



**Board of Trustees - Regular Meeting
Tuesday, June 16, 2015 6:00 PM
Riverside City College, O.W. Noble Building,
AD122, 4800 Magnolia Avenue, Riverside, CA
92506, Teleconferencing at Aria Resort & Casino,
3730 Las Vegas Boulevard South, Las Vegas, NV
89158**

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. Pursuant 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 April 7, 2015](#)
Recommend approving the April 7, 2015 Board of Trustees Regular/Committee meeting minutes as prepared.
- B. [Minutes of the Board of Trustees Regular Meeting of April 21, 2015](#)
Recommend approving the April 21, 2015 Board of Trustees Regular meeting minutes as prepared.
- C. [Minutes of the Board of Trustees Regular/Committee Meeting of May 5, 2015](#)
Recommend approving the May 5, 2015 Board of Trustees Regular/Committee meeting minutes as prepared.
- D. [Minutes of the Board of Trustees Regular Meeting of May 19, 2015](#)

Recommend approving the May 19, 2015 Board of Trustees Regular meeting minutes as prepared

- E. [Minutes of the Board of Trustees Special Meeting of May 26, 2015](#)

Recommend approving the May 26, 2015 Board of Trustees Special meeting minutes as prepared.

III. PUBLIC HEARING (NONE)

IV. CHANCELLOR'S REPORTS

- A. [Chancellor's Communications](#)
Information Only

- B. [Presentation of Student Trustee Scholarship Award for Spring 2015](#)
Information Only

- C. [Presentation on Riverside City College Music Program](#)
Information Only

- D. [Presentation on Riverside City College Journalism/Viewpoints Program](#)
Information Only

- E. [2015-2018 Agreement between the Riverside Community College District and the Riverside Community College District Faculty Association/CCA/CTA/NEA](#)
Recommend ratifying the 2015-2018 collective bargaining Agreement between the Riverside Community College District and the Riverside Community College Chapter CCA/CTA/NEA effective July 1, 2015.

- F. [Reorganization of Information Technology Services \(Microcomputer Support\) from District to Colleges](#)
Recommend accepting the District-wide Reorganization of Information Technology Services (Microcomputer Support) from District to the colleges, as outlined.

- G. [Healthcare Update](#)
Information Only

- H. [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 \$5,046,727 and District Warrant Claims totaling \$8,620,819.

2. Budget Adjustments (None)

3. Resolution(s) to Amend Budget
 - a. [Resolution No. 60-14/15 – 2014-2015 First 5 Riverside Access & Quality Initiative Grant](#)
Recommend approving the resolution and adding the revenue and expenditures of \$33,677 to the budget.
 - b. [Resolution No. 61-14/15 – 2014-2015 CalWORKs Program](#)
Recommend approving the resolution and adding the revenue and expenditures of \$11,890 to the budget.
 - c. [Resolution No. 62-14/15 – 2014-2015 Middle College High School Grant](#)
Recommend approving the resolution and adding the revenue and expenditures of \$50,500 to the budget.
 - d. [Resolution No. 63-14/15 – 2014-2015 College Connection Program](#)
Recommend approving the resolution and adding the revenue and expenditures of \$1,000 to the budget.
4. Contingency Budget Adjustments (None)
5. Bid Awards
 - a. [Purchase Computer Equipment, Peripherals and Related Services from Authorized Resellers Utilizing the Western States Contracting Alliance \(WSCA\) Contracts](#)
Recommend approving the purchase of Lenovo, Apple, Dell and Hewlett Packard computer equipment, peripherals and related services from authorized resellers, utilizing Western States Contracting Alliance (WSCA) contracts through September 30, 2015.
 - b. [Purchase Educational, Computer and Training Furniture from Spectrum Industries, Inc., Utilizing Competitively Bid Premier Educational Purchasing Program for Microcomputers Contract](#)
Recommend approving the purchase of educational, computer and training furniture from Spectrum Industries, Inc., utilizing the competitively bid Premier Educational Purchasing Program for Microcomputers (PEPPM) contract through December 31, 2016.
 - c. [Purchase Information Technology Goods and Services, Utilizing the California Multiple Award Schedules \(CMAS\) Contract Numbers 3-07-58-0128B and 3-07-70-0943F](#)
Recommend approving the purchase of information technology goods and services from Comp-View, Inc., utilizing CMAS contract numbers 3-07-58-0128B and 3-07-70-0943F.
 - d. [Bid Award for Voice/Data Cabling](#)
Recommend awarding Bid No. 2014/15-45 – Voice/Data Cabling District-Wide, in the not to exceed amount of \$331,240 to Etarios dba Western Data.
 - e. [Culinary Arts Academy & District Offices/Coil School for the Arts Traffic Signal – Bid Categories 01 & 02](#)

Recommend awarding the Culinary Arts Academy & District Offices/Coil School for the Arts Traffic Signal project, - Bid Categories 01 & 02, for the total bid amount of \$651,487 to the attached listed contractors.

- f. [Bid Award for Humanities Roof Replacement](#)
Recommend awarding Bid No. 2014/15-49 – Humanities Roof Replacement at Moreno Valley College, in the total amount of \$220,000 to C.I. Services, Inc.
6. Grants, Contracts and Agreements
 - a. [Contracts and Agreements Report Less than \\$86,000 – All District Resources](#)
Recommend ratifying contracts totaling \$472,127.
 - b. [Subcontract No. S-5871-RCCD for Delivery of Technical Consulting Services with CSU Fullerton Auxiliary Services Corporation](#)
Recommend approving Subcontract No. S-5871-RCCD with CSU Fullerton Auxiliary Services Corporation in the amount of \$340,000.
 - c. [Subcontract Extension between Riverside Community College District, Norco College, and Oakton Community College](#)
Recommend approving the subcontract extension with Oakton Community College through July 31, 2016.
 - d. [Memorandum of Understanding between Riverside City College and Riverside Gateway to College Early College High School for operating Gateway College and Career Academy](#)
Recommend approving the Memorandum of Understanding for the time frame of July 1, 2014 through June 30, 2016, in the amount of \$500,000.
 - e. [Amendment Agreement for College Go-Pass with Riverside Transit Agency](#)
Recommend approving Amendment No. 3 for the College Go-Pass Revenue Agreement No. 10-035 with Riverside Transit Agency, extending Agreement to August 22, 2019.
 - f. [Amendment to the Agreement between Riverside Community College District and Barstow Community College District for the Career and Technical Education Enhancement Fund Grant](#)
Recommend approving the Amendment to the existing Career and Technical Education Enhancement Fund Agreement, approved by the Board on February 17, 2015, between Riverside Community College District and Barstow Community College District for the time frame January 5, 2015 through June 30, 2016, adding an additional \$126,689 to the Agreement.
 - g. [Amendment to the Agreement between Riverside Community College District and Chaffey Community College District for the Career and Technical Education Enhancement Fund Grant](#)
Recommend approving the Amendment to the existing Career and Technical Education Enhancement Fund Agreement, approved by the Board on February 17, 2015, between Riverside Community College District and Chaffey

- Community College District for the time frame January 5, 2015 through June 30, 2016, adding an additional \$139,189 to the Agreement.*
- h. [Amendment to the Agreement between Riverside Community College District and Copper Mountain Community College District for the Career and Technical Education Enhancement Fund Grant](#)
Recommend approving the Amendment to the existing Career and Technical Education Enhancement Fund Agreement, approved by the Board on February 17, 2015, between Riverside Community College District and Copper Mountain Community College District for the time frame January 5, 2015 through June 30, 2016, adding an additional \$121,400 to the Agreement.
- i. [Amendment to the Agreement between Riverside Community College District and San Bernardino Community College District on behalf of Crafton Hills College for the Career and Technical Education Enhancement Fund Grant](#)
Recommend approving the Amendment to the existing Career and Technical Education Enhancement Fund Agreement, approved by the Board on February 17, 2015, between Riverside Community College District and San Bernardino Community College District on behalf of Crafton Hills College for the time frame January 5, 2015 through June 30, 2016, adding an additional \$89,289 to the Agreement.
- j. [Amendment to the Agreement between Riverside Community College District and Desert Community College District for the Career and Technical Education Enhancement Fund Grant](#)
Recommend approving the Amendment to the existing Career and Technical Education Enhancement Fund Agreement, approved by the Board on February 17, 2015, between Riverside Community College District and Desert Community College District for the time frame January 5, 2015 through June 30, 2016, adding an additional \$131,989 to the Agreement.
- k. [Amendment to the Agreement between Riverside Community College District and Mt San Jacinto Community College District for the Career and Technical Education Enhancement Fund Grant](#)
Recommend approving the Amendment to the existing Career and Technical Education Enhancement Fund Agreement, approved by the Board on February 17, 2015, between Riverside Community College District and Mt San Jacinto Community College District for the time frame January 5, 2015 through June 30, 2016, adding an additional \$111,100 to the Agreement.
- l. [Amendment to the Agreement between Riverside Community College District and Palo Verde Community College District for the Career and Technical Education Enhancement Fund Grant](#)
Recommend approving the Amendment to the existing Career and Technical Education Enhancement Fund Agreement, approved by the Board on February 17, 2015, between Riverside Community College District and Palo Verde

Community College District for the time frame January 5, 2015 through June 30, 2016, adding an additional \$108,150 to the Agreement.

- m. [Amendment to the Agreement between Riverside Community College District and San Bernardino Community College District on behalf of San Bernardino Valley College for the Career and Technical Education Enhancement Fund Grant](#)

Recommend approving the Amendment to the existing Career and Technical Education Enhancement Fund Agreement, approved by the Board on February 17, 2015, between Riverside Community College District and San Bernardino Community College District on behalf of San Bernardino Valley College for the time frame January 5, 2015 through June 30, 2016, adding an additional \$132,663 to the Agreement.

- n. [Amendment to the Agreement between Riverside Community College District and Victor Valley Community College District for the Career and Technical Education Enhancement Fund Grant](#)

Recommend approving the Amendment to the existing Career and Technical Education Enhancement Fund Agreement, approved by the Board on February 17, 2015, between Riverside Community College District and Victor Valley Community College District for the time frame January 5, 2015 through June 30, 2016, adding an additional \$130,721 to the Agreement.

- 7. [Out-of-State Travel](#)

Recommend approving out-of-state travel.

- 8. Other Items

- a. [Surplus Property](#)

Recommend declaring the property on the attached list to be surplus; finding that the property does not exceed the total value of \$5,000; and authorizing all property to be consigned to The Liquidation Company to be sold on behalf of the District.

VII. CONSENT AGENDA INFORMATION

- A. [Monthly Financial Report for Month Ending – May 31, 2015](#)

Information Only

VIII. BOARD COMMITTEE REPORTS

- A. Governance

- 1. [Board Policies for Approval and Second Reading](#)

Recommend approving Board Policies 3820, 4040, 5030, 5050, 5550, 5700, and 6700.

- B. Teaching and Learning

- 1. [Proposed Curricular Changes](#)

Recommend approving the proposed curricular changes for inclusion in the college catalog and in the schedule of class offerings.

- 2. [Memorandum of Understanding for Early College High School with Riverside Unified School District](#)

Recommend accepting the Memorandum of Understanding for Early College High School with Riverside Unified School District.

3. [Goals Framework and Indicators for Institutional Effectiveness](#)
Recommend approving the Goals Framework and Indicators established for FY 15-16 by the District and each of its colleges designed to measure the ongoing condition of Riverside Community College District's operational environment.
4. [Accreditation Follow-up Report for Moreno Valley College](#)
Recommend accepting the Accreditation Follow-up Report for Moreno Valley College.
5. [Accreditation Follow-up Report for Norco College](#)
Recommend accepting the Accreditation Follow-up Report for Norco College.
6. [Accreditation Follow-up Report for Riverside City College](#)
Recommend accepting the Accreditation Follow-up Report for Riverside City College.
7. [Accreditation Responses for Riverside Community College District](#)
Recommend accepting the District's Responses to the recommendation from the Accrediting Commission for Community and Junior Colleges.

C. Planning and Operations

1. [2017-2021 Five Year Capital Construction Plan and Initial Project Proposals](#)
Recommend approving: 1) 2017-2021 Five-Year Capital Construction Plan; 2) the Initial Project Proposals for Natural Science Building (Moreno Valley College), Center for Human Performance (Moreno Valley College), Library/Learning Resource Center (Norco College), Center for Human Performance and Kinesiology (Norco College) and Cosmetology Building (Riverside City College).

D. Resources

1. [Tentative Budget for 2015-2016 and Notice of Public Hearing on the 2015-2016 Final Budget](#)
Recommend approving the 2015 - 2016 Tentative Budget as presented, which consists of the funds and accounts noted therein, and authorize staff to forward a copy to the Riverside County Superintendent of Schools. It is also recommended that the Board of Trustees announce that: 1) the proposed 2015 - 2016 Final Budget will be available for public inspection beginning September 10, 2015,

at the Office of the Vice Chancellor,
Business and Financial Services; and 2)
the public hearing will be held at 6:00
p.m. at a Board meeting on September
15, 2015, to be followed by the adoption
of the 2015 - 2016 Final Budget.

- E. Facilities (None)
- IX. ADMINISTRATIVE REPORTS
 - A. Vice Chancellors
 - 1. [Increase of Salary Schedules for all Riverside Community College District Employees](#)
Recommend approving the salary increase of 3% + COLA to the extent funded by the State (hereinafter "COLA") for full-time faculty, confidential, staff, and managers and 4% + COLA for all part-time faculty.
 - B. Presidents
 - 1. [Moreno Valley College Catalog 2015-2016](#)
Recommend approving the Moreno Valley College Catalog 2015-2016.
 - 2. [Norco College Catalog 2015-2016](#)
Recommend approving the Norco College Catalog 2015-2016.
 - 3. [Riverside City College Catalog 2015-2016](#)
Recommend approving the Riverside City College Catalog 2015-2016.
- X. ACADEMIC SENATE REPORTS
 - A. Moreno Valley College/Riverside Community College District
 - B. Norco College
 - C. Riverside City College
- XI. BARGAINING UNIT REPORTS
 - A. CTA - California Teachers Association
 - B. CSEA - California School Employees Association
- XII. BUSINESS FROM BOARD MEMBERS
 - A. [Reporting Out of Board of Trustees Annual Self Evaluation for 2015](#)
Recommending accepting the goals for the next 12-month Board Self Evaluation period, as a means of reporting out from the 2014-15 Board Self Evaluation process.
 - 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 Discipline/Dismissal/Release](#)
Recommended Action to be Determined
 - B. [Pursuant to Government Code Section 54957, Public Employee Performance Evaluation, Title: Chancellor](#)
Recommended Action to be Determined
- XIV. ADJOURNMENT

Agenda Item (II-A)

Meeting	6/16/2015 - Regular
Agenda Item	Approval of Minutes (II-A)
Subject	Minutes of the Board of Trustees Regular/Committee Meeting of April 7, 2015
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommended approving the April 7, 2015 Board of Trustees Regular/Committee meeting minutes as prepared.

Prepared By: Michael Burke, Ph.D., Chancellor
Kathy Tizcareno, Executive Administrative Assistant

Attachments:

[040715_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 APRIL 7, 2015

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
Janet Green, Vice President (left at 7:17 p.m.)
Nathan Miller, Secretary
Mary Figueroa, Board Member
Tracey Vackar, Board Member

Staff Present

Michael L. Burke, Ph.D., Chancellor
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services
Dr. Michael Reiner, Vice Chancellor, Educational Services, Workforce Development and Planning
Ms. Sylvia Thomas, 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. Robert Schmidt, Public Affairs Officer, Strategic Communications and Relations

Guests Present

Ms. Ivory Li, Managing Director, Piper Jaffray & Co.
Mr. Chet Wang, Keygent LLC

Moreno Valley College Student Val'lena Phillips led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Student Maximiliano Diaz commented on the need for a veterans lounge at Moreno Valley College, as Norco College and Riverside City College have veterans' lounges.

PUBLIC COMMENT

Vackar/Green moved that the Board approve amending the agenda to move Resources Committee Items IV-D-1.-3. prior to Teaching and Learning Committee Item No. IV-B-1. "Proposed Curricular Changes" Motion carried. (5 ayes)

AMEND AGENDA

The Resources Committee Chair Janet Green convened the meeting at 6:10 p.m. Committee members in attendance: Mr. Aaron Brown, Vice Chancellor, Business and Financial Services; Academic Senate Representatives: Mr. Sal Soto (Moreno Valley College/RCCD), Ms. Peggy Campo (Norco College), and Mr. Lee Nelson (Riverside City College); CSEA Representative: Mr. Gustavo Segura; and Management Representative: Ms. Beth Gomez.

RESOURCES COMMITTEE

Mr. Brown, Ms. Li, and Mr. Wang provided the committee with a General Obligation Bond Update presentation and background information on Resolution No. 48-14/15 - Authorizing the Issuance, of Riverside Community College District (Riverside County and San Bernardino Counties, California) Election of 2004 General Obligation Bonds, Series 2015E and actions related thereto; which will be presented to the Board for approval at the April 21, 2015 and May 5, 2015 regular meetings. Discussion followed.

Resolution Authorizing the Issuance of General Obligation Bonds, Series 2015E, and Actions Related Thereto

Mr. Brown led the committee review of the Other Post-Employment Benefits Obligation Funding Plan that will be presented to the Board for approval at the April 21 regular meeting. Discussion followed.

Other Post-Employment Benefits (OPEB) Obligation Funding Plan

Mr. Brown facilitated a presentation on the District's FY 2015-16 budget planning efforts. Discussion followed.

Presentation on FY 2015-16 Riverside Community College District Budget Planning

The Committee adjourned the meeting at 7:00 p.m.

Adjourned

The Teaching and Learning Committee Chair Tracey Vackar convened the meeting at 7:17 p.m. Committee members in attendance: Dr. Michael Reiner, Vice Chancellor, Educational Services, Workforce Development and Planning; Academic Senate Representatives: Mr. Sal Soto (Moreno Valley College/RCCD), Ms. Peggy Campo (Norco College) and Mr. Lee Nelson (Riverside City College); and CSEA Representative: Mr. Gustavo Segura.

TEACHING AND LEARNING COMMITTEE

Ms. Thomas led the committee review of the proposed curricular changes for inclusion in the college catalogs and schedule of class offerings, excluding all standalone courses for electronics and two certificate degrees for electrician and electrician apprenticeship. The proposed curricular changes will be presented to the Board for approval at the April 21 regular meeting. Discussion followed.

Proposed Curricular Changes

The Committee adjourned the meeting at 7:28 p.m.

Adjourned

The Board of Trustees adjourned to closed session at 7:29 p.m. pursuant to “Government Code Section 54957, Public Employee Discipline/Dismissal/Release.” The Board reconvened to open session at 7:39 p.m. announcing that no action had been taken.

