pursuant to that certain Master TELECOMMUNICATIONS AND DARK FIBER Lease Agreement setting forth the terms and conditions governing the lease of Licensee's Fiber Optic Facilities by Sunesys to Licensee dated 1/7, 2014 (the "Agreement"). Capitalized terms used but not otherwise defined herein shall have the meanings set forth in the Agreement.

1. Description of Licensee's Fiber Optic Facilities: 1 Gbps Ethernet Private Line terminating at the following Connecting Points:

A-LOC	Z-LOC
Site Name: HUB Riverside City College	Site Name: Norco College
Street Address: 4800 Magnolia Avenue	Street Address: 2001 Third Street
Suite/Floor: _____ CLLI Code: _____	Suite/Floor: _____ CLLI Code: _____
City/St/Zip: Riverside, CA 92506	City/St/Zip: Norco, CA 92860
Local Site Contact: _____	Local Site Contact: _____
Licensee Cross-connecting to (CFA): _____	Licensee Cross-connecting to (CFA): _____
Hand-Off Type (e.g., fiber, coax, ABAM, Cat 5): _____	Hand-Off Type (e.g., fiber, coax, ABAM, Cat 5): _____

2. Preliminary Route Maps and Details:





3. Schedule of Estimated Completion Dates: 60 days from the execution of this Service Order.

4. License Fee; Payment Terms:

MRC: Four Thousand Seven Hundred Dollars (\$4,700.00) per month payable monthly, in advance, commencing on the Acceptance Date for the Licensee's Fiber Optic Facilities described in this Service Order.

5. Term: One Hundred Twenty (120) months, commencing on the Acceptance Date for the Licensee's Fiber Optic Facilities described in this Service Order.

6. Early Termination Liability and Service Charges: Early termination is not provided under this Service Order.

7. Additional Terms: None

LICENSEE:
RIVERSIDE COMMUNITY COLLEGE DISTRICT

By: _____
Name: Aaron Brown
Title: Vice Chancellor
Date: _____

SUNESYS, LLC

By: Alan N. Katz
Name: Alan N. Katz
Title: S.V.P.
Date: 1/7/14

Approved as to form
Sunesys
Law Department

By: [Signature]
Date: 1/2/14



SERVICE ORDER 2014-03

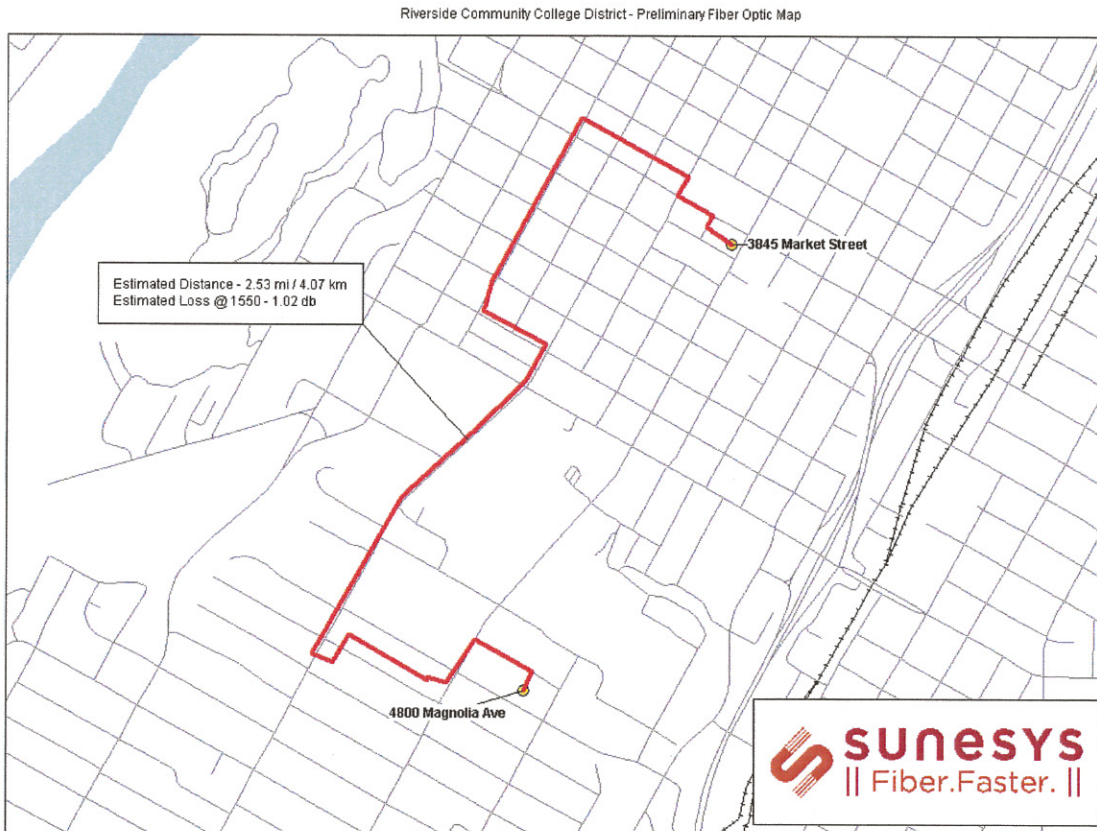
Licensee: Riverside Community College District
 Type of Service: 1 Gbps EPL (Point to Point Configuration)
 Order Date: _____, 2014

This Service Order is entered into pursuant to that certain Master TELECOMMUNICATIONS AND DARK FIBER Lease Agreement setting forth the terms and conditions governing the lease of Licensee’s Fiber Optic Facilities by Sunesys to Licensee dated 1/7, 2014 (the “Agreement”). Capitalized terms used but not otherwise defined herein shall have the meanings set forth in the Agreement.

1. Description of Licensee’s Fiber Optic Facilities: 1 Gbps Ethernet Private Line terminating at the following Connecting Points:

A-LOC	Z-LOC
Site Name: HUB Riverside City College	Site Name: Market Street
Street Address: 4800 Magnolia Avenue	Street Address: 3845 Market Street
Suite/Floor: _____ CLLI Code: _____	Suite/Floor: _____ CLLI Code: _____
City/St/Zip: Riverside, CA 92506	City/St/Zip: Riverside, CA 92501
Local Site Contact: _____	Local Site Contact: _____
Licensee Cross-connecting to (CFA): _____	Licensee Cross-connecting to (CFA): _____
Hand-Off Type (e.g., fiber, coax, ABAM, Cat 5): _____	Hand-Off Type (e.g., fiber, coax, ABAM, Cat 5): _____

2. Preliminary Route Maps and Details:





3. Schedule of Estimated Completion Dates: 60 days from the execution of this Service Order.

4. License Fee; Payment Terms:

MRC: Four Thousand Dollars (\$4,000.00) per month payable monthly, in advance, commencing on the Acceptance Date for the Licensee's Fiber Optic Facilities described in this Service Order.

5. Term: One Hundred Twenty (120) months, commencing on the Acceptance Date for the Licensee's Fiber Optic Facilities described in this Service Order.

6. Early Termination Liability and Service Charges: Early termination is not provided under this Service Order.

7. Additional Terms: None

LICENSEE:
RIVERSIDE COMMUNITY COLLEGE DISTRICT

By: _____
Name: Aaron Brown
Title: Vice Chancellor
Date: _____

SUNESYS, LLC

By: AK
Name: Alan R. Katz
Title: S.V.P
Date: 1/7/14

Approved as to form
Sunesys
Law Department

BM
1/7/14



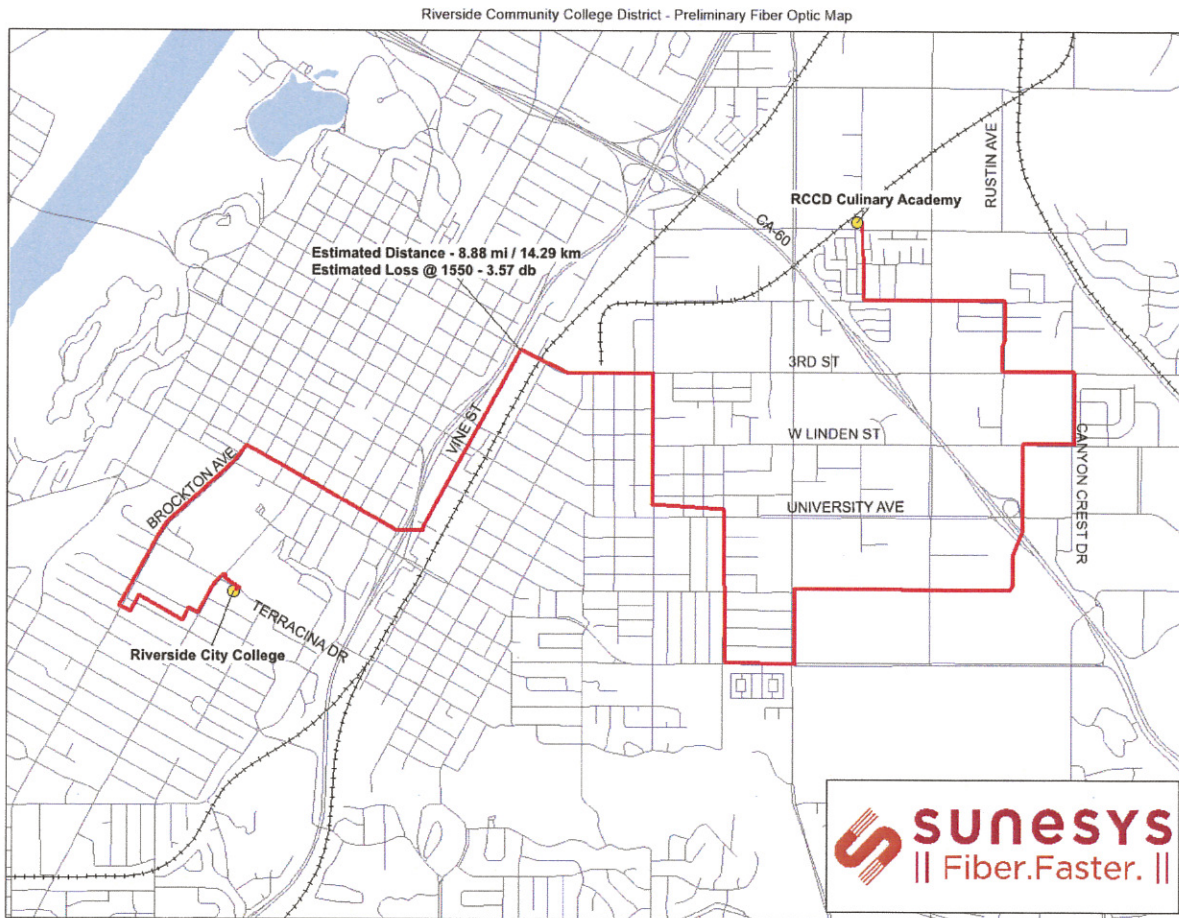
Licensee: Riverside Community College District
 Type of Service: 1 Gbps EPL (Point to Point Configuration)
 Order Date: _____, 2014

This Service Order is entered into pursuant to that certain Master TELECOMMUNICATIONS AND DARK FIBER Lease Agreement setting forth the terms and conditions governing the lease of Licensee’s Fiber Optic Facilities by Sunesys to Licensee dated 1/7, 2014 (the “Agreement”). Capitalized terms used but not otherwise defined herein shall have the meanings set forth in the Agreement.

1. Description of Licensee’s Fiber Optic Facilities: 1 Gbps Ethernet Private Line terminating at the following Connecting Points:

A-LOC	Z-LOC
Site Name: HUB Riverside City College	Site Name: RCCD
Street Address: 4800 Magnolia Avenue	Street Address: 1533 Spruce Street
Suite/Floor: _____ CLLI Code: _____	Suite/Floor: _____ CLLI Code: _____
City/St/Zip: Riverside, CA 92506	City/St/Zip: Riverside, CA 92507
Local Site Contact: _____	Local Site Contact: _____
Licensee Cross-connecting to (CFA): _____	Licensee Cross-connecting to (CFA): _____
Hand-Off Type (e.g., fiber, coax, ABAM, Cat 5): _____	Hand-Off Type (e.g., fiber, coax, ABAM, Cat 5): _____

2. Preliminary Route Maps and Details:





3. Schedule of Estimated Completion Dates: 120-180 days from the execution of this Service Order.

4. License Fee; Payment Terms:

MRC: Four Thousand Two Hundred Dollars (\$4,200.00) per month payable monthly, in advance, commencing on the Acceptance Date for the Licensee's Fiber Optic Facilities described in this Service Order.

5. Term: Thirty Six (36) months, commencing on the Acceptance Date for the Licensee's Fiber Optic Facilities described in this Service Order.

6. Early Termination Liability and Service Charges: Early termination is not provided under this Service Order.

7. Additional Terms: None

LICENSEE:
RIVERSIDE COMMUNITY COLLEGE DISTRICT

By: _____
Name: Aaron Brown
Title: Vice Chancellor
Date: _____

SUNESYS, LLC

By: AK
Name: Alan N. Katz
Title: S.V.P.
Date: 1/2/14

Approved as to form
Sunesys
Department
AK
1/2/14



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (VI-B-7)

Meeting 1/21/2014 - 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: Cynthia Azari, Interim Chancellor
Michelle Haeckel, Administrative Assistant, Office of the Chancellor

Attachments:

[Out-of-State Travel_012114](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: January 21, 2014

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

Revision:

- 1) Ms. Maureen Chavez, associate dean, grants and college support programs, to travel to Columbus, OH, December 6-10, 2013, to tour and receive training on the Science, Technology, Engineering and Math (STEM) Mobile Lab. Estimated cost: \$794.36 for mileage, airfare, and parking; registration, meals and hotel costs are paid by the vendor, Farber Specialty Vehicles. Estimated cost: \$794.36. Funding source: Hispanic Servicing Institution's Science Technology, Engineering and Math Technology Access Project. The dates of travel have changed to January 26-27, 2014.

Current:

Moreno Valley College:

None

Norco College:

None

Riverside City College

- 2) Ms. Patricia Avila, dean of instruction, to travel to St. Petersburg, Florida, January 28-February 1, 2014 to attend the American Association of Community Colleges 21st Annual Workforce Development Institute Conference. Estimated cost: \$2,214.49. Funding source: Perkins Title 1C funds.
- 3) Mr. Kevin Mayse, associate professor, and Mr. Charles Richard, professor, performing arts, to travel to Honolulu, Hawaii, April 10-16, 2014 to accompany 47 students attending the Wind Ensemble and the Jazz Ensemble festival and concert. Estimated costs: \$56,635.00. Funding sources: \$10,000.00 from the general fund, \$10,000 from the Jazz Ensemble Trust/ASRCC budget, \$4,500 from the Wind Ensemble Trust/ASRCC budget, and \$32,135.00 to be paid by the students.

Riverside Community College District:

- 4) Ms. Virginia Blumenthal, President, Board of Trustees, to travel to Washington DC, February 9-13, 2014, to attend the Association of Community College Trustees (ACCT) 2014 National Legislative Summit. Estimated cost: \$3,059.80. Funding source: the general fund.
- 5) Ms. Chris Carlson, chief of staff & facilities development, to travel to Washington DC, February 9-13, 2014, to attend the Association of Community College Trustees (ACCT) 2014 National Legislative Summit. Estimated cost: \$3,060.00. Funding source: the general fund.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: January 21, 2014

- 6) Mr. Sam Davis, Board Member, Board of Trustees, to travel to Washington DC, February 9-13, 2014, to attend the Association of Community College Trustees (ACCT) 2014 National Legislative Summit. Estimated cost: \$3,717.00. Funding source: the general fund.
- 7) Ms. Mary Figueroa, Board Member, Board of Trustees, to travel to Washington DC, February 7-13, 2014, to attend an Association of Community College Trustees (ACCT) Board meeting, ACCT Public Policy Committee meeting and the 2014 National Legislative Summit. Estimated cost: \$4,257.00. Funding source: the general fund.
- 8) Mrs. Janet Green, Board Member, Board of Trustees, to travel to Washington DC, February 8-10, 2014, to attend the Association of Community College Trustees (ACCT) 2014 National Legislative Summit. Estimated cost: \$2,030.00. Funding source: the general fund.
- 9) Mr. Nathan Miller, Board Member, Board of Trustees, to travel to Washington DC, February 11-13, 2014, to attend the Association of Community College Trustees (ACCT) 2014 National Legislative Summit. Funding source: the general fund. Estimated cost: \$2,480.00.



Agenda Item (VI-B-8-a)

Meeting	1/21/2014 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-a)
Subject	2014-2015 Nonresident Tuition and Capital Outlay Surcharge Fees
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees adopt a nonresident tuition Fee rate of \$198 per unit and a capital outlay surcharge fee rate of \$50 per unit for FY 2014-2015; and direct staff to promulgate these charges via the 2014-2015 catalog, schedule of classes, and other appropriate materials.

Background Narrative:

Education Code Section 76140 requires California community college districts to establish a nonresident tuition fee rate by Board action prior to February 1 each year for the succeeding academic year.

For fiscal year 2013-2014, the District's nonresident tuition fee rate is \$197 per unit. The calculated statewide average rate for fiscal year 2014-2015 is \$193 per unit. The calculated District average rate for FY 2014-2015 is \$198. The District's colleges recommend using the calculated District average rate of \$198 for FY 2014-2015.

In addition, Education Code Section 76141 authorizes California Community College Districts to charge nonresident students, except for AB 540 nonresident students who have attended high school in California and received a high school diploma or its equivalent, a capital outlay surcharge amount not to exceed the amount expended for capital outlay in the preceding year, divided by the total full-time equivalent students.

For FY 2013-2014, the District's capital outlay surcharge fee rate is \$34 per unit. The District's calculated rate is \$50 per unit for FY 2014-2015. The District's colleges recommend using the calculated rate of \$50 per unit for fiscal year 2014-2015.

Upon approval, staff will promulgate these charges via the 2014-2015 catalog, schedule of classes, and other appropriate materials.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Norm Godin, Vice President, Business Services, MVC
Beth Gomez, Vice President, Business Services (Norco)
John al-Amin, Interim Vice President, Business Services (RCC)

Attachments:

[01212014_2014-2015 Non Resident Fees Worksheet](#)

California Community Colleges 2014-15 NONRESIDENT FEES WORKSHEET

NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 1 THROUGH 7

2014-15 NONRESIDENT TUITION FEE (EC 76140)	(Col. 1) Statewide	(Col. 2) District	(Col. 3) 10% or More Noncredit FTES
A. Expense of Education for Base Year (2012-13 CCFS 311, Expenditures by Activity Report, AC 0100-6700, Cols: 1-3)	\$6,447,535,542	\$ 147,581,041	\$ _____
B. Annual Attendance FTES (Recal 2012-13)	<u>1,148,862</u>	<u>25,631</u>	_____
C. Average Expense of Education per FTES (A ÷ B)	\$5,612	\$ 5,758	\$ _____
D. U.S. Consumer Price Index Factor (2 years)	x <u>1.031</u>	x <u>1.031</u>	x <u>1.031</u>
E. Average Cost per FTES for Tuition Year (C x D)	\$5,786	\$ 5,936	\$ _____
F. Average Per Unit Nonresident Cost – Semester (Qtr)	\$193 (\$129)	\$ 198	\$ _____
G. Highest year Statewide average – Semester (Qtr)	\$193 (\$129)	\$ 193	\$ _____
H. Comparable 12 state average – Semester (Qtr)	\$388 (\$259)	\$ 388	\$ _____

Annual Attendance FTES includes all student contact hours of attendance in credit and noncredit courses for resident students, nonresident students and apprentices; however apprentice hours are divided by 525 to compute an FTES equivalent. Round tuition fee to the nearest dollar.

Column 3 is an option for use by a district with ten percent or more noncredit FTES (*Section 76140(e)(1)(A)*). If your district qualifies, then fill out this column with noncredit FTES and noncredit expense of education data excluded.

NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 6 OR 7

Option 6. The greater amount of the calculations of statewide nonresident tuition for 2010-11 through 2014-15 is \$193 per semester unit or \$129 per quarter unit (2012-13).

Option 7. The average of the nonresident tuition fees of public community colleges in 2012-13 of no less than 12 states comparable to California in cost of living is \$388 per semester unit or \$259 per quarter unit.

Requirement for Use of Option 6 or 7: The additional revenue generated by the increased nonresident tuition permitted under options 6 or 7 shall be used to expand and enhance services to resident students (*EC 76140(e)(2)*). Districts meeting one or more criteria below shall be considered in compliance with the requirements of *EC 76140(e)(2)*. Please check all that apply:

- Revenue from nonresident tuition was less than 5% of total general fund revenue.
- Actual resident FTES was greater than funded resident FTES.
- Percent expenditures for counseling and student services were greater than statewide average (AC 6300 plus 6400 divided by AC 0100-6700, Cols. 1-3).
- Percent expenditures for instructional services were greater than statewide average (AC 0100-5900 divided by AC 0100-6700, Cols. 1-3).

Continue to next page ►

► Continued from previous page

The district governing board at its _____ January 21 _____, 20 14 _____ meeting adopted a **nonresident tuition fee** of \$ 198 per semester unit or \$ N/A per quarter unit.

Basis for adoption is (*place an X in one box only*).

- 1. Statewide average cost, per column 1.
- 2. District average cost, per column 2.
- 3. District average cost with 10% or more noncredit FTES, per column 3.
- 4. Contiguous district. _____ . (*Specify district and its fee*).
- 5. No more than district average cost (Col. 2 or 3); no less than statewide average cost.
- 6. Statewide average cost, from 2012-13 (\$193 per semester unit; \$129 per quarter unit).
- 7. No more than average tuition of 12 states with cost of living comparable to California.

NONRESIDENT CAPITAL OUTLAY FEE (EC 76141)

For districts electing to charge a **capital outlay fee** to **any** nonresident student, please compute this fee as follows:

- a. Capital Outlay expense for 2012-13 \$ 37,945,037
- b. FTES for 2012-13 25,119
- c. Capital outlay expense per FTES (*line a divided by line b*) \$ 1,511
- d. Capital Outlay Fee per unit:

1. Per semester unit (*line c divided by 30 units*) \$ 50

OR

2. Per quarter unit (*line c divided by 45 units*) N/A

e. 2014-15 Nonresident Student Capital Outlay Fee (not to exceed *the lesser of line d OR 50% of adopted 2013-14 Nonresident Tuition Fee*) _____

The district governing board at its _____ January 21 _____, 20 14 _____ meeting adopted a **nonresident capital outlay fee** of \$ 50 per semester unit or \$ N/A per quarter unit.

Upon adoption of nonresident tuition and/or capital outlay fees by your district governing board by February 1, 2014, please submit a copy of this report by February 14, 2014 to:

**California Community Colleges Chancellor's Office
Fiscal Services Unit
1102 Q Street, 4th Floor
Sacramento, CA 95811-6549 FAX (916) 323-3057**

District _____ Riverside Community College District _____
Contact Person _____ Aaron S. Brown, Vice Chancellor, Business & Financial Services _____
Phone Number & email _____ (951) 222-8789 / Aaron.Brown@rccd.edu _____



Agenda Item (VI-B-8-b)

Meeting	1/21/2014 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-b)
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
Norm Godin, Vice President, Business Services, MVC
Chris Carlson, Chief of Staff & Facilities Development
Bart Doering, Facilities Development Director
Dale Adams, Project Manager
Majd Askar, Purchasing Manager

Attachments:

[01212014_Notices of Completion](#)

COMPLETED PROJECTS

January 21, 2014

Project

HVAC Retrofit at Moreno Valley College
Student Academic Services Facility – Drywall, Framing, Plaster, Final Clean
Student Academic Services Facility – Roofing & Waterproofing
Student Academic Services Facility – Fire Sprinklers
Student Academic Services Facility – Plumbing, Underground, Storm Drain
Student Academic Services Facility – Storefront, Windows, Glazing
Student Academic Services Facility – Mechanical
Student Academic Services Facility – Doors, Frames, Hardware

Contractor

ACCO Engineered Systems, Inc.
Berger Bros, Inc.
Chapman Coast Roof Co., Inc.
Daart Engineering Company, Inc.
Kincaid Industries, Inc.
Roy E. Whitehead, Inc.
West-Tech Mechanical, Inc.
Whitehead Construction, 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 01/21/2014. The work done was:
HVAC Retrofit at Moreno Valley College
- The name of the contractor, if any, for such work of improvement was ACCO Engineered 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 Moreno Valley,
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
(If no street address has been officially assigned, insert "none")

Dated: 01/21/2014

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
("President of," "Manager of," "A partner of," "Owner of," etc.)
notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

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

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

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

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

Name **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 01/21/2014. The work done was:
Student Academic Services Facility - Drywall, Framing, Plaster, Final Clean DSA #A-4-111892
- The name of the contractor, if any, for such work of improvement was Berger Bros., 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 St, Moreno Valley CA, 92551
(If no street address has been officially assigned, insert "none")

Dated: 01/21/2014

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.
("President of," "Manager of," "A partner of," "Owner of," etc.)
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

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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
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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 01/21/2014. The work done was:
Student Academic Services Facility - Roofing & Waterproofing DSA #A-4-111892
- The name of the contractor, if any, for such work of improvement was Chapman Coast Roof 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 Moreno Valley, 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
(If no street address has been officially assigned, insert "none")

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

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 01/21/2014. The work done was:
Student Academic Services Facility - Fire Sprinklers DSA #A-4-111892
- The name of the contractor, if any, for such work of improvement was Daart Engineering Company, 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 St, Moreno Valley CA, 92551
(If no street address has been officially assigned, insert "none")

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President, Board of Trustees

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

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 01/21/2014. The work done was:
Student Academic Services Facility - Plumbing, Underground, Storm Drain DSA #A-4-111892
- 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 Moreno Valley, 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
(If no street address has been officially assigned, insert "none")

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President, Board of Trustees

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

NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 01/21/2014. The work done was:
Student Academic Services Facility - Storefront, Windows, Glazing DSA #A-4-111892
- The name of the contractor, if any, for such work of improvement was Roy E Whitehead, 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 St, Moreno Valley CA, 92551
(If no street address has been officially assigned, insert "none")

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Riverside Community College District
President, Board of Trustees

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NAMES	ADDRESSES
<u>None</u>	
- A work of improvement on the property hereinafter described was completed on 01/21/2014. The work done was:
Student Academic Services Facility - Mechanical DSA #A-4-111892
- 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 Moreno Valley,
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
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President, Board of Trustees

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(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 01/21/2014. The work done was:
Student Academic Services Facility - Doors, Frames, Hardware DSA #A-4-111892
- The name of the contractor, if any, for such work of improvement was Whitehead Construction, 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 St, Moreno Valley CA, 92551
(If no street address has been officially assigned, insert "none")

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President, Board of Trustees

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



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (VII-A)

Meeting 1/21/2014 - Regular
Agenda Item Consent Agenda Information (VII-A)
Subject Monthly Financial Report for Month Ending - December 31, 2013
College/District District
Information Only

Background Narrative:

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

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

Attachments:

[01212014_Financial Report for July-December 2013](#)

MONTHLY FINANCIAL REPORT JULY 1, 2013 – DECEMBER 31, 2013

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Resource 1090 - Performance Riverside	6
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**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED DECEMBER 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 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 134,711,086	\$ 138,958,089	\$ 139,022,089	\$ 65,733,787
Inter/Intrafund Transfer from				
La Sierra Capital Fund (Resource 4130)	2,000,000	0	0	0
Customized Solutions (Resource 1170)	0	67,407	67,407	0
District Bookstore (Resource 1110)	250,000	350,000	350,000	205,925
Total Revenues	<u>\$ 136,961,086</u>	<u>\$ 139,375,496</u>	<u>\$ 139,439,496</u>	<u>\$ 65,939,712</u>
Expenditures				
Academic Salaries	\$ 59,705,808	\$ 62,443,692	\$ 63,239,958	\$ 29,636,994
Classified Salaries	26,625,541	28,231,312	28,609,796	13,709,409
Employee Benefits	28,846,259	31,235,017	30,256,235	12,190,799
Materials & Supplies	1,518,326	2,368,078	2,328,225	983,546
Services	11,163,307	15,053,094	14,684,539	6,723,150
Capital Outlay	1,294,932	1,010,689	1,287,129	222,936
Intrafund Transfers For:				
DSP&S Program (Resource 1190)	665,157	665,157	665,157	332,579
Center for Social Justice and Civil Liberties (Resource 1120)	0	99,373	99,373	49,687
Federal Work Study (Resource 1190)	322,534	327,494	327,494	30,024
Veteran Services (Resource 1190)	0	4,842	4,842	4,842
General Fund Backfill (Resource 1190)	751,862	215,625	215,625	80,526
Interfund Transfer to:				
Resource 4130	0	1,270,000	1,270,000	0
Resource 6100	1,500,000	1,500,000	1,500,000	750,000
Total Expenditures	<u>\$ 132,393,726</u>	<u>\$ 144,424,373</u>	<u>\$ 144,488,373</u>	<u>\$ 64,714,492</u>
Revenues Over (Under) Expenditures	\$ 4,567,360	\$ (5,048,877)	\$ (5,048,877)	\$ 1,225,220
Beginning Fund Balance	6,840,049	11,407,409	11,407,409	11,407,409
Ending Fund Balance	<u>\$ 11,407,409</u>	<u>\$ 6,358,532</u>	<u>\$ 6,358,532</u>	<u>\$ 12,632,629</u>
Ending Cash Balance				<u>\$ 14,571,515</u>