ADJOURNED TO CLOSED
SESSION/RECONVENED

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

ADJOURNMENT

Agenda Item (II-B)

Meeting	6/16/2015 - Regular
Agenda Item	Approval of Minutes (II-B)
Subject	Minutes of the Board of Trustees Regular Meeting of April 21, 2015
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommended approving the April 21, 2015 Board of Trustees Regular meeting minutes as prepared.

Prepared By: Michael Burke, Ph.D., Chancellor
Kathy Tizcareno, Executive Administrative Assistant

Attachments:

[042115_MIN](#)

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OF APRIL 21, 2015

President Blumenthal called the regular meeting of the Board of Trustees to order at 6:01 p.m. in 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
Nathan Miller, Secretary
Mary Figueroa, Board Member (arrived at 6:33 p.m.)
Tracey Vackar, Board Member
Ryan Rudolph, Student Trustee

Staff Present

Michael L. Burke, Ph.D., Chancellor
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services
Dr. Michael Reiner, Vice Chancellor, Educational Services, Workforce Development and Planning
Ms. Sylvia Thomas, Interim Vice Chancellor, Diversity and Human Resources
Dr. Wolde-Ab Isaac, 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. Robert Schmidt, Public Affairs Officer, Strategic Communications and Relations
Dr. Travis Gibbs, Academic Senate Representative, District/Moreno Valley College
Ms. Peggy Campo, Academic Senate Representative, Norco College
Mr. Lee Nelson, Academic Senate Representative, Riverside City College
Dr. Dariush Haghghat, President, CTA
Mr. Gustavo Segura, President, CSEA

Guests Present

Ms. Debra Yorba, Vice President, Keenan and Associates
Mr. Nick Sinigaglia, Associate Professor, Moreno Valley College

Student Trustee Ryan Rudolph led the Pledge of Allegiance. PLEDGE OF ALLEGIANCE

Mr. Tyrone A. Macedon Sr. thanked the Board of Trustees for the Citizens Bond Oversight Committee (CBOC) Student Appointment. COMMENTS FROM THE PUBLIC

Vackar/Green moved that the Board of Trustees approve the minutes of the Board of Trustees Regular/Committee Meeting of March 3, 2015. Motion carried. MINUTES OF THE BOARD OF TRUSTEES REGULAR/COMMITTEE MEETING OF MARCH 3, 2015
(4 ayes, 1 absent [Figueroa])

Miller/Vackar moved that the Board of Trustees approve the minutes of the Board of Trustees Regular Meeting of March 17, 2015. Motion carried. (4 ayes, 1 absent [Figueroa])

MINUTES OF THE BOARD OF TRUSTEES REGULAR MEETING OF MARCH 17, 2015

Green/Miller moved that the Board approve amending the agenda to move Consent Item VI-A-1 “Academic Personnel” to be heard prior to Chancellor Communications. Motion carried. (4 ayes, 1 absent [Figueroa])

AMEND AGENDA

Green/Miller moved that the Board of Trustees approve/ratify the listed academic appointments, separations, and assignment and salary assignments. Motion carried (4 ayes, 1 absent [Figueroa])

CONSENT ITEM VI.A.1.

Academic Personnel

Chancellor Burke congratulated Dr. Wolde-Ab Issac on his appointment as the 11th President of Riverside City College and thanked the search committee for their work.

Chancellor’s Communications

Chancellor Burke administered the oath of office to Mr. Ryan Rudolph, Student Trustee for the remainder of 2014-2015 term.

Swearing in of Student Trustee for Remainder of 2014-2015 Term

Dr. Michael Reiner recognized and presented certificates to the following faculty members who have earned the Rank of Distinguished and New Professor for 2015-2016: Distinguished Professor: Norco College, Dr. Sharon Crasnow, Philosophy; Professors: Moreno Valley College, Dr. Ingrid Wicken, Kinesiology; Riverside City College, Dr. Greg Burchett, Biology; Dr. Rita Chenoweth, Dance; Dr. Dorothy Gaylor, Spanish; and Dr. Lisa Howard, Nursing.

Presentation of Rank of Professor and Distinguished Professor for 2015-2016

Dr. Reiner recognized and presented certificates to the following faculty and academic administrators granted with the Rank of Emeritus: Administrator: Riverside Community College District, Mr. Glen Brady, Director, Distance Education; Faculty: Norco College, Dr. Lyn Greene, Associate Professor, Political Science; Riverside City College, Dr. Richard Davin, Professor, Sociology; Mr. Dwight Lomayesva,

Presentation of Rank of Emeritus for 2015-2016

Professor, History; and Ms. Patricia Tutor,
Professor, Nursing.

Mr. Sinigaglia gave a presentation on the Honors Program offered at Moreno Valley College and commented on his experience serving as the chaperone for 25 students visiting universities and colleges in Northern California. Two students spoke about the Honors Program and commented on their positive experiences.

Five to Thrive Presentation on Moreno Valley College Honors Program by Associate Professor Nick Sinigaglia

Ms. Yorba gave an update on the District's healthcare plans. She noted that all three health plans were operating well and reported there were four open claims, one open issue, and completed research on seven payer investigations.

Healthcare Update

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 Ryan Rudolph presented the report about recent and future student activities at Norco, Moreno Valley, and Riverside City Colleges and Riverside Community College District.

STUDENT REPORT

CONSENT ITEMS

Miller/Vackar moved that the Board of Trustees:

Action

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 \$3,629,553 and District Warrant Claims totaling \$9,085,146;

Purchase Order and Warrant Report – All District Resources

Approve the budget transfers as presented;

Budget Adjustments

Approve adding the revenue and expenditures of \$1,168 to the budget;

Resolution No. 50-14/15 – 2014-2015 CalWORKs Program

Approve adding the revenue and expenditures of \$100,000 to the budget;

Resolution No. 51-14/15 – 2014-2015 Deputy Sector Navigator Program

Approve adding the revenue and expenditures of \$375,116 to the budget;

Resolution No. 53-14/15 – 2014-2015 State of California Employment Training Panel – Amend #1

Approve adding the revenue and expenditures of \$196,000 to the budget;

Resolution No. 52-14/15 – 2014-2015 Resource 3200 Food Services

Award Request for Bid Number 2014/15-40- Campus-Wide HVAC Package Unit Replacement Project, in the total amount of \$199,000 to Pacific West Industries;

Bid Award for the Campus-Wide HVAC Package Unit Replacement Project

Approve the purchase of computer equipment, peripherals and related services from authorized resellers, utilizing Western States Contracting Alliance (WSCA) - National Association of State Procurement Officials (NASPO) ValuePoint Contracts through March 31, 2017;

Purchase Computer Equipment, Peripherals and Related Services from Authorized Resellers Utilizing the Western States Contracting Alliance (WSCA) - National Association of State Procurement Officials (NASPO) ValuePoint Contracts

Ratify contracts totaling \$628,414 for the period of March 1, 2015 through March 31, 2015;

Contracts and Agreements Report Less than \$86,000 – All District Resources

Approve the Out-of-State Travel;

Out-of-State Travel

Approve Majd Askar, Director, Business Services, to sign vendor warrant orders, salary payment orders, notices of employment, bank checks, purchase orders, and grant documents;

Signature Authorization Update

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

Surplus Property

Accept the projects listed on the attachments as complete; and approving the execution of the Notices of Completion (under Civil Code Section 3093 – Public Works);

Notices of Completion

Approve Resolution 49-14/15 - Authorization to Encumber Funds.

Resolution No. 49-14/15 - Authorization to Encumber Funds

Motion carried. (5 ayes)

Information

The Board received the monthly Financial Report for the period July 1, 2014 through March 31, 2015.

Monthly Financial Report

BOARD COMMITTEE REPORTS

Teaching and Learning

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

Proposed Curricular Changes

Resources

Green/Blumenthal moved that the Board of Trustees hold the first of two publicly noticed Board meetings on April 21, 2015; and the second to be held May 5, 2015 to adopt Resolution No. 48-14/15. Motion carried. (5 ayes)

Issuance of General Obligation Bonds, Series 2015E by Holding the First of Two Publicly Noticed Meetings

Green/Miller moved that the Board of Trustees approve the Other Post-Employment Benefits Obligation Funding Plan as presented. Motion carried. (5 ayes)

Other Post-Employment Benefits (OPEB) Obligation Funding Plan

ADMINISTRATIVE REPORTS

Presidents

Dr. Wolde-Ab Isaac thanked the Board and noted his appreciation for being appointed as the 11th President of Riverside City College.

Riverside City College

ACADEMIC SENATE REPORTS

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

Moreno Valley College/District

Ms. Peggy Campo presented the report on behalf of Norco College.

Norco College

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

Riverside City College

BARGAINING UNIT REPORTS

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

CTA – California Teachers Association

Mr. Gustavo Segura, President, CSEA, presented the report on behalf of the CSEA.

CSEA – California State Employees Association

BUSINESS FROM BOARD MEMBERS

Trustee Figueroa congratulated the following: Dr. Wolde-Ab Isaac as the 11th President for Riverside City College, Professor Fabian Biancardi as 2015 Distinguished Faculty Lecturer, and newly appointed Student Trustee Ryan Rudolph; noted her attendance at the Board of Governors' Conference; and condolences to Moreno Valley for the passing of their faculty member, Dr. Manuel Cortez.

Update from Members of the Board of Trustees on Business of the Board

Trustee Vackar commented on the importance of the signing of AB86; congratulated the following: Dr. Wolde-Ab Isaac as newly appointed Riverside City College president and new Student Trustee Ryan Rudolph; and condolences to Moreno Valley College for the passing of their faculty member, Dr. Manual Cortez.

Trustee Miller spoke about recent events he had attended; congratulated the following: Dr. Wolde-Ab Isaac as newly appointed Riverside City College president, new Student Trustee Ryan Rudolph, and Professor Fabian Biancardi as 2015 Distinguished Faculty Lecturer; and commented on the need for policy revisions allowing the District to be more energy efficient and promote water conservation.

Trustee Green congratulated Dr. Wolde-Ab Isaac as newly appointed Riverside City College president and new Student Trustee Ryan Rudolph; and noted her participation in the Veterans parade.

Trustee Blumenthal congratulated the following: Dr. Wolde-Ab Isaac as newly appointed President for Riverside City College, newly appointed Student Trustee Ryan Rudolph, and Professor Fabian Biancardi as 2015 Distinguished Faculty Lecturer; noted recently attended events; condolences to Moreno Valley College for the passing of their faculty member, Dr. Manuel Cortez; and commented on current labor

negotiations and how proud she was to be a part of this District.

The Board adjourned the meeting at 8:06 p.m.

ADJOURNED

Agenda Item (II-C)

Meeting	6/16/2015 - Regular
Agenda Item	Approval of Minutes (II-C)
Subject	Minutes of the Board of Trustees Regular/Committee Meeting of May 5, 2015
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommended approving the May 5, 2015 Board of Trustees Regular/Committee meeting minutes as prepared.

Prepared By: Michael Burke, Ph.D., Chancellor
Jeanie Fortin, Executive Administrative Assistant

Attachments:

[050515_MIN](#)

MINUTES OF THE BOARD OF TRUSTEES REGULAR
AND COMMITTEE MEETINGS OF THE GOVERNANCE,
TEACHING AND LEARNING, PLANNING AND OPERATIONS,
RESOURCES, AND FACILITIES COMMITTEES
OF MAY 5, 2015

President Blumenthal called the Board of Trustees meeting to order at 6:01 p.m. in the Center for Student Success, Room 217, Norco College, 2001 Third Street, Norco, California.

CALL TO ORDER

Trustees Present

Virginia Blumenthal, President
Janet Green, Vice President
Nathan Miller, Secretary
Mary Figueroa, Board Member (arrived at 6:10 p.m.)
Tracey Vackar, Board Member
Ryan Rudolph, Student Trustee

Staff Present

Michael L. Burke, Ph.D., Chancellor
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services
Ms. Sylvia Thomas, Interim Vice Chancellor, Diversity and Human Resources
Ms. Chris Carlson, Chief of Staff and Facilities Development
Dr. Wolde-Ab Isaac, President, Riverside City College
Dr. Sandra Mayo, President, Moreno Valley College
Dr. Paul Parnell, President, Norco College
Mr. Robert Schmidt, Public Affairs Officer, Strategic Communications
and Relations
Ms. Ruth Adams, General Counsel

Student Trustee Ryan Rudolph led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

The Governance Committee Chair Virginia Blumenthal convened the committee at 6:10 p.m. Committee members in attendance: Michael L. Burke, Ph.D., Chancellor; Academic Senate Representatives: Mr. Sal Soto (Moreno Valley College/RCCD), Ms. Peggy Campo (Norco College) and Mr. Lee Nelson (Riverside City College); and Management Representative: Ms. Tenisha James.

GOVERNANCE COMMITTEE

Ms. Adams led the committee in reviewing Board Policies 3820, 4040, 5030, 5050, 5550, 5700 and 6700 that will be presented to the Board for first reading at the May 19 regular Board meeting. Discussion followed.

Board Policies for First Reading

The committee adjourned the meeting at 6:24 p.m.

Adjourned

The Teaching and Learning Committee Chair Tracey

TEACHING AND LEARNING

Vackar convened the meeting at 6:25 p.m. Committee members in attendance: Academic Senate Representatives: Dr. Travis Gibbs (Moreno Valley College/RCCD), Ms. Peggy Campo (Norco College) and Mr. Lee Nelson (Riverside City College); and Management Representative: Ms. Lorena Patton.

COMMITTEE

Ms. Thomas led the committee review of the curricular changes for inclusion in the catalog and in the schedule of class offerings that will be presented to the Board for approval at the May 19 regular meeting. Discussion followed.

Proposed Curricular Changes

The committee adjourned the meeting at 6:27 p.m.

Adjourned

The Planning and Operations Committee Chair Mary Figueroa convened the meeting at 6:28 p.m. Committee members in attendance: Ms. Chris Carlson, Chief of Staff and Facilities Development; Academic Senate Representatives: Mr. Sal Soto (Moreno Valley College/RCCD) and Ms. Peggy Campos (Norco College); and CSEA Representative: Mr. Gustavo Segura.

PLANNING AND OPERATIONS
COMMITTEE

Dr. Mayo presented the committee proposed Moreno Valley College 2015 Master Plan that will be presented to the Board for approval at the May 19 regular meeting. Discussion followed.

Moreno Valley College 2015
Comprehensive Master Plan

The committee adjourned the meeting at 7:13 p.m.

Adjourned

The Facilities Committee Chair Nathan Miller convened the meeting at 7:14 p.m. Committee members in attendance: Ms. Chris Carlson, Chief of Staff and Facilities Development; Academic Senate Representatives: Dr. Travis Gibbs (Moreno Valley College/RCCD), Ms. Peggy Campo (Norco College) and Mr. Lee Nelson (Riverside City College); and Management Representative: Mr. Gustavo Ocegüera.

FACILITIES COMMITTEE

Ms. Carlson presented the committee with Agreement Amendment No. 1 for the Network Operations Center with Inland Inspections and Consulting in the amount of \$61,840 that will be presented to the Board for approval at the May 19 regular meeting. Discussion followed.

Agreement Amendment No. 1 for
the Network Operations Center
with Inland Inspections and
Consulting

The committee adjourned the meeting at 7:34 p.m.

Adjourned

OTHER BUSINESS

Green/Figueroa moved that the Board of Trustees approve Resolution No. 48-14/15 authorizing the issuance of Riverside Community College District (Riverside County and San Bernardino Counties, California) Election of 2004 General Obligation Bonds, Series 2015E and related actions. Motion carried. (5 ayes)

Adoption of Resolution No. 48-14/15-Authorizing the Issuance of General Obligation Bonds, Series 2015E at the Second of Two Publicly Noticed Meetings

The Board of Trustees adjourned to closed session at 7:54 p.m. to consider Closed Session item: "Conference with Labor Negotiators Pursuant to Government Code Section 54957.6. District Designated Representatives: Brad Neufeld of Gresham Savage, and Dr. Irving Hendrick, Employee Organization: CSEA." The Board reconvened at 8:03 p.m. announcing that no action had been taken.

CLOSED SESSION/RECONVENED

The Board adjourned the meeting at 8:04 p.m.

ADJOURNMENT

Agenda Item (II-D)

Meeting	6/16/2015 - Regular
Agenda Item	Approval of Minutes (II-D)
Subject	Minutes of the Board of Trustees Regular Meeting of May 19, 2015
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommended approving the May 19, 2015 Board of Trustees Regular meeting minutes as prepared.

Prepared By: Michael Burke, Ph.D., Chancellor
Jeanie Fortin, Executive Administrative Assistant

Attachments:

[051915_MIN](#)

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OF MAY 19, 2015

President Blumenthal called the regular meeting of the Board of Trustees to order at 6:00 p.m., in the Center for Student Success, Room 217, Norco College, 2001 Third Street, California 92860

CALL TO ORDER

Trustees Present

Virginia Blumenthal, President
Janet Green, Vice President
Nathan Miller, Secretary
Mary Figueroa, Board Member
Ryan Rudolph, Student Trustee

Trustees Absent

Tracey Vackar, Board Member

Staff Present

Michael L. Burke, Ph.D., Chancellor
Ms. Sylvia Thomas, Interim Vice Chancellor, Diversity and Human
Dr. Wolde-Ab Isaac, 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. Bill Bogle, Controller, Accounting Services
Dr. Travis Gibbs, Academic Senate Representative, District/Moreno Valley College
Ms. Peggy Campo, Academic Senate Representative, Norco College
Mr. Lee Nelson, Academic Senate Representative, Riverside City College
Dr. Dariush Haghghat, President, CTA
Mr. Gustavo Segura, President, CSEA

Guests Present

Ms. Debra Yorba, Vice President, Keenan and Associates
Dr. Diane Dieckmeyer, Vice President, Academic Affairs, Norco College
Mr. Quinto Bemiller, Assistant Professor, Art, Norco College
Ms. Kim Kamerin, Assistant Professor, Music, Norco College
Mr. Brady Kerr, Music Accompanist/Assistant, Norco College

Student Trustee Ryan Rudolph led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

CHANCELLOR'S REPORTS

Dr. Dieckmeyer, Mr. Kerr and Ms. Kamerin presented for the Board's information an overview of the Norco College Commercial Music Program. Norco College students, Judith Kwan, Jon Esqueda, Judith Quan, Ricardo Santiago, and Stephen Taylor performed two musical numbers "Shores" and "Hurricanes of Jupiter" from the newly released CD "Out of the Darkness, Into the Light," which was written,

Presentation on Norco College
Commercial Music Program

performed, and produced by the Commercial Music Program.