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

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

Fund 12, Resource 1050 - Parking

	Prior Year Actuals <u>7-1-12 to 6-30-13</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,371,097	\$ 2,329,739	\$ 2,329,739	\$ 1,269,681
Expenditures				
Classified Salaries	\$ 1,481,460	\$ 1,487,396	\$ 1,507,611	\$ 714,555
Employee Benefits	572,864	569,710	549,495	234,173
Materials & Supplies	38,407	49,555	48,805	14,900
Services	595,364	543,757	543,690	241,795
Capital Outlay	129,925	173,000	173,817	38,373
Total Expenditures	\$ 2,818,020	\$ 2,823,418	\$ 2,823,418	\$ 1,243,796
Revenues Over (Under) Expenditures	\$ (446,923)	\$ (493,679)	\$ (493,679)	\$ 25,885
Beginning Fund Balance	644,289	197,366	197,366	197,366
Ending Fund Balance	\$ 197,366	\$ (296,313)	\$ (296,313)	\$ 223,251
Ending Cash Balance				\$ 263,337

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED DECEMBER 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 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,280,925	\$ 1,304,925	\$ 1,304,925	\$ 561,272
Expenditures				
Academic Salaries	\$ 256,730	\$ 318,987	\$ 323,995	\$ 158,378
Classified Salaries	606,300	588,661	592,533	254,738
Employee Benefits	180,296	177,759	175,213	71,627
Materials & Supplies	49,508	66,078	66,078	33,364
Services	261,107	255,101	254,767	116,009
Capital Outlay	239	31,786	25,786	2,073
Total Expenditures	\$ 1,354,180	\$ 1,438,372	\$ 1,438,372	\$ 636,189
Revenues Over (Under) Expenditures	\$ (73,255)	\$ (133,447)	\$ (133,447)	\$ (74,917)
Beginning Fund Balance	1,960,089	1,886,834	1,886,834	1,886,834
Ending Fund Balance	\$ 1,886,834	\$ 1,753,387	\$ 1,753,387	\$ 1,811,917
Ending Cash Balance				\$ 1,764,237

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED DECEMBER 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 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 399,419	\$ 438,878	\$ 438,878	\$ 115,481
Expenditures				
Academic Salaries	\$ 4,310	\$ 4,272	\$ 4,339	\$ 2,136
Classified Salaries	220,790	207,610	209,299	95,791
Employee Benefits	57,017	59,123	57,367	22,820
Materials & Supplies	1,162	1,200	1,200	494
Services	230,472	157,275	157,275	32,990
Total Expenditures	\$ 513,751	\$ 429,480	\$ 429,480	\$ 154,231
Revenues Over (Under) Expenditures	\$ (114,332)	\$ 9,398	\$ 9,398	\$ (38,750)
Beginning Fund Balance	(49,063)	(163,395)	(163,395)	(163,395)
Ending Fund Balance	\$ (163,395)	\$ (153,997)	\$ (153,997)	\$ (202,145)
Ending Cash Balance				\$ (200,461)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED DECEMBER 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 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 518,401	\$ 380,304	\$ 380,304	\$ 114,958
Expenditures				
Academic Salaries	\$ 2,994	\$ 86,957	\$ 88,273	\$ 25,167
Classified Salaries	286,078	146,500	148,547	79,096
Employee Benefits	108,995	94,041	90,678	31,527
Materials & Supplies	18,066	9,587	9,587	2,401
Services	332,594	172,450	172,450	130,544
Total Expenditures	\$ 748,727	\$ 509,535	\$ 509,535	\$ 268,735
Revenues Over (Under) Expenditures	\$ (230,326)	\$ (129,231)	\$ (129,231)	\$ (153,777)
Beginning Fund Balance	(269,707)	(500,033)	(500,033)	(500,033)
Ending Fund Balance	\$ (500,033)	\$ (629,264)	\$ (629,264)	\$ (653,810)
Ending Cash Balance				\$ (636,472)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED DECEMBER 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 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 769,350	\$ 890,772	\$ 890,772	\$ 291,767
Expenditures				
Materials & Supplies	\$ 30	\$ 0	\$ 0	\$ 0
Services	43,770	43,770	43,770	21,828
Interfund Transfer to				
Food Services (Resource 3200)	441,414	577,569	577,569	144,392
Intrafund Transfer to				
General Operating (Resource 1000)	250,000	350,000	350,000	205,925
Total Expenditures	\$ 735,214	\$ 971,339	\$ 971,339	\$ 372,145
Revenues Over (Under) Expenditures	\$ 34,136	\$ (80,567)	\$ (80,567)	\$ (80,378)
Beginning Fund Balance	56,242	90,378	90,378	90,378
Ending Fund Balance	\$ 90,378	\$ 9,811	\$ 9,811	\$ 10,000
Ending Cash Balance				\$ 10,000

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED DECEMBER 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 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 59,056	\$ 25,014	\$ 25,014	\$ 25,008
Intrafund Transfer from General Operating (Resource 1000)	0	99,373	99,373	49,686
Total Revenues	\$ 59,056	\$ 124,387	\$ 124,387	\$ 74,694
Expenditures				
Academic Salaries	\$ 5,555	\$ 0	\$ 0	\$ 0
Classified Salaries	0	50,651	51,446	0
Employee Benefits	269	35,771	34,976	0
Materials & Supplies	2,735	262	262	85
Services	54,980	31,320	31,320	16,411
Capital Outlay	900	0	0	0
Total Expenditures	\$ 64,439	\$ 118,004	\$ 118,004	\$ 16,496
Revenues Over (Under) Expenditures	\$ (5,383)	\$ 6,383	\$ 6,383	\$ 58,198
Beginning Fund Balance	0	(5,383)	(5,383)	(5,383)
Ending Fund Balance	\$ (5,383)	\$ 1,000	\$ 1,000	\$ 52,815
Ending Cash Balance				\$ 52,815

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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 FOR THE PERIOD ENDED DECEMBER 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 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 248,022	\$ 1,118,659	\$ 1,746,249	\$ 33,513
Expenditures				
Academic Salaries	\$ 5,766	\$ 111,564	\$ 111,564	\$ 8,024
Classified Salaries	37,344	101,830	101,830	51,171
Employee Benefits	17,344	60,497	62,007	19,284
Materials & Supplies	9,604	164,250	168,500	2,561
Services	158,993	473,761	1,095,591	90,293
Intrafund Transfer For:				
General Fund (Resource 1000)	0	67,407	67,407	0
Capital Outlay	184	1,000	1,000	0
Total Expenditures	\$ 229,235	\$ 980,309	\$ 1,607,899	\$ 171,333
Revenues Over (Under) Expenditures	\$ 18,787	\$ 138,350	\$ 138,350	\$ (137,820)
Beginning Fund Balance	73,559	92,346	92,346	92,346
Ending Fund Balance	\$ 92,346	\$ 230,696	\$ 230,696	\$ (45,474)
Ending Cash Balance				\$ (52,511)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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 FOR THE PERIOD ENDED DECEMBER 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 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,514,400	\$ 1,493,550	\$ 1,493,550	\$ 11,531
Expenditures				
Services	\$ 215,139	\$ 352,887	\$ 352,887	\$ 77,723
Capital Outlay	56,403	4,264,139	4,264,139	(8,614)
Total Expenditures	\$ 271,542	\$ 4,617,026	\$ 4,617,026	\$ 69,109
Revenues Over (Under) Expenditures	\$ 1,242,858	\$ (3,123,476)	\$ (3,123,476)	\$ (57,578)
Beginning Fund Balance	6,167,452	7,410,310	7,410,310	7,410,310
Ending Fund Balance	\$ 7,410,310	\$ 4,286,834	\$ 4,286,834	\$ 7,352,732
Ending Cash Balance				\$ 7,352,732

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED DECEMBER 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 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 22,357,653	\$ 31,393,439	\$ 32,390,546	\$ 9,174,803
Intrafund Transfers from				
General Operating (Resource 1000)				
For DSP&S	1,008,530	774,302	774,302	359,865
For Federal Work Study	322,534	327,494	327,494	30,024
For Matriculation	332,749	0	0	0
For Middle College High School	75,740	106,480	106,480	53,240
For Veteran Services	0	4,842	4,842	4,842
Total Revenues	<u>\$ 24,097,206</u>	<u>\$ 32,606,557</u>	<u>\$ 33,603,664</u>	<u>\$ 9,622,774</u>
Expenditures				
Academic Salaries	\$ 4,106,966	\$ 3,843,123	\$ 4,130,695	\$ 1,635,009
Classified Salaries	7,639,284	9,612,072	9,737,027	4,192,866
Employee Benefits	3,674,350	4,020,499	4,101,890	1,413,726
Materials & Supplies	1,576,677	2,474,432	2,410,267	377,801
Services	4,599,737	6,650,625	6,838,725	1,244,131
Capital Outlay	1,651,033	4,112,236	4,443,110	736,183
Student Grants (Financial, Book, Meal, Transportation)	849,159	1,893,570	1,941,950	398,087
Total Expenditures	<u>\$ 24,097,206</u>	<u>\$ 32,606,557</u>	<u>\$ 33,603,664</u>	<u>\$ 9,997,803</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ (375,029)
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ (375,029)</u>
Ending Cash Balance				<u>\$ (1,234,138)</u>

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

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 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 1,932,995	\$ 1,848,115	\$ 1,848,115	\$ 935,767
Interfund Transfers from Contractor-Operated Bookstore (Resource 1110)	441,414	577,569	577,569	144,392
Total Revenues	\$ 2,374,409	\$ 2,425,684	\$ 2,425,684	\$ 1,080,159
Expenditures				
Classified Salaries	\$ 740,126	\$ 803,600	\$ 803,600	\$ 391,147
Employee Benefits	257,626	297,755	297,755	116,639
Materials & Supplies	862,628	864,410	853,163	439,400
Services	149,651	150,131	154,410	79,506
Capital Outlay	2,020	7,000	13,698	2,008
Total Expenditures	\$ 2,012,051	\$ 2,122,896	\$ 2,122,626	\$ 1,028,700
Revenues Over (Under) Expenditures	\$ 362,358	\$ 302,788	\$ 303,058	\$ 51,459
Beginning Fund Balance	9,632	371,990	371,990	371,990
Ending Fund Balance	\$ 371,990	\$ 674,778	\$ 675,048	\$ 423,449
Ending Cash Balance				\$ 416,705

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

Fund 33, Resource 3300 - Child Care

	Prior Year Actuals 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,022,236	\$ 1,024,978	\$ 1,024,978	\$ 415,534
Expenditures				
Academic Salaries	\$ 514,616	\$ 557,619	\$ 561,062	\$ 282,918
Classified Salaries	143,415	208,221	210,077	115,167
Employee Benefits	127,714	162,253	151,954	55,605
Materials & Supplies	31,216	33,255	39,755	14,219
Services	114,293	50,840	49,340	26,542
Capital Outlay	1,628	40,304	40,304	22,102
Total Expenditures	\$ 932,882	\$ 1,052,492	\$ 1,052,492	\$ 516,553
Revenues Over (Under) Expenditures	\$ 89,354	\$ (27,514)	\$ (27,514)	\$ (101,019)
Beginning Fund Balance	63,825	153,179	153,179	153,179
Ending Fund Balance	\$ 153,179	\$ 125,665	\$ 125,665	\$ 52,160
Ending Cash Balance				\$ 68,628

**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>7-1-12 to 6-30-13</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 9,728,785	\$ 4,120,840	\$ 4,120,840	\$ 1,292,038
Intrafund Transfer from General Obligation Bond Funded Projects (Resource 4170)	<u>0</u>	<u>313,550</u>	<u>313,550</u>	<u>313,550</u>
Total Revenues	<u>\$ 9,728,785</u>	<u>\$ 4,434,390</u>	<u>\$ 4,434,390</u>	<u>\$ 1,605,588</u>
Expenditures				
Capital Outlay	<u>\$ 9,728,785</u>	<u>\$ 4,434,390</u>	<u>\$ 4,434,390</u>	<u>\$ 2,289,579</u>
Total Expenditures	<u>\$ 9,728,785</u>	<u>\$ 4,434,390</u>	<u>\$ 4,434,390</u>	<u>\$ 2,289,579</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ (683,991)
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>\$ (683,991)</u>
Ending Cash Balance				<u>\$ (683,991)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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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 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 28,200	\$ 21,250	\$ 21,250	\$ 6,729
Inter/Intrafund Transfer from General Operating (Resource 1000)	0	1,270,000	1,270,000	0
Total Revenues	<u>\$ 28,200</u>	<u>\$ 1,291,250</u>	<u>\$ 1,291,250</u>	<u>\$ 6,729</u>
Expenditures	\$ 6,444	\$ 1,650	\$ 1,650	\$ 0
Capital Outlay	0	7,202,885	7,202,885	0
Interfund Transfer to General Operating (Resource 1000)	2,000,000	0	0	0
Total Expenditures	<u>\$ 2,006,444</u>	<u>\$ 7,204,535</u>	<u>\$ 7,204,535</u>	<u>\$ 0</u>
Revenues Over (Under) Expenditures	\$ (1,978,244)	\$ (5,913,285)	\$ (5,913,285)	\$ 6,729
Beginning Fund Balance	<u>7,891,529</u>	<u>5,913,285</u>	<u>5,913,285</u>	<u>5,913,285</u>
Ending Fund Balance	<u>\$ 5,913,285</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 5,920,014</u>
Ending Cash Balance				<u>\$ 5,920,014</u>

**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 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 33,568	\$ 20,000	\$ 20,000	\$ 5,453
Expenditures				
Classified Salaries	\$ 386,101	\$ 527,248	\$ 527,248	\$ 181,102
Employee Benefits	173,348	215,120	215,120	54,086
Materials & Supplies	0	0	0	0
Services	588,102	677,820	677,820	181,826
Intrafund Transfer For:				
State Construction & Scheduled Maintenance (Resource 4100)	0	313,550	313,550	313,550
Capital Outlay	1,560,500	5,548,835	5,548,835	1,569,668
Total Expenditures	\$ 2,708,051	\$ 7,282,573	\$ 7,282,573	\$ 2,300,232
Revenues Over (Under) Expenditures	\$ (2,674,483)	\$ (7,262,573)	\$ (7,262,573)	\$ (2,294,779)
Beginning Fund Balance	9,268,957	6,594,474	6,594,474	6,594,474
Ending Fund Balance	\$ 6,594,474	\$ (668,099)	\$ (668,099)	\$ 4,299,695
Ending Cash Balance				\$ 4,334,305

**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 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 452,764	\$ 1,219,456	\$ 1,219,456	\$ 76,737
Expenditures				
Classified Salaries	\$ 16,199	\$ 0	\$ 1,000	\$ 0
Employee Benefits	1,077	0	215	0
Materials & Supplies	635	0	8,500	0
Services	35,140	0	0	110
Capital Outlay	23,510,347	112,716,545	112,706,830	6,989,865
Total Expenditures	\$ 23,563,398	\$ 112,716,545	\$ 112,716,545	\$ 6,989,975
Revenues Over (Under) Expenditures	\$ (23,110,634)	\$ (111,497,089)	\$ (111,497,089)	\$ (6,913,238)
Beginning Fund Balance	77,006,286	53,895,652	53,895,652	53,895,652
Ending Fund Balance	\$ 53,895,652	\$ (57,601,437)	\$ (57,601,437)	\$ 46,982,414
Ending Cash Balance				\$ 47,212,966

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

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

	Prior Year Actuals 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 4,351,618	\$ 4,559,308	\$ 4,559,308	\$ 2,438,083
Interfund transfer from				
General Operating (Resource 1000)	<u>1,500,000</u>	<u>1,500,000</u>	<u>1,500,000</u>	<u>750,000</u>
Total Revenue	<u>\$ 5,851,618</u>	<u>\$ 6,059,308</u>	<u>\$ 6,059,308</u>	<u>\$ 3,188,083</u>
Expenditures				
Academic Salaries	\$ 0	\$ 0	\$ 0	\$ 409
Classified Salaries	158,167	184,549	187,446	102,659
Employee Benefits	66,553	75,259	72,362	29,763
Materials & Supplies	392	1,700	1,700	137
Services	6,306,443	5,577,442	5,577,442	3,105,792
Capital Outlay	<u>5,413</u>	<u>15,000</u>	<u>15,000</u>	<u>0</u>
Total Expenditures	<u>\$ 6,536,968</u>	<u>\$ 5,853,950</u>	<u>\$ 5,853,950</u>	<u>\$ 3,238,760</u>
Revenues Over (Under) Expenditures	\$ (685,350)	\$ 205,358	\$ 205,358	\$ (50,677)
Beginning Fund Balance	<u>1,145,392</u>	<u>460,042</u>	<u>460,042</u>	<u>460,042</u>
Ending Fund Balance	<u>\$ 460,042</u>	<u>\$ 665,400</u>	<u>\$ 665,400</u>	<u>\$ 409,365</u>
Ending Cash Balance				<u>\$ 1,334,671</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
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 FOR THE PERIOD ENDED DECEMBER 31, 2013**

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 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,344,649	\$ 2,425,660	\$ 2,425,660	\$ 1,203,161
Expenditures				
Classified Salaries	\$ 201,734	\$ 279,772	\$ 283,996	\$ 136,369
Employee Benefits	78,230	102,832	98,308	38,407
Materials & Supplies	495	1,300	956	118
Services	2,422,972	2,582,947	2,582,947	1,158,624
Capital Outlay	2,728	0	344	344
Total Expenditures	\$ 2,706,159	\$ 2,966,851	\$ 2,966,551	\$ 1,333,862
Revenues Over (Under) Expenditures	\$ (361,510)	\$ (541,191)	\$ (540,891)	\$ (130,701)
Beginning Fund Balance	3,193,460	2,831,950	2,831,950	2,831,950
Ending Fund Balance	\$ 2,831,950	\$ 2,290,759	\$ 2,291,059	\$ 2,701,249
Ending Cash Balance				\$ 4,905,036

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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>7-1-12 to 6-30-13</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 594,712	\$ 860,000	\$ 860,000	\$ 435,517
Expenditures				
Materials & Supplies	\$ 637,604	\$ 755,745	\$ 756,505	\$ 289,234
Total Expenditures	\$ 637,604	\$ 755,745	\$ 756,505	\$ 289,234
Revenues Over (Under) Expenditures	\$ (42,892)	\$ 104,255	\$ 103,495	\$ 146,283
Beginning Fund Balance	848,614	805,722	805,722	805,722
Ending Fund Balance	<u>\$ 805,722</u>	<u>\$ 909,977</u>	<u>\$ 909,217</u>	<u>\$ 952,005</u>
Ending Cash Balance				<u>\$ 1,953,415</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 7-1-12 to 6-30-13	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	<u>\$ 46,775,063</u>	<u>\$ 55,457,000</u>	<u>\$ 55,457,000</u>	<u>\$ 25,086,569</u>
Expenditures				
Other				
Scholarships and Grant Reimbursements	<u>\$ 46,767,408</u>	<u>\$ 55,457,000</u>	<u>\$ 55,457,000</u>	<u>\$ 24,983,456</u>
Total Expenditures	<u>\$ 46,767,408</u>	<u>\$ 55,457,000</u>	<u>\$ 55,457,000</u>	<u>\$ 24,983,456</u>
Revenues Over (Under) Expenditures	\$ 7,655	\$ 0	\$ 0	\$ 103,113
Beginning Fund Balance	<u>0</u>	<u>7,655</u>	<u>7,655</u>	<u>7,655</u>
Ending Fund Balance	<u>\$ 7,655</u>	<u>\$ 7,655</u>	<u>\$ 7,655</u>	<u>\$ 110,768</u>
Ending Cash Balance				<u>\$ 224,330</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>7-1-12 to 6-30-13</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 8	\$ 0	\$ 0	\$ 4
Expenditures				
Services	\$ 20	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 20	\$ 0	\$ 0	\$ 0
Revenues Over (Under) Expenditures	\$ (12)	\$ 0	\$ 0	\$ 4
Beginning Fund Balance	<u>16,232</u>	<u>16,220</u>	<u>16,220</u>	<u>16,220</u>
Ending Fund Balance	<u>\$ 16,220</u>	<u>\$ 16,220</u>	<u>\$ 16,220</u>	<u>\$ 16,224</u>
Ending Cash Balance				<u>\$ 16,224</u>



Agenda Item (VIII-B-1)

Meeting	1/21/2014 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-1)
Subject	District Academic Calendar 2014-2015
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the proposed academic calendar for 2014-2015.

Background Narrative:

Presented for the Board's review and consideration is the proposed District calendar for 2014-2015. The calendar has been developed in accordance with Article IX of the agreement between the District and the RCCD Faculty Association CA/CTA/NEA. The proposed calendar includes 175 instructional days during the two primary terms of fall and spring. It also includes a winter and summer intersession. Commencement will take place on Thursday, June 11, 2015 and there are four flex days (total 24 hour obligation). The purpose of the flex days is to provide faculty with time to participate in staff improvement, student improvement and instructional improvement activities. While the 4-day flex requirement is mandatory for full-time faculty, each faculty member has the option of attending professional development activities held at his/her college and/or designing an individual plan of professional development.

Prepared By: Robin Steinback, Interim Vice Chancellor, Ed. Svcs., Workforce Dev. and Planning
Sylvia Thomas, Associate Vice Chancellor, Educational Services

Attachments:

[Academic Calendar for 2014-2015](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Academic Calendar
2014-2015

June 2014						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2014						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2014						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2014						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2014						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2014						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2014						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2015						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2015						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28





March 2015						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2015						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2015						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2015						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

-  Part-time Faculty Orientation
to be arranged by College
-  Required Day for New Faculty Aug. 19
-  FLEX Days
Fall: August 20, 21, 22
Spring: February 6
-  Final Exams: Dec 6 - Dec 12;
June 4 - June 10
-  Classes Not in Session

-  Summer Session 2014
June 23 - July 31 (6 weeks)
-  Fall 2014
August 25 - December 12
Weekend Classes - August 30 - December 7
-  Winter Intersession 2015
January 5 - February 12 (6 weeks)
Weekend Classes - January 10 - February 8
-  Spring 2015
February 17 - June 11
Weekend Classes - February 21 - June 6

 Legal Holiday/Day of Observance

 Commencement (June 11)



Agenda Item (VIII-B-2)

Meeting	1/21/2014 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-2)
Subject	Proposed Curricular Changes
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the proposed curricular changes for inclusion in the college catalogs and the schedule of class offerings.

Background Narrative:

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

Prepared By: Robin Steinback, Interim Vice Chancellor, Ed. Svcs., Workforce Dev. and Planning
Sylvia Thomas, Associate Vice Chancellor, Educational Services

Attachments:

[Proposed Curricular Changes_January 2014_backup 011313](#)

Course	Title	Location
1. New Stand Alone Courses:		
This course will enhance the honors program's offerings:		
ECO-8H	Honors Principles of Microeconomics	MNR
This course will support the discipline's Associate Degree Transfer model as well as providing students knowledge in a broad context of dramatic literature and script analysis to support other courses in the discipline:		
THE-9	Dramatic Literature-Script Analysis	NR
2. Course Inclusions:		
These courses will be part of the a new Associate in Arts in Political Science for Transfer degree:		
POL-3	Introduction to Politics	M
POL-5	The Law and Politics	M
3. Major Course Modifications:		
The following modification is proposed to update the Student Learning Outcomes (SLOs), course content, course materials and sample assignments:		
AML-22	American Deaf Culture	R
The following modification is proposed to update the course description, SLOs, course content, method of instruction (MOI), method of evaluation (MOE), course materials and add sample assignments:		
ARA-1	Arabic 1	R
The following is proposed to update the SLOs and course materials as well as to add sample assignments:		
ARA-2	Arabic 2	R
ARA-3	Arabic 3	R
The following modification is proposed to update the course description, SLOs, course content, MOI, MOE, course materials and add sample assignments:		
FTV-43	Television Studio and Equipment	R
The following is proposed to update the SLOs and course materials as well as to add sample assignments:		
GEO-1	Physical Geology	R
The following modifications are proposed to update the course description, SLOs, course content, and course materials in order to be compliant with the C-ID descriptor:		
JOU-1	Introduction to Journalism	MNR
JOU-7	Mass Communications	MNR
The following modification is proposed to update the course description, SLOs, course content, course materials and add sample assignments:		
MAT-36	Trigonometry	MNR
The following modification is proposed to link the SLOs to the new GESLOs, update the course content and course materials:		
PHI-10H	Honors Introduction to Philosophy	MNR

Course	Title	Location
The following modification is proposed to link the SLOs to the new General Education Student Learning Outcomes (GESLOs), update MOI, MOE, and course materials:		
PHI-12	Introduction to Ethics: Contemporary Moral Issues	MNR
The following modification is proposed to update the course description, advisory skills, SLOs, course content, MOI, MOE, course materials and add sample assignments:		
PHY-10	Introduction General Physics	MNR
The following modification is proposed to add REA-83 as an advisory, to update the course description, SLOs, course content, course materials and to add sample assignments in order to align with the C-ID descriptor:		
POL-1	American Politics	MNR
POL-1H	Honors American Politics	MNR
The following modification is proposed to add REA-83 as an advisory, update the course description, SLOs, course materials and to add sample assignments in order to align with the C-ID descriptor:		
POL-2	Comparative Politics	MNR
The following modification is proposed to add REA-83 as an advisory , update the course description, SLOs, course content, course materials and to add sample assignments in order to align with the C-ID descriptor:		
POL-2H	Honors Comparative Politics	MR
The following modifications are proposed to add REA-83 as an advisory, update the SLOs, course materials and to add sample assignments in order to align with the C-ID descriptor:		
POL-3	Introduction to Politics	R
POL-4	Introduction to World Politics	MNR
POL-4H	Honors Introduction to World Politics	MNR
The following modification is proposed to add REA-83 as an advisory, update the course content, course materials and to add sample assignments in order to align with the C-ID descriptor:		
POL-5	The Law and Politics	NR
The following modification is proposed to add REA-83 as an advisory, course materials in order to align with the C-ID descriptor:		
POL-8	Introduction to Public Administration and Policy Development	MR
The following modification is proposed to add REA-83 as an advisory, update to SLOs, course content, course materials and to add sample assignments:		
POL-11	Political Theory	MNR
The following modification is proposed to update the SLOs to be compliant with the C-ID descriptor:		
PSY-1	General Psychology	MNR
The following modification is proposed to tie the SLOs to the new GESLOs and update the course materials:		
RUS-2	Russian 2	R
The following modification is proposed to update the course description, SLOs, course content, MOI and course materials to align with the C-ID descriptor:		
SOC-12	Marriage and Family Relations	MNR

Course	Title	Location
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The following modification is proposed to update the SLOs, course content, course materials and sample assignments:

SOC-22	American Deaf Culture	R
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4. Course Deletions:

The following courses are being deleted because they has not been offered for several years:

CON-81	Introduction to Masonry I	N
CON-82	Introduction Masonry II	N
CON-83	Masonry III	N
CON-84	Masonry IV	N
CON-85	Masonry V	N
CON-86	Masonry VI	N

The following courses are being deleted due to changes in technology which have decreased the demand for these courses:

DEN-70	Introduction to Dental Technology	M
DEN-71	Dental Morphology	M
DEN-72A	Dental Materials I	M
DEN-72B	Dental Materials II	M
DEN-74	Dental Anatomy and Physiology	M
DEN-75A	Complete Denture Techniques I	M
DEN-75B	Complete Denture Techniques II	M
DEN-77A	Removable Partial Denture Techniques I	M
DEN-77B	Removable Partial Denture Techniques II	M
DEN-79A	Crown and Bridge Techniques I	M
DEN-79B	Crown and Bridge Techniques II	M
DEN-82	Dental Laboratory Management	M
DEN-85	Orthodontic/Pedodontic Techniques	M
DEN-89A	Dental Ceramics I	M
DEN-89B	Dental Ceramics II	M

The following courses are being deleted since The industry no longer supports them because the technology is obsolete:

ELE-22	Passive Circuit Analysis	N
ELE-32	FCC Radiotelephone License Exam Preparation	N
ELE-36	Advanced Microprocessors	N
ELE-38	Computer Systems Troubleshooting	N
ELE-39	PCM and Digital Transmission	N
ELE-40	Fiber Optic Basics	N

5. New State Approved Degree:

Associate in Arts in Philosophy for Transfer Degree (see attachment A, B, and C)	MNR
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Course	Title	Location
6. Modification to State/Locally Approved Certificates/Degrees:		
	In a continued effort to align the ADM program with the proposed statewide “Graphic Design” transfer degree, a Typography course needs to be added to the program and several other changes need to be made to accommodate the additional 3 units (see attachment D):	
	Applied Digital Media	R
	The following certificate is being updated to align the certificate with the statewide transferrable Graphic Design degree to be approved in 2014, ADM-62 Typography and Graphic Design (a new course) is replacing ART-22 as a requirement for this certificate(see attachment E):	
	Basic Graphic Design	R
	Due to the diminishing role of electronic prepress technicians in the industry, this proposal renames the “Basic Electronic Prepress Certificate” to the “Basic Graphic Communication Certificate” (see attachment F):	
	Basic Graphic Communication	R
	The following certificate is being updated to remove ADM-89 Applied Digital Portfolio (1 unit) and replace it with ADM-65 Cross Platform File Management (1 unit) (see attachment G):	
	New Media and Interactive Design	R
	This degree/certificate is being updated to remove several courses which the industry no longer supports (see attachment H):	
	Electronics Technology	N
	Recent budget constraints have made it critical to offer certificate and degree programs that are both efficient and effective. FTV would like to reduce the number of certificate options from the current 4 to a proposed 2 curricular emphases, Film and Television Production and Audio Engineering (see attachment I):	
	Film, Television and Video Production Specialist	R
	The certificate is being updated to replace courses with the new versions that were created to address repeatability. Deleted FTV-42 - Writing for Broadcast Television and Radio; added FTV-64 Beginning Digital Editing Principles and Techniques. The Basic Television Production Certificate includes hands-on production courses required for basic production skills competency; writing would not be considered among those skills (see attachment J):	
	Basic Television Production	R
	This degree/certificate is being updated to replace CIS-74 with CIS-78A (see attachment K):	
	Mobile Applications	N

ATTACHMENT A
PROGRAM OUTLINE OF RECORD
NEW DEGREE

Associate in Arts in Philosophy for Transfer

College: Norco

The Associate in Arts in Philosophy for Transfer Degree 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 in Arts in Philosophy at the California State University. This degree is designed to prepare students to critically analyze the work of major figures in philosophy, evaluate topics in the key areas of philosophy, clearly express philosophical ideas both in writing and orally, and demonstrate an understanding of these ideas through their application to specific philosophical problems.