Ms. Campo, Mr. Bemiller, and Ms. Kamerin facilitated a presentation on the Music and Art Faculty Joint Project at Norco College. Student Angie Alvarez commented on the creative inspirations used for her drawings entitled “Whispers” and “Shores”.

Five to Thrive Presentation on Norco College's Music and Art Faculty Joint Project

Figuroa/Miller moved that the Board of Trustees approve Resolution No. 58-14/15 and designate the week of May 18th through 22nd, 2015 as Classified School Employees Week. Motion carried. (4 ayes, 1 absent [Vackar])

Resolution No. 58-14/15 Resolution Recognizing Classified School Employees Week

Ms. Yorba gave an update on the District’s healthcare plans noting that there has been no increase in claims activity since the last reporting; preparations are underway for the October 1 renewal period, and currently working on compliance and reporting for the Affordable Care Act.

Healthcare Update

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 Ryan Rudolph presented the report about recent and future student activities at Norco, Moreno Valley, and Riverside City Colleges and Riverside Community College District.

STUDENT REPORT

CONSENT ITEMS

Action

Green/Figueroa 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

Classified Personnel

and salary adjustments;

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

Approve/ratify the Purchase Orders and Purchase Order Additions totaling \$4,363,489 and District Warrant Claims totaling \$8,643,602;

Approve the budget transfers as presented;

Approve adding the revenue and expenditures of \$1,207 to the budget;

Approve adding the revenue and expenditures of \$20,321 to the budget;

Approve adding the revenue and expenditures of \$156,698 to the budget;

Approve awarding Bid No. 2014/15-43 – Computer Equipment Maintenance & Repair Services, in the total amount of \$175,000 to Western Data Enterprises, Inc.;

Approve awarding Bid No. 2014/15-41 – 12KV Electrical Upgrade in Tech A Building at Riverside City College, in the total amount of \$233,500 to Hinkley and Associates, Inc.;

Approve the purchase and delivery of office supplies from Reliable Office Solutions, utilizing the Mt. San Jacinto Community College District Contract No. 2010-101 through September 30, 2015;

Ratify contracts totaling \$333,370 for the period of April 1, 2015 through April 30, 2015;

Approve the Amendment to the Agreement between Riverside Community College District and Quest Consulting and

Other Personnel

Purchase Order and Warrant Report – All District Resources

Budget Adjustments

Resolution No. 54-14/15 – 2014-2015 Disabled Students Programs and Services (DSPS)

Resolution No. 55-14/15 – 2014-2015 CalWORKs Program

Resolution No. 56-14/15 – 2014-2015 Realignment of Scheduled Maintenance and Instructional Equipment

Bid Award for Computer Equipment Maintenance & Repair Services

Bid Award for 12KV Electrical Upgrade in Tech A Building

Purchase and Delivery of Office Supplies Utilizing the Mt. San Jacinto Community College District Contract

Contracts and Agreements Report Less than \$86,000 – All District Resources

Amendment to Agreement for Training Services with Quest Consulting and Training Corporation

Training Corporation for up to \$130,000;

Approve the Agreement with Professional Personnel Leasing, Inc. for \$128,225, using Measure C Funds, to provide consulting services to assist District with coordination of construction efforts, and to assist the District with project management, state resource development plans and project oversight for Facilities Planning & Development;

Approve the Contract C14-0040 (Financial Aid Set-Aside) for the time frame of January 1, 2015 through April 30, 2016, in the amount of \$488,970.00;

Approve out-of-state travel;

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

Approve Resolution 57-14/15 - Authorization to Establish a New General Obligation Bond Fund to account for Measure C financial activity.

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

Agreement for Facilities Planning and Construction Services with Professional Personnel Leasing, Inc.

Agreement for Financial Aid Training and Technical Support between California Community Colleges Chancellor's Office and Riverside City College

Out-of-State Travel

Surplus Property

Resolution No. 57-14/15 – Authorization to Establish a New General Obligation Bond Fund

Information

The Board received the monthly Financial Report for the period July 1, 2014 through April 30, 2015.

Monthly Financial Report

The Board received the quarterly financial status report for the quarter ended March 31, 2015.

CCFS-311-Q – Quarterly Financial Status Report for the 3rd Quarter Ended

BOARD COMMITTEE REPORTS

Governance

Blumenthal/Miller moved that the Board of Trustees accept Board Policies 3820,

Board Policies for First Reading

4040, 5030, 5050, 5550, 5700, and 6700 for First Reading. Motion carried. (4 ayes, 1 [Vackar])

Teaching and Learning

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

Proposed Curricular Changes

Planning and Operations

Figueroa/Miller moved that the Board of Trustees approve the Moreno Valley College 2015 Comprehensive Master Plan. Motion carried. (4 ayes, 1 absent [Vackar])

Moreno Valley College 2015 Comprehensive Master Plan

Facilities

Miller/Green moved that the Board of Trustees approve an Agreement Amendment No. 1 for the Network Operations Center Project at Moreno Valley College for additional inspection services with Inland Inspections and Consulting in the amount not to exceed \$61,840. Motion carried. (4 ayes, 1 absent [Vackar])

Agreement Amendment No. 1 for the Network Operations Center with Inland Inspections & Consulting

ADMINISTRATIVE REPORTS

Vice Chancellors

Green/Figueroa moved that the Board of Trustees approve the four-ten hour day workweek from June 8, 2015 through August 13, 2015 for management, classified, and confidential support staff; contingent upon CSEA ratification. Motion carried. (4 ayes, 1 absent [Vackar])

Summer Workweek

Green/Blumenthal moved that the Board of Trustees approve Resolution No. 59-14/15, authorizing the Chancellor, or Designee of the District to layoff and reduce hours of the classified service and send the appropriate notification. Motion

Resolution 59-14/15 - Resolution Authorizing the Chancellor, or Designee, of the District to Layoff and Reduce Hours of the Classified Service

carried. (4 ayes, 1 absent [Vackar])

ACADEMIC SENATE REPORTS

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

Moreno Valley College/District

Ms. Peggy Campo presented the report on behalf of Norco College.

Norco College

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

Riverside City College

BARGAINING UNIT REPORTS

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

CTA – California Teachers Association

Mr. Gustavo Segura, President, CSEA, presented the report on behalf of the CSEA.

CSEA – California State Employees Association

BUSINESS FROM BOARD MEMBERS

Ms. Carlson presented an overview of the results and the Board agreed to review and discuss the results of their annual self-evaluation and goals from 2014; and provide direction for establishing goals for 2015 at the special Board meeting on May 26, 2015.

Annual Self Evaluation for Board of Trustees

Trustee Figueroa reported that the CCCT Board will be setting up an ad hoc committee which will be requesting reports on a national level. She will continue conversation with CCCT.

Update from Board of Trustees

Trustee Miller spoke regarding events and functions he had attended; thanked Dr. Travis Gibbs for his service as MVC Academic Senate President; welcomed new RCC Academic Senate President Mark Sellick, welcomed the new Dean for public safety at the Ben Clark Training Center; congratulated Dr. Ed Bush on his appointment as President of Cosumnes River College; will be the guest speaker at the CNUSD Adult Education graduation ceremony; and commented on the importance of CTE careers, collaboration with NAVSEA, and having curriculum to meet the needs of the students.

Trustee Green spoke regarding recent events she attending, including the CCLC Annual Trustee

Conference in Monterey, which was very informative and noted that the keynote speaker was excellent.

Trustee Blumenthal spoke on recent events she attended; congratulated the District and Dr. Wolde-Ab Isaac for coordinating the meeting with UC President Janet Napolitano; traveled to San Francisco with the Chancellor, Mr. Brown, and Ms. Carlson for the Bond Rating Agency review visit and noted that RCCD received a AA rating from Standard & Poor's and Moody's; introduced Dr. Wolde-ab Isaac as the newly appointed President of Riverside City College at Good Morning Riverside; and announced that Chancellor and his wife won second place in the Janet Goeske Dancing with the Stars, Inland Empire Edition.

The Board adjourned the meeting at 7:47 p.m.

ADJOURNED

Agenda Item (II-E)

Meeting	6/16/2015 - Regular
Agenda Item	Approval of Minutes (II-E)
Subject	Minutes of the Board of Trustees Special Meeting of May 26, 2015
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

Background Narrative:

Recommend approving the May 26, 2015 Board of Trustees Special meeting minutes, as prepared.

Prepared By: Michael Burke, Ph.D., Chancellor
Kathy Tizcareno, Executive Administrative Assistant

Attachments:

[052615_MIN](#)

MINUTES OF THE SPECIAL BOARD OF TRUSTEES MEETING
OF MAY 26, 2015

President Blumenthal called the special meeting of the Board of Trustees to order at 6:01 p.m., in the RCCD Alumni House, 3564 Ramona Drive, Riverside, California.

CALL TO ORDER

Trustees Present

Virginia Blumenthal, President
Janet Green, Vice President
Nathan Miller, Secretary (left at 6:35 p.m.)
Mary Figueroa, Board Member
Tracey Vackar, Board Member

Trustees Absent

Ryan Rudolph, Student Trustee

Staff Present

Michael L. Burke, Ph.D., Chancellor
Ms. Chris Carlson, Chief of Staff & Facilities Development

Guest(s)

Dr. Cindra Smith, Consultant (arrived at 6:10 p.m.)

President Blumenthal led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

The Board recessed at 6:03 p.m. and reconvened at 6:11 p.m.

RECESS/RECONVENED

The Board members held a retreat regarding communication relations facilitated by Dr. Cindra Smith. The Board reviewed outcomes of their annual self-evaluation and goals from 2014; and setting of goals for 2015.

BOARD RELATIONS AND COMMUNICATIONS

The Board adjourned the meeting at 8:35 p.m.

ADJOURNMENT

Agenda Item (IV-A)

Meeting 6/16/2015 - 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: Michael Burke, Ph.D., Chancellor
Jeanie Fortin, Executive Administrative Assistant

Attachments:

Agenda Item (IV-B)

Meeting 6/16/2015 - Regular
Agenda Item Chancellor's Reports (IV-B)
Subject Presentation of Student Trustee Scholarship Award for Spring 2015
College/District District
Information Only

Background Narrative:

Chancellor Burke will present the Spring 2015 Scholarship Award to Student Trustee Mr. Ryan Rudolph.

Prepared By: Michael Reiner, Vice Chancellor, Educational Services
Debbie McDowell, Administrative Assistant IV

Attachments:

Agenda Item (IV-C)

Meeting 6/16/2015 - Regular
Agenda Item Chancellor's Reports (IV-C)
Subject Presentation on Riverside City College Music Program
College/District Riverside

Information Only

Background Narrative:

In November of 2014 the Orion Saxophone Quartet was invited to perform in concert and give master classes at Sax Fest at the University of San Jose, Costa Rica and the Sistema Nacional de Educacii½n Musical. The quartet includes RCC Professor Charlie Richard, RCC alumnus Jeff Ellwood (Professor of Music at Mt San Antonio College), RCC Associate faculty member Dr. Jeff Benedict (Professor of Music at California State University Los Angeles) and Dr. Kenneth Foerch (Professor of Music at Vanguard University). The quartet plus three RCC students (Jeremy Norwood, Nate Wilson, Jeff Boehl) and a student from Vanguard (Jonathan Lopez) traveled to and performed in Costa Rica March 5-12, 2015. The four students made a student quartet, rehearsed by their professors, that also performed at all of the venues in Costa Rica.

RCC presenter:
Charles Richard, Professor Music

Prepared By: Wolde-Ab Isaac, President, Riverside

Attachments:

[Music Program Presentation](#)

**RCC Student and Faculty
Saxophonists
travel to Costa Rica
March 5-12, 2015**

**Board Of Trustees Meeting
June 16, 2015**

Charles Richard, Professor Music

Orion Saxophone Quartet invited to perform at the Costa Rica Sax Fest

Orion Sax Quartet members:

- Dr. Jeff Benedict, Professor of Saxophone at CSU Los Angeles (RCC Associate Faculty member)**
- Dr. Ken Foerch, Professor of Saxophone at Vanguard University**
- Jeff Ellwood, Associate Professor of Music, Mt. San Antonio College (RCC Alumnus)**
- Charlie Richard, Professor of Music, RCC**

Orion Sax Quartet



Students from RCC and Vanguard University also traveled and performed at the festival

RCC Students:

- **Nate Wilson**
- **Jeffrey Boehl**
- **Jeremy Norwood**
- ***Vanguard Student:***
- **Jonathan Lopez**

Student Quartet



Places we visited and performed

- **Sarchi: visited town and church**
- **Zacero: visited town, church and topiary**
- **Arenal: visited volcano and Hanging Bridges tour**
- **La Fortuna: concert at school**
- **San Ramon: Gave a concert at city museum**
- **Jaco: visited town and beach**

Places we visited and performed

- **San Jose:**
- **Attended opening concert at Teatro Nacional by Costa Rican Sax Choir**
- **Dinner at El Observatorio Frente Cine Magaly with sax fest attendees**
- **Gave a masterclass and performance at Sistema de Education Musical**
- **Parque de Libertad Desemparados**
- **Gave a masterclass and performance at University of Costa Rica, San Jose**



RCC Jazz for 2015-16

**Hosted RCC Jazz Festival on May 8 & 9,
2016, featuring:**

- ✻ **80 Bands**
- ✻ **Over 3000 students and parents on campus**
- ✻ **More than 20 artists and adjudicators from throughout the United States**

RCC Chamber Singers

The Chamber Singers have been selected to represent, as the only USA choir, at the International Choral Competition in Spittal, Austria July 9-12, 2015. They will be competing against 9 other choirs from Switzerland, Germany, Philippines, and other countries. They will be competing in 3 different categories – Folk, Choir's Choice, and Required (where all 10 choirs sing the same 3 songs). This will take place July 9-12, 2015.

The Chamber Singers were also selected to perform at the National Collegiate Choral Organization national conference in Portland, Oregon in November 2015. The NCCO is an organization for only collegiate choral directors and only collegiate/university choirs are selected to perform. RCC Chamber Singers were selected as one of 9 choirs performing at the conference from a pool of over 65 auditioning choirs. They were the only community college selected to perform.

**Thank
You**

Agenda Item (IV-D)

Meeting	6/16/2015 - Regular
Agenda Item	Chancellor's Reports (IV-D)
Subject	Presentation on Riverside City College Journalism/Viewpoints Program
College/District	Riverside
Information Only	

Background Narrative:

Riverside City College's Viewpoints has again been selected as one of the top student newspapers in the nation. On March 3, 2015 Viewpoints won the National Associated Collegiate Press award. Viewpoints received a Best of Show award March 1 at the Associated Collegiate Press National College Journalism Convention in Universal City, placing fourth among community college newspapers. More than 700 students from the U.S. and Canada attended the convention, which included workshops, an awards ceremony and four keynote speeches. The award recognizes the students' talent, hard work and commitment to public service. The students entered their Oct. 30 issue, which included coverage of inductions to the RCC Athletic Hall of Fame and RCC's police missing a deadline to report crime statistics. The Best of Show award is Viewpoints' third such honor from the Associated Collegiate Press. Students also received four awards from the California College Media Association at the Associated Collegiate Press convention. Viewpoints Editor-in-chief James Williams received a third place CCMA award for an editorial about expired elevator permits at RCC. Steven Smith received a third place CCMA award for a video about RCC Astronomy instructor Scott Blair. Crystal Olmedo received a CCMA honorable mention for a news series about crime statistics. David Roman received a CCMA honorable mention for a critical review about the band Bleached.

RCC Journalism/Viewpoints Program Attendees:

Allan Lovelace, Viewpoints Adviser
James Williams, Viewpoints Editor-in-Chief
Crystal Olmedo, Viewpoints News Editor
Alexis Naucler, Viewpoints Online Editor
Michael Isberto, Viewpoints Features Editor
Edith Noriega, Viewpoints Sports Editor
Lawrence Manns, Viewpoints Opinions Editor
Laura Tapia, Sports Reporter
Steven Smith, Viewpoints News Reporter

Prepared By: Wolde-Ab Isaac, President, Riverside

Attachments:

[Journalism/Viewpoints Presentation](#)

RCC Journalism Program



Board Of Trustees Meeting
June 16, 2015

Allan Lovelace, Viewpoints Adviser

2015 Journalism Awards

- ☞ Best of Show award at the Associated Collegiate Press National College Journalism Convention in Universal City, with Viewpoints placing fourth among community college newspapers.
- ☞ Viewpoints students also received four awards from the California College Media Association at the Associated Collegiate Press convention in Universal City:
- ☞ Viewpoints Editor-in-chief James Williams received a third place award for an editorial about expired elevator permits at RCC.

2015 Journalism Awards

- ❧ Viewpoints reporter Steven Smith received a third place award for a video about RCC Astronomy instructor Scott Blair.
- ❧ Viewpoints News Editor Crystal Olmedo received an honorable mention for a news series about crime statistics.
- ❧ David Roman received an honorable mention for a critical review about the band Bleached.

2015 Journalism Past Awards



The Best of Show award is Viewpoints' third such honor from the Associated Collegiate Press, with the newspaper also winning in 2011 and 2004. The newspaper and its students have also received from ACP national story of the year awards in 2009, 2003 and 2000; national Pacemaker awards in 2005 and 2004; and five All American awards since 1998.

THANK YOU



Allan Lovelace, Viewpoints Adviser

James Williams, Viewpoints Editor-in-Chief Crystal

Olmedo, Viewpoints News Editor Alexis Naucner,

Viewpoints Online Editor Michael Isberto, Viewpoints

Features Editor Edith Noriega, Viewpoints Sports Editor

Lawrence Manns, Viewpoints Opinions Editor Laura

Tapia, Sports Reporter

Steven Smith, Viewpoints News Reporter

Agenda Item (IV-E)

Meeting	6/16/2015 - Regular
Agenda Item	Chancellor's Reports (IV-E)
Subject	2015-2018 Agreement between the Riverside Community College District and the Riverside Community College District Faculty Association/CCA/CTA/NEA
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees ratify the 2015-2018 collective bargaining Agreement between the Riverside Community College District and the Riverside Community College Chapter CCA/CTA/NEA effective July 1, 2015.

Background Narrative:

The Office of the Chancellor is requesting ratification of the 2015-2018 collective bargaining Agreement between the Riverside Community College District and the Riverside Community College District Faculty Association/CCA/CTA/NEA. A copy of the settlement agreement is attached for the Board's review and consideration. The bargaining unit's membership has ratified the settlement agreement.

Prepared By: Sylvia Thomas, Interim Vice Chancellor, Diversity and Human Resources

Attachments:

[20150616_15-18 Agrmnt RCCD and RCCD Fac Assc CCA CTA NEA_Backup](#)

Summary of 2015-2016 Faculty Association and District Contract Agreement Recommended to the Board for Approval, June 16, 2015

Article 1—*Recognition*: Added a number 4 to clarify usage throughout the contract: Full-time Faculty. Except in Article XI where the distinction is important, all Contract Faculty and Regular Faculty are referred to in the Agreement as Full-time Faculty.