Program Learning Outcomes

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

- Analyze and critically evaluate the work of major figures in philosophy
- Compare and contrast different philosophical views across historical periods and contexts of human experience
- Evaluate the most important topics in key areas of philosophy: theory of knowledge, metaphysics, ethics
- Demonstrate the ability to apply philosophical ideas to philosophical problems
- Express philosophical ideas and defend them in argument, both in writing and orally

<u>Required Courses (18 units)</u>	<u>Units</u>
PHI-32* Introduction to Symbolic Logic	3
PHI-10/10H* Introduction to Philosophy/Honors Introduction to Philosophy	3
or	
PHI-12* Introduction to Ethics: Contemporary Moral Issues	3
List A	3
List B	6
List C	3

List A Take 3 units from the following:

Any course from the above required courses that has not been used

or

PHI-33* Introduction to Social and Political Philosophy	3
PHI/HUM-35* Philosophy of Religion	3

List B Take 6 units from the following:

Any course from List A that has not been used

or

PHI-11* Critical Thinking	3
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List C Take 3 units from the following:

Any course from List A or B that has not been used

or

PHI-15* Bio-Medical Ethics	3
HIS-1* History of World Civilizations I	3

HIS-2*	History of World Civilizations II	3
HUM-4/4H*	Arts and Ideas: Ancient World through the Late Medieval Period/ Honors Arts and Ideas: Ancient World through the Late Medieval Period	3
HUM-5/5H*	Arts and Ideas: The Renaissance through the Modern Era/ Honors Arts and Ideas: The Renaissance through the Modern Era	3
HUM-10/10H*	World Religions/Honors World Religions	3

*courses maybe double counted within IGETC or CSUGE.

Associate in Arts for Transfer Degree

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

ATTACHMENT B
PROGRAM OUTLINE OF RECORD
NEW DEGREE

Associate in Arts in Philosophy for Transfer

College: Moreno Valley

The Associate in Arts in Philosophy for Transfer Degree 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 in Arts in Philosophy at the California State University. This degree is designed to prepare students to critically analyze the work of major figures in philosophy, evaluate topics in the key areas of philosophy, clearly express philosophical ideas both in writing and orally, and demonstrate an understanding of these ideas through their application to specific philosophical problems.

Program Learning Outcomes

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

- Analyze and critically evaluate the work of major figures in philosophy
- Compare and contrast different philosophical views across historical periods and contexts of human experience
- Evaluate the most important topics in key areas of philosophy: theory of knowledge, metaphysics, ethics
- Demonstrate the ability to apply philosophical ideas to philosophical problems
- Express philosophical ideas and defend them in argument, both in writing and orally

<u>Required Courses (18 units)</u>		<u>Units</u>
PHI/MAT-32*	Introduction to Symbolic Logic	3
PHI-10/10H*	Introduction to Philosophy/Honors Introduction to Philosophy	3
PHI-12*	Introduction to Ethics: Contemporary Moral Issues	3
PHI/HUM-35	Philosophy of Religion	3
List A	Take one course from the list below	3
List B	Take one course from the list below	3

List A take 3 units from the following:

PHI-11*	Critical Thinking	3
HIS-4*	History of Western Civilization	3
HIS-5*	History of Western Civilization	3

List B Take 3 units from the following:

Any course from List A that has not been used		
or		
PHI-15*	Bio-Medical Ethics	3
HIS-1*	History of World Civilizations I	3
HIS-2*	History of World Civilizations II	3
HUM-4/4H*	Arts and Ideas: Ancient World through the Late Medieval Period/ Honors Arts and Ideas: Ancient World through the Late Medieval Period	3
HUM-5/5H*	Arts and Ideas: The Renaissance through the Modern Era/ Honors Arts and Ideas: The Renaissance through the Modern Era	3
HUM-10/10H*	World Religions/Honors World Religions	3

Associate in Arts for Transfer Degree

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

ATTACHMENT C
PROGRAM OUTLINE OF RECORD
NEW DEGREE

Associate in Arts in Philosophy for Transfer

College: Riverside City

The Associate in Arts in Philosophy for Transfer Degree is designed to prepare the student for transfer to institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate in Arts in Philosophy at the California State University. This degree is designed to prepare students to critically analyze the work of major figures in philosophy, evaluate topics in the key areas of philosophy, clearly express philosophical ideas both in writing and orally, and demonstrate an understanding of these ideas through their application to specific philosophical problems.

Program Learning Outcomes

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

- Analyze and critically evaluate the work of major figures in philosophy
- Compare and contrast different philosophical views across historical periods and contexts of human experience
- Evaluate the most important topics in key areas of philosophy: theory of knowledge, metaphysics, ethics
- Demonstrate the ability to apply philosophical ideas to philosophical problems
- Express philosophical ideas and defend them in argument, both in writing and orally

<u>Required Courses (18 units)</u>	<u>Units</u>
PHI-32* Introduction to Symbolic Logic	3
PHI-10/10H* Introduction to Philosophy/Honors Introduction to Philosophy	3
or	
PHI-12* Introduction to Ethics: Contemporary Moral Issues	3
List A	3
List B	6
List C	3

List A Take 3 units from the following:

Any course from the above required courses that have not been used
or

PHI-33* Introduction to Social and Political Philosophy	3
PHI/HUM-35* Philosophy of Religion	3

List B Take 6 units from the following:

Any course from List A that has not been used
or

PHI-11* Critical Thinking	3
PHI-13* Philosophy of Art	3
PHI-14* Survey of Black Thought	3
PHI-19* Native American Thought	3

List C Take 3 units from the following:

Any course from List A or B that has not been used

or

HIS-1*	History of World Civilizations I	3
HIS-2*	History of World Civilizations II	3
HUM-4/4H*	Arts and Ideas: Ancient World through the Late Medieval Period/ Honors Arts and Ideas: Ancient World through the Late Medieval Period	3
HUM-5/5H*	Arts and Ideas: The Renaissance through the Modern Era/ Honors Arts and Ideas: The Renaissance through the Modern Era	3
HUM-10/10H*	World Religions/Honors World Religions	3

Associate in Arts for Transfer Degree

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

ATTACHMENT D
PROGRAM OUTLINE OF RECORD
DEGREE/CERTIFICATE MODIFICATION

APPLIED DIGITAL MEDIA AS653/CE653

COLLEGE: RIVERSIDE CITY

This program prepares students for a wide variety of careers in graphic communication and new media. This includes instruction in graphic design, illustration, photo manipulation, web design, animation, electronic prepress, press operation, bindery, and management, using the latest equipment and software available within a live, production facility. Classes are structured to give strong academic and hands-on experience for entry into the graphic communication / new media industries.

Program Learning Outcomes

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

- Demonstrate the ability to communicate effectively with clients and co-workers.
- Demonstrate ethical, economic, civic, and moral responsibility.
- Create graphics projects that demonstrate competent formal design skills including typography, composition and effective imagery.
- Create graphics projects from concept to completion considering target market, color model, resolution, and media specifications for offset, digital and multimedia publication, and if applicable, assign substrates and inks for its publication.
- Demonstrate proofing and pre-flighting techniques, portable document format (PDF) creation, and troubleshooting of a digital file in preparation for imaging a project.
- Demonstrate proper set-up, safe operation, and clean-up of an offset printing press and finishing equipment.
- Demonstrate the ability to estimate costs, document materials and time spent on production, and an ability to meet deadlines.
- Produce a portfolio and networking skills to promote talents in preparation for work in the graphics industry.

<u>Required Courses (26 Units)</u>		<u>Units</u>
ADM-1	Introduction to Applied Digital Media	3
ADM-55	Management and Estimating in the Graphics/Design Industry	3
ADM-58	Paper and Inks for Multi-purposed Design	1
ADM-62	Typography & Graphic Design	3
ADM-63	Adobe InDesign	3
ADM-64	Ethics and Legalities of Digital Manipulation	1
ADM-70	Project Production & Portfolio	3
ADM-71	Adobe Photoshop	3
ADM-77A	Adobe Illustrator	3
ADM-85	Beginning Offset Presswork	3
Electives	(Choose from list below)	8

<u>Elective Courses (8 Units)</u>		<u>Units</u>
ADM-65	Cross Platform File Management	1
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-72	Advanced Photoshop	3
ADM-74	Dreamweaver for Graphic Designers	3

ADM-77B	Advanced Adobe Illustrator	3
ADM-80	Introductory Digital Darkroom	3
ADM-86	Advanced Offset Presswork and Finishing	3
ADM-88	3D Animation with Maya II	3
ADM-200	Applied Digital Media and Printing Work Experience	1-2-3-4
ART-22	Basic Design	3
ART-23	Design and Color	3
ART-36	Computer Art	3
FTV-64	Digital Editing Principles and Techniques	3
PHO-20	Introduction to Digital Photography	3

ATTACHMENT E
PROGRAM OUTLINE OF RECORD
CERTIFICATE MODIFICATION

Basic Graphic Design CE823

COLLEGE: RIVERSIDE CITY

This certificate prepares students for a career in 2-dimensional graphic design, emphasizing layout, typography, and correct color models. Students produce real-world projects in an environment of a live, production facility with strong emphasis on deadlines and intended market, using the latest equipment and software available.

Program Learning Outcomes

Upon completion of this program, students will be able to:

- Demonstrate ethical, economic, civic, and moral responsibility regarding digital media and print.
- Create a graphics project from concept to prepared artwork considering color model, resolution, target market, and, if applicable, assign substrates and inks for its production.
- Demonstrate proofing and pre-flighting techniques, portable document format (PDF) creation, and troubleshooting of a digital file in preparation for imaging a project.
- Demonstrate knowledge of the print production process from concept to production.
- Demonstrate an ability to meet deadlines.

<u>Required Courses (17 units)</u>		<u>Units</u>
ADM-1	Introduction to Applied Digital Media	3
ADM-62	Typography and Graphic Design	3
ADM-63	Adobe InDesign	3
ADM-64	Ethics and Legalities of Digital Manipulation	1
ADM-65	Cross Platform File Management	1
ADM-71	Adobe Photoshop	3
ADM-77A	Adobe Illustrator	3

ATTACHMENT F
PROGRAM OUTLINE OF RECORD
CERTIFICATE MODIFICATION

Basic Graphic Communication CE822

COLLEGE: RIVERSIDE CITY

This program prepares students for basic careers in Graphic Communication. This includes instruction in all phases of project creation and production, using the latest equipment and software available. Classes are structured to give strong academic and hands-on experience into print design, production, and finishing.

Program Learning Outcomes

Upon completion of this program, students will be able to:

- Demonstrate ethical, economic, civic, and moral responsibility regarding digital media and print.
- Create a graphics project from concept to prepared artwork considering color model, resolution and target market.
- Demonstrate proofing and pre-flighting techniques, portable document format (PDF) creation, and troubleshooting of a digital file in preparation for imaging a project.
- Demonstrate proper set-up, safe operation, and clean-up of an offset printing press.
- Demonstrate an ability to meet deadlines.

<u>Required Courses (17 units)</u>		<u>Units</u>
ADM-1	Introduction to Applied Digital Media	3
ADM-63	Adobe InDesign	3
ADM-64	Ethics and Legalities of Digital Manipulation	1
ADM-65	Cross Platform File Management	1
ADM-71	Adobe Photoshop	3
ADM-80	Introductory Digital Darkroom	3
ADM-85	Beginning Offset Presswork	3

ATTACHMENT G
PROGRAM OUTLINE OF RECORD
CERTIFICATE MODIFICATION

New Media and Interactive Design CE821

COLLEGE: RIVERSIDE CITY

This program prepares students for a wide variety of careers in new media & interactive design field. This includes instruction in web design, web animation using Flash, photo manipulation, web design, 3D animation, and motion graphics & compositing, using the latest equipment and software available. Classes are structured to give strong academic and hands-on experience into the new media & interactive design industries.

Program Learning Outcomes

Upon completion of this program, students will be able to:

- Compare and contrast legal, social and commercial policies regarding new media piracy
- Define intellectual property and describe the basic principles of copyright legalities
- Create a WEB animation using Adobe Flash's panels, commands, and interface
- Combine and edit 2D animated sequences, and create motion graphics in video and film using Adobe After Effects
- Create 3D models and environments using various techniques with Autodesk Maya
- Design and create functional web pages and websites with a professional appearance using Adobe Dreamweaver

<u>Required Courses (17 units)</u>		<u>Units</u>
ADM-64	Ethics and Legalities of Digital Manipulation	1
ADM-65	Cross Platform File Management	1
ADM-67	Web Animation with Flash	3
ADM-68	3D Animation with Maya I	3
ADM-69	Motion Graphics & Compositing	3
ADM-71	Adobe Photoshop	3
ADM-74	Dreamweaver for Graphic Designers	3

ATTACHMENT H
PROGRAM OUTLINE OF RECORD
DEGREE/CERTIFICATE MODIFICATION

ELECTRONICS TECHNOLOGY NAS546/NCE546

COLLEGE: NORCO

This program prepares individuals to apply basic engineering principles and technical skills in support of electrical, electronics, and communication engineers. Includes instruction in electrical circuitry, prototype development and testing; systems analysis and testing, systems maintenance, instrument calibration, and report preparation.

Certificate Program

Program Learning Outcomes

Students will demonstrate proficiency sufficient to apply for and obtain entry-level employment in the field of electronics technology by completing a design and construction project that utilizes analog power and signal processing circuitry, as well as digital hardware and software, to perform specific tasks according to a project framework. As part of this project, students will include wireless, bidirectional communications, proper selection and use of measurement equipment, good test procedures, circuit analysis, simulation tools and troubleshooting techniques.

Required Courses (28 units)		Units
ELE-21	DC-AC Electronics	4
ELE-23	Electronics Devices and Circuits	4
ELE-25	Digital Techniques	4
ELE-26	Microprocessors and Microcontrollers	4
ELE/ENE-27	Technical Communications	3
Electives	(Choose from list below)	9
<hr/>		
Electives (9 units)		
CIS/CSC-5	Programming Concepts and Methodology I: C++	4
CIS/CSC-17A	Programming Concepts and Methodology II: C++	3
CIS/CSC-17B	C++ Programming: Advanced Objects	3
ELE-24	Active Circuit Analysis	3
ELE-200	Electronics Work Experience	1-4
ENE-22	Engineering Drawing	3
ENE-31	Computer-Aided Drafting and Design	3
ENE-60	Math for Engineering Technology	3
MAN-60	Hydraulic and Pneumatic Systems	3
MAN-75A	Robotic Systems	4

Associate in Science Degree

The Associate in Science Degree in Electronics Technology 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
DEGREE/CERTIFICATE MODIFICATION

FILM, TELEVISION AND VIDEO PRODUCTION SPECIALIST AS641/CE641

COLLEGE: RIVERSIDE CITY

The program prepares individuals to communicate information, entertainment and ideas through film, television and video. This includes practical, hands-on instruction in how to plan and produce a variety of genre in film, television and video; crew responsibilities and production techniques for film, television, video and audio; equipment operation including film and video cameras, editing equipment, switchers, character generators, lighting instruments, and microphones; techniques for making specific types of film, television and video programming; use of digital technology and computer applications to record, edit or enhance images, audio, graphics or effects; and how to manage film and video operations.

Certificate Program

Program Learning Outcomes

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

- Plan and produce film, television, video and audio productions from concept to finished product.
- Operate a variety of electronic media production equipment and facilities including but not limited to film and video cameras, character generators, microphones, lighting instruments, teleprompters, editing software, sound recorders and control room test equipment.
- Create film and video productions that have a focused, coherent message with a clear beginning, middle and end and that meet industry technical standards for composition, lighting, sound and editing.
- Demonstrate workplace behaviors necessary for industry success including reliability, persistence, ability to adhere to deadlines and ability to communicate and work cooperatively in a team production environment.

Required Courses (32-33 units)		Units
FTV-41	Introduction to Telecommunications	3
FTV-43	Television Studio and Equipment	3
FTV-44A	Beginning Television Production	3.5
FTV-45A	Beginning Television News Production	3.5
FTV-48	Short Film Production	3
FTV-51A	Film, Television and Video Laboratory I	1
FTV-64A	Beginning Digital Editing Principles and Techniques	3

Choose 3-4 units from the following:

FTV-38A	Beginning Film, Television and Video Production Project	3
FTV-200	Film Television Work Experience	1-2-3-4
In addition, choose and complete courses from one emphasis below:		9

FILM AND TELEVISION PRODUCTION EMPHASIS

Core Requirements 23-24

Select another 9 units from the following:

FTV-12	History of American Film	3
FTV-38B	Advanced Film, Television and Video Production Project	3
FTV-42	Writing for Broadcast Television	3
FTV-44B	Intermediate Television Production	3.5

FTV-44C	Advanced-Intermediate Television Production	3.5
FTV-44D	Advanced Television Production	3.5
FTV-45B	Intermediate Television News Production	3.5
FTV-45C	Advanced-Intermediate Television News Production	3.5
FTV-45D	Advanced Television News Production	3.5
FTV-51B	Film, Television and Video Laboratory II	1
FTV-51C	Film, Television and Video Laboratory III	1
FTV-51D	Film, Television and Video Laboratory IV	1
FTV-52	Film, Television and Video Laboratory	2
FTV-53	Film, Television and Video Laboratory	3
FTV-65	The Director's Art in Filmmaking	3
FTV-68	Story Development Process in the Entertainment Industry	3
FTV-72	Introduction to Lighting Design for Film and Television	3
FTV-73	Introduction to Pro Tools Digital Audio Recording	3
FTV-74	Production Planning and Management	3
ADM-69	Motion Graphics and Compositing with After Effects	3
ADM-71	Adobe Photoshop	3
ENG-38	Introduction to Screenwriting	3
PHO-8	Introduction to Photography	3

SOUND ENGINEERING EMPHASIS

Core Requirements 23-24

Select another 9 units from the following:

FTV-52	Film, Television and Video Laboratory	2
FTV-53	Film, Television and Video Laboratory	3
FTV-71A	Beginning Sound Engineering for Audio in Media	3
FTV-73	Introduction to Pro Tools Digital Audio Recording	3
FTV-75	Intermediate Digital Audio Recording Pro Tools 110	3
FTV-76	Advanced Digital Audio Recording Pro Tools 201	3
MUS-8A	Music Technology I	3

Associate in Science Degree

The Associate in Science Degree in Film, Television and Video, Production Specialist will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

ATTACHMENT J
PROGRAM OUTLINE OF RECORD
CERTIFICATE MODIFICATION

BASIC TELEVISION PRODUCTION CE842

COLLEGE: RIVERSIDE CITY

Certificate Program

Program Learning Outcomes

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

- Plan and produce film, television, video and audio productions from concept to finished product.
- Operate a variety of electronic media production equipment and facilities including but not limited to film and video cameras, character generators, microphones, lighting instruments, teleprompters, editing software, sound recorders and control room test equipment.
- Create film and video productions that have a focused, coherent message with a clear beginning, middle and end and that meet industry technical standards for composition, lighting, sound and editing.
- Demonstrate workplace behaviors necessary for industry success including reliability, persistence, ability to adhere to deadlines and ability to communicate and work cooperatively in a team production environment.

Required Courses (17 units)

		Units
FTV-38A	Beginning Film, Television and Video Production Project	3
FTV-43	Television Studio and Equipment	3
FTV-44A	Beginning Television Production	3.5
FTV-45A	Beginning Television News Production	3.5
FTV-51A	Film, Television and Video Laboratory I	1
FTV-64A	Beginning Digital Editing Principles and Techniques	3

ATTACHMENT K
PROGRAM OUTLINE OF RECORD
DEGREE/CERTIFICATE MODIFICATION

Mobile Application Development NAS725/NCE725

COLLEGE: NORCO

Students completing the Mobile Application Development Certificate or A.S. degree will be well qualified in the mobile application design and development process, including building mockups and wireframes, interfacing with standard frameworks and technologies, utilizing modern mobile hardware, and employing standard design and development techniques and tools for rapid prototyping. The final course of this program is a capstone project where students work in teams to create complete, original applications which are ready to publish. Students will complete the program with a polished portfolio and be prepared to enter the workforce as an independent mobile application designer, web designer, web programmer, or junior user experience specialist.

Program Learning Outcomes

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

- Apply the principles of mobile design to create intuitive, well-formatted and platform optimized mobile user interfaces;
- Create comprehensive mobile and web designs complete with wireframes, flow charts, and use-case diagrams which facilitates team management including communication, milestones, deadlines and responsiveness;
- Develop content that contributes to a milestone based studio pipeline;
- Demonstrate mastery of interdisciplinary communication and team skills while working with colleagues in an industry standard production project;
- Create an industry standard portfolio containing mobile and web application projects and documents developed in class projects;

Required Courses (30 units)		Units
CIS/CSC-5	Programming Concepts and Methodology I: C++	4
CIS/CSC-18A	Java Programming: Objects	3
CIS/CSC-18B	Java Programming: Advanced Objects	3
CIS-66	Web Development I	3
CIS-67	Web Development II	3
CIS-68	Mobile Applications Development I	3
CIS-69	Mobile Applications Development II	3
CIS-75	Mobile Media Design	3
CIS-78A	Introduction to Adobe Photoshop	3
GAM-44	Portfolio Production	2

Associate in Science Degree

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



Agenda Item (VIII-B-3)

Meeting	1/21/2014 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-3)
Subject	Substantive Change Proposal to ACCJC from Norco College
College/District	Norco
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the Substantive Change Proposal to ACCJC from Norco College for compliance with ACCJC policies.

Background Narrative:

At the August 20, 2013 meeting, the Board of Trustees approved an agreement for contract education with International Rectifier Corporation. The agreement is part of a joint project with RCCD, Norco College, and Mt. San Jacinto Community College to provide International Rectifier employees with on-site educational programs awarding academic credit.

The attached Substantive Change Proposal prepared for the Accrediting Commission for Community and Junior Colleges (ACCJC) demonstrates that Norco College is prepared to meet the requirements of accreditation in each of the courses and programs at the site. The proposal has been reviewed and approved through the College's strategic planning process.

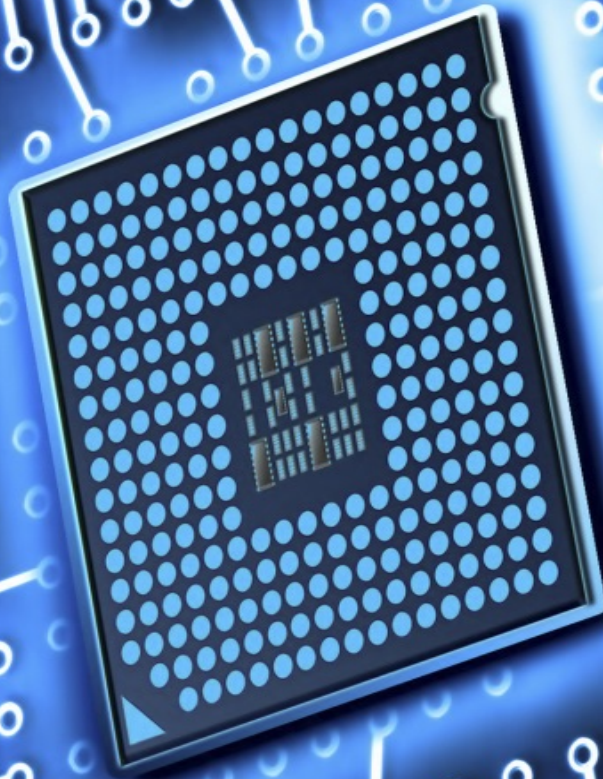
Prepared By: Paul Parnell, President, Norco College
Diane Dieckmeyer, Vice President, Academic Affairs

Attachments:

[Substantive Change Proposal](#)

Norco College Substantive Change Proposal 2013

Prepared by:
Dr. Diane Dieckmeyer, Vice President Academic Affairs
Mr. Kevin Fleming, Dean of Instruction, Career & Technical Education
November 13, 2013



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Statement of Proposal Review and Approval

The Norco College Substantive Change Proposal has been reviewed for accuracy and information by the District's governance leadership. It was reviewed by the Riverside Community College District Board of Trustees on January 21, 2014.

Paul Parnell, President, Norco College

Virginia Blumenthal, President, RCCD Board of Trustees

A. Overview of Substantive Change

The purpose of this substantive change proposal is to request approval for Norco College (NC) to offer classes that constitute 100 percent of the eight courses (29 units) needed to complete the Digital Electronics certificate (NCE 656) at the site of a community employer, International Rectifier Corporation (IRC). IRC is located in Temecula, California (40.9 miles south east of Norco College). Students will transfer to Norco College general education requirements from Mt. San Jacinto College enabling them to also earn an AS degree in Digital Electronics (NAS 656).

1. Description of Proposed Change

Since its founding, Norco College has been committed to serving its community, developing skills and expertise in the workforce, and establishing partnerships that address educational and career goals. In October 2012, Norco College was contacted by International Rectifier Corporation, a semiconductor manufacturer, to provide their employees with a Certificate and associate of science degree in Digital Electronics. While IRC is located in Temecula, CA and within the boundaries of Mt. San Jacinto College (MSJC), it contacted Norco College to assist in building and upgrading the skills of the corporation's existing workforce because Norco College is the only community college in Inland Southern California offering a degree in Digital Electronics.

Because IRC is physically located in the service area of neighboring community college, Mt. San Jacinto College, Norco College administration contacted Mt. San Jacinto College regarding IRC's request. Multiple planning meetings were held between the two colleges and Riverside Community College District's (RCCD) Office of Economic Development to discuss ways in which the institutions could collaborate in providing IRC employees the credit classes needed to complete the certificate and degree programs. The group decided to offer the credit program to IRC's employees through a contract education model in which NC would offer the eight digital electronics courses for the certificate and major focus of the degree and MSJC would provide the general education classes required to complete the degree. The general education coursework would be transferred to NC which would serve as the certificate and degree-granting institution.

In designing and implementing the program, consideration was given to the variations in the employees' work shifts and their availability. It was determined that offering the program at the IRC location would provide the most convenience for employees and would optimize access and potential success.