Article 2—*Notice*: Changed “mailed” to “delivered.”

Article 3—*Management Rights*: No changes.

Article 4—*Association Rights*: Updated reassigned time for Association based on an MOU from July 2010—also duplicated in the appendix on reassigned time.

Article 5—*Association Membership & Payroll Deduction*: No changes.

Article 6—*Non-Discrimination*: No changes.

Article 7—*Salaries*: All faculty salary schedules are increased by state COLA plus 3% in first year; 2% in second year; 2% in third year. Hourly faculty salary schedules are increased by the amounts shown above plus an additional 1% in first year; .5% in second year, and .5% in third year.

Article 8—*Fringe Benefits*: This article was not opened, but was updated to reflect changes negotiated between 2008 and 2015. Included during that period were the addition of a voluntary vision plan, changes in voluntary retirement savings and a catastrophic leave policy.

Article 9—*Calendar*: Updated the Flex hours obligation from 18 to 24 because of the Cesar Chavez holiday. Appendix J includes side letters dealing with implementing the calendar by updating since the District moved to block scheduling after the 2008 contract was negotiated.

Article 10—*Hours of Work and Faculty Load*: Changed terminology to *full-time faculty* rather than *regular* and *contract faculty*, *counseling/library faculty* rather than *counselors and librarians*. Also, references to *campus* were changed to *college*. References to reassigned time for coaches and service to the Academic Senate have been moved to the appropriate appendixes dealing with reassigned time.

A & B: Small clarifications in the faculty work week have been made to reflect long-held understandings that make more explicit and transparent what had been implicit. The presumption remains that faculty are available and accessible throughout the work week but that they cannot be required to work before 8 a.m. or after 4 p.m. unless their job description expressly requires duties beyond these hours.”

E: A new section was added to clarify the cap on the percentage of contractual load that can be taught online, i.e., up to a maximum of .6.

F2b: Minor modification were made to clarify what constitutes an extensive prep lab to emphasize that such labs are not just reinforcement of principles taught in lecture, but are instead almost stand-alone courses with separate (and extensive) preparation and grading of homework/ exams.

F2d: Clarification in the curriculum approval process was made, stating that each college has a separate curriculum committee and that each has a relationship to the District.

F2e: Added a phrase explaining the difference for full-time/ part-time nursing faculty after a review of, discussion of, and reaffirmation of the original document outlining this difference in detail from a 2000 MOU.

F5, F7, and F8: Clarification was made relating to process and terminology.

F10: Minor language changes were made to clarify the District /college relationship. Additionally, a new point was added indicating that implementation of the efficiency provision must await further discussion and a shared understanding.

G: A clarification was made as to what District/college facilities are eligible for mileage compensation when instructional duties require travel between facilities.

H (formerly G): This revision was made to clarify expectations for Institutional Service by full-time faculty. It also provides faculty a concrete way of making a case should they believe their institutional service—on average—exceed the 5 hours a week requirement.

I: Reaffirmed and made explicit that office hours should be held on 3 separate days on campus, and includes a provision that one of the 5 hours may be a scheduled virtual hour.

J: Several changes were made regarding part-time faculty, including what is included and excluded on load restrictions. Changed the references to load from .60 to .67 based on a changes in the law and a July 2008 MOU. This also changed the full-time faculty overload max from .60 to .67. Language was added concerning when and under

what circumstances full-time faculty can “bump” part-time faculty, and how part-time faculty are to be compensated for work done if and when they are bumped. Formerly part-time faculty would be compensated for orientation only if the college required it. A new provision now allows for up to 3 hours of professional development annually for part-time faculty. Another provision incorporates and revises an existing MOU from October 2013 on part-time faculty participation in assessment. The provision now includes participation in discipline-directed assessment training and other forms of project work with compensation of up to 3 hours. When it is necessary to cancel a class for part-time faculty, the colleges will endeavor to provide them with an advance notification of six weeks whenever possible.

O (formerly N): In the interest of work-load equity, this section now states that all full-time faculty work is included under load and clarifies what the actual maximum cap on load for full-time faculty is. Three exceptions remain: Substitute teaching, which has always been accepted, stipends provided for specific work, and institutional service done during the winter and summer (e.g. coming in to serve on a hiring committee or participate in a retreat or workshop or training, etc.) This section, along with section G and H in Article XX, uphold the primacy of faculty to have first right of refusal to teach all classes offered by the colleges and limit the nature of various inter-agency agreements, sometimes referred to as outsourcing. Additional language was included indicating when special projects begin and end and when they need to be negotiated as reassigned time. (When a special project is scheduled to exceed two semesters it is subject to negotiation.)

Article 11—Improvement of Instruction and Tenure Review:

C1b: Changes in section b, paragraph 2 to what must be included/ might be included in the evaluation process. The emphasis is still on instruction, but this section now also includes language on how non-instructional duties and institutional service are included in the discussion.

C2a: Language was added on what to do when a department chair is undergoing review (have an assistant chair or designee do the chair’s appointment to the committee) and made explicit the general practice that in most instances, one undergoing review should not have to serve on an evaluation committee.

C2c and d: Added non-instruction in addition to instructional areas in d. Classes surveyed during the evaluation process for regular faculty should represent the different modes of delivery in which an instructor teaches. Language was preserved indicating that individual assessment results cannot be used as a basis for evaluation. Full-time faculty must participate, part-time faculty can (for up to three hours) participate—but no one’s individual results can be used for evaluation.

C2f: Language was clarified concerning the end point of the evaluation process. If a committee determines that remediation objectives have not been met, the final step now reads “referred to the president for administrative determination.”

C3h: For part-time faculty, if a “needs improvement” is warranted, the part-time faculty member may get an assignment in the next term, but this is not guaranteed. The departments may conduct an additional evaluation in the next term.

D1: An additional provision now indicates that a faculty member undergoing a second-level review is not eligible for overload assignments.

Article 12—Personnel Files: Changed “District” to “college” in a few places; no substantive changes.

Article 13—Leaves: Virtually all changes in this article were the result of changes in the law or changes in practice since 2008.

Leave for Jury duty was extended to part-time faculty. Consistent with new law, an unpaid leave provision was added for the birth or adoption of a child and a previously agreed to catastrophic leave provision was added.

Article 14—Safety Conditions of Employment: Though this article was not open, both sides agreed to make an alteration in language in B to clarify that a faculty member’s first duty is to his or her own safety and she/he should notify appropriate law enforcement immediately—and then subsequently—once safe—notify college officials.

Article 15—Reduced Teaching Service Program: No substantive change; only a change in the title of an approving official resulting from District reorganization.

Article 16—Transfers: This article clarifies the relationship of colleges to the District under our organizational structure, with particular attention directed to the role of the college presidents.

Article 17—Grievance Procedure: No substantive change was made; the title of one manager was changed.

Article 18—Effect of Agreement: No changes were made.

Article 19—No Strike/No Lockout: No changes were made.

Article 20—*Miscellaneous*:

B2: Technology was added to what needs to be included in faculty offices (e.g., computer, phone, access to printer). Also added was the need to provide “adequate work space” for part-time faculty.

G and H: No changes except to update the titles of appropriate administrators. These sections also connect language in Article X, Section O concerning the faculty’s right to teach all courses offered by the colleges.

I: Incorporated intellectual property language for syllabi from an MOU of March 2015

J: Incorporated MOU of April 2012 on key cards and surveillance in new buildings in the section on privacy.

Article 21—*Intersessions*: Changes made in Section F are consistent with changes described in Article 13 on leaves.

Article 22—*Load Banking*: No change other than to incorporate revised language that had been agreed to in a March 2012 MOU.

Article 23—*Duration and Termination*: Only dates and names are changed.

Appendices:

Appendices A through I and Appendix L reflect the newly negotiated salary rates, stipends, and reassigned times for various areas of full-time and part-time faculty service, as well as Early Childhood Development Center service. Appendix J includes a side letter on the college calendar. Appendix K includes some revised language on faculty investigations. Appendices M, N, O, and P include important but narrow historical understandings that are not generally applicable enough to be included in the body of the contract. Appendix Q points to the effective date for salaries applicable to the 2015 summer session. Appendix R reflects the agreement reached on healthcare prior to the start of 2015 negotiations. Appendix S reflects the agreement on retirement savings and catastrophic leave reached prior to the start of 2015 negotiations.

Agenda Item (IV-F)

Meeting	6/16/2015 - Regular
Agenda Item	Chancellor's Reports (IV-F)
Subject	Reorganization of Information Technology Services (Microcomputer Support) from District to Colleges
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees review and accept the District-wide Reorganization of Information Technology Services (Microcomputer Support) from District to the colleges, as outlined.

Background Narrative:

With the maturation as a three-college district, organizational adjustments have been made throughout the district and at the colleges. Brought forward for the Board's review is the Chancellor's reorganization of microcomputer support staff and services from the District to the colleges.

When the Information Technology Audit for the District was undertaken by PlanNet, one of the recommendations was to "merge" the District's microcomputer support with the colleges' Instructional Media (IMC), so there would be a single point of service for the end users. The Information Technology Strategy Council (ITSC) thoroughly reviewed the audit recommendation related to microcomputer support and, based on input from the colleges and district, supported and recommended decentralization of microcomputer support from the District to the colleges in order to provide better localized IT support services and increased collaboration with the college community.

In line with the Chancellor's 2014-16 Goal Theme of "Creating a Climate for Participatory Decision-Making", this reorganization reflects the RCCD's transition to a multi-college district and its evolution to a "more college-centric model." This reorganization has been developed and reviewed by the ITSC and the District Strategic Planning Committee (DSPC) with endorsement and recommendation for approval to the Chancellor.

The recommendation was to move the function of microcomputer support and the associated staff transition from the district to the three colleges. The specifics of the recommendations from DSPC were as follows:

- 2.5 FTE microcomputer support staff currently working at MVC would remain at MVC and report to Technology Services;
- District's Service Desk Manager would become the Technology Manager at NC, report to Business Services and be responsible for both microcomputer support and IMC staff;
- 2.5 FTE microcomputer support staff currently working at NC would remain at NC and report to the Technology Manager;
- 4.5 FTE microcomputer support staff currently working at RCC would remain at RCC and report to the IMC Manager;
- 1.0 FTE microcomputer support staff currently working at RCC would remain at RCC but report to the Network Manager to support the district;
- Service Desk Support Technician would remain at RCC but report to the Associate Vice Chancellor of Information Technology and Learning Services to support all colleges and the district;
- Discretionary funds associated with district microcomputer support are reviewed and distributed to the colleges and district based on an approved methodology;
- Formal reorganization would become effective 7/1/15.

The Chancellor is moving on the recommendation provided from ITSC and DSPC regarding the decentralization of IT microcomputer support and the formal shifting of personnel from the District to the individual colleges. With review by the Chancellor's Cabinet, it was unanimously supported, with the inclusion of one modification:

- 1.0 FTE microcomputer support staff currently assigned to the District but working at RCC will be retained by the District.

That position would be of greater use as a member of the RCC team on the college campus, with the district offices supported by the RCC team on an "as needed" basis.

One further caveat added by the Chancellor is the retention of an “override” to this distributed model. That being, whenever, a college or district is faced with an emergency situation (e.g. lightning hitting our file servers at RCC) or when we are about to engage in a large-scale project (e.g. moving to Centennial Plaza), District has the ability to gather all IT personnel into a single team to address the issue. Lastly, with the reorganization, the results of the user’s service experience satisfaction will be built into the annual IT Program Review process for evaluation.

This movement is a positive step forward in making the RCCD more college-centric in its approach to serving our students and our employees. Existing and proposed organizational charts reflecting this change are included in this report.

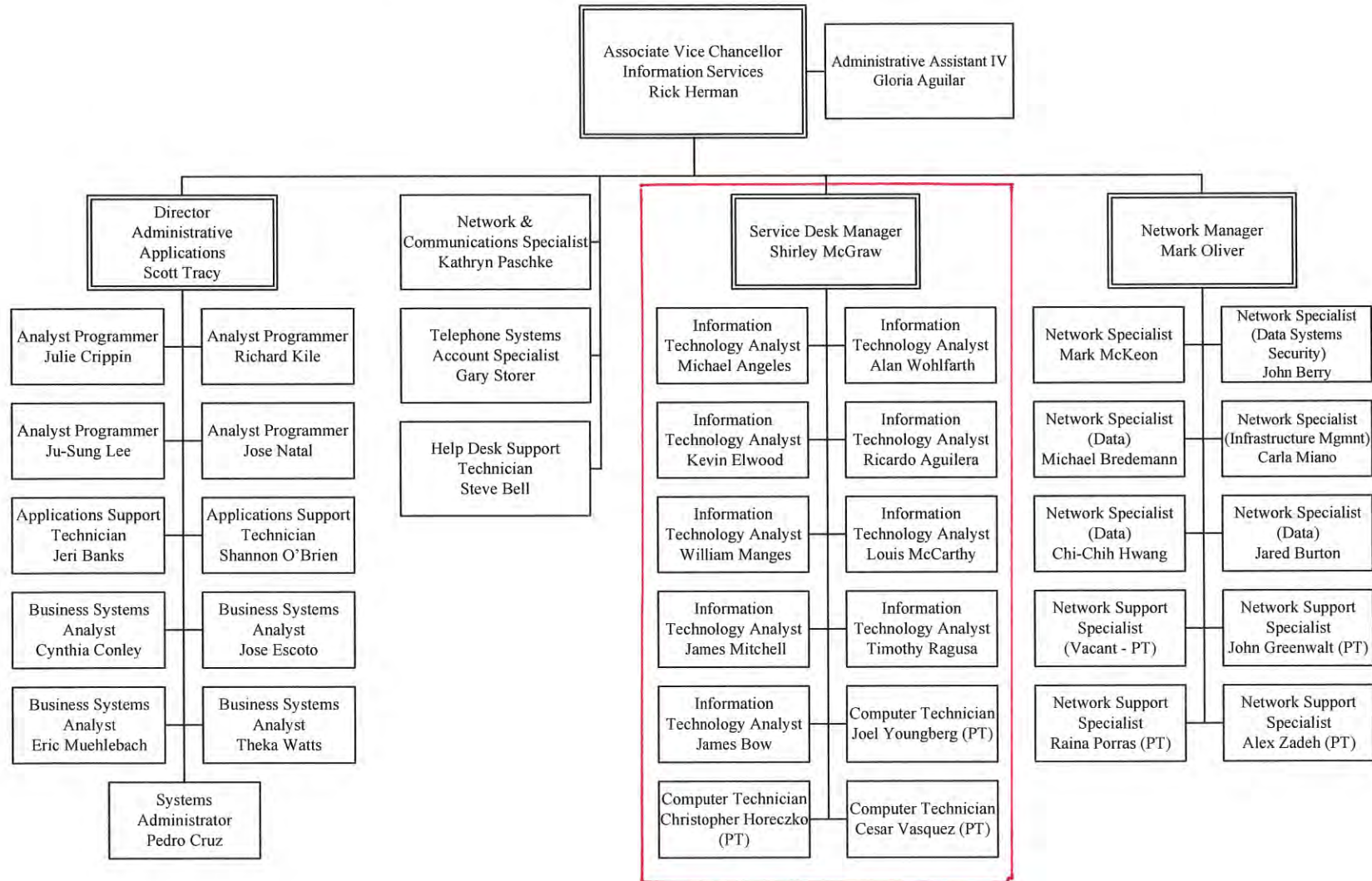
Prepared By: Chris Carlson, Chief of Staff & Facilities Development

Attachments:

[Existing and Proposed Organizational Charts \(IT Re-Org/MicroSupport\)](#)

Riverside Community College District

Business and Financial Services – Information Services

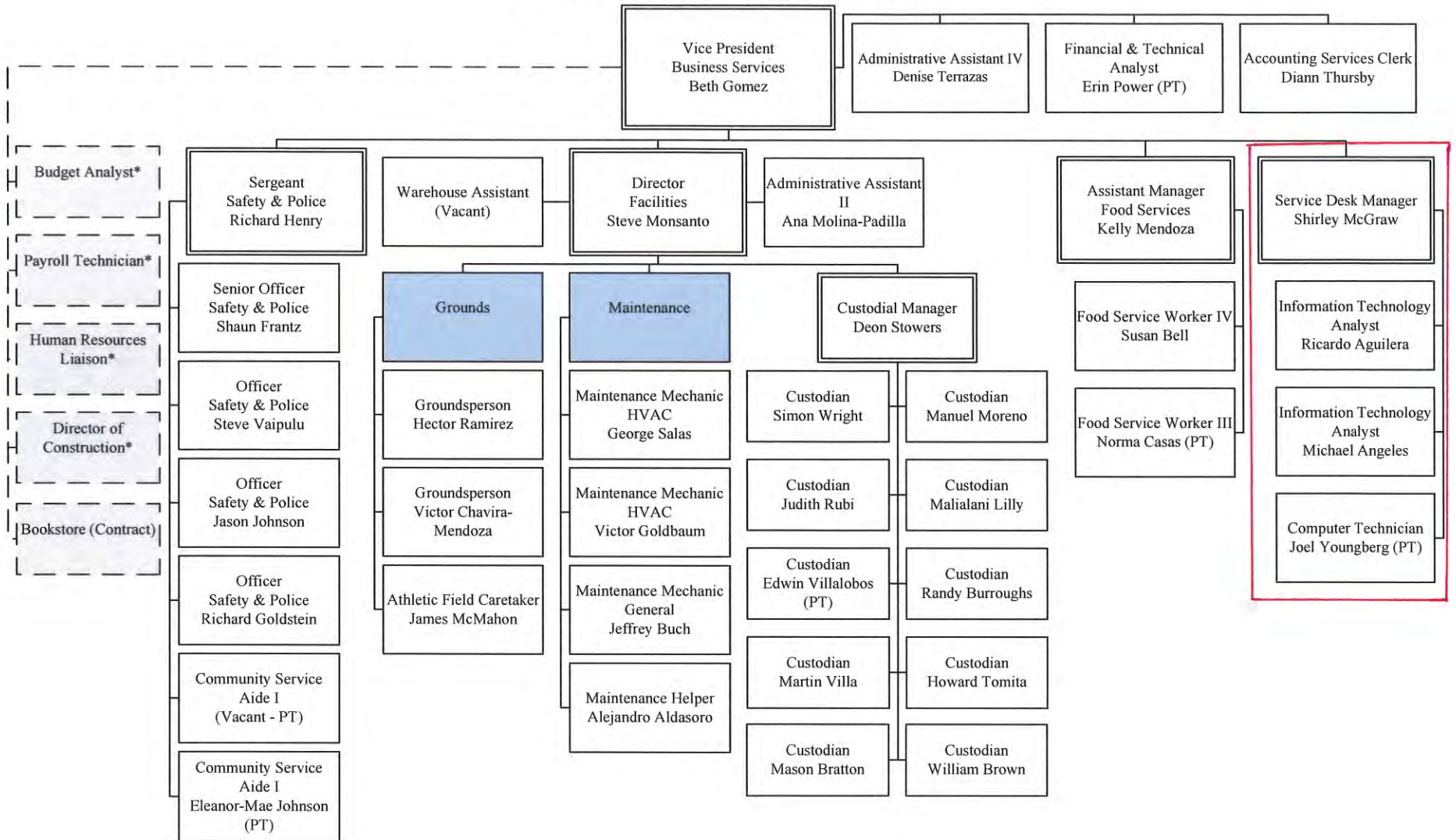


PT=Permanent Part-Time Employee

Riverside Community College District

PROPOSED

Norco College – Business Services



*Centralized service with a dedicated staff person to serve the Norco College.