Two cohorts (approximately 20 employees each) were identified as having interest in pursuing the certificate and associate degree through this innovative partnership. IRC committed to fully funding the program as an employee benefit to their workforce. As permitted by California Education Code §78021(a&b), §76300 (e) (3), and §78022 (b) and (d), as well as California Code of Regulations, Title 5, §55170, Norco

College and RCCD entered into a contract with IRC to provide the Digital Electronics certificate courses in IRC's training classroom in Temecula.

2. Relationship to Institution's Stated Mission

Norco College is committed to serving its community and strengthening its workforce. This is underscored in the College's mission statement, "Norco College serves our students, our community and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration.... We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees." The collaboration between NC and MSJC and the partnership with IRC is in direct alignment with the College's mission. NC will offer career and technical education to the IRC employees, thus providing convenient access to the certificate/degree in Digital Electronics. The established pathway will provide incumbent workers with the opportunity to upgrade skills and complete a certificate and degree. It will also provide the College with an additional way to assess the workplace applicability and effectiveness of the digital electronics curriculum that could lead to future curricular revision and program improvement.

Norco College's Career and Technical Education mission is to offer the education and training necessary to lead individuals directly to employment, update the knowledge and skills of current workers, and/or lead to further academic growth at 4-year universities. Offering the existing curriculum offsite at an employer's location helps to meet the demands of "our students, our community, and its workforce." Collaborating with the District offices, neighboring community college and meeting the needs of industry, while at the same time addressing educational planning goals, are also a fundamental component of Norco College's operations and its vision of "creating opportunity to transform our students and community for the dynamic challenges of tomorrow." The program positively affects and is congruent with the College's strategic goals:

- Goal 1: Increase Student Achievement and Success
- Goal 3: Increase Student Access
- Goal 4: Create Effective Community Partnerships
- Goal 5: Strengthen Student Learning

3. Rationale for Change and Request

IRC is a Fortune 100 multinational manufacturing company with 4,500 employees operating in 20 countries. Their revenue last year was \$1.18 billion. The advanced circuit devices, power systems, and components that they manufacture can be found in computers, appliances, automobiles, consumer electronics and defense systems around the globe.

Traditional labor market data from the State of California indicates projected growth, or decline, for specific occupations or industries within a given metropolitan statistical area. Since the IRC employees enrolling in this program are already employed full-time, the

regional labor market data is not germane to the College's decision to offer this curriculum and program. IRC's initiative in approaching Norco College and its willingness to enter into a contract in which it will bear the cost of education for its employees is a visible demonstration of the company's commitment to the effectiveness and productivity of its employees and the trust and value it places on community college education. Additionally, IRC's desire to offer the program at its worksite is another tangible indication of the direct workplace applicability of the College's Digital Electronics program and its value as a platform for increasing the skills in the region's incumbent workforce.

Finally, as previously stated, Norco College's participation is a direct reflection of its dedication to and adherence with the College's mission to serve its community and workforce by extending educational opportunities.

B. Description of the Process Leading to Request for Change

1. Assessment of Needs and Resources

Before entering into the formal agreement with IRC, the Norco College administration reviewed the total cost of instruction including staff and resources needed to implement the program:

Staff: Norco College administration reviewed the program's current faculty capacity and identified the need to hire an additional associate (part-time) faculty member. In spring 2013, the District's Office of Diversity and Human Resources placed an advertisement in multiple venues to attract qualified faculty applicants. In accordance with the college/district hiring practices, the Department Chair and department faculty conducted interviews. A successful candidate was identified and hired. The Chair provided an orientation. The faculty member's compensation for teaching the classes at IRC is included in the conditions of the contract with IRC. There is no cost to the College.

Facility: International Rectifier Corporation will house the training in its on-site training classroom, Training Center 1 (TC1). This space has been made available exclusively for classroom instruction during the agreed-upon hours scheduled for the program. The TC1 location is ADA compliant, has the required instructional technology in place (computer, projector, audio), is well lit, and comfortably seats 30 students.

Equipment: Laptops are required for a number of electronics classes to operate simulation software. Laptops were previously purchased by the institution and have been provided by the District; they are securely stored in TC1 in a locked storage cabinet. Norco College has a paid site-license for the required electronics software (Multisim) which has been installed on the laptops for the program's use. Additionally, to properly offer the digital electronics curriculum, a short list of technical equipment is also needed (including multimeters, oscilloscopes, reactive

circuits, voltage meters, and replacement fuses). IRC is supplying all equipment required, at no cost to the College, per the approved contract.

Admissions and Enrollment: Norco College's Admissions and Records Office, with support from the District Business Systems Analyst, created a unique student flag and registration rules process for IRC employees so they can be individually identified and tracked within the Datatel administrative system. This will assist with future data management, assessments, and reporting student success associated with this program and will streamline the registration and enrollment of the IRC employees who participate in the program.

IRC students will enroll in one digital electronics class every term using the standard management system, WebAdvisor. IRC courses are posted in the college schedule, and are properly noted as for IRC employees only. All students, including those taking classes at IRC, will be able to utilize the online schedule of classes, academic review functionality, forthcoming student portal and resources and documents posted to the college WebAdvisor page. In the spring of 2016 when IRC students complete their academic program of study, they will apply in WebAdvisor for both their Digital Electronics certificate and AS degree.

2. Anticipated Benefit resulting from Change

The agreement with IRC and collaboration with MSJC will increase access to educational opportunity for the community's workforce while serving the customized business needs of a Fortune 100 company within the Inland Southern California region. Upon successful completion, the projected results of this three-year collaborative learning endeavor will be:

- Increased student access to a community college education
- Increased completion of Digital Electronics certificate/associate in science degrees
- Upgraded skills and expertise for IRC incumbent workers
- A strong, innovative public-private partnership forged with IRC, their employees, a neighboring community college, and the regional community which can serve as a model for replication
- Reinvestment in the College's Digital Electronics program through an infusion of new instructional equipment which benefits future and current STEM students

3. Anticipated Institutional Impact

There is no impact to the institution's fiscal resources since the cost of instruction will be paid by the employer, IRC, through a contractual agreement. Facilities are provided at the IRC site in Temecula and thus there is no impact to the institution's college facilities. Likewise, existing program faculty will continue regular assignments at the College and a new part-time/associate faculty member has been hired to deliver instruction at the IRC site. The partnership with IRC is a tangible

example of the College's dedication and commitment to fulfill its mission to provide the workforce with "innovative approaches to learning," and a pathway for employees at IRC to complete a certificate/degree.

4. Description of Planning and Preparation for Change

In October 2012 an initial meeting was held with representatives from IRC, Riverside Community College District's Office of Economic Development, and administrators from Norco College. Representatives from IRC explained the need to increase the level of education of their workforce and their interest in providing an associate degree in electronics to 30-40 of their employees. IRC's intent and commitment included a willingness to fund the entire cost of the educational program with the condition that the instruction be scheduled to meet employees' work schedules and be held at the worksite in Temecula. A preliminary plan was developed in which the electronics courses would be delivered by Norco College at the Temecula location and the general education courses would be delivered by MSJC, and articulated to Norco College. For students, this seamless and convenient plan of study at their worksite would provide an opportunity for earning the certificate/degree from Norco College as the designated award-granting institution.

In February 2013, a follow up meeting was held at IRC which included representatives from Riverside Community College District's Office of Economic Development, Norco College faculty, and administrators. The group toured the facility to insure that proper equipment, technology and classroom space existed to meet Norco College's standards for delivering the program. The digital electronics curriculum was reviewed to confirm its alignment with IRC's expectations and needs. A three-year schedule of course delivery was discussed and a draft schedule was created with tentative plans to begin offering classes in fall 2013.

The same representatives met again in August 2013, to finalize details for the fall 2013 implementation of the plan. Details related to the delivery of instruction and the first day of school were discussed, including the confirmation that textbooks, laptops, and software were in place to begin classes. IRC personnel were provided with information regarding available student resources related to enrollment, counseling, and special services in general. During this same period, Norco College contacted the staff at Accrediting Commission for Community and Junior Colleges (ACCJC) to inquire as to the necessity of submitting a substantive change proposal. After thorough consultation with a staff member, it was decided that a substantive change proposal should be submitted to the Commission in March 2014.

The partnership was vetted through the College's strategic planning process and embraced enthusiastically by the college community (Institutional Strategic Planning Council Minutes, September, 2013). Academic Affairs and Student Services departments met multiple times during the fall 2013 term to coordinate the proper communication and delivery of support services to IRC students. In addition, a meeting was held with the Faculty Association (CTA) bargaining unit and the

Riverside Community College District to review the contract and ensure that appropriate protocols were being followed regarding the hiring of faculty and the program implementation. After a thorough review by District officials, including legal counsel, the contract was approved by the RCCD Board of Trustees on August 20, 2013.

C. Institutional Resources: Faculty, Administration, and Support

Norco College's Dean of Instruction of Career and Technical Education as well as the Executive Director, National Center for Supply Chain Technology Education are the lead managers for the program to be offered at IRC. They are supported by the College President, Vice President of Academic Affairs, Dean of Admissions and Records, Dean of Instruction, Vice President of Student Services, the Office of Information Services, and the Director, Customized Training Solutions with Riverside Community College District Office. Numerous e-mails and meetings have occurred with the aforementioned, and staff members in all germane departments, to properly plan for the delivery of courses at IRC including:

- Initial budget analysis and contract development
- Transferability of MSJC courses to Norco College
- Student transcript evaluations
- Student registration, tuition/fee charges, textbooks
- Faculty hiring
- Creation/splitting of teaching assignments
- Schedule development in collaboration with MSJC
- Proper FTES/section coding and data management
- Communications with IRC
- Information Systems coding, tracking, and reporting alignment
- Facility inspections
- Software and equipment identification for IRC to purchase
- Software installation and laptop storage
- Meeting/communications with the CTA, District leadership, and Board of Trustees
- Ensuring student lab aide support and assembling of lab kits
- Coordination of safety training for faculty

In addition to the administration and staff functions mentioned above, the Norco College faculty have provided leadership in coordinating and implementing the logistics associated with delivering the program curriculum to the IRC employees (students) in Temecula. Associate Faculty in electronics helped to plan the course sequence and assisted with equipment identification. The newly-hired digital electronics faculty member is currently teaching his entire load in Temecula (2 sections each term). Hiring this new associate faculty member ensured that the on-campus program was not negatively impacted with the implementation of the off-site program.

1. Faculty and Student Support Services

Faculty hiring: As previously mentioned, the District's Office of Diversity and Human Resources placed advertisements in multiple venues to attract faculty applicants qualified to teach electronics courses. In accordance with the District's hiring practices and the faculty contract, faculty members and the area department chair worked collaboratively to hire the new associate faculty member in digital electronics.

Faculty evaluations: The College began offering the program's first two courses at IRC's site in Temecula in fall 2013. In compliance with the RCCD-CTA Faculty Association Agreement, (Article XI, C, 3), the new faculty member was evaluated by a full-time member of Norco College's Engineering discipline. The scope and process of the review included a classroom observation, student surveys, and review of the faculty syllabi. The instruction being delivered at the new location was judged to be equal to that offered on campus in a comparable class section.

Professional Development: In strategically planning for this change, the Dean of Instruction for Career and Technical Education sought advice and best practices from the District's Office of Educational Services and academic managers at Riverside City College that have engaged in similar contract education collaborations, and other Career and Technical Education (CTE) Deans in the Desert/Inland Empire Regional Consortium. This research and informal mentorship assisted the College in appropriately planning to offer these for-credit classes via contract education at an off-campus location.

The new electronics faculty member received the same one-on-one orientation from the department chair which is provided to all new faculty. This training included an overview of college and district operational policies as well as specific processes and required reporting (census rosters, attendance sheets, syllabus, textbooks, etc.). The faculty member is also invited via college e-mail to all professional development workshops, activities, and trainings. This includes information on outcomes assessment and the use of data for improved learning outcomes, and innovative teaching practices that is provided through workshops, training events, and webinars. In addition, since these electronics courses are being conducted at the IRC facility, the IRC Senior Manager of World Wide Operations Learning and Development provided the faculty member with the IRC-provided safety awareness training.

Student Services: In planning for this change, the Vice President of Academic Affairs, Vice President of Student Services, and Dean of Instruction for Career and Technical Education discussed the student services offered at the College to ensure that students taking classes at IRC would have access to the same services. College literature, including the College's support services brochure, was hand-delivered to both the faculty and students at IRC to ensure students had the full knowledge and awareness of all college services.

Counseling Services: As part of the Assessment, Orientation, Counseling (AOC) matriculation requirement, all new students view an online orientation hosted by the counseling department and complete an electronic one-semester student education plan (SEP) that is reviewed by an educational advisor. All students, both new and continuing, are able to meet with counselors in face-to-face appointments, and via express walk-in counseling; however, online appointments are also available. During online appointments, counseling takes place in “chat” format through Blackboard (Bb 9.1). If an SEP is developed, the counselor emails a PDF of the SEP to the student. On December 13, 2013, full-time counselors drove to the IRC site and met with IRC students one-on-one to complete educational plans and address any questions they had.

Library Resources: The Wilfred J. Airey Library holds approximately 27,852 print volumes; over 500,000 e-books; 1,837 reserve textbooks; 95 hard copy periodical subscriptions; five daily newspaper subscriptions, and 627 DVDs/videos. For off-site use, the library offers over 50 electronic resource subscription databases for informational and research purposes that provide on-campus and distance/mobile access to students, faculty and staff. During all library open hours students, faculty, staff and community members may visit or telephone the library to obtain informational and research assistance from reference librarians who are library faculty members. The library also offers 24/7 live chat reference librarian assistance provided by a consortium of certificated academic librarians to students, faculty, and staff from any location where online access can be acquired. These librarians direct, guide and instruct students in the usage of the Norco College Library collection of electronic resources to meet their informational and research needs around the clock.

The library’s website is accessible from any computer with Internet access (on or off campus). Books, ebooks, multimedia, and streaming video are available via the virtual library catalog. Norco College students, faculty, and staff can access library databases remotely with ID number and password. Online library research guides (LibGuides) are also available on the library website. Library users can access the virtual research guides both on and off campus from any computer with internet access; no login is required. Faculty librarians can be reached via email at norcocollegelibrary@norcocollege.edu or phone at (951) 372-7115 during operating library hours.

Tutorial Services: Norco College has contracted with NetTutor Online Tutoring Service to provide tutorial assistance to distance education and off-site students who have Internet access. NetTutor enables students to enter a live NetTutor session (where they are tutored one-on-one), submit a question to the mail center, and come back later for the tutor’s response, or upload a paper and come back later for the tutor’s feedback. The tutors employed by NetTutor are subject matter experts in the fields they tutor and hold at least a Bachelor’s Degree, although many hold Master’s and PhD’s and are trained in best practices, as well as learning theory. IRC students received a customized, unique access code as well as a specific flyer to utilize NetTutor for all their classes while a part of their academic program.

Other Services: The institution offers a number of other services targeting the needs and learning styles of various student sub-populations including:

Disability Resource Center: The (DRC) provides support for students with disabilities and offers brown bag workshops for faculty to recognize the needs of this population.

Career and Job Placement Center: The Career and Job Placement Center is responsible for assisting students with career exploration and employment opportunities. It works in conjunction with a variety of other student services offices to enhance students' academic, professional, and personal experiences. Services include access and training in the use of such online career programs as EUREKA and ePortfolios.

2. Equipment and Facilities Availability and Oversight

The safety of the students and instructor is maximized by the presence of a security guard in the front lobby of IRC (24 hours a day, 7 days a week); only IRC employees or invited guests are able to enter the facility (with proper ID badge and clearance). Since these courses are fully funded by the company, the two sections offered each term are not advertised nor open to the general public so there is no concern about public access to the training classroom. In addition, the facility is an ADA compliant structure with proper lighting, ventilation, heating and cooling, bathroom facilities, and a break room with kitchen access. The RCCD laptops located on-site are stored in a locked laptop cart. Only the faculty member and the IRC Senior Manager of World Wide Operations Learning and Development have access to the laptops.

IRC Facility, Temecula, CA



IRC Reception and Security Area



IRC Training/Classroom



IRC Student Computer Station



IRC Computer Laptop Storage Cart



IRC Cafeteria



IRC Employee (Student) Lounge



IRC First Aid Station



3. Fiscal Resources and Potential Impact

There is no impact to the institution’s resources. The facility and total cost of instruction including the faculty compensation for teaching the digital electronics courses are all borne by IRC as part of the contractual agreement to offer the program.

Analysis of budget, enrollment, and resources needed for change

<i>Course</i>	<i>Units</i>	<i>Cost</i>
ELE-11, DC (Direct Current) Electronics 108 hours	4	\$19,722
ELE-13, AC (Alternating Current) Electronics 108 hours	4	\$19,722
ELE-25, Digital Techniques 108 hours	4	\$19,722
ELE-26, Microprocessors and Microcontrollers 108 hours	4	\$19,722
ELE-27, Technical Communications 54 hours	3	\$13,972
ELE-64, Programmable Logic Controllers 90 hours	3	\$18,372
ELE-23, Electronics Devices and Circuits 108 hours	4	\$19,722
ELE-28, Multisim CAD (Computer Aided Design) and PBC Design/Fab 90 hours	3	\$18,372
Totals	29	\$ 149,326

Course	Units	Number of Students	Total Hours	Avg. Salary and Benefits	Cost of Ins.	Travel Exp.
ELE-11	4	24	108	\$75.00 /hr	\$8,100.00	\$3,376.00
ELE-13	4	24	108	P/T instruction	\$8,100.00	\$3,376.00
ELE-25	4	24	108		\$8,100.00	\$3,376.00
ELE-26	4	24	108		\$8,100.00	\$3,376.00
ELE-27	3	24	54		\$4,050.00	\$1,688.00
ELE-64	3	24	90		\$6,750.00	\$3,376.00
ELE-23	4	24	108		\$8,100.00	\$3,376.00
ELE-28	3	24	90		\$6,750.00	\$3,376.00
			Total hours 774		\$58,050.00	\$25,320.00

Additional program costs:

- Travel time and mileage for instructors – 2 hours driving @ \$25.00 per hour and 100 miles @ .555 per mile.
- 10% indirect, RCCD, Norco College admin expenses (matriculation services and supplies and materials) = \$65,956.00

Typical revenue for 24 students taking this 29 unit electronics program.

- 18,576 SCH's (student contact hours) = 35.38 FTE approx. = \$162,761.00 apportionment plus \$32,016.00 enrollment fees = \$194,777.00*
* *No student/enrollment fees collected.*

D. Assessment and Monitoring of Outcomes and Intended Achievement

As an ongoing part of program review, disciplines are required to review courses and/or programs every four years in the comprehensive program review process to ensure currency and relevance of course content and to meet accreditation standards and Title 5 regulations. The digital electronics curriculum was created in 2011 and 2012 as a new academic program and annually reviewed during the program review process. All CTE programs, such as the electronics program, have defined program learning outcomes (PLOs). CTE program-level assessment is a particular focus of the College's assessment effort since 2010. All CTE programs, including Digital Electronics, have completed a process of mapping and aligning course SLOs to PLOs. This mapping ensures that students have a clear path to achieving the required PLOs as they complete their program-related coursework.

CTE faculty are also engaged in assessing outcomes at the course and program-levels. Associate faculty in electronics assess one course every semester (e.g. ELE-23 was assessed in fall 2012, ELE-10 was assessed in spring 2013). The results each term are analyzed, in accordance with a rubric, and submitted to the Norco College Assessment Committee (Exhibit 9). As members of Norco College's Assessment Committee, career and technical education faculty collaborate on the development of assessment instruments and the committee co-chairs provide individual technical assistance in developing and executing both indirect and direct assessment of course SLOs and program PLOs.

To assure adherence to the course outline of record, which includes course student learning outcomes, the scope of the faculty evaluation process includes adherence to the course outline of record. In accordance with the RCCD-CTA Faculty Association Contract, the College follows the prescribed routine cycles of evaluation for both full-time and part-time instructors. Peer, administrative, and student evaluation of instruction is part of this Improvement of Instruction process. Additionally, the Professional Development Committee designs activities to support faculty with developing skills to improve student learning and success.

E. Evidence of Maintenance of Eligibility Requirements

1. Authority

The institution is authorized or licensed to operate as an educational institution and to award degrees by an appropriate governmental organization or agency as required by each of the jurisdictions or regions in which it operates.

Norco College is accredited by the Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges. Founded as a campus of the Riverside Community College system in 1991, it received initial accreditation as a separate college in 2010. It is authorized to operate as an educational institution and award degrees under regulations of the California State Department of Education and the California Community Colleges Chancellor's Office.

2. Mission

The institution's educational mission is clearly defined, adopted, and published by its governing board consistent with its legal authorization, and is appropriate to a degree granting institution of higher education and the constituency it seeks to serve. The mission statement defines the institutional commitment to achieving student learning.

The original mission statement for Norco campus was approved in 2006, revised in 2008, and revised a second time after the College was granted initial accreditation. It was approved by the Board of Trustees on August 21, 2012. The mission statement defines the College's commitment to achieving student learning, noting that it "encourage[s] an inclusive, innovative approach to learning" and "provide[s] foundational skills and pathways" to transfer, certificates, and degrees. The mission statement appears on the college website and in its catalog.

3. Governing Board

The institution has a functioning governing board responsible for the quality, integrity, and financial stability of the institution and for ensuring that the institution's mission is being carried out. This board is ultimately responsible for ensuring that the financial resources of the institution are used to provide a sound educational program. Its membership is sufficient in size and composition to fulfill all board responsibilities.

The governing board is an independent policy-making body capable of reflecting constituent and public interest in board activities and decisions. A majority of the board members have no employment, family, ownership, or other personal financial interest in the institution. The board adheres to a conflict of interest policy that assures that those interests are disclosed and that they do not interfere with the impartiality of governing body members or outweigh the greater duty to secure and ensure the academic and fiscal integrity of the institution.

Norco College, one of three accredited colleges in the Riverside Community College District, has a publicly elected five-member Board of Trustees, joined by a non-voting student trustee, who governs all three colleges. Members are elected to four-year terms, which are staggered to ensure continuity. The board holds monthly meetings open to the public, with notices and agendas widely posted in advance. Board members have no employment or personal financial interests in the College and hold monthly public meetings with notices and agendas that conform to the Brown Act. The board has policies pertaining to ethics and conflict of interest; all are available online. The board members approve the institution's budget and receive monthly financial reports as well as other formal financial and audit reports to ensure the fiscal integrity of the College. The board also approves all curricula before the College offers any new courses, programs, or degree patterns. At its March 20, 2012 meeting, the board moved from an at-large representation to an area representation model but continued with the five-member size.

4. Chief Executive Officer

The institution has a chief executive officer appointed by the governing board, whose full-time responsibility is to the institution, and who possesses the requisite authority to administer board policies. Neither the district/system chief executive office nor the institutional chief executive officer may serve as the chair of the governing board. The institution informs the Commission immediately when there is a change in the institutional chief executive officer.

The Norco College president is recommended for appointment by the District chancellor and approved by the Board of Trustees. The president reports directly to the chancellor, who is appointed by and reports to the Board of Trustees. The governing board has adopted Board Policy 2430, Delegation of Authority to Chancellor and College Presidents, to define and delineate the authority of the chancellor and the college presidents. Neither the chancellor nor the president serves as chair of the governing board. The College informs the Commission promptly when there is a change in executive leadership.

5. Administrative Capacity

The institution has sufficient staff, with appropriate preparation and experience to provide the administrative services necessary to support its mission and purpose.

Norco College has sufficient staff (24 management, 94 classified), all with the necessary experience and qualifications, to provide appropriate administrative oversight necessary to support its mission and purpose. In addition to the president, the College has three vice presidents, eight deans, one associate dean, and one assistant dean who have authority over specific units within the College. The organizational structure demonstrates the specific areas of responsibility for each of the administrative staff as of the writing of this proposal. Administrative staff are hired after a rigorous selection process and evaluated on a regular basis.

6. Operational Status

The institution is operational, with students actively pursuing its degree programs.

Norco College has operated continuously since 1991, with 9,819 students as of fall 2013 actively pursuing certificates and degrees as well as preparation for transfer to four-year institutions. In spring 2013, the College awarded 712 degrees in 34 majors.

7. Degrees

A substantial portion of the institution's educational offerings are programs that lead to degrees, and a significant proportion of its students are enrolled in them.

To meet its stated mission, Norco College offers Associate of Arts and Associate of Science degrees and a variety of certificates. The 2013-2014 Norco College catalog offers a detailed list of associate of arts areas of emphasis (AOE), Associate Degree for Transfer areas, and associate of science areas of emphasis, CTE programs and certificates. Most students graduate with degrees in one of seven AOE's or with certificates in one of 42 CTE programs, but the total number of degree patterns available and listed in the fall 2013-2014 catalog exceeds 75.

8. Educational Programs

The institution's principal degree programs are congruent with its mission, are based on recognized higher education field(s) of study, are of sufficient content and length, are conducted at levels of quality and rigor appropriate to the degrees offered, and culminate in identified student outcomes. At least one degree program must be of two academic years in length.

Norco College's principal degree programs are congruent with its mission, based on recognized higher education fields of study, of sufficient content and length, conducted at appropriate levels of quality and rigor, and lead to identified learning outcomes. The degree programs meet California Code of Regulations and curriculum requirements and, when combined with general education, represent two years of full-time study. Course outlines of record in both credit and non-credit classes meet student learning outcomes. All academic programs also have defined learning outcomes, and outcomes for both courses and programs are systematically assessed. The 2013-2014 Norco College catalog lists 42 AA/AS degrees, 28 state-approved career/technical certificates, and 14 locally approved certificates offered by the College.

9. Academic Credit

The institution awards academic credit based on generally accepted practices in degree-granting institutions of higher education. Public institutions governed by statutory or system regulatory requirements provide appropriate information about the awarding of academic credit.

Norco College awards academic credit based on accepted practices of California community colleges under the California Code of Regulations, Title 5 §55002.5. Detailed information about academic credit is published annually in the college catalog.

10. Student Learning and Achievement

The institution defines and publishes for each program the program's expected student learning and achievement outcomes. Through regular and systematic assessment, it demonstrates that students who complete programs, no matter where or how they are offered, achieve these outcomes.

Board-approved institutional General Education Student Learning Outcomes (SLOs) have been published in the college catalog since the 2007-2008 academic year. Program-level SLOs have been defined for all Norco College AA/AS degrees, areas of emphasis, certificates, transfer-model curricula, and career/technical programs. Course outlines of record contain appropriate course-level SLOs integrated with methods of instruction and evaluation; course SLOs are also linked to institutional General Education Student Learning Outcomes and to appropriate program-level outcomes through faculty-developed curriculum maps. All regularly taught courses at the College are assessed at least once every four years. Programs are assessed at least once every three years. The College has begun a program to assess one of its four general education outcomes every fall, making it possible to assess the complete program quadrennially.

11. General Education

The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and promote intellectual inquiry. The general education component includes demonstrated competence in writing and computational skills and an introduction to some of the major areas of knowledge. General education has comprehensive learning outcomes for the students who complete it. Degree credit for general education programs must be consistent with levels of quality and rigor appropriate to higher education. See the Accreditation Standards, II.A.3, for the areas of study for general education.

All degree programs require a minimum of 23 units of general education to ensure breadth of knowledge and to promote intellectual inquiry. Students must demonstrate competency in writing, reading, and mathematical skills to receive an associate degree. The institution's general education program is scrutinized for rigor and quality by the Academic Senate, the Matriculation Committee, the Curriculum Committee; and by the articulation of its courses with other institutions of higher education, especially the University of California and the California State University. The College has participated in a District wide effort to revise both the general education student learning outcomes and the program itself, to ensure greater

curriculum alignment. Assessment of general education learning outcomes is ongoing and systematic.

12. Academic Freedom

The institution's faculty and students are free to examine and test all knowledge appropriate to their discipline or area of major study as judged by the academic/educational community in general. Regardless of institutional affiliation or sponsorship, the institution maintains an atmosphere in which intellectual freedom and independence exist.

Norco College supports academic freedom for both its faculty and students. Faculty and students are free to examine and test all knowledge appropriate to their discipline or area of major study as ensured by Board Policy 4030 endorsing the American Association of University Professors (AAUP) Statement on Academic Freedom. The institution prides itself on offering an open, inquiring, yet respectful educational atmosphere, evidence of its commitment to intellectual freedom and independence of thought. The College publishes a statement on Academic Freedom in its catalog.

13. Faculty

The institution has a substantial core of qualified faculty with full-time responsibility to the institution. The core is sufficient in size and experience to support all of the institution's education programs. A clear statement of faculty responsibilities must include development and review of curriculum as well as assessment of learning.

In fall 2013, Norco College employed 67 full-time faculty and 183 associate faculty. All faculty meet the minimum requirements for their disciplines based on regulations for the Minimum Qualifications for California Community College Faculty established in Title 5 of the California Code of Regulations. Nearly half hold terminal degrees. Clear statements of faculty roles and responsibilities exist in the faculty Collective Bargaining Agreement, the Faculty Handbook, and established processes, including strategic planning and the improvement of instruction process. These responsibilities, entrusted primarily to full-time faculty, include participation in curriculum, in program review, in the development and assessment of student learning outcomes, and in the strategic planning processes.

14. Student Services

The institution provides for all of its students appropriate student services that support student learning and development within the context of the institutional mission.

Norco College's student services programs—ranging from online tutoring to support for Veterans and foster youth—are comprehensive and robust. They support student learning and development within the context of the college mission, which identifies

service to students as its first priority. Students can access information, forms, and services through links provided on the College's home page.

15. Admissions

The institution has adopted and adheres to admission policies consistent with its mission that specify the qualifications of students for its programs.

Norco College has adopted and adheres to admissions policies consistent with its mission as a public California community college and in compliance with Title 5 of the California Code of Regulations. Student admission policy supports the Norco College mission statement and helps to ensure that students are appropriately qualified for the program and course offerings. Information about admissions requirements is available in the college catalog, in the schedule of classes, and on the college website. Students take placement tests in reading, math, ESL, and English as a prerequisite for admission into the appropriate level in those disciplines.

16. Information and Learning Resources

The institution provides, through ownership or contractual agreement, specific long-term access to sufficient information and learning resources and services to support its mission and instructional programs in whatever format and wherever they are offered.

Norco College provides access to sufficient print and electronic information and learning resources through its library, electronic databases, and programs to meet the educational needs of its students. The library has staff to assist students in the use of college resources. Internet access and online computer search capabilities are available without charge to students in the library, student support programs, and in computer labs. The College also makes free wireless connectivity available throughout the campus. The institution is committed to enhancing its learning resources, regardless of location or delivery method.

17. Financial Resources

The institution documents a funding base, financial resources, and plans for financial development adequate to support student learning programs and services, to improve institutional effectiveness, and to assure financial stability.

Norco College, through the Riverside Community College District, receives and documents the funding base from the Chancellor's Office for California Community Colleges. The Riverside Community College District allocates funding, using the process outlined in the District's budget allocation model, to the three colleges in the district and to the district administrative offices. The District's and the College's mission statements, program review processes, and strategic planning processes serve as the basis for allocating the district's and the College's resources. The budget and planning processes support a comprehensive set of learning programs and services, all

aimed to improve institutional effectiveness. The District's annual budget is publicly adopted by the Board of Trustees and funds the College's student learning programs and services. Under the direction of the president, the vice president for Business Services oversees appropriate and effective utilization of the College's annual budget. The planning process, institutional audits, various state reports, and Office of the Vice Chancellor of Business and Finance assure that the College remains financially stable.

18. Financial Accountability

The institution annually undergoes and makes available an external financial audit by a certified public accountant or an audit by an appropriate public agency. The institution shall submit with its eligibility application a copy of the budget and institutional financial audits and management letters prepared by an outside certified public accountant or by an appropriate public agency, who has no other relationship to the institution, for its two most recent fiscal years, including the fiscal year ending immediately prior to the date of submission of the application. The audits must be certified and any exceptions explained. It is recommended that the auditor employ as a guide *Audits of Colleges and Universities*, published by the American Institute of Certified Public Accountants. An applicant institution must not show an annual or cumulative operating deficit at any time during the eligibility application process. Institutions that are already Title IV eligible must demonstrate compliance with federal requirements.

The Riverside Community College District undergoes and makes public an annual external audit for the district and its colleges by a contracted certified public accounting firm. The Board of Trustees reviews these annual audit reports regularly. Also, the District responds to the annual audit management letters to delineate the manner by which the District has addressed the auditor's concerns or recommendations. In addition, the Chancellor's Office for California Community Colleges monitors the District's financial stability and compliance with state regulations and codes through the annual 311 Report submitted in the fall of each year. The Riverside Community College District has demonstrated continued compliance with Title IV federal requirements. Copies of the district budget and audit reports for the last few years are available online.

19. Institutional Planning and Evaluation

The institution systematically evaluates and makes public how well and in what ways it is accomplishing its purposes, including assessment of student learning outcomes. The institution provides evidence of planning for improvement of institutional structures and processes, student achievement of educational goals, and student learning. The institution assesses progress toward achieving its stated goals and makes decisions regarding improvement through an ongoing and systematic cycle of evaluation, integrated planning resource allocation, implementation, and re-evaluation.

Norco College has a comprehensive and systematic institutional planning process, integrated with the District Strategic Plan and the college mission statement, to provide planning for the development of the College. It has integrated planning for academic personnel, learning resources, student services, facilities, and financial development, as well as procedures for program review, assessment, and institutional improvement. Annually generated Administrative, Student Services, and Instructional Program Review documents (made public through links on the college webpage), along with Educational, Facilities, and Technology master plans, drive institutional planning. All of these processes are periodically reviewed and (when necessary) modified to ensure they have as their primary focus the support of student learning.

20. Integrity in Communication with the Public

The institution provides a print or electronic catalog for its constituencies with precise, accurate, and current information concerning the following (34 C.F.R § 668.41-43; §668.71-75):

General Information

- **Official Name, Address (es), Telephone Number(s), and Website Address of the Institution.**
- **Educational Mission**
- **Course, Program, and Degree Offerings**
- **Academic Calendar and Program Length**
- **Academic Freedom Statement**
- **Available Student Financial Aid**
- **Available Learning Resources**
- **Names and Degrees of Administrators and Faculty**
- **Names of Governing Board Members**

Requirements

- **Admissions**
- **Student Fees and Other Financial Obligations**
- **Degree, Certificates, Graduation and Transfer**

Major Policies Affecting Students

- **Academic Regulations, including Academic Honesty**
- **Nondiscrimination**
- **Acceptance of Transfer Credits**
- **Grievance and Complaint Procedures**
- **Sexual Harassment**
- **Refund of Fees**

Locations or Publications Where Other Policies may be Found.

Norco College publishes a catalog and addendum annually and a schedule of classes four times a year (one for each academic term) that contain separate listings of classes offered on each college and off-campus centers. The schedule of classes is available electronically, and limited copies of the catalog are available in hard copy. These documents, along with multiple district and college websites and other appropriate publications, provide accurate and current information about the institution that announces its mission and goals, its admission requirements and procedures, its academic calendar and program length, its rules and regulations, its cost and refund policies, its learning resources, its financial aid centers, its grievance procedures and other policies affecting students, the names and academic credentials of its faculty and administrators, the names of the Board of Trustee members, and all other items related to attending or withdrawing from the institution.

21. Relations with the Accrediting Commission

The institution provides assurance that it adheres to the Eligibility Requirements and Accreditation Standards and policies of the Commission, describes itself in identical terms to all its accrediting agencies, communicates any changes in its accredited status, and agrees to disclose information required by the Commission to carry out its accrediting responsibilities. The institution will comply with Commission requests, directives, decisions and policies, and will make complete, accurate, and honest disclosure. Failure to do so sufficient reason, in and of itself, for the Commission to impose a sanction, or to deny or revoke candidacy or accreditation (34 C.F.R §668 - misrepresentation).

Norco College has demonstrated its commitment to the eligibility requirements, accreditation standards, and policies of the Commission. Since the last Self Evaluation Report in 2009, the College has had an ongoing dialogue with the Commission and has complied with all Commission requests, directives, and decisions. The Riverside Community College District Board of Trustees provides assurance that Norco College adheres to Commission requirements, standards, and policies, describes the College in identical terms to all its accreditation agencies, communicates any changes in its accredited status, and discloses information required by the Commission to carry out its accrediting responsibilities. All disclosures by the College have been, and will continue to be, complete, accurate, and honest.

F. CERTIFICATION OF CONTINUED COMPLIANCE WITH THE STANDARDS FOR ACCREDITATION

Norco College meets or exceeds all of the standards of accreditation. The College's last comprehensive evaluation and visit was in October, 2009. In January 2010, the Accrediting Commission of Colleges and Junior Colleges (ACCJC) took action to accept Norco College's Self-Study and granted initial accreditation. Since that time, the College has completed a Follow-Up Report with a visit in November 2010 and completed its Mid-Term Report in March 2012. In accepting the College's Follow-Up Report, the Commission noted the College's "robust efforts beyond the current stage in the work of the three planning councils,

vigorous evaluation of student support services in all courses, and continued monitoring of the College's responses to Accreditation Standards and Commission policies. Regarding the Mid-Term Report, the Commission noted "the College had fully resolved the three recommendations from the 2010 Comprehensive Evaluation." Presently, the College is completing its Self-Evaluation in preparation for its March 3-6, 2014 visit from Commission representatives. Accreditation standards will not be impacted by the proposed change.

Standard I: Institutional Mission and Effectiveness

The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data and analysis in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

The proposed substantive change underscores the College's commitment to serve its community, to develop workforce expertise through the development and enhancement of skills, and to collaborate with educational institutions and to establish industry partnerships. The collaboration with MSJC and the partnership with IRC established in this initiative is in direct alignment with the College's mission to serve students, the community, and the workforce by providing educational opportunities. Offering a pathway for students to complete the Digital Electronics certificate and degree at an off-campus site strongly supports the College's mission.

The proposed substantive change enhances the College's ability to address its mission of providing educational opportunities and developing the community's workforce.

Standard II: Student Learning Programs and Services

The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

A. Instructional Programs

The College assures the quality of the courses to be offered at the IRC site to have the same rigor, content, and quality as the courses it offers at the college. Regardless of location, the courses and programs of study are approved by the College's Curriculum Committee and are taught with adherence to the established and approved course outlines of record. All courses are taught with the most appropriate pedagogy and methodology with respect to the course outline of record and the use of state-of-the-art instructional and discipline/course-specific technology. More specific details have already been included in the equipment and facilities sections of this Substantive Change Proposal.

The proposed substantive change represents the College's intent to address the needs of community college students. Offering the courses at the students' worksite is a way of increasing access and extending educational opportunities to students who might not otherwise be able to participate in the Digital Electronics certificate/degree program offered at the College. Completing the program at their worksite, allows these students to complete an educational goal while enhancing their workplace skills.

The Digital Electronics courses and certificate/degree program have established student and program learning outcomes. As noted earlier in this document, the faculty member who will be delivering the course/program instruction at the IRC site has participated in an orientation that included information on outcomes assessment and the use of data for improved learning outcomes. The College has established a culture of assessment and the assessment of program level outcomes for career and technical programs has been an emphasis of the College's assessment efforts since 2010. The digital electronics faculty completed a process of mapping and aligning course SLOs to PLOs. One course in the program is assessed every semester. Most recently, ELE 10 was assessed in spring 2013.

Additionally, as a newly-hired faculty member, the associate faculty member teaching at the IRC site was evaluated in accordance with the RCCD-CTA Faculty Association Contract. His teaching was determined to be in accord with the course outline of record which includes adherence to the stated student learning outcomes. As part of the on-going assessment effort, student progress, course completion, success, and retention in the program will be monitored. Data will be collected and analyzed and used to inform the future effectiveness of the course delivery, instruction, and program relevance.

B. Student Support Services

Student support services at Norco College are being increasingly made available in a variety of formats which include face-to-face and online. The registration process is now exclusively conducted through a web-process, Web Advisor. Student advisement, book sales, and tutorial support are all available on campus as well as online. Counselors have also begun to meet with students one-on-one to complete educational plans starting in December 2013. The availability of online student support services complements and enhances the offering of the Digital Electronics program to students who will be enrolled at the IRC site. While financial aid workshops are held on an ongoing basis, students in the Digital Electronics program at IRC will not be responsible for fees as this program is being offered through contract education with the employer paying for the total cost of instruction. As noted in this document's narrative, information on available student support services has been provided to students, for example, Net Tutor. Additional resources and links to support are available on the College's website.

C. Library and Learning Support Services

More than a dozen online databases are available for the use of Norco College students who, like most contemporary community college students, conduct the majority of their course-related research online and appreciate the flexibility of on-demand access to library and learning resources. Additionally, ebooks, multimedia, and streaming video are accessible through the virtual library catalog. The availability of online library resources as well as counseling and tutorial services enables the students in this program to access services on an as-needed basis. There is, therefore, a strong congruence between the substantive change proposed for delivery of the Digital Electronics certificate/degree program at the IRC worksite and the manner in which library and learning support services are provided by Norco College.

Standard III: Resources

The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

A. Human Resources

Norco College has sufficient human resources to support the proposed substantive change. The District's Office of Diversity and Human Resources facilitated the hire of the new associate faculty member in electronics. The sequence of courses and scheduling of classes for the Digital Electronics program will be delivered totally by the new associate faculty member which eliminates any human resources impact to the College. The College's administration, specifically the Vice President of Academic Affairs and Dean of Instruction, Career and Technical Education and the program's department chair and electronics faculty have provided leadership in establishing and implementing the program. An orientation has already been provided for the digital electronics associate faculty member by the faculty department chair including assessment efforts and a review of the official course outline of record. Every detail has been planned to ensure that the instruction being delivered at the IRC worksite will be equal to that offered at the College. An organization structure for the program is provided in the Appendix.

B. Physical Resources

The IRC worksite and designated instructional space was visited by college administration, faculty and staff to ensure that it meets college standards for course delivery. The safety of students is provided by the presence of a security guard who is on duty twenty-four hours a day, seven days a week. Proper identification is required to access the facility. The classroom, located in Training Center 1 (TC1) is ADA compliant, seats thirty students, and is equipped with the required instructional technology. Other instructional equipment items, such as laptops, multimeters, and oscilloscopes are all being supplied by IRC to support the instructional program at no cost to Norco College.

C. Technology Resources

The instructional technology required to implement the proposed substantive change is available and in place. The College has a site license for the required electronics software and as previously mentioned, laptops and other technical equipment are maintained in a locked cabinet inside the classroom.

D. Financial Resources

The proposed substantive change request does not require any college resources. The entire cost of instruction including the faculty member's compensation, instructional space, and student fees are all being paid by IRC as part of the contractual agreement between the College, RCCD, and IRC. The budget analysis for the delivery of the courses is noted elsewhere herein.

Standard IV: Leadership and Governance

The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

The establishment of this collaboration with MSJC and partnership with IRC has been planned with the full concurrence and knowledge of the College's shared governance and planning groups. Multiple planning meets were held prior to entering into the agreement to offer the Digital Electronics certificate/degree at the IRC worksite. Consideration was given to the best interests of the targeted student population as well as the potential impact to the College. Only after it was clearly established that the proposed offering of the certificate at the off-campus site was determined to be in direct alignment with the College's mission did the planning for implementation begin in earnest. A thorough assessment of needs and resources was conducted. The partnership has been fully vetted through the College's strategic planning process and has been enthusiastically received by the college community. The proposal has received all of the necessary internal and external approvals including the approval of the College's Academic Senate and Institutional Strategic Planning Committee (ISPC), the District's Board of Trustees, MSJC's approval allowing Norco College to offer the program in its service area, and the contractual agreement with IRC. The proposed change aligns with the College's mission to raise the skill level and expertise of the community's workforce and provides increased access and opportunities for students to complete their educational goals.

H. Certification of Continued Institutional Compliance with Commission Policies

Policy on Distance Education and on Correspondence Education

Commission policy specifies that all learning opportunities provided by accredited institutions must have equivalent quality, accountability, and focus on student outcomes, regardless of mode of delivery. This policy provides a framework that allows institutions the flexibility to adapt their delivery modes to the emerging needs of students and society while maintaining quality. Any institution offering courses and programs through distance education or correspondence education is expected to meet the requirements of accreditation in each of its courses and programs and at each of its sites.

At Norco College all courses offered in the online or in the hybrid format presently exist as traditional face-to-face having the same student learning outcomes as the face-to-face offerings. Assessment of student learning outcomes in distance education courses occurs according to the rotation for course assessment developed by the College's Office of Institutional Effectiveness. Faculty teaching distance education courses are evaluated regularly via the Improvement of Instruction process outlined in the bargaining agreement between the Faculty Association and the Riverside Community College District.

Before a course is offered in distance education format, the course must undergo an additional curriculum approval process. The details of this process, outlined in the College's CurricUNET website in the section "How to Build a DE Course Proposal," includes approval by the discipline faculty and by other college departments, including the library, and Disabled Student Resources. The faculty proposing the course must explain the details of the course management, including how the course supports regular and substantive interaction between faculty and students and offer a rationale for teaching the course in the distance education format.

As is the case with all other curriculum, distance education course development falls under the purview of the Curriculum Committee at both the local and district levels. Faculty who teach in an online-based course must complete the Online Blackboard Academy, which consists of six online modules that must be completed within a month. The Open Campus Office has also created over 100 online tutorials for faculty and has implemented a faculty peer mentoring program in which two to three faculty at each college serve as mentors to support distance education faculty. The College also uses a secure log-in and password procedure to verify each student's identification.

The Distance Education Committee (DEC), a standing committee of the Academic Senate, further supports excellence in teaching and learning in the online environment. The DEC works collaboratively with both the Professional Development Committee and the Technology Committee to ensure that distance education faculty have the necessary training and technology support for their courses.

Policy on Institutional Compliance with Title IV

The institution has policies and procedures to ensure sound financial practices and financial stability. The District and College continually assess the availability of resources for the repayment of debt to ensure the fiscal stability of the institution.

Norco College monitors and manages student loan default rates to ensure compliance with federal requirements. The College's financial aid office reviews receipt, disbursement, and loan default rate to ensure compliance with federal regulations. Norco College's student loan default rate for the past two years was:

- 2010 10.9% (2 year official)
- 2011 10.0% (2 year draft)

In the future, the College will be assigned three year rates. The College has contracted with a vendor to assist in managing its default rate. It is providing outreach to students in the form of information on repayment options. In addition, financial aid staff are monitoring periodic information for students who are in the repayment process and who may be in danger of default.

Policy on Institutional Advertising, Student Recruitment, and Representation of Accredited Status

All accredited institutions, or individuals acting on their behalf, must exhibit integrity and responsibility in advertising, student recruitment, and representation of accredited status. Responsible self-regulation requires rigorous attention to principle of good practice.

Because Norco College is an open enrollment institution, it does not actively recruit students, although it has outreach efforts that include visits to local high schools and assisting students in navigating the process of enrollment and matriculation. The college catalog, various web pages, and the schedule of classes accurately and clearly identify all conditions for transfer of course credits, conditions for acceptance of course credits, requirements for course completion and licensure examinations, degree and certificate

completion requirements, a list of full-time faculty members and their degrees, and all entrance requirements in addition to all other items listed in the Commission Policy. Also, it accurately represents its accredited status in the college catalog and on the college website.

Policy of Institutional Degrees and Credits

An accredited institution conforms to a commonly accepted minimum program length of 60 semester credit hours or 90 quarter credit hours awarded for achievement of student learning for an associate degree. Any exception to this minimum must be explained and justified.

An accredited institution must have in place written policies and procedures for determining a credit hour that generally meet commonly accepted academic expectation and it must apply the policies and procedures consistently to its courses and programs.

At the time of an educational quality and institutional effectiveness review (formerly comprehensive review), the Commission will review the institution's policies and procedures for determining credit hours for its courses and programs and how these policies and procedures are applied. The Commission will as part of this review assess whether the institution implements the clock-to-credit hour conversion formula. The Commission will make a reasonable determination of whether the institution's assignment of credit hour conforms to commonly accepted practice in higher education using sampling and other methods. If, following the review, the Commission finds systematic non-compliance with this policy or significant non-compliance regarding one or more programs at the institution it must take appropriate action and promptly notify the U.S. Department of Education (34 C.F.R. § 602.24 (f) (1), (2); §668.8 (l) (1).)

All degrees and credits awarded at Norco College conform to commonly accepted practices in higher education and fulfill all Title 5, California Education Code, and the California Community College Accounting Manual requirement regarding credit hour and clock hours and certificate and associate degree requirements. The academic courses of study in the various degree and certificate programs have sufficient length, breadth, and content; the courses of study have appropriate levels of rigor and clear statements of student learning outcomes and undergo periodic assessment to ensure that students are achieving those outcomes. The College has articulation agreements with the California State University system and the University of California to ensure that the courses meet the commonly accepted standards for transfer. Also, degrees and certificates that exceed

18 units have been reviewed and approved by the Chancellor's Office for California Community Colleges.

Policy on Institutional Integrity and Ethics

Accredited institutions, or individuals acting on their behalf, must exhibit integrity and subscribe to and advocate high ethical standards in the management of its affairs and all of its activities dealing with students, faculty, and staff, its governing board, external agencies and organizations, including the Commission, and the general public.

Norco College and the Riverside Community College District make an effort to provide clear and accurate information to the public and all constituencies. The institution, both the college and the district, complete all annual reports to the Commission, to the Chancellor's Office for California Community College, to the state and federal governments, and to any other body needing information about the College. These reports are available to the public, many of which are available on the various websites. The college catalog, the schedule of classes, and various college and district websites provide information about the mission, the programs, admission requirements, available student services, fees and costs, financial aid programs, transcripts, transfer of credit, and refunds as well as its accredited status. Board policies exist to assure integrity with academic honesty, hiring, conflict of interest, and due process protections and are regularly reviewed and available on the district websites. The Board of Trustees Policy Manual includes policies for each of the areas identified in this Commission Policy on Integrity and Ethics, including the code of ethics for the Board of Trustees, administration, faculty, and students. It includes grievance and complaint procedures for all constituencies of the college, including procedures for confidential and anonymous submission of complaints.

Policy on Contractual Relationships with Non-Regionally Accredited Organizations

When an institution contracts certain functions to a related entity, the institution is responsible to the Commission for presenting, explaining, and evaluating all significant matters and relationships involving related entities that may affect accreditation requirements and decisions at the time of eligibility review, candidacy review, initial accreditation, educational quality and institutional effectiveness review, follow-up and special reports, all other times deemed relevant by the Commission. Although a related entity may affect an institution's ongoing compliance with the Accreditation Standards, the Commission will review and hold responsible the applicant, candidate, or accredited institution for compliance with

Accreditation Standards. The Commission will protect the confidential nature of all information submitted by the institutions or by related entities except as otherwise required by law or other Commission policies.

If an institution is part of a district/system with shared facilities or processes (e.g., library) or centralized information (e.g., strategic plan), the institution may use documents prepared by the district/system in its report to the Commission. The accredited institution's obligation to report any changes in control, legal status or ownership through its substantive change process also applies to related entities.

Contractual agreements at Norco College consist of grants and awards, outside agency contracts for personal and professional services, construction contracts, consultant agreements, instructional service agreements, and contracts for information technology. All contracts are submitted to College Business Services by the contracting division or department via a Contract Transmittal Form (CTF). The Vice President of Business Services reviews each contract to ensure that it is consistent with the College's mission and goals, as well as for fiscal impact, risk component, termination clauses, standards of conduct, and any language that may have potential exposure for the District. The District's in-house legal counsel reviews each contract to insure proper legal terms. Once that review is complete, the contract is sent to the college president for review and signature. Contracts that have a fiscal impact between fiscal years are input into the financial accounting system in the appropriate fiscal year so that an automatic encumbrance of financial resources takes place.

The president is delegated the authority to sign a contract as an enforceable obligation on behalf of the college. For services of \$83,400 or more, Board of Trustees approval must be obtained prior to implementation of contracted services. The services of independent contractors are considered temporary in nature and individual contractors must meet specific criteria.

Requests for instructional service agreements follow a contract process that must be approved by Teaching and Learning Committee of the Board of Trustees. Contracts include terms of instruction as well as terms and conditions for cancellation and termination of the arrangement. Instructors must meet existing college hiring standards and must be approved by the Board of Trustees as well. Academic Affairs performs research to ensure that all programs meet the needs of state regulations for licensing. In the absence of state regulations, industry association standards are utilized. All contracts with outside entities go through a rigorous review and approval process (Board Policy 6340, 6345)

I. Appendices

- Exhibit 1: International Rectifier Agreement
- Exhibit 2: RCCD Board of Trustees Agenda Item (VIII-B-1)
- Exhibit 3: MSJC Collaboration Agreement
- Exhibit 4: Program Organizational Chart
- Exhibit 5: Digital Electronics Course, Certificate and Degree Descriptions
- Exhibit 6: Projected Sequence of Courses and Schedule of Classes
- Exhibit 7: Map to Off-Campus Site IRC and Norco College Location
- Exhibit 8: Overview of International Rectifier Corporation Partnership
- Exhibit 9: Representative Assessment Report – ELE 23
- Exhibit 10: Norco College Net Tutor Information Flyer
- Exhibit 11: ISPC minutes of Sept 2013

Exhibit 1: International Rectifier Corporation Agreement

AGREEMENT FOR CONTRACT FOR CREDIT INSTRUCTION
RIVERSIDE COMMUNITY COLLEGE DISTRICT
On Behalf of NORCO COLLEGE

Page 1

AGREEMENT FOR CONTRACT INSTRUCTION (CREDIT INSTRUCTION)

Riverside Community College District on Behalf of Norco College, hereinafter referred to as "Contractor", and International Rectifier Corporation, hereinafter referred to as "Recipient," mutually agree as follows:

1. Contractor represents that it is a public post-secondary institution with the capability and the experience to provide services in the area of general education at the post-secondary level.
2. The Contractor will charge for the actual cost of the program, to include instruction, administrative costs and any other costs necessary to conduct the program. The cost of instruction could vary by college and by programs in accordance with California Education Code §78021(b).
3. Contractor represents that these classes are being provided in accordance with the California Education Code, §78020-78023.
4. Facilities for face-to-face classes will be provided by Recipient to conduct the program specified herein. They shall meet the requirements of state and local safety and health regulations during the term of the Agreement. The Contractor will provide the course management system for the online classes if needed.
5. Recipient and Contractor will honor the schedule of meeting times mutually agreed upon beginning August 2013 and not to exceed June 2016.
6. The location of the services shall be:

41915 Business Park Drive
Temecula, CA 92590

7. For a fee not to exceed **\$298,652** Contractor shall provide two (2) cohorts of the following services:

The Contractor will provide For-Credit Classes as follows:

TWO COHORTS (UP TO 48 STUDENTS)			
<i>Course</i>	<i>Units</i>	<i># of Sections</i>	<i>Cost/section</i>
ELE-11, DC (Direct Current) Electronics 108 hours	4	2	19,722
ELE-13, AC (Alternating Current) Electronics 108 hours	4	2	19,722
ELE-25, Digital Techniques 108 hours	4	2	19,722
ELE-26, Microprocessors & Microcontrollers 108 hours	4	2	19,722
ELE-27, Technical Communications 54 hours	3	2	13,972
ELE-64, Programmable Logic Controllers 90 hours	3	2	18,372
ELE-23, Devices & Circuits 108 hours	4	2	19,722
ELE-28, Electronics CAD (Computer Aided Design) 90 hours	3	2	18,372
Totals	29		\$ 149,326
Total Program Cost			\$298,652

A similar class that meets the general education requirements can be substituted during the term of this contract if mutually agreed upon by both parties. Should Recipient require additional services in any of the above components, the fee shall be negotiated separately.

8. The instructor(s) shall be selected by the Contractor based on subject matter expertise and availability. Faculty will be selected in accordance with California Education Code §78022(a) which states:
- “Faculty in all credit and noncredit contract education classes shall be selected and hired according to procedures existing in a community college district for the selection of instructors for credit classes.
9. The Instructor for Contractor agrees to take the International Rectifier, “Safety Awareness Training” that includes two parts: a 15 minute video (IRTM Overview Video) and a 16 minute on-line course (Awareness I: General Overview) prior to the start of any classes delivered at the International Rectifier site.
10. Instructors shall not enter the wafer fab manufacturing area.
11. All participants shall be under the direction and supervision of the instructor as specified herein.
12. All students selected by the Recipient must abide by the Acceptable Use Policies when utilizing the Contractor’s Course Management System. All students must take the Online Skills Assessment Workshop prior to the start of their first online class.