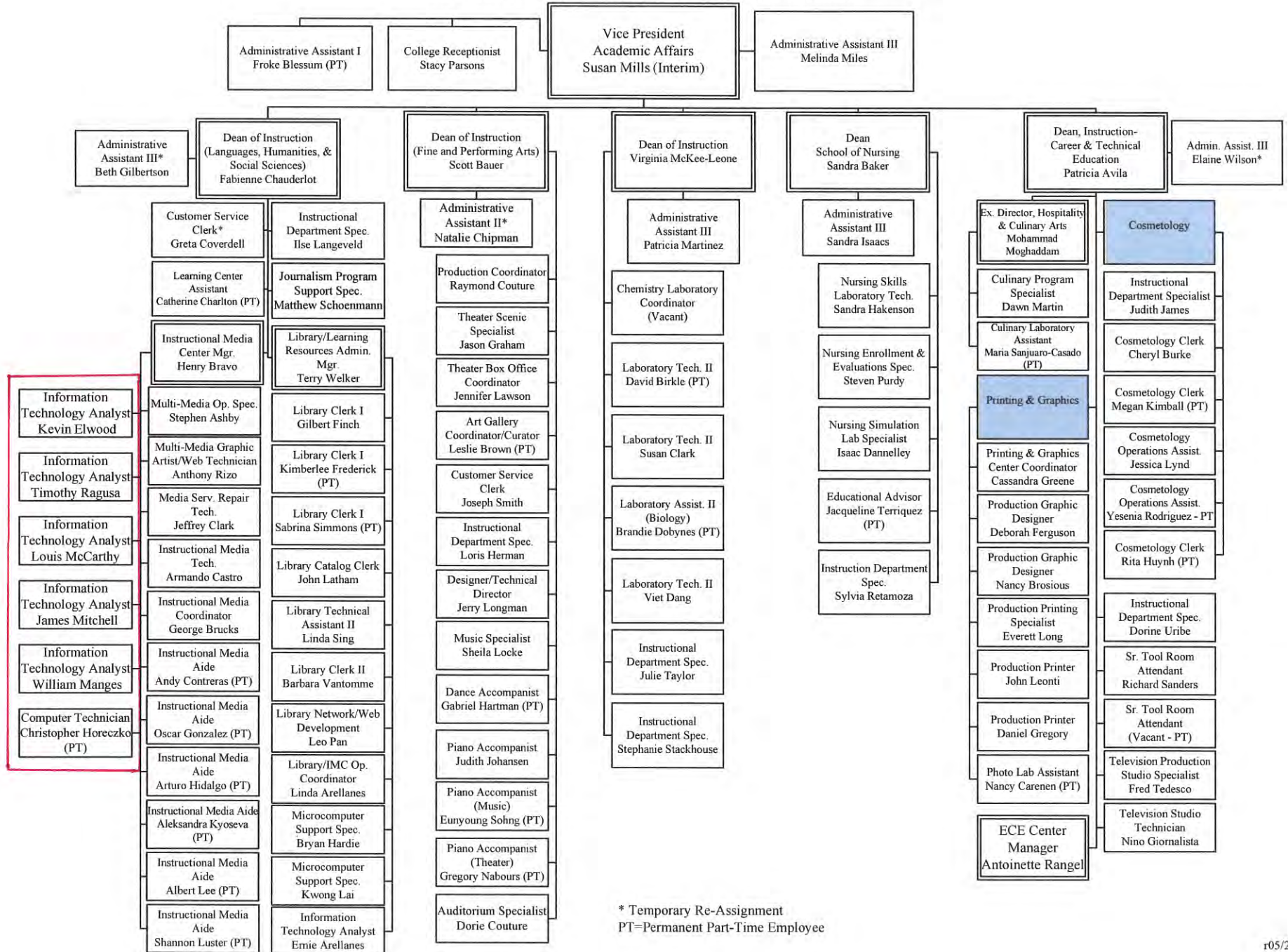
**Centralized service with two FT positions dedicated to and located at NC, along with PT positions.

PT=Permanent Part-Time Employee

Riverside Community College District

PROPOSED

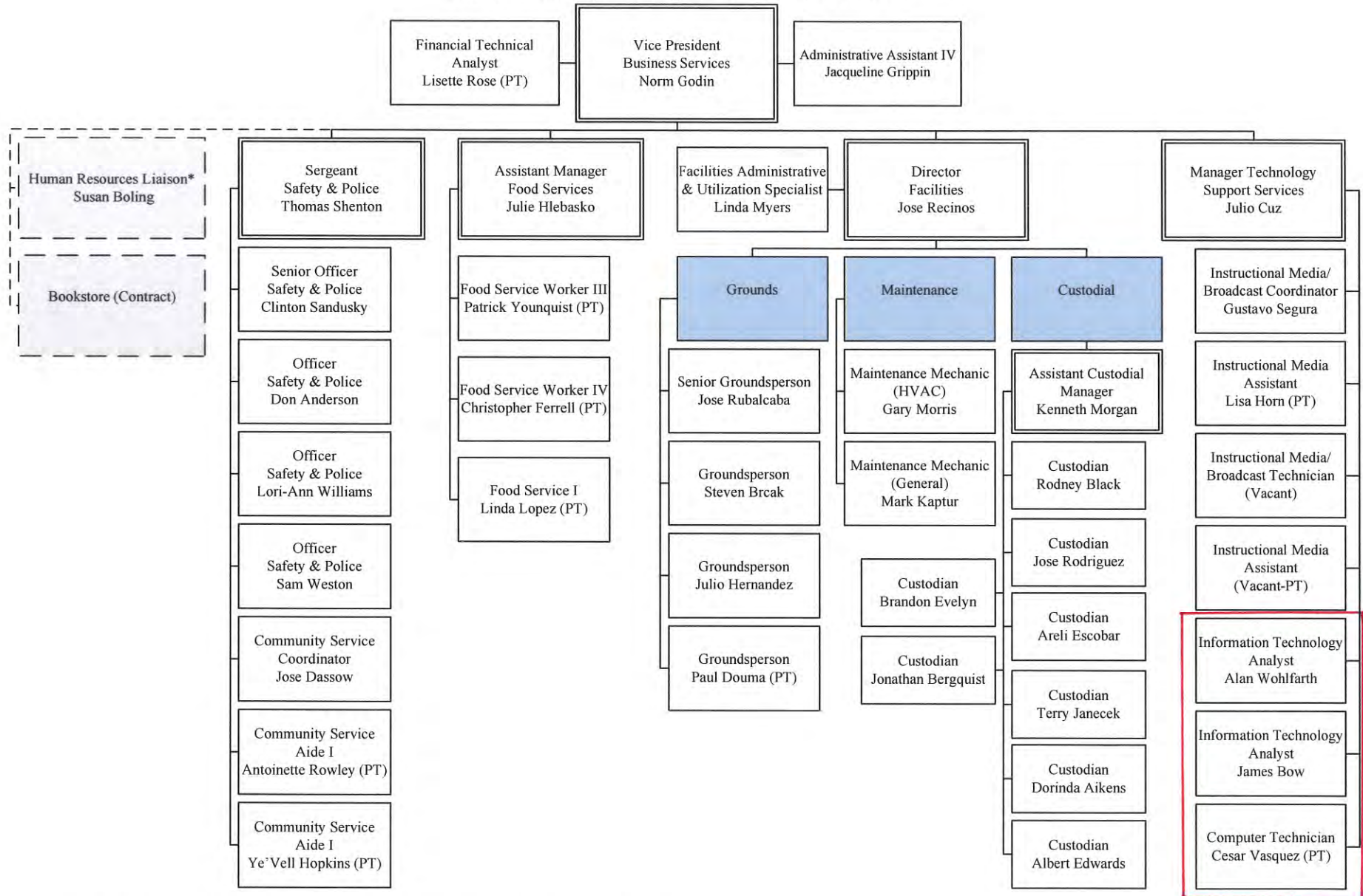
Riverside City College – Academic Affairs



Riverside Community College District

PROPOSED

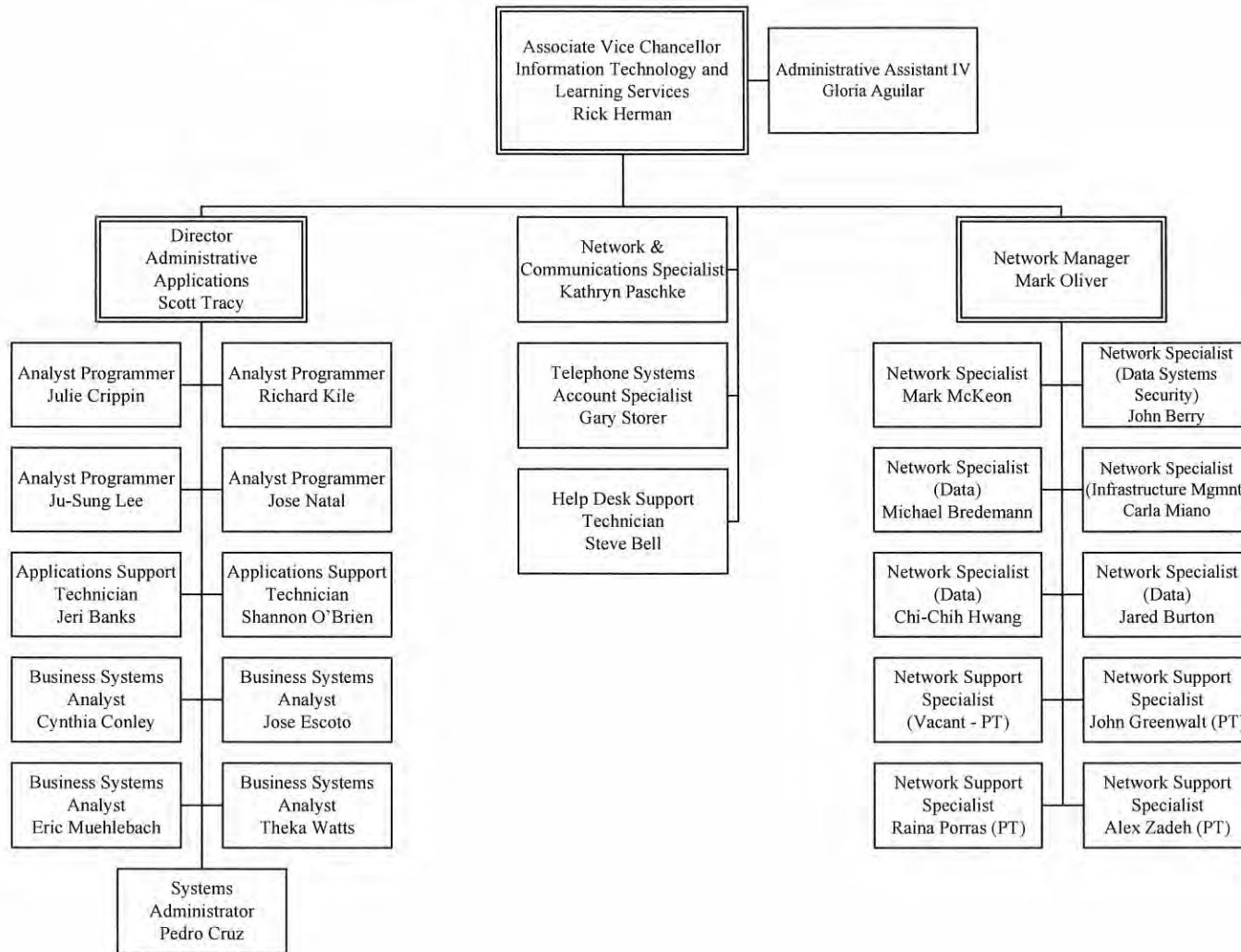
Moreno Valley College – Business Services



*Centralized service with a dedicated staff person to serve the Moreno Valley College.
 **Centralized service with two FT positions dedicated to and located at MVC, along with PT positions.
 PT=Permanent Part-Time Employee

Riverside Community College District

Business and Financial Services – Information Services



PT=Permanent Part-Time Employee

Agenda Item (IV-G)

Meeting 6/16/2015 - Regular
Agenda Item Chancellor's Reports (IV-G)
Subject Healthcare Update
College/District District
Information Only

Background Narrative:

At the November 5, 2013 regular Board of Trustees meeting the Board of Trustees requested an update of the healthcare issue at each Board meeting.

Any new claims or concerns will be brought forward.

Prepared By: Sylvia Thomas, Interim Vice Chancellor, Diversity and Human Resources

Attachments:

Agenda Item (IV-H)

Meeting 6/16/2015 - Regular

Agenda Item Chancellor's Reports (IV-H)

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: Michael Burke, Ph.D., Chancellor
Jeanie Fortin, Executive Administrative Assistant

Attachments:

[Annual Master Planning Calendar](#)
[Monthly Planning Calendar August 2015](#)

RECOMMENDED 2014-15 GOVERNING BOARD AGENDA MASTER PLANNING CALENDAR

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

COMMITTEES OF THE BOARD OF TRUSTEES - PLANNING WORKSHEET

August 2015

Page 1

A. Governance	B. Teaching and Learning	C. Planning and Operations	D. Resources	E. Facilities
Chancellor	Vice Chancellor, Academic Affairs	Chief of Staff and Facilities Development	Vice Chancellor, Business & Financial Services; Vice Chancellor, Diversity and Human Resources	Chief of Staff and Facilities Development
	<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> ✓ Board report & backup materials attached for review by the Cabinet. ■ Board report and/or backup not yet complete – review pending. ★ Approved by the Cabinet for placement on the Board agenda. <p style="text-align: center; color: red; font-weight: bold; margin-top: 10px;">ALL FINAL REPORTS DUE TO THE CHANCELLOR'S OFFICE BY 07/28/15 & 08/11/15.</p> </div>	<ul style="list-style-type: none"> ■ Annual Presentation on Status Update of Project Labor Agreement by Padilla & Associates (Carlson) 	<ul style="list-style-type: none"> ■ Board Resolution for Establishment of OPEB Irrevocable Trust (Brown) (<i>TENTATIVE</i>) 	<ul style="list-style-type: none"> ■ Project Close-outs & Reversion of Funds (Carlson) ■ Culinary Arts Academy/District Office Building - Amendment No. 1 with River City Testing (A. Brown, C. Carlson) ■ Board Resolution on Sustainability (Carlson, Miller)

Updated 6/10/15

Agenda Item (V-A)

Meeting 6/16/2015 - Regular

Agenda Item Student Report (V-A)

Subject Student Report

College/District District

Information Only

Background Narrative:

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

Prepared By: Michael Burke, Ph.D., Chancellor
Jeanie Fortin, Executive Administrative Assistant

Attachments:

Agenda Item (VI-A-1)

Meeting 6/16/2015 - 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: Sylvia Thomas, Interim Vice Chancellor, Diversity and Human Resources

Attachments:

[20150616_Academic Personnel](#)

[20150616_Academic Personnel_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Academic Personnel

Date: June 16, 2015

1. Appointments

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

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

a. Management Contract

<u>Name</u>	<u>Position</u>	<u>Term of Employment</u>	<u>Salary Placement</u>
Wooldridge, James	Interim Director, Athletics	06/17/15 - 12/18/15	X-2

b. Contract Faculty

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
RIVERSIDE CITY COLLEGE ASSISTANT PROFESSOR			
Andres, Jan	English Instructor	08/31/15	H-3

c. Long-Term, Temporary Faculty

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
MORENO VALLEY COLLEGE VISITING ASSISTANT PROFESSOR			
Hun, Emily	Physician Assistant	06/22/2015	F-5
Perches, Carmen	Counselor/Instructor	08/31/2015	D-7
Orr, Casey	Counselor/Instructor	08/25/2015	H-6

d. Extra-Curricular Assignments, Academic Year 2015-16

The individuals specified on the attached list

e. Department Chairs and Stipends, Academic Year 2015-16

The individuals specified on the attached list.

f. Coordinator Assignments, Academic Year 2015-16

The individuals specified on the attached list.

2. Notices of Employment – Tenured Faculty, Academic Year 2015-16

It is recommended that the Board of Trustees, consistent with the provisions of Education Code Section 87609, approve notices of employment for the academic year 2014-15 for tenured faculty specified on the attached list.

3. Notices of Employment – Contract Faculty, Academic Year 2015-16

It is recommended that the Board of Trustees, consistent with the provisions of Education Code Section 87608, approve notices of employment for the academic year 2015-16 for contract faculty specified on the attached list.

4. Notices of Employment – Contract Faculty, Academic Years 2015-16 and 2016-17

The Board of Trustees, consistent with the provisions of Education Code Section 87608.5, employs contract faculty working under their second contract for the following two academic years. It is recommended the Board of Trustees approve notices of employment for the academic years 2015-16 and 2016-17 for the faculty on the attached list.

5. Notices of Employment – Categorically Funded Faculty, Academic Year 2015-16

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

It is recommended the Board of Trustees approve the notices of employment for the term of appointment indicated for the categorically funded faculty specified on the attached list.

6. Academic Administrator Employment Contracts

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

7. Categorically Funded Academic Administrator Employment Contracts

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

It is recommended that the Board of Trustees approve the employment contracts for the categorically funded academic administrators specified on the attached list and authorize the Interim Vice Chancellor, Diversity and Human Resources to sign the contracts.

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 the resignation of the individual(s) listed below:

<u>Name</u>	<u>Title</u>	<u>Last Day of Employment</u>	<u>Reason</u>
Bush, Edward	Vice President, Student Services	06/30/15	Career Advancement
Kidd, Deon	Assistant Professor, Physician Assistant	06/30/15	Personal

EXTRA-CURRICULAR ASSIGNMENTS
ACADEMIC YEAR 2015-2016

Activity	Name
Head Baseball Coach	Dennis Rogers
Assistant Baseball Coach	Rudolph Arguelles
Assistant Baseball Coach	Rolando Garza
Assistant Basketball Coach, Men	Marques Scarborough
Assistant Basketball Coach, Men	Shannon Taylor
Assistant Basketball Coach, Women	Ronald Underwood
Assistant Basketball Coach, Women	Jessie Valencia
Head Cross Country Coach, Men	James McCarron
Assistant Cross Country Coach, Men	Michael Wilson
Assistant Cross Country Coach, Women	TBD
Assistant Director Athletics	Jim Elton
Assistant Football Coach	Andrew Felton
Assistant Football Coach	Keenan Gardner
Assistant Football Coach	Lynell Hamilton
Assistant Football Coach	Daniel Lynds
Assistant Football Coach	Michael Richey
Assistant Football Coach	Isaac Shipp
Assistant Football Coach	Shandon Silva
Assistant Football Coach	Christopher Talamaivao
Assistant Football Coach	Penn Talamaivao
Assistant Football Coach	Matthew Wiegand
Head Golf Coach	Steven Sigloch
Assistant Golf Coach	TBD
Head Softball Coach	Michelle Daddona
Assistant Softball Coach	Sarah Kammert
Assistant Softball Coach	Kristina Webb
Head Swimming Coach, Men	Jason Northcott
Assistant Swimming Coach, Men	Thomas Borden
Head Swimming Coach, Women	Douglas Finfrock
Assistant Swimming Coach, Women	Kathryn Teets
Assistant Diving Coach, Swim	James Adams
Head Tennis Coach, Men	Thomas Yancey
Assistant Tennis Coach, Men	TBD
Head Tennis Coach, Women	Nikki Bonzoumet
Assistant Tennis Coach, Women	Randi Baeza
Head Track Coach, Men	James McCarron
Assistant Track Coach	Abderrahmane Morceli
Assistant Track Coach	Jeffrey Poole
Assistant Track Coach	Nicholas Robinson
Assistant Track Coach	Duverick Wiley
Assistant Track Coach	Curtis Wilson
Assistant Track Coach	Michael Wilson
Head Volleyball Coach	Monica Hayes-Trainer
Assistant Volleyball Coach	Jamie Hofman

EXTRA-CURRICULAR ASSIGNMENTS
ACADEMIC YEAR 2015-2016

Activity	Name
Head Water Polo Coach, Men	Jason Northcott
Assistant Water Polo Coach, Men	Richard Hass
Head Water Polo Coach, Women	Douglas Finbrock
Assistant Water Polo Coach, Women	Katherine Teets
Director, Pep Squad	Rachelle Fawcett
Strength Coach	Pene Talamaivao
Head Soccer Coach, Men	Francisco Melgarejo
Head Soccer Coach, Women	Lynsey Jalayer
Advisor to College Newspaper	Allan Lovelace
Auxiliary Unit	Gary Locke
Director of Marching Band	Gary Locke
Director of Jazz Band	Charlie Richard
Director of Choir, Norco	Kim Kamerin
Director of Choir (Vocal Jazz and Chamber), RCC	John Byun
Director of Choir, MVC	Kelli Dower
Director of Dance	Rita Chenoweth
Director of Dance	Mark Haines
Director of Dance	Sofia Carreras
Director of Lighting Design	Mark Haines
Director of Performing Arts (Winds and Orchestra), RCC	Kevin Mayse
Director of Performing Arts (Guitar), RCC	Peter Curtis
Director of Performing Arts (Guitar), MVC	Barry McNaughton
Director Automotive Programs (General Automotive)	Paul O'Connell
Director, Production Printing	Patrick Scullin
Director, Physical Science Stock Room	Terrance O'Neill
Director, Planetarium	Scott Blair
Director, Pep Squad	Rachelle Fawcett
Director, Theater	Jodi Julian
Director, Theater	David Nelson
Model United National Coach	Ward Schinke

DEPARTMENT CHAIRS AND STIPENDS
 ACADEMIC YEAR 2015-2016

		Chair Stipend	Add'l Stipend Depts w/100+ count
MORENO VALLEY COLLEGE			
Business and Information and Technology Systems			
Chair	Barboza, Matthew	100%	
Assistant Chair	Loya, Robert	0%	
Communications			
Chair	Amezquita, Anna Marie	100%	
Assistant Chair	Nyrop, Sonya	0%	
Assistant Chair	Rhyne, Jeff	0%	
Assistant Chair	Jennifer Floerke	0%	
Health, Human & Public Services			
Chair	Banks, James	100%	
Assistant Chair	Hausladen, Lisa	0%	
Assistant Chair	Metcalf, Kim	0%	
Humanities, Arts and Social Sciences			
Chair	Elder, Gregory	100%	
Assistant Chair	Biancardi, Fabian	0%	
Assistant Chair	Mercado, Rosario	0%	
Assistant Chair	Pena, Larry	0%	
Mathematics			
Chair	Yao, Chui Zhi	100%	
Assistant Chair	Namekata, James	0%	
Public Safety Education and Training			
Chair	Fontaine, Bob	100%	\$1,615
Natural Sciences and Kinesiology			
Chair	Marshall, Shara	100%	
Assistant Chair	Wagner, Stephen	0%	
		Chair Stipend	
NORCO COLLEGE			
Arts, Humanities and World Languages			
Co-Chair	Hitchcock, Dominique	75%	
Co-Chair	Kamerin, Kim	25%	
Business, Engineering and Information Technology			
Co-Chair	Worsham, Patricia	33.34%	
Co-Chair	VanHulle, Paul	33.33%	
Assistant Chair	TBA	33.33%	
Communications			
Chair	Bader, Melissa	100%	
Assistant Chair	Olaerts, Ana-Marie	0%	
Assistant Chair	Comstock, Tami	0%	
Mathematics and Sciences			
Chair	Parks, Jason	50%	
Assistant Chair	Tran, Phu	50%	
Assistant Chair	Johnson, Brian	19%	
Social and Behavioral Sciences			
Chair	Boelman, Peter	60%	
Assistant Chair	Gray, Alexis	20%	
Assistant Chair	Chacon, Rosina	20%	

DEPARTMENT CHAIRS AND STIPENDS
 ACADEMIC YEAR 2015-2016

RIVERSIDE CITY COLLEGE		Chair Stipend	Add'l Stipend Depts w/100+ count
Applied Technology			
Chair	O'Connell, Paul	80%	
Assistant Chair	Knieriem, James	20%	
Art			
Chair	Taube, Rhonda	100%	
Behavioral Sciences			
Chair	Greathouse, Laura	100%	
Business and Information Systems & Technology			
Co-Chair	Pardee, Ron	40%	
Co-Chair	Lehr, Janet	60%	
Chemistry			
Co-Chair	Grey, Bobbie	0%	
Co-Chair	Truttmann, Leo	100%	
Communication Studies			
Chair	Wiggs, Micheri	100%	
Cosmetology			
Chair	Westbrook, Peter	100%	
Counseling			
Chair	Drinkwater (Brown), Ellen	0%	
Assistant Chair	Barnes, Micheal	100%	
Early Childhood Education			
Chair	Yates, Shari	100%	
Economics, Geography, Political Science			
Chair	Haghighat, Dariush	100%	
English & Media Studies			
Chair	Kearn, Tammy	40%	\$1,615
Assistant Chair	Amidon, Tucker	30%	
Assistant Chair	Scott-Coe, Jo	30%	
History, Humanities, Philosophy			
Chair	Kristi Woods (15FAL)	100%	
Chair	Mahon, Richard (16SPR)	100%	
Kinesiology & Athletics			
Chair	Sigloch, Steve	100%	
Assistant Chair	Lowden, Clara	0%	
Library & Learning Resources			
Chair	Ashby, Hayley	100%	
Life Sciences			
Chair	Rosario, John	100%	
Mathematics			
Chair	Cramm, Ken	50%	
Assistant Chair	Brown, Amanda	50%	
Nursing			
Co-Chair	Gina Harold	50%	
Co-Chair	VantHul, Tammy	50%	

DEPARTMENT CHAIRS AND STIPENDS
ACADEMIC YEAR 2015-2016

RIVERSIDE CITY COLLEGE (CONT'D)		Chair Stipend	Add'l Stipend Depts w/100+ count
Performing Arts			
Co-Chair (Dance)	Carreras, Sofia	33.4%	
Co-Chair (Theatre) (15Spr)	Nelson, David	33.3%	
Co-Chair(Music)	Mayse, Kevin	33.3%	
Physical Science			
Chair	Blair, Scott	100%	
World Languages			
Chair	Gaylor, Dorothy	100%	

COORDINATOR ASSIGNMENTS
ACADEMIC YEAR 2015 -2016

Activity	Name
Faculty Development, Moreno Valley	Larissa Broyles
Professional Faculty Development, Norco	Gail Zwart
Faculty Development, Riverside	Estrella Romero
Honors Program, Moreno Valley	Nick Sinigaglia
Honors Program, Norco	Ana-Marie Olaerts
Honors Program Faculty Coordinator, Riverside (.50%)	Tucker Amidon
Honors Program Student Coordinator, Riverside (.50%)	Thatcher Carter
Math Lab, Moreno Valley	Chiu Zhi Yao
Math Lab, Riverside (50% - Fall 2015)	Jeff Mulari
Math Lab, Riverside (50% - Fall 2015)	Diana Pell
Math Lab, Riverside (50% - Spring 2016)	Jeff Mulari
Math Lab, Riverside (50% - Spring 2016)	Diana Pell
Performing and Fine Arts	Jasminka Knecht
Student Activities (Moreno Valley)	Frankie Moore
(Interim) Student Activities (Norco) (Fall 15)	John Moore
Student Activities (Riverside)	Doug Graham
Student Activities (Riverside)	Deborah Hall
Writing and Reading Center (Moreno Valley)	Jeff Rhyne
Writing and Reading Center (Norco)	Nicole Capps
Writing and Reading Center (Riverside)	Denise Kruiuzenga-Muro

NOTICES OF EMPLOYMENT
TENURED FACULTY
ACADEMIC YEAR 2015-16

Incumbent Name

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

NOTICES OF EMPLOYMENT
TENURED FACULTY
ACADEMIC YEAR 2015-16

Incumbent Name

Brown, Scott
Brown, Timothy
Broyles, Larisa
Burchett, Gregory
Burnett, Sarah
Burriss, Robert
Byun, John
Campo, Peggy
Capps, Nicole
Carreras, Sofia
Carter, Thatcher
Casolari, Amber
Cazares, Deborah
Cerwin-Bates, Stacey
Chacon, Rosina
Cheney, James
Chenoweth, Rita
Chiek, Veasna
Christiansen, Jill
Chung, Elisa
Clark, Daniel
Colucci, Marie
Comstock, Tami
Conyers, Lisa
Cordery, Janet Leigh
Cordier, Gerald
Coverdale, John
Cramm, Kenneth
Cregg, James
Cryder, Michael
Curtis, Antonio
Curtis, Peter
Daddona, Michelle
Dawson, Shelly
Dean, Leslie
DeGuzman, Joseph
Delgadillo, Monica
Douglass, Kelly
Drake, Sean
Dumer, Olga
Dyogi, Damianita

NOTICES OF EMPLOYMENT
TENURED FACULTY
ACADEMIC YEAR 2015-16

Incumbent Name

Eckstein, Joseph
Elder, Gregory
Eldridge, Stacie
Elizalde, Andres
Elton, William
Fast, Matthew
Fawson, Evangeline
Finley, James
Fontaine, Robert
Forlenza, Gerard
Foster, Donald
Franco, Nicholas
Freitas, Siobhan
Frewing, Janet
Friedrich Finnern, Teresa
Gabriel, Richard
Gage, George
Galiccia, Felipe
Gall, Nancy
Galusky, Preston
Garcia, Carlos
Garcia, Steven
Gaylor, Dorothy
Gibbons-Anderson, Joan
Gibbs, Travis
Gobatie, Cynthia
Graham, Douglas
Gray, Alexis
Greathouse, Laura
Gregg, Dayna
Grenfell, John
Grey, Bobbie
Grimes, Judi
Gutierrez, Edgar Ivan
Gutierrez, Monica
Haghighat, Dariush
Haines, Mark
Hall, Deborah
Hammock, Shannon
Harold, Gina
Harris, Vivian

NOTICES OF EMPLOYMENT
TENURED FACULTY
ACADEMIC YEAR 2015-16

Incumbent Name

Hausladen, Lisa
Hayes-Trainer, Monica
Herrick, Scott
Hitchcock, Dominique
Honore, Cheryl
Hopkins, John
Horn, Stephen
Howard, Jeanne
Howard, Lin
Howard, Lisa
Huff, Tonya
Hulshof, Lidia
Iliscupidez, Marissa
Indermuehle, Denise
Ishihara, Chie
Issa, Ali
Jew, Robert
Jimenez, Gary
Johnson, Brian
Johnson, Fen
Judon, LaNeshia
Julian, Jodi
Kearn, Tamra
Kelly, Kathryn
Kennedy, Stephen
Kessler, Rebecca
Kim, Joyce
Kim, William
Kime, Ellen
Knecht, Jasminka
Knieriem, James
Kobzeva-Herzog, Elena
Kreitner, Lani
Kroetz, Sabrina
Kruizenga-Muro, Denise
Kyriakos, Stephany
Legner, Mary
Lehr, Janet
Lehr, Mark
Leifer Hartston, Gloria
Lesch, Jacqueline

NOTICES OF EMPLOYMENT
TENURED FACULTY
ACADEMIC YEAR 2015-16

Incumbent Name

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

NOTICES OF EMPLOYMENT
TENURED FACULTY
ACADEMIC YEAR 2015-16

Incumbent Name

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

NOTICES OF EMPLOYMENT
TENURED FACULTY
ACADEMIC YEAR 2015-16

Incumbent Name

Rosario, John
Ruiz, Rogelio
Ruiz, Ronald
Ruth, Clifford
Sanchez, Marc
Sandoval, Christine
Sandoval, Victor
Sarkis, Rosemarie
Saxon, Kathleen
Schinke, Ward
Schmidt, Steven
Schultz, Garth
Schutte, Donna
Schwartz, Michael
Scott-Coe, Jo
Sell, Kathleen
Sellick, Mark
Shirinian, Margarita
Sigloch, Steven
Sinigaglia, Nicholas
Slicer, Kathy
Slocum, David
Sloniger, Mitzi
Smith, Heather
Snitker, Nicole
Soto, Salvador
Spangler, Jason
St. Peters, Susan
Stafford, Paula
Stearns, Frank
Sternburg, Charles
Stevens, Walter
Stone, Rachel
Suzuki, Takashi
Taube, Rhonda
Tenpas, Cynthia
Thomas, James
Thompson, Eric
Thompson, Oliver
Thompson-Eagle, Elisabeth
Tjandra, Margaret

NOTICES OF EMPLOYMENT
TENURED FACULTY
ACADEMIC YEAR 2015-16

Incumbent Name

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

NOTICES OF EMPLOYMENT
CONTRACT FACULTY
ACADEMIC YEAR 2015-16

Incumbent Name

Adams, Laura
Bell, Kimberly
Castro, Claudia
Dewri, Wayne
Palmer, Diane
Whitton, Jude
Flores, Jennifer

NOTICES OF EMPLOYMENT
CONTRACT FACULTY
ACADEMIC YEARS 2015-2016 & 2016-2017

Incumbent Name

Bemiller, Quinton

Dominguez, Ladylyn

Finrock, Douglas

Floerke, Jennifer

Hernandez, Scott

Kamerin, Kim

Loya, Robert

Marquis, Anya-Kristina

Pell, Diana

Scullin, Patrick

NOTICES OF EMPLOYMENT
CATEGORICALLY FUNDED FACULTY
ACADEMIC YEAR 2015-16

<u>Name</u>	<u>Term of Appointment</u>
Ahmadi, Mejghan	07/01/15 – 06/30/16
Canfield, Stephanie	07/01/15 – 06/30/16
Greene, Monique	07/01/15 – 06/30/16
Hawthorne, Terrie	07/01/15 – 06/30/16
Orr, Casey	07/01/15 – 06/30/16
Pattison, Anne	07/01/15 – 06/30/16
Trejo, Silvia	07/01/15 – 06/30/16
Vargas, Vidal	07/01/15 – 06/30/16

ACADEMIC ADMINISTRATOR EMPLOYMENT CONTRACTS

Academic Years 07/01/15-06/30/16 and 07/01/15-06/30/17

<u>Name</u>	<u>Position</u>	<u>Term of Employment</u>	<u>Salary Placement</u>
MORENO VALLEY COLLEGE			
Mayo, Sandra	President	07/01/15 – 06/30/17	Contract
Steinback, Robin	Vice President, Academic Affairs	07/01/15 – 06/30/17	AB-5
Tarcon, Sue	Director, Health Services	07/01/15 – 06/30/17	V-5
Vakil, David	Dean of Instruction	07/01/15 – 06/30/16	Z-4
NORCO COLLEGE			
Deasis, Mark	Dean, Admissions & Records	07/01/15 – 06/30/17	X-4
Green-Cochrane	VP, Students Services	07/01/15 – 06/30/17	AB-5
McAllister, Lisa	Director, Health Services	07/01/15 – 06/30/17	V-5
Nance, Damon	Dean, Technology & Learning Resources	07/01/15 – 06/30/17	X-5
Parnell, Dale Paul	President	07/01/15 – 06/30/18	Contract
RIVERSIDE CITY COLLEGE			
Avila, Patricia	Dean of Instruction, CTE	07/01/15 – 06/30/16	Z-5
Chauderlot, Fabienne	Dean of Instruction	07/01/15 – 06/30/16	Z-5
Croan, Deborah	Director, Health Services	07/01/15 – 06/30/16	V-4
Haley, Michael	Assistant Dean, Center for International Students & Program	07/01/15 – 06/30/16	T-4
Hanson, Virginia	Dean of Instruction	07/01/15 – 06/30/17	Z-5
McEwen, Wendy	Dean, Institutional Effectiveness	07/01/15 – 06/30/16	W-2

CATEGORICALLY FUNDED ACADEMIC ADMINISTRATOR
EMPLOYMENT CONTRACTS

<u>Name</u>	<u>Position</u>	<u>Term of Employment</u>	<u>Salary Placement</u>
MORENO VALLEY COLLEGE			
Rubalcaba, Maureen	Associate Dean, Grants and College Support Programs	07/01/15-06/30/16	V-5
NORCO COLLEGE			
Aycock, Gregory	Dean, Institutional Effectiveness	07/01/15-06/30/16	W-5
Fleming, Kevin	Dean, Instruction, CTE Programs	07/01/15-06/30/16	Z-5
McCarson, Daniela	Assistant Dean, CalWORKS & Special Funded Programs	07/01/15-06/30/16	R-5
Oceguera, Gustavo	Associate Dean, Grants & College Support Programs	07/01/15-06/30/16	V-5
Patton, Lorena	Director, Title III STEM Grant	07/01/15-06/30/16	T-5
RIVERSIDE CITY COLLEGE			
Ferrer, Gregory	Director, DSPS	07/01/15-06/30/16	V-5
Gomez, Steve	Director, Pathways to Excellence	07/01/15-06/30/16	T-5