AGREEMENT FOR CONTRACT FOR CREDIT INSTRUCTION

Page 3

13. Students for all courses will only include employees of International Rectifier Corporation.
14. The Contractor will invoice the Recipient for the total cost of each course on the first day of class. The Recipient shall compensate the Contractor for the total cost of each course provided pursuant to this Agreement in the amount specified within forty-five (45) days following the receipt of an invoice from the Contractor for the services described herein.
15. The Contractor implies no guarantee that participants will receive credits and/or the Associate Degree based on course offerings. Participants must meet the academic requirements based on assigned coursework and examinations to earn the units of credit. Recipient will incur costs of instruction regardless of participant achievement.
16. Contractor will provide twelve laptop computers for use in the courses. Contractor will purchase licenses for electronics education software, install in the computers and provide this resource for the courses. This is included in the quoted cost of the program.
17. The Recipient will provide participants with all needed test equipment, laboratory space and consumables for this program.
18. Participants will purchase their own textbooks and ancillary technical tools required by the course.
19. Contractor represents that all operations of Contractor's business are and will continue to be conducted in compliance with Title VI and VII of the Civil Rights Act of 1964; Title IX of the Higher Education Act of 1972, the Privacy Rights of Parents and Students Act of 1974, and all applicable local, state and federal health and safety regulations.
20. Contractor shall indemnify, defend and hold Recipient harmless against any liability whatever arising from any negligent or willful acts or omissions of the Contractor or subcontractors participating or functioning in this training program and activities herein provided, to the extent provided by law.
21. Recipient shall indemnify, defend, and hold Contractor harmless against any liability whatever arising from any negligent or willful acts or omissions of Recipient's employees assigned directly to this training program and activities herein provided, to the extent provided by law.
22. The parties shall both provide proof of coverage of general liability insurance (including property) in the amount of \$1,000,000 per incident, \$3,000,000 aggregate, as well Workers' Compensation insurance in accordance with the requirements of the State of California.
23. The Contractor retains the right to cancel any class that is offered under this agreement no later than 10 days before the first meeting of the class. In the event that a course must be cancelled the Contractor will work with the Recipient to offer an appropriate substitute course or the next course in the established pattern so as not to disrupt the calendar for students in progress.

The Recipient retains the right to cancel the course that is offered under this agreement no later than 10 days before the first meeting of the class. If the course is canceled 10 days to 30 days prior to start of the course, 20% of the fee will be due.

If the Recipient cancels the course 9 days to 2 days prior to the course, it shall pay the College District 75 % of the Course Fee.

If the Recipient cancels the course 1 day before the course or later, 100% of the fee will be due.

A course may be rescheduled within 90 days of the original course date, with no penalty fee. All fees are due by the original due date.

21. This contract shall be governed in accordance with the laws of the State of California.

CONTRACTOR
RIVERSIDE COMMUNITY
COLLEGE DISTRICT AND
NORCO COLLEGE

RECIPIENT
International Rectifier
CLIENT

BY:
(Signature) _____
Aaron S. Brown
Vice-Chancellor,
Business and Financial
Services

4800 Magnolia Avenue
Riverside, CA 92506

BY: Rick Grasmann
(Signature) _____
(Please print
or type
name and
title) Gil Grasmann

41915 Business Park Drive
Temecula, CA 92590

PHONE: _____

PHONE: (951) 375-5078

DATE: _____

DATE: 6/17/13

EIN:
(Federal
Employer
Identification
Number) 95-1528961

Exhibit 2: RCCD Board of Trustees Agenda Item VIII-B-1

Agenda Item

Agenda Item (VIII-B-1)

Meeting	8/20/2013 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-1)
Subject	Agreement for Contract Education with International Rectifier Corporation
College/District	District
Funding	N/A

Recommended Action	It is recommended that the Board of Trustees approve agreement for contract education with International Rectifier Corporation for the amount of \$298,652.
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Background Narrative:

This agreement is part of a joint project with RCCD, Norco College and Mt San Jacinto Community College to provide International Rectifier Corporation with educational programs awarding academic credit based on a contractual agreement. This project was initiated at the request of International Rectifier Corporation to provide a fully accredited, Associate of Science degree with an Electronics concentration for its employees.

Because International Rectifier is located in the Mt San Jacinto College District's service area, Mt San Jacinto College will provide the courses leading to units of credit for General Education requirements and Norco College will provide the courses for the Electronics requirements. Mt San Jacinto will make a separate agreement with International Rectifier for General Education courses that are directly transferrable to Norco College. When the general education courses are completed with a passing grade by the IR employees, they will transfer these units to Norco College. Once the general education and electronics requirements are completed, the students will petition to graduate with an AS degree in electronics from Norco College. The program will not receive apportionment and no FTEs will be added to the Norco College load. The contractual fees will cover the direct costs of instruction and administration. Attached also is a set of guidelines for contract education in this matter of for-credit, contract classes with the appropriate Education Code citations.

Prepared By: Ray Maghroori, Provost/Vice Chancellor, Educational Services
John Tillquist, Associate Vice Chancellor, Economic Development
Paul Parnell, President, Norco College

Attachments:

[Guidelines for Contract Education 8 8 2013](#)
[International Rectifier Agreement 8 8 2013](#)

Exhibit 3: MSJC Collaboration Agreement



Roger W. Schultz, Ph.D.
Superintendent/President

Board of Trustees
Tom Ashley
Eugene V. Kadow
Ann Motte
Dorothy J. McGargill
Gwen Schlange

July 31, 2013

Dr. Paul Parnell
Norco College
2001 Third Street
Norco, CA 92860


RE: International Rectifier Collaboration

Dear Dr. Parnell,

It is with great pleasure that I write to you in acknowledgement of our partnership with International Rectifier Corporation (IR).

Mt. San Jacinto College allows Norco College to offer for-credit courses in our geographical service area as part of a contract education arrangement to better our regional economy. More specifically, Mt. San Jacinto College will offer the required general education courses, transferable to Norco College, and Norco College will offer the electronics concentration courses. This collaboration will facilitate the opportunity for IR employees to eventually earn an AS degree in Digital Electronics from Norco College.

MSJC is happy to collaborate with Norco College, Riverside Community College District on this project for the betterment of our regional workforce.

Sincerely,

Dr. Roger Schultz
Superintendent/President

San Jacinto Campus
1499 N. State Street
San Jacinto, CA 92583
951.487.6752

Menifee Valley Campus
28237 La Piedra Road
Menifee, CA 92584
951.672.6752

San Geronimo Pass Campus
3144 W. Westward Avenue
Banning, CA 92220
951.922.1327

Temecula Education Complex
27447 Enterprise Circle West
Temecula, CA 92590
951.308.1059

Exhibit 4: Organizational Chart for the Program

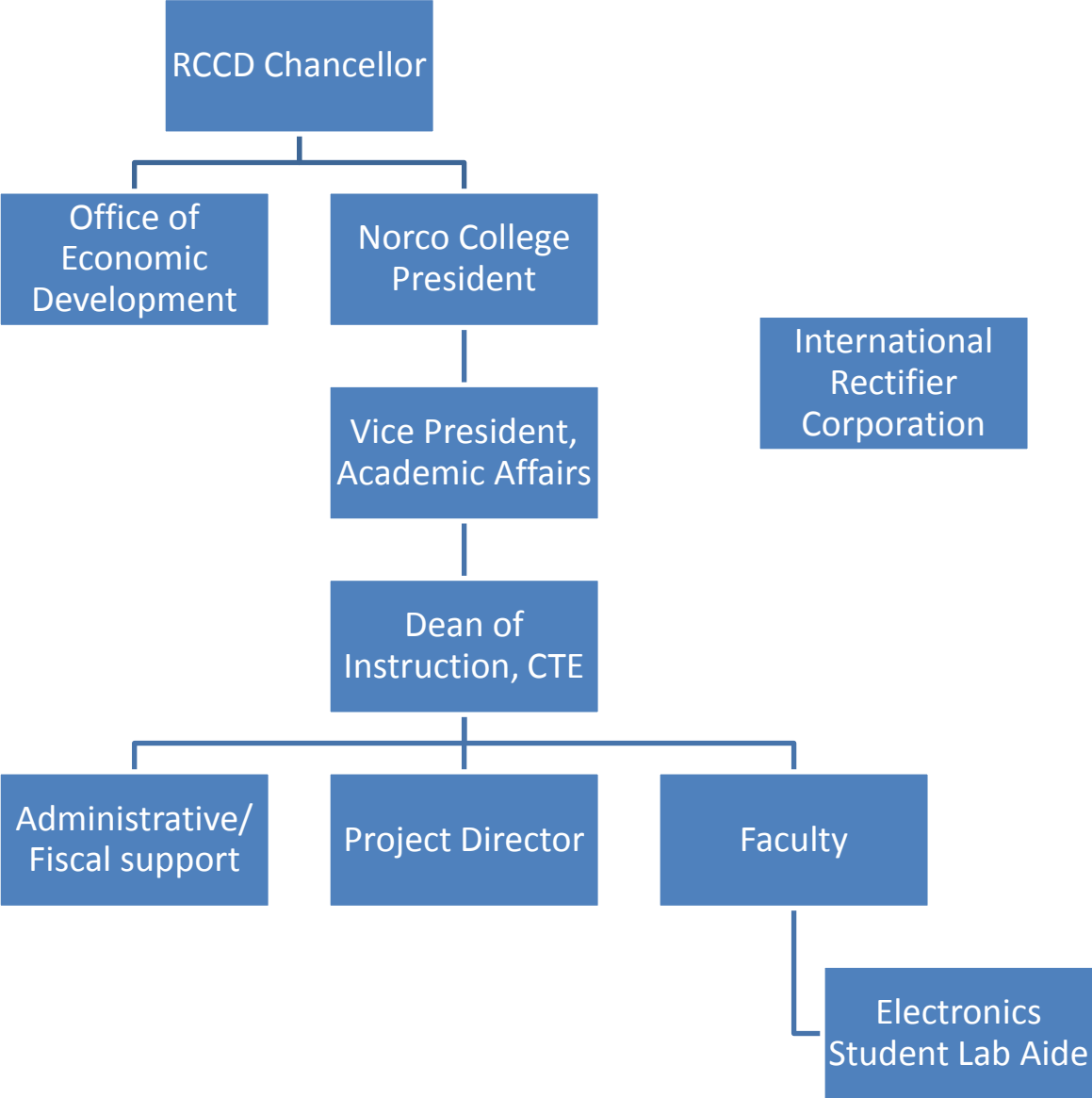


Exhibit 5: Digital Electronics Courses, Certificate, Degree Description

DIGITAL ELECTRONICS

Required Courses (29 units)		Units
ELE-11	DC (Direct Current) Electronics	4
ELE-13	AC (Alternating Current) Electronics	4
ELE-25	Digital Techniques	4
ELE-26	Microprocessors and Microcontrollers	4
ENE/ELE-27	Technical Communications	3
ELE-28	MultiSim CAD & PCB Design/Fab	3
Electives	Choose from the list below	7
Electives (7 units)		
ELE-10	Survey of Electronics	4
ELE-23	Electronic Devices and Circuits	4
ELE/MAN-61	Introduction to Robotics	3
ELE/MAN-63	LabView Visual Programming for Automated Systems	3
ELE/MAN-64	Programmable Logic Controllers	3
ELE-91	Fundamentals of Solar Energy	3
ELE-200	Electronics, Work-Experience	1-4
MAN-55	Occupational Safety and Health Administration (OSHA) for General Industry	2

Course Descriptions

ELE-10 - Survey of Electronics 4 units

CSU

Prerequisite: None.

Basic electronic theory including electron theory, Ohm's Law, DC, AC, vacuum tube and solid state devices, antenna principles, power supplies, amplifiers, RE oscillators, amplitude and frequency modulation, diode detection and superheterodyne receivers, and test equipment operation (emphasis on voltmeter and oscilloscope operation). 54 hours lecture and 54 hours laboratory.

ELE-11 – DC Electronics 4 units

CSU

Prerequisite: None.

Basic electrical theory including Ohm's Law, the Power Law, the Current and Voltage Laws of Kirchoff, Direct Current (DC) theory, time constants, multimeter measurements, magnetism, electromagnetism, resistors, capacitors, coils, transient analysis and DC Motors, voltage, current, resistance, power, series, parallel and complex series/parallel circuits. 54 hours lecture and 54 hours laboratory.

ELE-13 – AC Electronics 4 units

CSU

Prerequisite: ELE-10, 11, 21 or 23.

Alternating Current (AC) theory, devices, circuits and applications--will include: resistance, reactance, impedance, capacitance, inductance, Ohm's Law, Power Law, sinusoidal waveforms, Peak, Peak-to-Peak and Root-Mean-Square (RMS) measurements, using an oscilloscope, signal generator and meter; applications of series and parallel networks of resistors, capacitors, inductors, transformers and other AC components; J-Factors and phasor-vector solutions to both simple and complex AC circuits; transient reactor analysis; phase-shift, phase-angle, and power-factor calculations and measurements. 54 hours lecture and 54 hours laboratory.

ELE-23 - Electronics Devices and Circuits

4 units

CSU

Prerequisite: None.

Advisory: ELE-21.

Characteristics, construction, and circuit applications of electronic devices including diodes, bipolar transistors, thyristors, integrated circuits, and optoelectronic devices. 54 hours lecture and 54 hours laboratory.

ELE-25 - Digital Techniques

4 units

CSU

Prerequisite: None.

Advisory: Completion of or concurrent enrollment in ELE-10 or 23. Mathematics, number systems and logic circuits as they relate to modern electronic computers and digital systems. Boolean algebra, circuit simplifications and mapping are included. Basic gate and digital circuits (MSI-LSI) will be analyzed and integrated into complete systems. Digital counters, registers, encoders/ decoders, converters and timing. 54 hours lecture and 54 hours laboratory.

ELE-26 - Microprocessors and Microcontrollers

4 units

CSU

Prerequisite: None.

Advisory: ELE-25.

Computer number systems, codes, and arithmetic functions; microprocessor and microcontroller functions, architecture, instruction sets, addressing modes, internal operations, PIA interfacing, and I/O operations. Introduction to operating systems. 54 hours lecture and 54 hours laboratory.

ELE-27 - Technical Communications

3 units

(Same as ENE-27)

CSU

Prerequisite: None.

Procedures for organizing and presenting data through informal and formal documents and presentations. Includes practice in writing memoranda, letter reports, and informal technical reports. Also includes discussion of personal resume and preparation of job applications. 54 hours lecture.

ENE-27 - Technical Communications

3 units

(Same as ELE-27)

CSU

Prerequisite: None.

Procedures for organizing and presenting data through informal and formal documents and presentations. Includes practice in writing memoranda, letter reports, and informal technical reports. Also includes discussion of personal resume and preparation of job applications. 54 hours lecture.

ELE-28 – MultiSim CAD & PCB Design/Fab

3 units

CSU

Prerequisite: None.

This course covers MultiSim schematic capture, simulation, export to UltiBoard and UltiRoute. Basic Computer-aided Design (CAD) drafting, block diagrams, printed circuit board design-layout. The use of Computer Aided Design tools and electronics-library component templates will be emphasized. PCB design and fabrication with through-hole and SMT/SMD devices. 36 hours lecture and 54 hours laboratory.

ELE-61 - Introduction to Robotics **3 units**

(Same as MAN-61)

CSU

Prerequisite: None.

Introduces students to electronics and manufacturing technology through construction, testing, and operation of functional robots. Participation in this class will encourage students to investigate further the career opportunities available to them in modern high-tech fields. 36 hours lecture and 54 hours laboratory.

MAN-61 - Introduction to Robotics **3 units**

(Same as ELE-61)

Prerequisite: None.

Introduces students to electronics and manufacturing technology through construction, testing, and operation of functional robots. Participation in this class will encourage students to investigate further the career opportunities available to them in modern high-tech fields. 36 hours lecture and 54 hours laboratory.

ELE-63 - LabVIEW Visual Programming **3 units**

for Automated Systems

(Same as MAN-63)

CSU

Prerequisite: None.

Advisory: CIS-1A

Prepares students to develop measurement and test systems, data acquisition, instrument control, data logging, and measurement analysis applications using LabVIEW. Students will create applications that acquire, process, display and store real world data. 36 hours lecture and 54 hours laboratory.

MAN-63 - LabVIEW Visual Programming **3 units**

for Automated Systems

(Same as ELE-63)

CSU

Prerequisite: None.

Advisory: CIS 1A.

Prepares students to develop measurement and test systems, data acquisition, instrument control, data logging, and measurement analysis applications using LabVIEW. Students will create applications that acquire, process, display and store real world data. 36 hours lecture and 54 hours laboratory.

ELE-64 – Programmable Logic Controllers **3 units**

(Same as MAN-64)

CSU

Prerequisite: None.

Advisory: ELE-10 or 21.

Fundamentals of programmable logic controllers, with an emphasis on introductory programming of PLCs. Problem analysis with solutions that integrate programming formats, auxiliary commands and functions, common programming languages, and popular software programs used with PLCs. Installation, maintenance, troubleshooting and repair are inherent components. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

MAN-64 - Programmable Logic Controllers **3 units**

(Same as ELE-64)

CSU

Prerequisite: None.

Advisory: ELE-10 or 21.

Fundamentals of Programmable Logic Controllers (PLCs), with an emphasis on introductory programming of PLCs. Problem analysis with solutions that integrate programming formats, auxiliary commands and functions, common programming languages, and popular software programs used with PLCs. Installation, maintenance, troubleshooting and repair are inherent components. 36 hours and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

ELE-91 – Fundamentals of Solar Energy

3 units

CSU

Prerequisite: None.

This course is for students interested in a career in the solar industry. The fundamental principles and functions of photovoltaic industry will be introduced along with the planning, installation and maintenance of all necessary components for a photovoltaic system. The transmission and distribution of electric power will be reviewed and basic concepts of electricity, identification, functions and operations of components will be surveyed. 54 hours lecture.

ELE-200 - Electronics Work Experience

1-2-3-4 units

CSU*

Prerequisite: None.

Advisory: Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit.

MAN-55 - Occupational Safety and Health

2 units

Administration (OSHA) Standards for General Industry

Prerequisite: None.

This course covers OSHA policies, procedures, and standards, as well as safety for general industry and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful completion, the student will receive either an OSHA 10 or 30 hour general industry or construction training completion card. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

Exhibit 6: Projected Sequence of Courses and Schedule of Classes

Session	Length (weeks)	Start-End Dates	Course
Fall 2013	16	Aug 26 –Dec 13	ELE-11, DC (Direct Current) Electronics
Spring 2014	16	Feb 18 – June 12	ELE-13, AC (Alternating Current) Electronics
Summer 2014	6	June- July	ELE-25, Digital Techniques
Fall 2014	16	Aug – Dec	ELE-26, Microprocessors & Microcontrollers
Spring 2015	16	Feb – June	ELE-27, Technical Communications
Summer 2015	6	June- July	ELE-64, Programmable Logic Controllers
Fall 2015	16	Aug – Dec	ELE-23, Devices & Circuits
Spring 2016	16	Feb – June	ELE-28, Electronics CAD (Computer Aided Design)

Exhibit 7: Map to off campus site (IRC) and Norco College Location

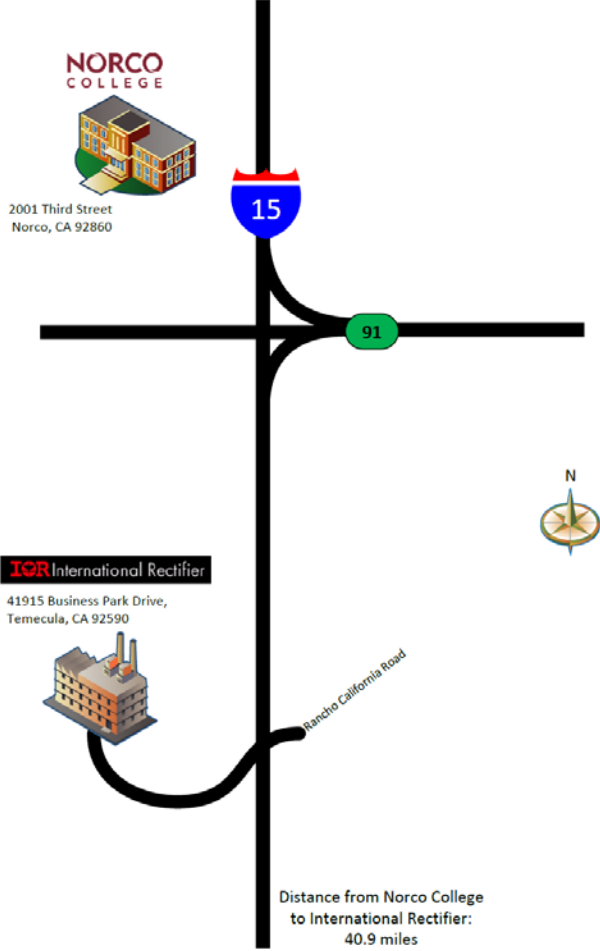


Exhibit 8: Overview of International Rectifier Corporation Partnership



International Rectifier Partnership (Delivery of a program of study at an offsite location)

Purpose: The purpose of this document is to share the details related to the Digital Electronics AS degree that is being delivered at an offsite, employer's location.

Overview: Norco College, RCCD and Mt. San Jacinto College have partnered to deliver the Digital Electronics AS Degree program to employees of International Rectifier (IR) located in Temecula, CA. IR is fully funding the program. This three year program includes two cohorts of students (32 total) completing the general education requirements with MSJC and the electronics courses with Norco College. The electronics classes will be held at IR in their training classroom. RCCD is the fiscal agent for the Norco College classes. This partnership was approved by the Board of Trustees at our August meeting. Offering classes at an offsite location will require a substantive change application to be submitted to ACCJC. A new associate faculty member has been hired to teach these courses. Norco College will be the certificate and degree granting institution for all forty AS degrees.

Benefits: Providing innovative educational opportunities for our students, our community, and its workforce is the cornerstone of our mission. Having the opportunity to teach and evaluate our program in a real world environment, at the same time partnering with industry and their incumbent workforce, creates benefits for not only the department/discipline but the college as a whole. Collaborating with our District offices, neighboring community colleges and meeting the needs of industry, while at the same time addressing our educational planning goals, are also a fundamental component of our mission. Below are the strategic goals that this program positively affects:

- **Goal 1: Increase Student Achievement and Success**
- **Goal 3: Increase Student Access**
- **Goal 4: Create Effective Community Partnerships**
- **Goal 5: Strengthen Student Learning**

Contract amount: \$298,652.00

Net Revenue: \$60,000.00 (Norco)

Net revenue will be reinvested to enhance the Electronics program at Norco College.

Coordinating Department: Career & Technical Education (CTE)

Fiscal Impact: Neutral to general fund. Positive for discipline.

Career & Technical Education at Norco College provides technical and academic skills designed to prepare learners to pursue a successful career in an increasingly competitive job market, further educational opportunity and promote lifelong learning.

Exhibit 9: Representative Assessment Report – ELE 23

Norco College Course Assessment Report

Course: _____

Instructor: _____

Semester: _____

Is this the initial assessment or follow-up (closing the loop)? Initial Follow-up

1. Please write a short narrative summary of the data collected for the course SLO(s). Were you generally satisfied with the results? In which areas or SLOs (if you assessed more than one) did the data indicate students had the most difficulty? To what do you attribute that difficulty? Which areas or SLOs did they find themselves achieving with greatest success? Please attach assessment instrument (and/or rubric) and data summary files (spreadsheets, tally sheets, etc) to this report.
2. **If this is an initial assessment**, what are some suggestions for improving learning in the course the next time it's taught? What advice would you offer to the next faculty member(s) who teaches the course, based on data and experience teaching the course?
3. **If this is a follow-up (closing the loop)**, did the changes that were made to the course result in improvement of student learning from the first assessment? If so, how? If not, why did improvement not occur? What advice would you offer to the next faculty member(s) who teaches the course, based on data and experience teaching the course?
4. What suggestions, if any, do you have for modifying the course outline of record and/or the SLOs for the course?

**NORCO COLLEGE, RCCD
ELECTRONICS 23—Devices and Circuits
SLO-part of Mid-Term EXAM**

These are the mandatory ELE-23 STUDENT LEARNING OBJECTIVES (SLOs): On completion of the course, **all successful students will be able to:**

1. Describe the physical nature and electrical characteristics of materials that are classified as semiconductors.
 2. Explain the operation and biasing requirements of diodes, bipolar transistors, field effect transistors, thyristors, and optoelectronic devices.
 3. Discuss the construction and uses of analog and digital integrated circuits.
 4. Discuss the three basic types of transistor amplifier configurations, describe their operation, and compare the characteristics of each.
 5. Identify and explain the operation of power supplies and their circuitry.
 6. Explain the basic principles of operation of both sinusoidal and non-sinusoidal oscillators.
-

Occupational classes are competency-based. Electronics classes are meant to prepare you for an occupation, where you must be competent to keep your job. In order to pass this class, a student must be able to do **all** of the above things (SLOs), to at least a minimum level of competency, as judged, using the instructor's rubric, from your answers to the following tasks and questions:

- A) Please write a legible narrative essay that gives an overview of the manufacturing processes used to make a PN-Junction Diode, using the specific terms and phrases that were written on the whiteboard during our preparatory lecture sessions. In this essay, state the purpose of doping of a semiconductor material, and how it works to alter the conductivity of the semiconductor material. Continue your explanation until the doped crystal is fabricated into a PN-Junction Diode, encapsulated into a package with axial leads, ready to be mounted on a through-hole printed circuit board.
- B) Legibly discuss the biasing requirements (forward and reverse) of a germanium, PN-Junction Diode, and explain how conductivity of the device is affected in these biasing modes. How does each biasing mode affect the depletion zone, to allow, or to disallow conduction? Also, correlate the words Cathode and Anode with the electrical schematic of a diode, and the P-type and N-type materials inside, with respect to an externally applied voltage source (and polarity). Use sketches to demonstrate each type of biasing, and label them clearly.
- C) Discuss the biasing requirements of a silicon, NPN transistor, with respect to the emitter, base and collector regions, and the depletion zones (that naturally occur at each junction without biasing). Use sketches to help clarify how a transistor amplifies current, as you discuss the current-gain specification, called Beta.
- D) What qualifies a device to be considered an Opto-Electronic component?
- E) Describe the operation of a red LED, along with its characteristics in forward and reverse bias.

- F) Explain the operation of a Photo-Transistor.
- G) What are the names of each of the wires on a JFET? And, for an N-channel JFET, discuss how biasing affects its operation, when placed in series with a load resistor.
- H) What is the difference between the operational characteristics of an Analog versus a Digital I.C. (Integrated Circuit), relative to saturated or linear modes of operation?
- I) Briefly discuss the manufacturing of integrated circuits (this overview does not need to tell of tiny details, such as chemicals used, or temperatures, for instance).
- J) Explain how an SCR latches ON, and what it takes to turn it OFF again. Use sketches to help clarify these sequences.
- K) For linear, non-saturated operation, what is the normal biasing requirement of a Bipolar Junction Transistor (BJT, emitter to base, and base to collector junctions)? Use any sketches that may help to clarify your answers.
- L) What are the three types of BJT amplifier configurations, by name? Also, draw a schematic symbol of each configuration that clearly shows each having one input, one output and one common connection. Also for each one, briefly characterize it, by current gain, voltage gain, and impedance characteristics (input to output).
- M) Draw a block-diagram and a schematic of a typical, low-cost, power adapter (AC to DC power supply), name each of the needed components and describe the function of each section of this Half-Wave Rectified, non-voltage regulated supply, with moderate ripple voltage. Also, describe how each and every component helps to accomplish the overall job of this low-cost power supply.
- N) Draw a block-diagram and a schematic of a typical, higher-quality, power adapter (AC to DC power supply), name each of the needed components and describe the function of each section of this Full-Wave Rectified (non-center-tapped), zener controlled, voltage regulated supply, without significant ripple voltage. Also, describe how each and every component helps to accomplish the overall job of this higher-quality power supply.
- O) What is the purpose of an oscillator, in general (what does it do)? What are the necessary parts of an oscillator (discussing a block diagram you will draw)?
- P) What is the difference between a sinusoidal oscillator and a non-sinusoidal oscillator, and upon what portion of the amplification curve does each operate?
- Q) Using sketches and words, explain the proper biasing of a JFET for normal, linear operation, including special information on signal modulation of the current between source and drain.

If you have performed competently, then you will receive a letter-grade that is proportional to total, accumulated points that you have earned in lecture and lab sections. If you lack anything, above, then you will receive more opportunities to prove your competency before, and including, the final exam. All successful students will have demonstrated competency in each required area by the final day (when grades are submitted). Some areas require multiple measures of demonstration, due to compound language written into the Course Outline of Record, for each SLO. SLO assessment items A through Q, above, assess each part of each SLO, entirely.

SLO Assessment Results & Milestones Met for ELE-23 Students								9th UPDATE today, on 12-15-12		
SLO Question/Answer Letters & Correlation to Written SLOs in Catalog								There is a Pass/Fail (a		
SLO # & Item Maps to ==>	1:a;b &	1:b &			1:b				Additional time was giv	
SLO # & Item Maps to ==>		2:a;b;c&1b	2:a;b;d	2:a;g	2:a;b;c;g	2:a;b;g	2:a;b;e	3:b;c;d	3:a;c;d	2:a;b;f
Completing Student Index Nos.:	A	B	C	D	E	F	G	H	I	J
1	4	3	2	2	2	3	2	2	3	3
2	3	3	4	2	2	3	2	3	3	2
3	3	3	2	4	2	3	3	4	3	2
4	2	2	2	2	2	2	2	2	2	3
5	3	3	2	2	3	2	3	3	2	4
6	4	3	4	3	3	2	3	3	4	4
7	3	3	3	2	2	3	3	2	3	2
8	4	4	4	3	2	2	3	2	3	2
9	2	2	2	2	2	3	2	2	3	2
10	4	4	3	4	4	2	3	3	2	3
11	2	2	2	2	2	4	2	2	2	3
12	2	2	2	2	2	2	2	3	2	2
13	3	4	4	2	2	3	3	2	2	3
14	4	2	2	2	2	2	2	2	2	2
15	3	2	3	2	2	3	3	2	3	2
16	3	2	2	2	2	2	2	2	2	3
17	4	2	2	4	4	2	2	2	3	3
Average of all MT deltas==>										
Only students with ALL SLOs					above a rubric score of 1 can pass this class.			The Rubric allows up to 2 points for maximum comple		
Competency Measurements: A score of 0 on any item will earn an F for the course. Multiple indicators of an SLO, above a 1, may be average										
STUDENT LEARNING OBJECTIVES (SLOs-): On completion of the course, students will be able to:										
1. Describe the <u>physical (a) nature</u> and <u>(b) electrical characteristics</u> of materials that are classified as (c) <u>semiconductors</u> .										
2. Explain the <u>operation</u> and <u>biasing</u> requirements of <u>diodes</u> , <u>bipolar transistors</u> , <u>field effect transistors</u> , <u>thyristors</u> , and <u>optoelectronic d</u>										
3. Discuss the <u>construction</u> and <u>uses</u> of <u>analog</u> and <u>digital</u> integrated circuits. (3a-d)										
4. Discuss the three basic types of transistor amplifier configurations, describe their operation, and compare the characteristics of each										
5. <u>Identify</u> and <u>explain</u> the <u>operation</u> of <u>power supplies</u> and their circuitry [(a) half-wave; (b) full-wave]. (5, all eme										
6. Explain the <u>basic principles of operation</u> of both <u>sinusoidal</u> and <u>non-sinusoidal</u> oscillators. (6a-c)										

1st Charted at Mid-Term Exam on 11/13/2012										
or nothing) SLO Mid-Term, and a graded portion. Grades only assigned after all SLOs passed.										(add 77pts)
en for students to remediate their work, up until grades were due.										
2:a;b;d	4:all	5:a	5:b	6:a	6:b,c	2:e		SLO part	MT-Graded	up-biased
								of MT:	Portion	MT-Graded
<u>K</u>	<u>L</u>	<u>M</u>	<u>N</u>	<u>O</u>	<u>P</u>	<u>Q</u>	<u>SUM</u>	<u>SLO AVG</u>	<u>Delta-Score</u>	<u>Score</u>
4	4	4	4	2	2	2	48	3	2	79
2	2	2	3	2	2	3	43	2.6875	2	79
4	3	3	2	2	2	4	49	3.0625	0	77
2	2	3	2	2	2	2	36	2.25	44	121
2	2	2	3	4	2	3	45	2.8125	5	82
3	4	4	3	3	4	2	56	3.5	-38	39
2	3	2	2	3	4	3	45	2.8125	11	88
2	2	4	4	3	3	2	49	3.0625	26	103
3	4	2	4	2	2	4	43	2.6875	-29	48
4	3	3	4	2	2	3	53	3.3125	19	96
2	3	3	3	2	2	2	40	2.5	-45	32
3	2	2	2	2	2	3	37	2.3125	23	100
2	2	2	3	3	2	2	44	2.75	15	92
2	4	2	4	2	4	3	43	2.6875	25	102
3	3	2	3	2	2	3	43	2.6875	37	114
2	2	2	2	2	2	3	37	2.3125	-69	8
2	3	2	3	2	4	3	47	2.9375	35	112
										63
ness & up to 2 points for maximum correctness/appropriateness of each answer (added).										140
d. An Average Score of 1 may earn a D at the highest. Only 2, or better, may earn above a D.										
(1a-c)										
The Mid-Term gave 1 point for a correct answer; nothing for										
evices. (2a-g) no-try; subtracted 2 points for an incorrect answer.										
(There was severe guessing penalty, per MT instructions)										
(4 all together)										
ments of Power Supplies, in a &b) The Final Exam will be 50 questions, graded without a penalty										
for guessing.										

Exhibit 10: Norco College Net Tutor Information Flyer



The flyer features the Norco College logo in red and white on the left, and the NetTutor logo in white on a red background on the right. A central grey banner reads "FREE ONLINE TUTORING FOR NORCO STUDENTS". Below this, a woman is shown smiling while working on a laptop. The text describes the service as comprehensive and free, available for all courses. It highlights that tutors are highly trained experts and encourages students to get help. A specific section for International Rectifier Corporation students offers special access. A "How to Get Started" section lists three steps: getting login info from an instructor, logging onto www.NetTutor.com, and selecting the course. A note advises contacting instructors for access. The ITCOR logo is at the bottom.

NORCO COLLEGE

NetTutor®
Online Tutoring Service

FREE ONLINE TUTORING FOR NORCO STUDENTS

NetTutor is a comprehensive online tutoring service for all courses. This free service is available to assist you with homework and studying.

All of the NetTutor tutors are highly trained experts in the course that you are taking.

We're ready to help. What are you waiting for?

International Rectifier Corporation students receive special access to NetTutor!

How to Get Started?

1. Get your personalized login name and password to NetTutor from your instructor
2. Log onto www.NetTutor.com
3. Select the course

For more information, please contact your instructor. If you do not have access to NetTutor, please request from your instructor.

ITCOR

NetTutor is a service of Link-Systems International, Inc. (www.link-systems.com). LSI has been serving the academic community since 1995 as an eLearning services and technology company dedicated to student success.

Exhibit 11: Institutional Strategic Planning Council (ISPC) Minutes of September 2013

Institutional Strategic Planning Council (ISPC)

September 18, 2013

1:00-3:00 (ST 107)

Attendees:

- ♦ **Attendees:** Andy Aldasoro, Ruth Leal, Jocelyn Yow (ASNC), Greg Aycock, Lyn Greene, Celia Brockenbrough, Mark Lewis, Melissa Bader, Beth Gomez, Diane Dieckmeyer, Gail Zwart, Jason Parks, Andres Elizalde, Monica Green, Natalie Aceves, Deborah Makin, Ruth Smith (Recorder)
- ♦ **Absentees:** Mark DeAsis, Dominique Hitchcock, Jim Thomas
- ♦ **Guests:** Kevin Fleming, Paul Parnell, Arend Flick, Leona Crawford, Caro Farrar

Welcome: - Diane Dieckmeyer

- Welcome to second meeting.
- Welcomed Andres Elizalde and Natalie Aceves (Proctor for Ruth James).

Approval of Minutes: - Gail Zwart

Motion by Lyn Green, second by Mark Lewis to approve the minutes for the September 4, 2013 meeting. Motion approved with one abstention.

I. Action Items:

A. International Rectifier Partnership (Kevin Fleming)

- Need ISPC approval for partnership with International Rectifier a Temecula company that produces semiconductors.
- Offering classes at an offsite location will require a substantive change application to be submitted to ACCJC indicating that we will offer the same support to our offsite students as we do for our onsite students.
- Employees want to receive an AA Degree in electronics.
- Norco College has partnered with Mt. San Jacinto in order to provide the AA Degrees.
- Mt. San Jacinto will provide the General Ed requirements and Norco will provide the Electronics Courses. The classes will be held in International Rectifier's training classroom.
- Students will transfer their credits to Norco College. We will be the certificate and degree granting institution for all 40 AA degrees. .
- An additional part-time faculty member has been hired to teach these courses.
- International Rectifier is fully funding the program. It is cost neutral and profit generating. Approximately \$60,000 that will stay at Norco College.
- This is a ground breaking innovative partnership.

Motion by Lyn Green, second by Mark Lewis to approve the International Rectifier Partnership. Motion unanimously approved.

B. Mapping of Strategic Planning Goals (Greg Aycock)

- The purpose of the mapping is to identify which committee/group will be responsible for coordinating or tracking the completion/progress of each goal.
- The identified group will create an action plan and report progress/results to Greg's office.
- Discussed which committees/groups will be responsible for each goal/objective.
- After some discussion it was decided to allow committees time to review and turn the responsible group(s) to each objective and bring it back to Greg and the ISPC for discussion at a later date.
- Greg will provide the Goals and Objectives list along with a template to help with the mapping process. Send any suggestions to Greg.

Motion by Jason Parks, second by Melissa Bader to approve the Committee Assignments to Strategic Planning Goals and Objectives – 2012-2018.

Motion by Lyn Greene, second by Deborah Makin to table the above motion until more information is provided. Motion approved.

C. Appeals Process (Gail Zwart)

- Reviewed and discussed the draft appeals process.
- Changed title of document to Appeals Process of Committee Decisions.
- Corrected numbering of items.
- Made changes to clarify that only the process can be appealed, not the decision.

Motion by Melissa Bader, second by Lyn Greene to approve the Appeals Process of Committee Decisions with the changes and corrections discussed. Motion approved.

II. Information Items:

A. Self-Evaluation Report 1st Reading (Arend Flick)

- Have about 10 more days to review and provide suggestions/comments. Please provide a page number and the section number with any comments.
- Note any misrepresentations or errors.
- The Steering Committee is still working hard to complete the document.

B. Review of ISPC Membership (Gail Zwart)

- Reviewed the ISPC Membership Term/Election information that was approved at the May 16, 2012 ISPC meeting.
- Noted that one position was not on the list and needs to be added. The Academic Senate At-large position (Deborah Makin) is not on the list.

C. Proposal to Revise Council Membership 1st Reading (Leona Crawford)

- Leona shared that the BFPC has elected their staff chair, completing their tri-chair structure.
- The proposal to revise the council membership to include five classified staff was reviewed.
- The Council discussed the importance of making sure that quorum is met. Stated that members need to realize that being on the council is an important commitment.
- Suggestion to be strategic when selecting the classified members to make sure that all areas are represented.

D. Legacy Committee Report (Monica Green)

- Shared PowerPoint presentation that included committee mission statement, membership list, activities/events and accomplishments.
- Meets monthly and everyone is welcome.
- Reviewed the ways that ISPC can support Legacy.
- Looking for full college support for funding.
- Would like to find a way to institutionalize the committee and partner with other college events.

E. Facilities Master Plan Update (Beth Gomez)

- Master Plan will be completed today.
- The last two items that needed to be vetted in the document were the secondary vehicular access and the "Looking Ahead" section.
- Have revised approval schedule. Master Plan will go before the BOT. at Norco, on October 15.

III. Open Hearing:

- Norco will have several presenters (Melissa Bader, Monica Green, Bob Prior and Carol Farrar) at the Student Success and Support Programs Summit in Sacramento next week.
- Dr. Parrell will be taking group to Los Angeles for the Institute for Equity, Effectiveness and Excellence at Hispanic Serving Institutions.

Adjourned - 2:55



International Rectifier Partnership
(Delivery of a program of study at an offsite location)

Purpose: The purpose of this document is to share the details related to the Digital Electronics AS degree that is being delivered at an offsite, employer's location.

Overview: Norco College, RCCD and Mt. San Jacinto College have partnered to deliver the Digital Electronics AS Degree program to employees of International Rectifier (IR) located in Temecula, CA. IR is fully funding the program. This three year program includes two cohorts of students (20 each) completing the general education requirements with MSJC and the electronics courses with Norco College. The electronics classes will be held at IR in their training classroom. RCCD is the fiscal agent for the Norco College classes. This partnership was approved by the Board of Trustees at our August meeting. Offering classes at an offsite location will require a substantive change application to be submitted to ACCJC. A new part-time faculty member has been hired to teach these courses. Norco College will be the certificate and degree granting institution for all forty AS degrees.

Benefits: Providing innovative educational opportunities for our students, our community, and its workforce is the cornerstone of our mission. Having the opportunity to teach and evaluate our program in a real world environment, at the same time partnering with industry and their incumbent workforce, creates benefits for not only the department/discipline but the college as a whole. Collaborating with our District offices, neighboring community colleges and meeting the needs of industry, while at the same time addressing our educational planning goals, are also a fundamental component of our mission. Below are the strategic goals that this program positively affects:

- Goal 1: Increase Student Achievement and Success
- Goal 3: Increase Student Access
- Goal 4: Create Effective Community Partnerships
- Goal 5: Strengthen Student Learning

Contract amount: \$298,652.00

Instructor costs: \$170,000 (associate faculty rate)

Net Revenue: \$60,000.00 (Norco)

Net revenue will be reinvested to enhance the Electronics program at Norco College.

Coordinating Department: Career & Technical Education (CTE)

Fiscal Impact: positive

Course Schedule: (over)

Course Schedule

Session	Length (weeks)	Start-End Dates	Course
Fall 2013	16	Aug 26 – Dec 13	ELE-11, DC (Direct Current) Electronics
Spring 2014	16	Feb 18 – June 12	ELE-13, AC (Alternating Current) Electronics
Summer 2014	8	June- July	ELE-25, Digital Techniques
Fall 2014	16	Aug - Dec	ELE-26, Microprocessors & Microcontrollers
Spring 2015	16	Feb - June	ELE-27, Technical Communications
Summer 2015	6	June- July	ELE-64, Programmable Logic Controllers
Fall 2016	16	Aug - Dec	ELE-23, Devices & Circuits
Spring 2016	16	Feb - June	ELE-28, Electronics CAD (Computer Aided Design)

Career & Technical Education at Norco College provides technical and academic skills designed to prepare learners to pursue a successful career in an increasingly competitive job market, further educational opportunity and promote lifelong learning.

COMMITTEE ASSIGNMENTS TO STRATEGIC PLANNING GOALS AND OBJECTIVES - 2013-2018

Goal 1 INCREASE STUDENT ACHIEVEMENT AND SUCCESS

Obj 1	TAG	Improve transfer preparedness (completes 60 transferable units with a 2.0 GPA or higher).
Obj 2	TAG	Improve transfer rate by 10% over 5 years.
Obj 3	SSC	Increase the percentage of basic skills students who complete the basic skills pipeline by supporting the development of alternatives to traditional basic skills curriculum.
Obj 4	SSC	Improve persistence rates by 5% over 5 years (fall-spring; fall-fall).
Obj 5	SSC	Increase completion rate of degrees and certificates over 5 years.
Obj 6	SSC	Increase success and retention rates.
Obj 7	SSC	Increase percentage of students who complete 15 units, 30 units, 60 units.
Obj 8	SSC	Increase the percentage of students who begin addressing basic skills needs in their first year.
Obj 9	SSC	Decrease the success gap of students in on-line courses as compared to face-to-face instruction.
Obj 10	SSC	Increase course completion, certificate and degree completion, and transfer rates of underrepresented students

Goal 2 IMPROVE THE QUALITY OF STUDENT LIFE

Obj 1	SSC	Increase student engagement (faculty and student interaction, active learning, student effort, support for learners).
Obj 2	ASAC	Increase frequency of student participation in co-curricular activities.
Obj 3	SSPC	Increase student satisfaction and importance ratings for student support services.
Obj 4	ASAC	Increase the percentage of students who consider the college environment to be inclusive.
Obj 5	Legacy	Decrease the percentage of students who experience unfair treatment based on diversity-related characteristics.
Obj 6	SSPC/SSC	Increase current students' awareness about college resources dedicated to student success.

Goal 3 INCREASE STUDENT ACCESS

Obj 1	SSPC	Increase percentage of students who declare an educational goal.
Obj 2	SSPC	Increase percentage of new students who develop an educational plan.
Obj 3	SSPC	Increase percentage of continuing students who develop an educational plan.
Obj 4	SSC	Insure the distribution of our student population is reflective of the communities we serve.
Obj 5	APC	Reduce scheduling conflicts that negatively impact student completion of degrees and programs.

COMMITTEE ASSIGNMENTS TO STRATEGIC PLANNING GOALS AND OBJECTIVES - 2013-2018

Goal 4 CREATE EFFECTIVE COMMUNITY PARTNERSHIPS

Obj 1	GAC/SSC	Increase the number of students who participate in summer bridge programs or boot camps.
Obj 2		Increase the number of industry partners who participate in industry advisory council activities.
Obj 3	ASNC	Increase the number of dollars available through scholarships for Norco College students
Obj 4		Increase institutional awareness of partnerships, internships, and job
Obj 5	SSPC	Continue the success of Kennedy Partnership (percent of students 2.5 GPA), number of students in co-curricular activities, number of
Obj 6		Increase community partnerships.
Obj 7		Increase institutional awareness of community partnerships.
Obj 8	GAC	Increase external funding sources which support college programs and initiatives.

Goal 5 STRENGTHEN STUDENT LEARNING

Obj 1	PRC	100% of units (disciplines, Student Support Service areas, administrative units) will conduct systematic program reviews.
Obj 2	NAC/SSPC	Increase the percentage of student learning and service area outcomes assessments that utilize authentic methods
Obj 3	NAC	Increase the percentage of programs that conduct program level outcomes assessment that closes the loop.
Obj 4	NAC/DF	Increase assessment of student learning in online courses to ensure that it is consistent with student learning in face-to-face courses.
Obj 5	PDC	Increase the number of faculty development workshops focusing on pedagogy each academic year.

Goal 6 DEMONSTRATE EFFECTIVE PLANNING PROCESSES

Obj 1	APC/ISPC	Increase the use of data to enhance effective enrollment management strategies.
Obj 2	ISPC	Systematically assess the effectiveness of strategic planning committees and councils.
Obj 3	APC/BI PC/ISPC/SSPC	Ensure that resource allocation is tied to planning.
Obj 4	TC	Institutionalize the current Technology Plan.
Obj 5	DFPC	Revise the Facilities Master Plan.

Goal 7 STRENGTHEN OUR COMMITMENT TO OUR EMPLOYEES

Obj 1	PDC	Provide professional development activities for all employees.
Obj 2	Legacy	Increase the percentage of employees who consider the college environment to be inclusive.
Obj 3	Legacy	Decrease the percentage of employees who experience unfair treatment based on diversity-related characteristics.
Obj 4	Legacy	Increase participation in events and celebrations related to inclusiveness.
Obj 5	PDC/Safety	Implement programs that support the safety, health, and wellness of our college community.

Appeals Process of Committee Decisions

The Appeals process is used in a situation in which a faculty, staff, or administrator believes that the strategic process was not followed in arriving at a decision.

1. A committee of the ISPC tri-chairs convenes. If one of the tri-chairs was involved in the committee in question a designee will be appointed by another tri-chair to serve on the appeals committee. The appeals committee will be comprised of one administrator, one faculty, and one classified staff.
2. The petitioner provides a report to the tri-chairs (or their designee(s)) with a written document outlining their appeal of the process.
3. Co-Chairs of the Committee in question provide a (rebuttal) report to chairs of ISPC outlining the process used in making the decision and the reasoning for the decision made.
4. The Tri-Chairs of ISPC will review the process that was followed in the course of the committee's decision and make a determination for a resolution and report back to both parties.
5. If a petitioner submits an appeal pertaining to a decision made by the ISPC, the president shall appoint three co-chairs (staff, faculty, and administrator) from three separate and unrelated committees to implement the process noted above.
6. The final determination/recommendation will be given to the President for a final decision.

Note: The appeals process reviews the *process* of the committee during the course of its evaluation of a proposal. It does not re-evaluate the *content* of the proposal itself. Committee decisions will only be overturned on the bases of errors in the process. Content appeals should be directed to the respective committee.

Approved by ISPC September 2013

ISPC Membership – Term/Election of Members/Chair Dr. Diane Dieckmeyer
(From ISPC Minutes – May 16, 2012)

- Discussion on length of terms for members and chairs. Remember that we will have an accreditation visit in Spring 2014.
- APC chair is elected every year and senate president is elected every three years. No official term for Enrollment Rep for the district.
- Suggestion to have an election to select faculty members.
- Staff members expressed concern about length of their terms. Discussion that staff member terms could be different from the length of faculty member terms. Jefferson will talk with staff at Friday's union meeting.
- Administrative positions will be discussed at the cabinet meeting to determine any changes in their terms.
- Discussion on the Chair position. Suggestion that Chair position could be one year position, elected by the membership and selected from within the current membership.
- Academic Senate will have an election for an at-large position.

Recap - Membership of ISPC

- Academic Senate President
- Chair of Chairs (APC)
- VP Student Services
- VP Academic Affairs
- VP Business Services
- Dean of Student Success
- CTE Faculty & Grants Advisory Representative
- CTE Faculty
- Faculty Representative to District Enrollment Management Task Force
- Basic Skills Faculty
- Library Faculty Member
- ASNC Representative
- Director of Enrollment Services
- Staff Members (3)
- Transfer Faculty Member

Motion by Jason Rey, second by Mark DeAsis to include an at-large position on the ISPC. The at-large position will be a faculty member appointed by the Academic Senate. The Enrollment Management position will continue to be appointed by the Academic Senate, voting will take place at the end of April, beginning of May and the election cycle for the remaining positions will be as follows:

Basic Skills Faculty	_____	Spring 2013 for Fall 2013	\
Academic Senate President	/		/
Transfer Faculty	_____	Spring 2014 for Fall 2014	\
CTE Faculty – Grants Advisory	/		/
CTE Faculty	_____	Spring 2015 for Fall 2015	\
At-Large Faculty	/		/

Every 3 yrs. thereafter

Motion unanimously approved.

Motion by Melissa Bader, second by Sharon Crasnow that the chair of the ISPC will be elected annually from the members who have had one year of service, at the end of the meeting of the first year. Motion approved with one member opposed.

- The membership discussed the possibility of writing by-laws in order to have everything together in one document

Basic Skills Faculty	_____	Spring 2013 for Fall 2013	\
Academic Senate President	/		/
Transfer Faculty	_____	Spring 2014 for Fall 2014	\
CTE Faculty – Grants Advisory	/		/
CTE Faculty	_____	Spring 2015 for Fall 2015	\
At-Large Faculty	/		/

Every 3 yrs. thereafter

Motion unanimously approved.

Motion by Melissa Bader, second by Sharon Crasnow that the chair of the ISPC will be elected annually from the members who have had one year of service, at the end of the meeting of the first year. Motion approved with one member opposed.

- The membership discussed the possibility of writing by-laws in order to have everything together in one document

Proposal to Revise Council Memberships

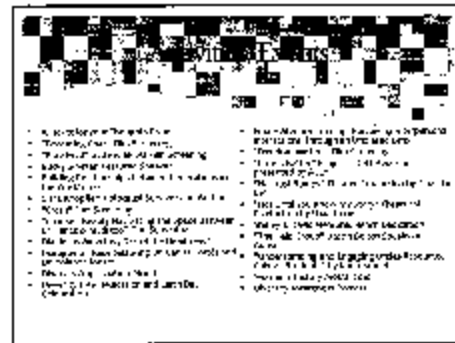
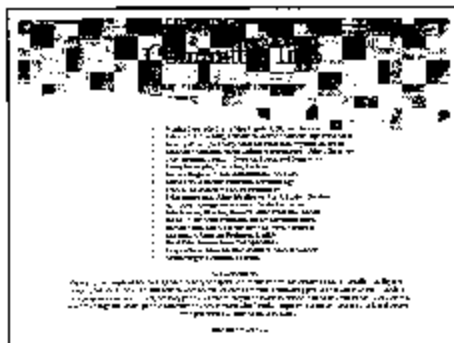
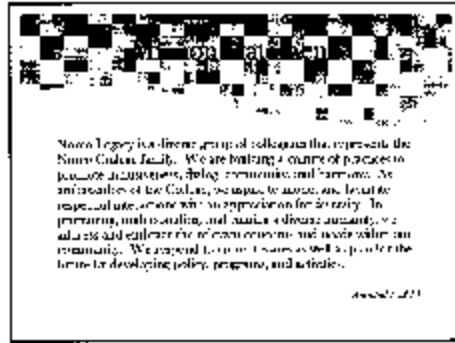
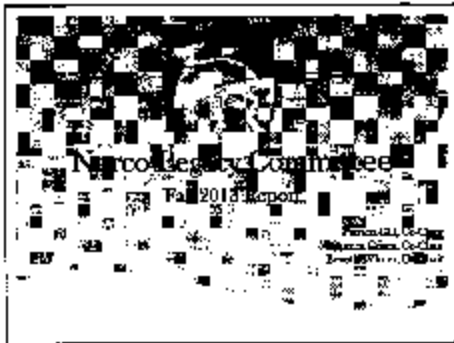
September 2013

In an effort to further comprehensive shared governance, it is proposed that the strategic planning councils of ISPC, BFPC, and SSPC increase the number of classified staff on each council to a minimum of five (5) members. At present, the number of staff membership on each council varies and this proposal would build consistency and provide broader input from staff in key strategic areas. In addition, the increased number of staff will ensure that while a staff co-chair is elected to each council as per the Tri-Chair System, a loss of classified votes will not occur on any issue brought forth to the councils, resulting in an equitable share of votes.

Recommended Timeline:

- ISPC will place on its agenda the proposal of increasing the number of classified staff membership on the strategic planning councils of ISPC, BFPC, and SSPC to a minimum of five classified staff per council at its next meeting and then through the strategic planning process.
- After the staff council membership proposal is approved and staff is appointed to the councils, the classified co-chair nominations may take place on ISPC's agenda as well as the other planning councils.
- An appropriate voting process will then occur to ensure equitable participation on the part of classified staff on each council.

9/18/2013



9/18/2013

Accomplishments

- Touched on sensitive issues that most people are afraid to talk about and created an environment of emotional safety and openness.
- Institutionalized Norco Legacy
- Students are encouraged to find out the faculty, staff, and admin/streeters want to know about current student problems including diversity.
- Leaving a cultural track on the college as well as an intellectual one (Diversity track, non-oligarchy)

Challenges

- New college-wide participator (staff/faculty/administrators)
- Showcasing events and scheduling
- Funding

Support from SPG

- Encourage staff/faculty to attend events & activities
- Address resource development for committee needs
- Give Norco Legacy direction:
What can Norco Legacy do to help the college accomplish the diversity-related goals & how can we collect data to measure the committee's effectiveness?

What should SPG be aware of?

- Strategic changes in the committees
- Fall 2013 - New set Strategic Planning - focus
 - Assessment evaluation
 - User participation
 - Faculty/staff engagement
 - Resource development
 - Advocacy
 - Supporting instruction



Agenda Item (VIII-E-1)

Meeting	1/21/2014 - Regular
Agenda Item	Committee - Facilities (VIII-E-1)
Subject	Change Order No. 1 for Moreno Valley Phase III Student Academic Services Facility with Western Painting and Wallcovering, Inc.
College/District	Moreno Valley
Funding	State Construction Act Funds and College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve: 1) project Change Order No. 1 with Western Painting and Wallcovering, Inc. in the amount of \$18,561; and 2) the change order in excess of ten percent by a total of \$5,617.10.

Background Narrative:

On March 20, 2012, the Board of Trustees approved award of bids for twenty (20) scopes of work in the amount of \$12,824,339 for the Phase III Student Academic Services Facility (SASF) project located at the Moreno Valley College. Included within the award of bids was a contract with Western Painting and Wallcovering, Inc. in the amount of \$129,439 for painting.

At this time, it is requested that the Board of Trustees approve Change Order No. 1 with Western Painting and Wallcovering, Inc. in the amount of \$18,561, totaling their contract to \$148,000, exceeding the allowable contingency by a total amount of \$5,617.10. Added costs are due to trade damage to painted items that had to be repainted. Costs will be back-charged to accountable contractors. Details are on attached Change Order Summary.

Prepared By: Sandra Mayo, President, Moreno Valley College
Norm Godin, Vice President, Business Services, MVC
Chris Carlson, Chief of Staff & Facilities Development
Bart Doering, Facilities Development Director

Attachments:

[20140121_Change Order Summary_Western Painting and Wallcovering](#)

Riverside Community College District
Facilities Planning & Development
Moreno Valley Phase III-Student Academic Services Facility Project

CHANGE ORDER SUMMARY

Change Order: 1

Contractor: Western Painting & Wallcovering, Inc.

Approved Contract Amount: \$129,439.00
Change Order No. 1 Amount: \$ 18,561.00
Revised Contract Sum: \$ 148,000.00

Original Contract Contingency \$ 12,943.90
Remaining Project Contingency: \$ -5,617.10

Change Order Description:

Item #1

The work consists of Credit back \$10,214 in remaining allowance funds plus \$1,532 of markup at 15%.
Requested by: C.W. Driver
Accountability: C.W. Driver

\$ (11,746.00)

Item #2

Trade damage to painted items and repaint due to punch list repairs by various trades.
Requested by: Western Painting & Wallcovering
Accountability: Berger Bros., Inc., Roy E. Whitehead, Inc., ISEC, Inc., Best Contracting Services, Whitehead Construction, Prospectra Contract Flooring, Columbia Steel Inc., Pierre

\$ 35,407.00

Item#3

Provide credit for roof-top ductwork not required to be painted per RFI #403.
Requested by: C.W. Driver
Accountability: DLR Group

\$ (5,100.00)

TOTAL ADD/CREDIT: \$ **18,561.00**



Agenda Item (VIII-E-2)

Meeting	1/21/2014 - Regular
Agenda Item	Committee - Facilities (VIII-E-2)
Subject	Change Order No. 1 for District-wide ADA Transition Plan Implementation Project - Phase I with JRH Construction Company, Inc.
College/District	Riverside
Funding	District Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve: 1) project Change Order No. 1 with JRH Construction Company, Inc. in the amount of \$393,769.73; and 2) the change order in excess of ten percent by a total of \$334,952.83.