Agenda Item (VI-A-2)

Meeting 6/16/2015 - 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: Sylvia Thomas, Interim Vice Chancellor, Diversity and Human Resources

Attachments:

[20150616_Classified Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Classified Personnel

Date: June 16, 2015

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 (None)				
b. Management/Supervisory – Categorically Funded (None)				
c. Classified/Confidential				
DISTRICT				
Franco, Lorena	Instructional Support Coordinator (Part-Time 47.5%)	07/06/15	M-4	Promotion
NORCO				
Albin, Gracia	College Receptionist (Part-Time 47.5%)	06/17/15	C-1	Appointment
Rai, Karen	Support Center Technician (Part-Time 47.5%)	06/17/15	H-1	Appointment
RIVERSIDE				
Vizcarra, Candyce	Laboratory Technician II 11-Month (Part-Time 50%)	06/18/15	O-1	Appointment
Zhang, Xin	International Students and Programs Specialist	06/17/15	M-1	Appointment
d. Classified/Confidential – Categorically Funded				
RIVERSIDE				
Scott, Kimberly	Outreach Specialist Upward Bound (Part-Time, 50%)	06/22/15	K-1	Appointment
Acevedo, Lilia	Educational Advisor	06/22/15	M-LS1	Promotion
Clouser, Alise	Educational Advisor	07/06/15	M-3	Appointment
Hernandez, Stefanie	Educational Advisor	06/22/15	M-5	Rehire

2. Request for Permanent Increase in Workload

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

<u>Name</u>	<u>Title</u>	<u>From/To Workload</u>	<u>Effective Date</u>
Uduman, Shazna	Student Services Specialist	47.5% to 72.5%	07/01/15

3. Requests for Temporary Increase in Workload

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

<u>Name</u>	<u>Title</u>	<u>From/To Workload</u>	<u>From/To Dates</u>
Alvord, Judy	Administrative Assistant III	47.5% to 100%	07/01/15-12/31/15
Castro, Brizeida	Customer Service Clerk	47.5% to 100%	05/20/15-06/30/15
Cervantes, Cristina	Administrative Assistant I	48.75% to 100%	07/01/15-06/30/16
Darnell-Wallace, Jeanne	Academic Evaluations Spec.	47.5% to 100%	07/01/15-12/31/15
Dech, Christopher	Educational Advisor	62.5% to 90%	07/01/15-08/31/15
Gonzalez, Steven	Educational Advisor	75% to 100%	07/01/15-12/31/15
Jones, Ruth	Administrative Assistant II	47.5 to 100%	07/01/15-12/31/15
Langley, Bonnie	Outreach Specialist	62.5% to 100%	07/01/15-07/31/15
LeDuff, Nicole	CalWORKs Specialist	48.75% to 55%	07/01/15-08/30/15
Lizardi, Angel	Administrative Assistant III	47.5% to 100%	05/27/15-07/13/15
Martinez, Santos	Veterans Service Specialist	90% to 100%	07/01/15-12/31/15
Montoya, Tabitha	College Receptionist	47.5% to 72.5%	07/01/15-09/30/15
Serrato, Arlene	Academic Evaluations Spec.	47.5% to 87.5%	07/01/15-12/31/15

4. Change Effective End Date of Temporary Increase in Workload

At the Board meeting of March 17, 2015, the Board of Trustees approved the temporary increase in workload of Elaina McDonald, Administrative Assistant I, effective March 2, 2015 – June 30, 2015. The effective end date needs to be changed from June 30, 2015 to May 18, 2015. It is recommended that the Board of Trustees approve this change.

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

The following classified employees have requested a temporary reduced workload during the 4/10 work schedule beginning June 08, 2015 through August 13, 2015. There will be no impact to employee medical benefits during this period.

It is recommended the Board of Trustees approve temporary reduced workloads beginning June 08, 2015 through August 13, 2015, for the following classified, confidential and management employees:

<u>Name</u>	<u>Title</u>	<u>From</u>	<u>To</u>
DISTRICT			
Crippin, Julie	Analyst Programmer	100%	80%
Crippin, Rebecca	Grants Writer	100%	90%
Hwang, Chi-Chih	Network Specialist	100%	80%
MORENO VALLEY COLLEGE			
Boland, Angela	Student Employment Specialist	100%	90%
Contreras, Lisa	Academic Evaluations Specialist	100%	80%
Gonzalez, Guadalupe	Medical Office Receptionist	47.5%	40%
Manaog, Ana	Academic Evaluations Specialist	100%	80%
Myers, Linda	Facilities Administrative and Utilization Specialist	100%	80%
NORCO COLLEGE			
Alvord, Judy	Administrative Assistant III	100%	80%
Darnell-Wallace, Jeanne	Academic Evaluations Specialist	100%	90%
Johnson, Polly	Laboratory Technician II	100%	80%
Goldbaum, Victor	Maintenance Mechanic HVAC	100%	80%
Perez, Rita	Counseling Clerk II	100%	90%
Rodriguez, Elise	Senior Interpreter	100%	90%
RIVERSIDE CITY COLLEGE			
Acevedo, Lilia	Student Services Specialist	100%	90%
Akins-Bratton, Malika	Information Support Operator	100%	80%
Alanis, Isabel	Assessment Specialist	100%	90%
Andrade, Cindy	Food Services Worker IV	100%	80%
Brosious, Nancy	Production Graphic Designer	100%	80%
Coverdell, Greta	Customer Service Clerk	100%	80%
Fuller, Tabitha	Academic Evaluations Specialist	100%	90%
Langeveld, Ilse	Instructional Department Specialist	100%	90%
Morris, April	Parking Administrative Clerk	100%	80%
Pan, Ming	Library Network/Web Developer	100%	80%
Payne, Carmen	Facilities Utilization Coordinator	100%	90%
Sanders, Richard	Senior Toolroom Attendant	100%	80%
Vargas, Rosalba	Student Services Specialist	100%	90%
Wortman, Janelle	Administrative Assistant IV	100%	90%

6. Positions Reclassified Due To Significant Job Content Changes

In accordance with Board Policy 7232, classified, confidential and management employees are provided an opportunity to participate in the classification review process. These requests for classification review were initiated by the employee or the manager in accordance with the provisions of Administrative Procedure 7232 and recommended for reclassification by the District Classification Panel. The District Classification Panel is a representative group for classified, confidential and management personnel given the responsibility and authority to conduct the classification review process. The Panel received a total of 35 requests for classification changes. The Panel's recommendations were forwarded to the Chancellor's Cabinet for review, consideration and final approval. Based on the process, it is recommended the Board of Trustees approve the salary grade changes and/or title reclassifications of those listed below effective July 1, 2015.

<u>Title</u>	<u>Incumbent</u>	<u>Grade</u>
Change in Grade and Title RIVERSIDE CITY COLLEGE Administrative Assistant I change in title to Administrative Assistant II	Claudette Ellis	15-6 to G-LS2
RIVERSIDE CITY COLLEGE (continued) Customer Service Clerk change in title to Program Specialist, Fine and Performing Arts	Joseph Smith	E-5 to G-5
NORCO COLLEGE Administrative Assistant I change in title to Administrative Assistant II	Gabriela Lemus	E-5 to G-5
Library Clerk II change in title to Library Technical Assistant II	Miguel Castro Christopher Poole	G-LS2 to J-LS2 G-LS3 to J-LS3
Veterans Services Technician change in title to Veterans Services Specialist	Eric Betancourt	L-5 to N-5
Change in Grade, No Change in Title DISTRICT Budget Analyst	Melissa Elwood Misty Griffin Michele Arnold (Continue Y-Rating at 25-7)	N-LS2 to O-LS2 N-LS1 to O-LS1 25-7 to O-LS2

6. Positions Reclassified Due To Significant Job Content Changes (continued)

<u>Title</u>	<u>Incumbent</u>
Change in Title, No Change in Grade	
NORCO COLLEGE	
Matriculation Specialist change in title to Student Success and Support Program Assistant	Patricia Brusca
Student Financial Services Outreach Specialist change in title to Student Financial Services Account Specialist	Nelya Parada
RIVERSIDE CITY COLLEGE	
Matriculation Specialist change in title to Student Success and Support Program Assistant	Lupe Delgadillo
MORENO VALLEY COLLEGE	
Matriculation Specialist change in title to Student Success and Support Program Assistant	Carmen Valencia

7. Separation(s)

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

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

<u>Name</u>	<u>Position</u>	<u>Last Date of Employment</u>	<u>Reason</u>
Adams, Ruth	General Counsel	08/31/15	Retirement
Contreras, Lisa	Academic Evaluations Specialist	06/19/15	Personal
James, Judith	Instructional Department Specialist	05/20/15	Retirement
Mason-Hein, Cindy	Payroll Technician	06/30/15	Retirement
Mendoza, Kelly	Assistant Manager, Food Services	05/19/15	Personal
Patel, Hetal	Human Resources Liaison	06/23/15	Personal
Ratnayake, Chandra	Laboratory Technician II	06/30/15	Retirement
Rubin, Cecile	Sr. Academic Evaluations Specialist	06/05/15	Retirement

Agenda Item (VI-A-3)

Meeting	6/16/2015 - 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: Sylvia Thomas, Interim Vice Chancellor, Diversity and Human Resources

Attachments:

[20150616_Other Personnel](#)
[20150616_Other Personnel_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIVERSITY AND HUMAN RESOURCES

Subject: Other Personnel

Date: June 16, 2015

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 following professional experts and authorize the Interim Vice Chancellor, Diversity and Human Resources to sign the employment agreement.

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Location</u>	<u>Term</u>	<u>Amount</u>
Casella, Daniel	Psychological Health Services Supervisor	Health Services	NC	07/01/15-06/30/16	\$42.00/hour
Karp, Claire	Mental Health Grant Director/Counselor	Health Services	RCC	07/01/15-06/30/16	\$50.00/hour

SUBSTITUTE ASSIGNMENTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
Flores, Evelynn	Community Services Aide	Safety & Police	07/01/15-06/30/16	\$15.82
	Accounts Payable			
Pearne, Christine	Specialist	Accounting Services	07/01/15-09/30/15	\$24.21
MORENO VALLEY				
Beebe, Angela	Custodian	Facilities	07/01/15-06/30/16	\$15.82
Campbell, Tracy	Custodian	Facilities	07/01/15-06/30/16	\$15.82
	Instructional Media	Technology Support		
Deans, Sam	Assistant	Services	07/01/15-06/30/16	\$22.82
Edwards, Curtis	Custodian	Facilities	07/01/15-06/30/16	\$15.82
Mabon, Theo	Groundsperson	Facilities	07/01/15-06/30/16	\$17.31
Wardlow, Adrian	Custodian	Facilities	07/01/15-06/30/16	\$15.82
NORCO				
Ambriz, Aurora	Mentor	TRIO	06/17/15-06/30/16	\$12.00
Aparicio, Sergio	Custodian	Facilities	07/01/15-06/30/16	\$15.82
Aparicio, Sergio	Groundsperson	Facilities	07/01/15-06/30/16	\$17.31
Caceres, Ana	Custodian	Facilities	07/01/15-06/30/16	\$15.82
Caceres, Walter	Custodian	Facilities	07/01/15-06/30/16	\$15.82
Diaz Negrete, Ana	Custodian	Facilities	07/01/15-06/30/16	\$15.82
Foster, Arthur	Custodian	Facilities	07/01/15-06/30/16	\$15.82
	Instrucional Media	Technology Support		
Martinez, Jimmy	Assistant	Services	07/01/15-06/30/16	\$22.82
	Instructional Media/	Technology Support		
Martinez, Jimmy	Broadcast Coordinator	Services	07/01/15-06/30/16	\$30.16
Miller, James	Custodian	Facilities	07/01/15-06/30/16	\$15.82
RIVERSIDE				
Butler, Eugene	Custodian	Facilities	07/01/15-06/30/16	\$15.82
Caico, James	Attendant	Applied Technology	07/01/15-06/30/16	\$18.80
Cravatt, Ben	Custodian	Facilities	07/01/15-06/30/16	\$15.82
DeJesus, Ahziim	Custodian	Facilities	07/01/15-06/30/16	\$15.82
Gonzalez, Jose Diaz	Groundsperson	Facilities	07/01/15-06/30/16	\$17.31
Jones, Terrel	Custodian	Facilities	07/01/15-06/30/16	\$15.82
Lopez, Joe	Custodian	Facilities	07/01/15-06/30/16	\$15.82
Marcial Lomeli, Maria	Custodian	Facilities	07/01/15-06/30/16	\$15.82

SUBSTITUTE ASSIGNMENTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
Mejia, Ramon	Custodian	Facilities	07/01/15-06/30/16	\$15.82
Munoz, Irma	Custodian	Facilities	07/01/15-06/30/16	\$15.82
	Senior Tool Room			
Murdock, Skyler	Attendant	Applied Technology	07/01/15-06/30/16	\$18.96
Sanchez, Gregory	Custodian	Facilities	07/01/15-06/30/15	\$15.82

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
Alexander, Tameka	Interpreter II	Disability Resource Center	07/01/15-06/30/16	\$30.00
Alton, Christina	Interpreter III	Disability Resource Center	07/01/15-06/30/16	\$35.00
Castaneda, Alexandra	Interpreter III	Disability Resource Center	07/01/15-06/30/16	\$35.00
Crespo, Jessica	Interpreter I	Disability Resource Center	07/01/15-06/30/16	\$25.00
Delgado, Danielle	Interpreter II	Disability Resource Center	07/01/15-06/30/16	\$30.00
Eaton, Natalie	Interpreter II	Disability Resource Center	07/01/15-06/30/16	\$30.00
Harris, James	Interpreter II	Disability Resource Center	07/01/15-06/30/16	\$30.00
Helland, Allyson	Interpreter I	Disability Resource Center	07/01/15-06/30/16	\$25.00
Jackson, Jennica	Interpreter II	Disability Resource Center	07/01/15-06/30/16	\$30.00
Lopez, Joseph	Interpreter III	Disability Resource Center	07/01/15-06/30/16	\$35.00
Magill, Brittany	Interpreter II	Disability Resource Center	07/01/15-06/30/16	\$30.00
Martinez, Luis	Detective/Investigator	RCCD Safety & Police Disability Resource	07/01/15-06/30/16	\$25.00
Maurer, James	Interpreter I	Center	07/01/15-06/30/16	\$25.00
Pearne, Christine	Finance Specialist	Accounting Services Disability Resource	07/01/15-06/30/16	\$18.25
Phelps, Suzanne	Interpreter Apprentice Reserve Police	Center	07/01/15-06/30/16	\$11.00
Richards, James	Officer	RCCD Safety & Police	07/01/15-06/30/16	\$15.65
Redfearn, Terry	Detective/Investigator	RCCD Safety & Police	07/01/15-06/30/16	\$25.00
Singh, Amarihit	Business Technical Assistant	Center for International Trade Development	07/01/15-12/31/15	\$24.00
Sorola, Hannah	Interpreter II Reserve Police	Disability Resource Center	07/01/15-06/30/16	\$30.00
Trevino, Lee	Officer	RCCD Safety & Police	07/01/15-06/30/15	\$15.65
Truong, Minh	Office Assistant IV	Diversity & Human Resources	07/01/15-06/30/16	\$14.00

*Correction to date

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
MORENO VALLEY				
Abercromby, Tara	Role Player	Law Enforcement Training Programs	07/01/15-06/30/16	\$9.00
Alvarez, Fernando	Role Player	Law Enforcement Training Programs	07/01/15-06/30/16	\$9.00
Anderson, Benita	Tutor I Supplemental	Writing & Reading Center	07/01/15-06/30/16	\$9.00
Aquino, Angelo	Instructional Leader	STEM/Title III	07/01/15-06/30/16	\$12.00
Cammon, David	Role Player Supplemental	Law Enforcement Training Programs	07/01/15-06/30/16	\$9.00
Catalan, Susan	Instructional Leader	STEM Title III	07/01/15-06/30/16	\$12.00
Citrowski, Shaunna	Role Player	Law Enforcement Training Programs	07/01/15-06/30/16	\$9.00
Cordero, Anel	Tutor II	Writing & Reading Center	07/01/15-06/30/16	\$9.00
Crouse, Laurie	Office Assistant III	President	06/17/15-08/31/15	\$12.50
Dubon, Annie	Tutor I	Writing & Reading Center	07/01/15-06/30/16	\$9.00
Ekahaguere, Justice	Tutor II Supplemental	Writing & Reading Center	07/01/15-06/30/16	\$9.00
Gallo, Stephanie	Instructional Leader Supplemental	STEM/Title III	07/01/15-06/30/16	\$12.00
Hansen, Noelle	Instructional Leader	STEM/Title III	07/01/15-06/30/16	\$12.00
Hernandez, Lewis	Role Player	Law Enforcement Training Programs	07/01/15-06/30/16	\$9.00
Herington, James	Role Player	Law Enforcement Training Programs	07/01/15-06/30/16	\$9.00
Kusy, Kaylee	Role Player Supplemental	Law Enforcement Training Programs	07/01/15-06/30/16	\$9.00
Lara, Stephanie	Instructional Leader Supplemental	STEM/Title III	07/01/15-06/30/16	\$12.00
Lopez, Briana	Instructional Leader Supplemental	STEM/Title III	07/01/15-06/30/16	\$12.00
Luevano, James	Instructional Leader Supplemental	STEM/Title III	07/01/15-06/30/16	\$12.00
Lusser, Dominique	Instructional Leader	STEM/Title III	07/01/15-06/30/16	\$12.00
Maruyama, Julia	Role Player	Law Enforcement Training Programs	07/01/15-06/30/16	\$9.00

*Correction to date

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
		Law Enforcement		
Mejia, Andrea	Role Player Supplemental	Training Programs	07/01/15-06/30/16	\$9.00
Noguera, Danilo	Instructional Leader	STEM/Title III	07/01/15-06/30/16	\$12.00
		Law Enforcement		
O'Quinn, Gregory	Role Player	Training Programs	07/01/15-06/30/16	\$9.00
		Writing & Reading Center		
Pacheco, Emma	Tutor IV Supplemental		07/01/15-06/30/16	\$10.00
Pak, Hye	Instructional Leader	STEM/Title III	07/01/15-06/30/16	\$12.00
		Law Enforcement		
Perez, Linda	Role Player Supplemental	Training Programs	07/01/15-06/30/16	\$9.00
Perez, Stephanie	Instructional Leader Supplemental	STEM/Title III	07/01/15-06/30/16	\$12.00
Pierce, Daniel	Instructional Leader	STEM/Title III	07/01/15-06/30/16	\$12.00
	Upward Bound	Upward Bound, Math and Science		
Robert, TrevAndre	College Mentor		06/16/15-06/30/16	\$12.00
	Upward Bound	Upward Bound, Math and Science		
Saafir, Malikah	College Mentor Supplemental		06/16/15-06/30/16	\$12.00
Shayegan, Majid	Instructional Leader	STEM/Title III	07/01/15-06/30/16	\$12.00
	Upward Bound	Upward Bound, Math and Science		
Slack, Dae'ja	College Mentor		06/16/15-06/30/16	\$12.00
		Upward Bound, Math and Science		
Smith, Keely	Grant Facilitator		06/16/15-06/30/16	\$40.00
		Writing & Reading Center		
St. Claire, Ricky	Tutor II		07/01/15-06/30/16	\$9.00
		Writing & Reading Center		
St. Claire, Samantha	Tutor II		07/01/15-06/30/16	\$9.00
	Upward Bound	Upward Bound, Math and Science		
Thomas, Jourdan	College Mentor		06/16/15-06/30/16	\$12.00
		Law Enforcement		
Torres, Teddy	Role Player Supplemental	Training Programs	07/01/15-06/30/16	\$9.00
Urrea, Christine	Instructional Leader	STEM/Title III	07/01/15-06/30/16	\$12.00
		Law Enforcement		
Valadez, Sarah	Role Player	Training Programs	07/01/15-06/30/16	\$9.00
		Law Enforcement		
Van Gorder, Bryan	Role Player	Training Programs	07/01/15-06/30/16	\$9.00
		Writing & Reading Center		
Villalta, Katherine	Tutor I		07/01/15-06/30/16	\$9.00

SHORT-TERM POSITIONS

Backup Other Personnel

June 16, 2015

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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
		Law Enforcement		
Whitt, Jerry	Role Player Supplemental	Training Programs	07/01/15-06/30/16	\$9.00
Wood, Broderick	Instructional Leader	STEM/Title III	07/01/15-06/30/16	\$12.00
		Law Enforcement		
Ybarra, Andrew	Role Player	Training Programs	07/01/15-06/30/16	\$9.00
		Law Enforcement		
Ybarra, Marshall	Role Player	Training Programs	07/01/15-06/30/16	\$9.00
		Writing & Reading Center		
Zamarripa, Andrea	Tutor I		05/05/15-06/30/16	\$9.00
NORCO				
Arain, Nafisa	Tutor IV	Tutorial Services	07/01/15-06/21/16	\$10.00
Boyer, Kasey	Office Assistant II	Title III/STEM	07/01/15-06/15/16	\$10.50
Chima, Stanley	Tutor IV	Tutorial Services	07/01/15-06/21/16	\$10.00
Cruz, David	Tutor IV	Tutorial Services	06/22/15-06/21/16	\$10.00
		TRiO Upward Bound Programs		
Esquivel, Erika	Office Assistant IV Upward Bound		07/01/15-06/30/16	\$14.00
		TRiO Upward Bound Programs		
Gallardo, Norma	College Mentor		07/01/15-06/30/16	\$12.00
		TRiO Upward Bound Programs		
Garcia, Claudia	Grant Facilitator Upward Bound		07/01/15-08/13/15	\$40.00
		TRiO Upward Bound Programs		
Hernandez, Santiago	College Mentor		07/01/15-06/30/16	\$12.00
Landin, Daniel	Office Assistant III	Counseling	07/01/15-12/31/15	\$12.50
Lang, Anthony	Tutor IV	Tutorial Services	06/22/15-06/21/16	\$10.00
Marashi, Arezoo	STEM Mentor Upward Bound	Title III/V STEM	07/01/15-06/15/16	\$12.50
		TRiO Upward Bound Programs		
McGhee, Destiny	College Mentor Upward Bound		06/02/15-06/30/16	\$12.00
		TRiO Upward Bound Programs		
Moy, Kevin	College Mentor Upward Bound		07/01/15-06/30/16	\$12.00
		TRiO Upward Bound Programs		
Rivera, Desiree	College Mentor Upward Bound		07/01/15-06/30/16	\$12.00
		TRiO Upward Bound Programs		
Viayra, Saul	College Mentor		07/01/15-06/30/16	\$12.00
RIVERSIDE				
	Coach, Summer Activities	Kinesiology and Athletics	07/01/15-08/31/15	\$17.54
Adams, James	Coach, Summer Activities	Kinesiology and Athletics	07/01/15-08/31/15	\$17.54
Arguelles, Rudolph	Stage Technician IV	Business Services	07/01/15-06/30/16	\$10.65

*Correction to date

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
		Fine and Performing		
Arteaga, Alejandra	Stage Technician IV	Arts	07/01/15-06/30/16	\$10.65
Arteaga, Alejandra	Stage Technician IV	Performance Riverside	07/01/15-06/30/16	\$10.65
Arteaga, Alejandra	Stage Technician IV	Theater	07/01/15-06/30/16	\$10.65
	Coach, Summer	Kinesiology and		
Baeza, Randi	Activities	Athletics	07/01/15-08/31/15	\$17.54
	Coach, Summer	Kinesiology and		
Bonzoumet, Nikki	Activities	Athletics	07/01/15-08/31/15	\$17.54
	Coach, Summer	Kinesiology and		
Borden, Thomas	Activities	Athletics	07/01/15-08/31/15	\$17.54
		Disability Resource		
Crespo, Jessica	Interpreter I	Center	07/01/15-06/30/16	\$25.00
Currington, Russell	Stage Technician IV	Business Services	07/01/15-06/30/16	\$10.65
		Fine and Performing		
Currington, Russell	Stage Technician IV	Arts	07/01/15-06/30/16	\$10.65
Currington, Russell	Stage Technician IV	Performance Riverside	07/01/15-06/30/16	\$10.65
Currington, Russell	Stage Technician IV	Theater	07/01/15-06/30/16	\$10.65
	Coach, Summer	Kinesiology and		
Daddona, Michelle	Activities	Athletics	07/01/15-08/31/15	\$17.54
Dunkerson, Emily	Lifeguard	Community Education	06/01/15-08/30/15	\$9.00
		CTA/Faculty		
Edwards, Emily	Office Assistant II	Association	07/01/15-06/30/16	\$10.50
Everly, Shannon	Stage Technician IV	Business Services	07/01/15-06/30/16	\$10.65
		Fine and Performing		
Everly, Shannon	Stage Technician IV	Arts	07/01/15-06/30/16	\$10.65
Everly, Shannon	Stage Technician IV	Theater	07/01/15-06/30/16	\$10.65
Everly, Shannon	Stage Technician IV	Performance Riverside	07/01/15-06/30/16	\$10.65
	Supplemental			
Farook, Eba	Instructional Leader	Academic Support	07/01/15-06/30/16	\$12.00
	Coach, Summer	Kinesiology and		
Felton, Andres	Activities	Athletics	07/01/15-08/31/15	\$17.54
	Coach, Summer	Kinesiology and		
Finfrock, Doug	Activities	Athletics	07/01/15-08/21/15	\$17.54
Fisch, Claire	Lifeguard	Community Education	06/01/15-08/30/15	\$9.00
Fisch, Karly	Lifeguard	Community Education	06/01/15-08/30/15	\$9.00
	Supplemental			
Garcia, Adriana	Instructional Leader	Academic Support	07/01/15-06/30/16	\$12.00
	Coach, Summer	Kinesiology and		
Gardner, Keenan	Activities	Athletics	07/01/15-08/21/15	\$17.54
	Coach, Summer	Kinesiology and		
Garza, Rolando	Activities	Athletics	07/01/15-08/21/15	\$17.54
	Coach, Summer	Kinesiology and		
Hamilton, Lynell	Activities	Athletics	07/01/15-08/21/15	\$17.54

*Correction to date

SHORT-TERM POSITIONS

Backup Other Personnel

June 16, 2015

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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
Hass, Richard	Coach, Summer Activities	Kinesiology and Athletics	07/01/15-08/21/15	\$17.54
Henderson, Jessica	Assistant Pool Manager	Community Education	06/01/15-08/30/15	\$10.50
Hayes-Trainer, Monica	Coach, Summer Activities	Kinesiology and Athletics	07/01/15-08/21/15	\$17.54
Hofman, Jamie	Coach, Summer Activities	Kinesiology and Athletics	07/01/15-08/21/15	\$17.54
Hudgens, Ethan	Stage Technician IV	Fine and Performing Arts	07/01/15-06/30/16	\$10.65
Hudgens, Ethan	Stage Technician IV	Business Services	07/01/15-06/30/16	\$10.65
Hudgens, Ethan	Stage Technician IV	Performance Riverside	07/01/15-06/30/16	\$10.65
Hudgens, Ethan	Stage Technician IV	Theater	07/01/15-06/30/16	\$10.65
Jaurigue, Amanda	Grant Facilitator	Upward Bound	07/01/15-07/31/15	\$40.00
Kacarab, Michael	Supplemental Instructional Leader	Academic Support	07/01/15-06/30/16	\$12.00
Kammert, Sara	Coach, Summer Activities	Kinesiology and Athletics	07/01/15-08/21/15	\$17.54
Kokkos, Dimitris	Business Technical Assistant	Center for International Students and Programs	07/01/15-06/30/16	\$24.00
Langston, Alysia	Supplemental Instructional Leader	Academic Support	07/01/15-06/30/16	\$12.00
Lynds, Daniel	Coach, Summer Activities	Kinesiology and Athletics	07/01/15-08/21/15	\$17.54
McCarron, James	Coach, Summer Activities	Kinesiology and Athletics	07/01/15-08/21/15	\$17.54
McCormick, Trisha	Coach, Summer Activities	Kinesiology and Athletics	07/01/15-08/21/15	\$17.54
Minutello, Chiara	Lifeguard	Community Education	06/01/15-08/30/15	\$9.00
Montoya Uribe, Katia	Lifeguard	Community Education	06/01/15-06/30/15	\$9.00
Moore, Kiana	Supplemental Instructional Leader	Academic Support	07/01/15-06/30/16	\$12.00
Morceli, Abderrahmane	Coach, Summer Activities	Kinesiology and Athletics	07/01/15-08/21/15	\$17.54
Myers, Mary	Lifeguard	Community Education	06/01/15-08/30/15	\$9.00
Northcott, Jason	Coach, Summer Activities	Kinesiology and Athletics	07/01/15-08/21/15	\$17.54
Poole, Jeffrey	Coach, Summer Activities	Kinesiology and Athletics	07/01/15-08/31/15	\$17.54
Richey, Michael	Coach, Summer Activities	Kinesiology and Athletics	07/01/15-08/31/15	\$17.54
Robinson, Nicholas	Coach, Summer Activities	Kinesiology and Athletics	07/01/15-08/31/15	\$17.54

*Correction to date

SHORT-TERM POSITIONS

Backup Other Personnel

June 16, 2015

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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
	Coach, Summer	Kinesiology and		
Rogers, Dennis	Activities	Athletics	07/01/15-08/31/15	\$17.54
Rudolph, Mackenzie	Lifeguard	Community Education	06/01/15-08/30/15	\$9.00
Sanchez, Margery	Lifeguard	Community Education	06/01/15-08/30/15	\$9.00
Saucedo, Karen	Lifeguard	Community Education	06/01/15-08/30/15	\$9.00
Schultz, Daniel	Office Assistant III	Performance Riverside	07/01/15-06/30/16	\$12.50
Schultz, Jason	Stage Technician IV	Business Services	07/01/15-06/30/16	\$10.65
		Fine and Performing		
Schultz, Jason	Stage Technician IV	Arts	07/01/15-06/30/16	\$10.65
Schultz, Jason	Stage Technician IV	Performance Riverside	07/01/15-06/30/16	\$10.65
Schultz, Jason	Stage Technician IV	Theater	07/01/15-06/30/16	\$10.65
Seay, Brandon	Lifeguard	Community Education	06/01/15-08/30/15	\$9.00
		Fine and Performing		
Sheffler, Travis	Box Office Specialist	Arts	07/01/15-06/30/16	\$13.00
Shelton, Jessica	Master Electrician	Business Services	07/01/15-06/30/16	\$17.00
	Stage Master	Fine and Performing		
Shelton, Jessica	Electrician	Arts	07/01/15-06/30/16	\$17.00
	Stage Master			
Shelton, Jessica	Electrician	Performance Riverside	07/01/15-06/30/16	\$17.00
	Stage Master			
Shelton, Jessica	Electrician	Theater	07/01/15-06/30/16	\$17.00
		Fine and Performing		
Shelton, Scott	Stage Technician IV	Arts	07/01/15-06/30/16	\$10.65
Shelton, Scott	Stage Technician IV	Performance Riverside	07/01/15-06/30/16	\$10.65
Shelton, Scott	Stage Technician IV	Theater	07/01/15-06/30/16	\$10.65
	Coach, Summer	Kinesiology and		
Shipp, Isaac	Activities	Athletics	07/01/15-08/31/15	\$17.54
	Coach, Summer	Kinesiology and		
Sigloch, Steve	Activities	Athletics	07/01/15-08/31/15	\$17.54
	Coach, Summer	Kinesiology and		
Silva, Shandon	Activities	Athletics	07/01/15-08/31/15	\$17.54
	Coach, Summer	Kinesiology and		
Talamaivao, Chris	Activities	Athletics	07/01/15-08/31/15	\$17.54
	Coach, Summer	Kinesiology and		
Talamaivao, Penn	Activities	Athletics	07/01/15-08/31/15	\$17.54
	Supplemental			
Tan, Meanop	Instructional Leader	Academic Support	07/01/15-06/30/16	\$12.00
	Coach, Summer	Kinesiology and		
Taylor, Shannon	Activities	Athletics	07/01/15-08/31/15	\$17.54
	Coach, Summer	Kinesiology and		
Teets, Kathryn	Activities	Athletics	07/01/15-08/31/15	\$17.54
	Assistant Pool			
Teets, Kathryn	Manager	Community Education	06/01/15-08/30/15	\$10.50

*Correction to date

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
Thorne, Delaney	Lifeguard	Community Education	06/01/15-08/30/15	\$9.00
	Coach, Summer	Kinesiology and		
Towne, Lester	Activities	Athletics	07/01/15-08/31/15	\$17.54
Vahl, Katie	Lifeguard	Community Education	06/01/15-08/30/15	\$9.00
	Coach, Summer	Kinesiology and		
Valencia, Jessie	Activities	Athletics	07/01/15-08/31/15	\$17.54
Welsh, Scott	Stage Technician II	Performance Riverside	07/01/15-06/30/16	\$9.55
	Coach, Summer	Kinesiology and		
Wiegand, Matthew	Activities	Athletics	07/01/15-08/31/15	\$17.54
	Coach, Summer	Kinesiology and		
Wiley, Duverick	Activities	Athletics	07/01/15-08/31/15	\$17.54
		Early Childhood		
Wills, Larissa	Office Assistant II	Education	07/01/15-06/30/16	\$10.50
	Coach, Summer	Kinesiology and		
Wilson, Curtis	Activities	Athletics	07/01/15-08/31/15	\$17.54
	Coach, Summer	Kinesiology and		
Wilson, Michael	Activities	Athletics	07/01/15-08/31/15	\$17.54
	Coach, Summer	Kinesiology and		
Yancey, Thomas	Activities	Athletics	07/01/15-08/31/15	\$17.54
Ybarra, Allyssa	Tutor IV	Tutorial Services	07/01/15-06/30/15	\$10.00
Zamora, Kristen	Lifeguard	Community Education	06/01/15-08/30/15	\$9.00

*Correction to date

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

Backup Other Personnel
 June 16, 2015
 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				
Santos Jr, Gregory Anthony	Student Aide II	Outreach	05/28/15	\$ 10.00
RIVERSIDE CITY COLLEGE				
Cordero, Christina	Student Aide IV	Career and Technical Education	05/14/15	\$ 12.50
Diaz Barbosa, Laura	Student Aide II	Upward Bound	05/22/15	\$ 10.00
Speakerworth, Penny	Student Aide I	Early Childhood Educ.	05/14/15	\$ 10.00
<u>CATEGORICAL FUNDS</u>				
COMMUNITY SERVICE PROGRAM				
Klempner, Jaccob	Student Aide I	Disability Resource Ctr- Norco	04/09/15	\$ 9.00
Zepeda, Carisse	Student Aide II	UCR Artsblock - RCC	05/14/15	\$ 10.00
MORENO VALLEY COLLEGE				
Coronado, Evelyn J	Student Aide II	Student Employment	06/01/15	\$ 10.00
Godoy Zambrano, Georgina	Student Aide II	Student Employment	06/05/15	\$ 10.00

Agenda Item (VI-B-1)

Meeting	6/16/2015 - 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 \$5,046,727 and District Warrant Claims totaling \$8,620,819.

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 \$5,046,727 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 238849 – 240143) totaling \$8,620,819, paid against approved Purchase Orders, 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, Director of Business Services

Attachments:

[06162015_Contracts and Purchase Orders Over \\$86,000 Report \(May\)](#)

Report of Purchases-All District Resources
 Purchases Over \$86,000
 5/01/15 thru 5/31/15

PO#	Department	Vendor	Description	Amount
C0004983	Facilities - Riverside	Pacific West Industries, Inc.	HVAC Replacement Bid Award	\$ 199,000
P0047690	English and Media Studies - Riverside	Dell Marketing LP	RCC Computer Lab Replacements - WSCA # B27160	512,006
<u>Additions to Approved/Ratify Purchase Orders of \$86,000 and Over</u>				
C0004805	Customized Solutions	Custom Corporate Communications LLC	Amend./Extends Term and Increases NTE	180,000
P0046942	Information Services	CDW-G	Network Equipment -National IPA Agreement #130733	128,880
			Total	<u>\$ 1,019,886</u>
<u>All Purchase Orders, Contracts, and Additions for the Period of 5/1/15 - 5/31/15</u>				
Contracts C4969 - C4993 and Contract Additions C2988 - C4826				\$ 472,127
Purchase Orders P47120 - P47746 and Purchase Order Additions P42889 - P47115				3,084,310
Blanket Purchase Orders B13565 - B13572 and Blanket Purchase Order Additions B12449 - B13550				470,404
Total				<u>\$ 4,026,841</u>
Grand Total				<u><u>\$ 5,046,727</u></u>

Agenda Item (VI-B-3-a)

Meeting	6/16/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-a)
Subject	Resolution No. 60-14/15 – 2014-2015 First 5 