Background Narrative:

On March 19, 2013, the Board of Trustees approved award of bids for five (5) scopes of work in the amount of \$2,176,789 for the District-wide ADA Transition Plan Implementation Project – Phase I, located at the Riverside City College. Included within the award of bids was a contract with JRH Construction Company, Inc. in the amount of \$588,169 for General Construction.

At this time, it is requested the Board of Trustees approve Change Order No. 1 with JRH Construction Company, Inc. in the amount of \$393,769.73, totaling their contract to \$981,938.73, exceeding the allowable contingency by a total amount of \$334,952.83. Detailed costs are listed on the attached Change Order Summary for numerous existing conditions/non code compliant conditions that were uncovered/discovered during the implementation of work in the areas noted. The work/corrections were performed on a time and materials basis to maintain the project schedule and reduce the potential extended impact to over 40 restroom/areas that were being advanced at any given point and time on the scheduled. The project scope and work implementation included unique issues and circumstances that resulted in the uniqueness in project scope of change orders. In effort to properly address the necessary work and balance the impact of the project on the college facilities and operations, the schedule of work proceeded to minimize impact and retain quality of work.

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: Wolde-Ab Isaac, Interim President, Riverside
Chris Carlson, Chief of Staff & Facilities Development
Bart Doering, Facilities Development Director
Calvin Belcher, Project Manager

Attachments:

[20140121_Change Order Summary_JRH Construction](#)

Riverside Community College District
Facilities Planning & Development
District-wide ADA Transition Plan Implementation Project – Phase I (*Riverside City College*)

CHANGE ORDER SUMMARY

Change Order: 1

Contractor: **JRH Construction Company, Inc.**

<i>Approved Contract Amount:</i>	\$588,168.00
<i>Change Order No. 1 Amount:</i>	<u>\$ 393,769.73</u>
<i>Revised Contract Sum:</i>	\$ 981,938.73
<i>Original Contract Contingency</i>	\$ 58,816.90
<i>Remaining Project Contingency:</i>	\$ -334,952.83

Change Order Description:

Item #1

Add: Quadrangle - Additional costs incurred in the Quad was for the replacement of all the existing tile wainscot throughout the following restrooms: #02, #03, #05, #06, #07, & #08. The replacement effort was due to the lack of availability to match the existing tile finish (3"x3") that was installed over seven years ago. The manufacturer discontinued this product. In lieu of a patchwork quilt of old and new tile, direction was received to replace the tile to make the finish consistent throughout. The replacement effort included the demo of existing fixtures and partitions for access to remove all wall finishes to the metal studs below. The effort included installation of new backing where it was missing, wall substrate, tile and finish of the walls. Also included in this effort was the reinstallation of all partitions and accessories. This work effort was tracked on time and materials beginning 06/25/13 thru 10/09/13. Costs for this culmination of work effort was submitted to the CM on 10/18/13. \$ 190,582.08

Requested by: Owner/College/Architect/CM
Accountability: Resolution of Field Conditions

Item#2

Add: Huntley Gym - Additional costs incurred in Huntley Gym was for the added furring that was required due to the unforeseen condition of not being able to anchor materials and finishes into the red brick that was throughout the Building. Upon demo of the existing walls and finishes, the extent of the attachment issue was realized. This propagated the need to install metal stud furred walls throughout restrooms #01, #02, #03, #04 & #05. This included the backing, wall substrate, finishes, additional tile prep and tile to complete these areas. This work effort was tracked on time and materials beginning 06/05/13 thru 10/18/13. Costs for this culmination of work effort was submitted to the CM on 10/18/13. \$ 83,458.77

Requested by: Owner/Architect/CM
Accountability: Resolution of Field Conditions

Item#3

Add: Landis - Additional costs incurred in Landis was for the relocation of drinking fountain stations in the lobby, the replacement of the partitions in the women's restroom, installation of new furred walls and patching of finishes. The existing drinking fountains in the corridor of the restroom areas were not in an accessible corridor. This issue prompted the relocation of the drinking fountains to the lobby and demo/abatement of the existing drinking fountains. In the women's restroom, the partitions were replaced to match the finish of the new partitions as the old partitions were not manufactured anymore. New furred walls were installed to replace the existing framing that was not constructed correctly or deteriorating and not code compliant in both men's and women's restrooms. This work effort was tracked on time and materials beginning 07/16/13 thru 09/19/13. Costs for this culmination of work effort was submitted to the CM on 10/18/13.

\$ 27,112.22

Requested by: Owner/Architect/CM

Accountability: Resolution of Field Conditions

Item#4

Add: Alumni House - Additional costs incurred in the Alumni House were for the removal and replacement of existing floor finishes, correction of existing notched studs, replacement of plaster walls at added cabinets, patching at the relocated light fixture and additional tile work on the counters. The existing floor and substrate was demoed and replaced to remove the 3 layers of flooring that had been installed over the years and provide an even substrate for the installation of the new flooring. Plywood sheathing was installed over the studs in the kitchen to reinforce the notched studs and provide rigidity and strength for the wall. This work effort was tracked on time and materials beginning 07/03/13 thru 08/03/13. Costs for this culmination of work effort was submitted on 10/18/13.

\$ 4,311.46

Requested by: Owner/Architect/CM

Accountability: Resolution of Field Conditions

Item#5

Add: Digital Library - Additional costs incurred in Digital Library were for the removal and prep work for the existing tile that was damaged by graffiti and the removal and replacement of concrete in the alcoves outside restrooms #01, #02, & #03 to make the slopes compliant. The replacement effort of the damaged tile was done in restrooms #01, #02, #03, #04, #05, #06, #07, #08, & #09. The costs included are for the demo and substrate patch back of the tile. The material and labor for the tile installation was included in the tile allowance outlined in this Contractor's scope of work. The concrete on the exterior of restrooms #01, #02 & #03 was removed and replaced due to allow for the installation of a code compliant threshold. This work effort was tracked on time and materials beginning 07/05/13 thru 10/28/13. Costs for this culmination of work effort was submitted to the CM on 10/28/13.

\$ 19,696.57

Requested by: Owner/Architect/CM

Accountability: Resolution of Field Conditions

Item#6

Add: Bradshaw Student Center - Additional costs incurred in Bradshaw were for the removal and replacement of tile in restrooms #01, #02, #03, #04 & #05 and the renovation of restroom #06 (Kitchen preparation area) during the summer break to avoid construction during their higher use periods. The replacement effort was due to the lack of availability to match the existing tile finish that was installed during the original construction of the Building. The manufacturer discontinued this product. In lieu of a patchwork quilt of old and new tile, direction was received to replace the tile to make the finish consistent throughout. The replacement effort included the demo of existing fixtures and partitions for access to remove all wall finishes to the cmu & wood walls. The effort included installation of new backing where it was missing, wall substrate, tile and finish of the walls. Included in this effort was the reinstallation of all partitions and accessories. This work effort was tracked on time and materials beginning 04/11/13 thru 10/22/13. Costs for this culmination of work effort was submitted to the CM on 10/22/13.

\$ 53,360.12

Requested by: Owner/Architect/CM

Accountability: Resolution of Field Conditions

Item#7

Add: MLK - Additional costs incurred in MLK were for the repair to the doorway at restroom #03 and removal and replacement of the tile in restroom #01. At the 2nd floor women's restroom, the existing door was framed and patched in with grout. The project was slated to demo and replace the frame. During this procedure, the existing grout patch broke off. This needed to be repaired with a concrete patch to avoid it fracturing again. Additionally, the tile at restroom #01 was discontinued and a match could not be found. This prompted the replacement of all the tile in the restroom to provide a consistent finish throughout. This work effort was tracked on time and materials beginning 07/26/13 thru 10/24/13. Costs for this culmination of work effort was submitted to the CM on 10/24/13.

\$ 4,825.84

Requested by: Owner/Architect/CM

Accountability: Resolution of Field Conditions

Item#8

Add: Stover Music Hall - Additional costs incurred in Music Hall were for the removal, relocation and reframing of the entrance door to the men's restroom to correct the privacy issue when the door was in an open position. This included demoing the existing door, reframing and finishing the new door and finish of the tackable wall surface. This work effort was tracked on time and materials beginning 06/24/13 thru 07/22/13. Costs for this culmination of work effort was submitted to the CM on 10/18/13.

\$ 4,197.57

Requested by: Owner/Architect/CM

Accountability: Resolution of Field Conditions

Item #9

Add: Pilates - Additional costs incurred in Pilates were for the removal and replacement of all framing and finishes damaged by an existing water leak. Removal included all finishes with apparent water damage, dry rot or mold. All materials were removed and replaced including all substrate, flooring and finishes. This work effort was tracked on time and materials beginning 04/09/13 thru 04/30/13. Costs for this culmination of work effort was submitted to the CM on 10/18/13.

\$ 6,225.10

Requested by: Owner/Architect/CM

Accountability: Resolution of Field Conditions

TOTAL ADD/CREDIT:

\$ 393,769.73



Agenda Item (VIII-E-3)

Meeting	1/21/2014 - Regular
Agenda Item	Committee - Facilities (VIII-E-3)
Subject	Change Order No. 1 for District-wide ADA Transition Plan Implementation Project - Phase I with FATA Construction and Development
College/District	Riverside
Funding	District Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve: 1) project Change Order No. 1 with FATA Construction and Development in the amount of \$68,038.94; and 2) the change order in excess of ten percent by a total of \$44,638.94.

Background Narrative:

On March 19, 2013, the Board of Trustees approved award of bids for five (5) scopes of work in the amount of \$2,176,789 for the District-wide ADA Transition Plan Implementation Project – Phase I, located at the Riverside City College. Included within the award of bids was a contract with FATA Construction and Development in the amount of \$234,000 for Building and Site Concrete.

At this time, it is requested the Board of Trustees approve Change Order No. 1 with FATA Construction and Development in the amount of \$68,038.94, totaling their contract to \$302,038.94, exceeding the allowable contingency by a total amount of \$44,638.94. The summary cost in this change order includes revisions in the concrete scope of work for the entrance at the Early Childhood and Cutter Pool areas to accommodate ADA ramp and slope requirements. These costs are a result of existing concrete flatwork being out of compliance.

Cost for the requested change order is within the original project budget approved by the Board of Trustees, and within the project contingency fund.

Prepared By: Wolde-Ab Isaac, Interim President, Riverside
Chris Carlson, Chief of Staff & Facilities Development
Bart Doering, Facilities Development Director
Calvin Belcher, Project Manager

Attachments:

[20140121_Change Order Summary_FATA Construction](#)

Riverside Community College District
Facilities Planning & Development
District-wide ADA Transition Plan Implementation Project – Phase I (*Riverside City College*)

CHANGE ORDER SUMMARY

Change Order: 1
Contractor: **FATA Construction and Development**

<i>Approved Contract Amount:</i>	\$234,000.00
<i>Change Order No. 1 Amount:</i>	<u>\$ 68,038.94</u>
<i>Revised Contract Sum:</i>	\$ 302,038.94
<i>Original Contract Contingency</i>	\$ 23,400.00
<i>Remaining Project Contingency:</i>	\$ -44,638.94

Change Order Description:

Item #1

Add: The summary of costs noted in this change order is associated with the revisions in the concrete scope of work for the entrance areas at Early Childhood and Cutter Pool. Per the direction outlined in RFI #038/R001, the limits of demolition and replacement increased due to the existing concrete flatwork being out of compliance with the maximum allowed slopes. The limits required removal of existing concrete flatwork, planters and irrigation to install a revised switchback ramp at Cutter Pool and an elongated ramp with a slope of less than 8% at Early Childhood.

\$ 68,038.94

Requested by: Owner/College/Architect/CM
Accountability: Resolution of Field Conditions

TOTAL ADD/CREDIT: \$ **68,038.94**



Agenda Item (VIII-E-4)

Meeting	1/21/2014 - Regular
Agenda Item	Committee - Facilities (VIII-E-4)
Subject	Agreement Amendment 1 for the District-wide ADA Transition Plan Implementation Phase I Project with Tilden-Coil Constructors, Inc.
College/District	District
Funding	District Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve Amendment Agreement No. 1 for the District-wide ADA Transition Plan Implementation Phase I Project for the services contract with Tilden-Coil Constructors, Inc. in the amount not to exceed \$38,934.87. An additional four month extension of time is requested, for a revised completion date of December 31, 2013.

Background Narrative:

On September 21, 2010, the Board of Trustees approved an agreement with Tilden-Coil Constructors, Inc. in the total amount of \$928,486 for the District-wide ADA Transition Plan Implementation Phase I Project.

The project was originally approved for a ten month construction period including project closeout. Based on the staggered Division of the State Architect (DSA) approvals of the Moreno Valley, Norco and Riverside campuses, Moreno Valley College and Norco College began in November 2012, but the delayed start with Riverside City College extended the overall project schedule an additional four months. Based on a revised strategy in utilizing the general conditions, the request below is only for the additional costs to bring the project to completion and closeout.

At this time, it is requested that the Board of Trustees approve extending the services of Tilden-Coil Constructors, Inc. in the amount not to exceed \$38,934.87, totaling their agreement to \$967,420.87. Funds in the project contingency will cover the amendment and no augmentation to the project budget is required.

Prepared By: Chris Carlson, Chief of Staff & Facilities Development
Bart Doering, Facilities Development Director
Calvin Belcher, Project Manager

Attachments:

[20140121_Amendment 1_Tilden-Coil Constructors](#)

FIRST (1) AMENDMENT TO AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
TILDEN-COIL CONSTRUCTORS, INC.
(District-wide ADA Transition Plan Implementation -Phase I)

This document amends the original agreement between the Riverside Community College District and Tilden-Coil Constructors, Inc., which was originally approved by the Board of Trustees on September 21, 2010.

The agreement is hereby amended as follows:

Additional compensation of this amended agreement shall not exceed \$38,934.87, including reimbursable expenses, totaling agreement to \$967,420.87. The term of this agreement shall be from the original agreement date of September 22, 2010, to the extended amended date of December 31, 2013.

Additional scope of work shall be provided in Exhibit I, attached.

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

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

TILDEN-COIL CONSTRUCTORS, INC.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: _____

Brian Jaramillo
President
3612 Mission Inn Avenue
Riverside, CA 92501

By: _____

Aaron S. Brown
Vice Chancellor
Business and Financial Services

Date: _____

Date: _____

Exhibit I



November 20, 2013

Chris Carlson
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508

Project: ADA Transition Plan Phase I Project
Subject: General Condition Augmentation

General Conditions Augmentation Request

NARRATIVE:

The summary of the costs being requested below is an augmentation for our general conditions for the project. The project was originally approved for a 10 month construction period including the project closeout. Based on the staggered DSA approvals of the Norco, Moreno Valley and Riverside Campus, Norco and Moreno Valley campuses began in November of 2012. This staggered start for the Riverside campus extended the overall project schedule an additional 4 months. Based on a revised management strategy in utilizing the general conditions, the request is only for the additional costs to bring the project to completion and successful closeout.

REFERENCES:

- 1) General Condition Projection Summary distributed 07/10/13
- 2) General Conditions Agreement
- 3) Construction Schedules for all 3 College Campuses

COST DETAIL BREAKDOWN:

Item	Description	Monthly Rate	Months	Cost
1.	Project Manager	\$ 17,525.73	1.25	\$ 21,907.16
2.	Project Superintendent	\$ 16,765.72	0.50	\$ 8,382.86
3.	Project Engineer	\$ 11,526.46	0.75	\$ 8,644.85
<i>Total:</i>				<u>\$ 38,934.87</u>

SCHEDULE IMPACT:

The overall project timeframe of implementation and completing the scope of work was 14 months. This request is being developed to cover only the additional amount to close the project out.

APPROVAL TIMELINE:

We are requesting approval of this request within the next few weeks or by 12/10/13, as our current approved general conditions will run out.

Tilden-Coil Constructors, Inc.
Construction Manager


By: Steve Fuentes Date 11/20/2013

Riverside Community College District
Owner's Representative


By: Chris Carlson Date 12/19/13

3612 Mission Inn Avenue Riverside, CA 92501 951 684 5901 fax: 951 684 0725



Agenda Item (IX-A-1)

Meeting	1/21/2014 - Regular
Agenda Item	Administrative Reports (IX-A-1)
Subject	Mass Notification and Voice System Project Update
College/District	District
Information Only	

Background Narrative:

The District developed a plan to create and implement a district-wide mass notification and voice alert system. The system is comprised of two components, (1) a database-driven mass notification system that produces alerts via e-mail and text messaging and (2) a voice and siren system designed to alert the entire campus of a potential threat to students, faculty, and staff.

A plan implementation update follows:

- The District contracted with a third party vendor, Agility Recovery, to provide an interim mass notification system with the basic capability to alert system subscribers about an emergency using a database populated with cell phone and e-mail contacts. The database has been constructed using district email addresses and cell phone data derived from the application and registration processes at the colleges and the district. The database is currently populated with over 40,000 contacts. Two preliminary system tests discovered integrity and access issues that have been addressed and resolved by Information Services and Risk Management. A full scale system test has been scheduled for 2pm on Friday, January 24, 2014. The outcome of the system test will be evaluated during an after action process and debriefing.

In a prior Board meeting, Trustee Miller raised a concern that students were not able to forward their RCCD email to their personal email accounts until the time of registration and suggested personal email accounts be used as an alternative route for delivering notifications by the District. Sending communications directly to personal email accounts has proved problematic in the past as students tend to change accounts frequently and don't always update their account information with the District. Because of this issue, the District decided to provide a free student email account through Microsoft that would remain static throughout their tenure. Students are assigned an RCCD email account at the time of application. This RCCD email account is the only one used for "official" communication with students. However, if the student chooses, they can auto-forward their RCCD email to any personal email account, at any point in time after they have completed their application, and can also provide personal cell phone information for emergency alerts at any time through their Personal Profile page in Web Advisor. They can also update their email forwarding or cell phone information as often as they like through Web Advisor.

- The District identified the need to implement a campus-wide notification system, in conjunction with the mass notification system, that will use voice and siren sounds to alert campus (students, faculty, staff, and visitors) about an emergency. In addition, the sound alerts will notify mass notification subscribers to turn on cell phones and e-mail devices to receive important information about the emergency. The system selected is used by the U.S. military as a base-wide emergency notification system. The system will be installed at Riverside City College and Norco College the week of January 20th-24th. A full scale system test has been scheduled for 2pm on Friday, January 24th, 2014 in tandem with the mass notification system test. The

outcome of the voice and siren system test will be evaluated as part of the mass notification after action process and debriefing.

- The emergency blue phones will provide the voice alert system component for Moreno Valley College. Information Services and College Police are inspecting the systems to ensure 100% integrity prior to the January 24, 2014 test.

- Risk Management sent out thousands of post cards to the neighboring residents for all three colleges. A presentation was developed to explain the system to the local residents. Meetings were scheduled on three consecutive nights prior to the holidays that included attendance by college administration, College Police, and Public Affairs and Institutional Advancement. There were no local residents in attendance at the meetings for Norco College and Moreno Valley College. The Riverside City College meeting had a total of eight attendees including Riverside City Council member Mike Gardner and Central Middle School Assistant Principal Bernie Marez. Several residents voiced concerns about the voice and siren system and the impact the noise would have on residents. However, many of the residents attending the information session supported the reasons for the new system and acknowledged the importance of the project. There have been no negative comments or feedback received from the residents since the meeting. As a result of their input, local residents will be notified of any test of the system via e-mail contact with neighborhood leaders who will, in turn, initiate a call tree to notify their contacts. This notification will occur in advance of the tests. We also agreed to provide the local residents with the actual alert tones and messages we will use. The number of messages has been scaled back to eliminate non-emergency messages from the system.

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

Michael Simmons, Director, Risk Management, RCCD

Rick Herman, Associate Vice Chancellor, Information Technology & Learning SVS

Attachments:



Agenda Item (IX-A-2)

Meeting	1/21/2014 - Regular
Agenda Item	Administrative Reports (IX-A-2)
Subject	Amendment to Agreement for Employee Benefits Consulting Services with Keenan and Associates
College/District	District
Funding	Unrestricted General Fund and Self Insurance Fund
Recommended Action	It is recommended that the Board of Trustees approve the Employee Benefits Consulting Services Agreement Amendment with Keenan & Associates to extend the agreement through April, 30, 2014 in the amount of \$34,334.

Background Narrative:

The original Employee Benefits Consulting Services Agreement between the Riverside Community College District and Keenan & Associates, which was approved by the Board of Trustees on January 24, 2012, will end on January 31, 2014.

The attached amendment will extend the contract for 90 days on a month-to-month basis and will allow the District time to evaluate the services of Keenan and Associates and review any changes in the proposed new agreement. All other terms and conditions of the original agreement shall remain in full force and effect.

Prepared By: Vicki Nicholson, Vice Chancellor (Interim), Diversity and Human Resources

Attachments:

[20140121_Keenan and Associates Contract Amendment_Backup](#)

AMENDMENT TO AGREEMENT

This document amends the original Employee Benefits Consulting Services Agreement between the Riverside Community College District and Keenan & Associates, which was approved by the Board of Trustees on January 24, 2012.

The agreement is hereby amended as follows:

Paragraph 1: The term of the agreement shall continue beginning February 1, 2014, on a month-to-month basis up through April 30, 2014.

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.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

Keenan & Associates

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

By: _____
John Scatterday
Sr. Vice President

Dated: _____

Dated: _____



Agenda Item (XII-A)

Meeting	1/21/2014 - Regular
Agenda Item	Business From Board Members (XII-A)
Subject	CCCT Board Election Nominations for 2014
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees consider nominations for the CCCT Board Election for 2014.

Background Narrative:

The California Community College Trustees (CCCT) board meets five times a year to provide leadership and direction to ensure a strong voice for locally elected governing board members.

Trustee Mary Figueroa has served three consecutive, two-year terms on the board and has termed out. Prior to her seat on the CCCT board, former trustee, Mark Takano, served.

From January 1 through February 15, nominations for membership on the CCCT board will be accepted by the Community College League of California should the Board of Trustees wish to nominate a trustee to serve on the CCCT board.

Prepared By: Cynthia Azari, Interim Chancellor

Attachments:

[CCCT Election_012114](#)



COMMUNITY COLLEGE LEAGUE
OF CALIFORNIA

Date: December 9, 2013
To: California Community College Trustees
California Community College Chancellors/Superintendents
From: Scott Lay, President and Chief Executive Officer, CCLC
Subject: CCCT Board Election - 2014

The California Community College Trustees (CCCT) board serves a major role within the Community College League of California. Meeting five times a year, the twenty-one member board provides leadership and direction to ensure a strong voice for locally elected governing board members.

From January 1 through February 15, nominations for membership on the CCCT board will be accepted in the League office. Nominations are to be made by member district board of trustees; and each district may nominate only members of its board.

Each nominee must be a local community college district trustee, other than the student trustee, and must have consented to be nominated. Only one trustee per district may serve on the board.

An official Biographical Sketch Form and Statement of Candidacy **must** accompany the Nomination Form mailed to the League office, and *please use only these forms*. Although not required, it is recommended that nomination materials be sent via certified mail, return receipt requested. Faxed materials will **not** be accepted due to the quality of transmission.

The election of members of the CCCT board will take place between March 10 and April 25. Each member district board of trustees will have one vote for each vacancy on the CCCT board. CCCT board members are elected by the institutional member governing boards for three-year terms. No CCCT board member shall serve more than three (3) terms consecutively. This year eight persons will be elected to the board. Of those eight seats there are six incumbents eligible to run for re-election, one board member has termed out, and one seat was vacated by a trustee that did not run for re-election at the district level. This vacated seat will be filled by the trustee that receives the least number of votes among the top eight vote getters. Pursuant to the CCCT Governing Policies, that person will complete the term of the vacated seat, which expires in 2015.

Election results will be announced at the CCCT annual conference. The newly elected members of the board will assume their responsibilities at the conclusion of the annual conference, May 4, 2014.

If you have any questions about the CCCT board election process, please call the League office.

Attachments: (mailed only to CCC Chancellors/Superintendents)
Official Nominating Form
Official Biographical Sketch Form
Official Statement of Candidacy
CCCT Board Terms of Office
CCCT Board Roster



CCCT BOARD
NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15, 2014**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the _____ Community
College District nominates _____ to be a
candidate for the CCCT Board.

This nominee is a member of the _____ Community
College District governing board, which is a member in good standing of the Community College League of
California. The nominee has been contacted and has given permission to be placed into nomination.
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

Signature of Clerk or Secretary of Governing Board



CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2014**, along with the nomination form and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

Name: _____ Date: _____

Address: _____

City: _____ Zip: _____

Phone: _____ (home) _____ (office)

E-Mail: _____

EDUCATION

Certificates/Degrees: _____

PROFESSIONAL EXPERIENCE

Present Occupation: _____

Other: _____

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: _____

Years of Service on Local Board: _____

Offices and Committee Memberships Held on Local Board: _____

State Activities (*CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc*) _____

National Activities (*ACCT and other organizations, boards, committees, etc.*): _____

CIVIC AND COMMUNITY ACTIVITIES

OTHER



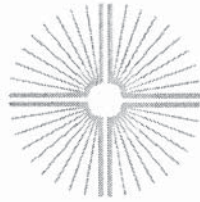
CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2014** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: _____ DATE: _____

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**



CALIFORNIA COMMUNITY COLLEGE TRUSTEES
2013-14 BOARD ROSTER

ISABEL BARRERAS
Immediate Past-President
State Center CCD

SALLY BIGGIN
Redwoods CCD

LAURA CASAS
Foothill DeAnza CCD

STEPHAN CASTELLANOS
San Joaquin Delta CCD

NANCY CHADWICK
Palomar CCD

JANET CHANIOT
2nd Vice President
Mendocino-Lake CCD

MARY FIGUEROA
Riverside CCD

SIMON FRASER
Pasadena Area CCD

PAUL GOMEZ
Chaffey CCD

CY GULASSA
Peralta CCD

JERRY HART
Imperial CCD

LOUISE JAFFE
1st Vice President
Santa Monica CCD

BERNARD "BEE JAY" JONES
Allan Hancock Joint CCD

ROBERT JONES
Los Rios CCD

SUSAN KEITH
Citrus CCD

JIM MORENO
Coast CCD

MANNY ONTIVEROS
President
North Orange County CCD

DOUGLAS OTTO
Long Beach CCD

ANN RANSFORD
Glendale CA 91208

LINDA WAH
Pasadena CCD

MARCIA ZABLECKIS
Barstow CCD

VACANCY



Agenda Item (XII-B)

Meeting	1/21/2014 - Regular
Agenda Item	Business From Board Members (XII-B)
Subject	Update from Members of the Board of Trustees on Business of the Board.
College/District	District
Information Only	

Background Narrative:

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

Association of Community College Trustees (ACCT)

Association of Governing Board of Universities and Colleges (AGB)

California Community College Trustees and Legislative Network (CCCT)

Community College League of California (CCLC)

Latino Trustees Association

Inland Valleys Trustees and CEO Association

African-American Organizations Liaison Riverside Branch - NAACP

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

Chambers of Commerce: Corona, Moreno Valley, and Norco

Riverside County School Board Association

Riverside County Committee on School District Organization

Alvord Unified School District Ad-Hoc Committee

Mine Okubo Committee

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

Attachments:



Agenda Item (XIII-A)

Meeting	1/21/2014 - Regular
Agenda Item	Closed Session (XIII-A)
Subject	Pursuant to Government Code Section 54957, Public Employee Performance Evaluation, Title: Interim Chancellor
College/District	District
Funding	n/a
Recommended Action	To be Determined

Background Narrative:

None.

Prepared By: Cynthia Azari, Interim Chancellor

Attachments:



[e-board](#) » [Agenda Item](#)

[Agenda Item](#)

Agenda Item (XIII-B)

Meeting	1/21/2014 - Regular
Agenda Item	Closed Session (XIII-B)
Subject	Pursuant to Government Code Section 54957, Public Employee Discipline/Dismissal/Release
College/District	District
Funding	n/a
Recommended Action	To be Determined

Background Narrative:

None.

Prepared By: Cynthia Azari, Interim Chancellor

Attachments: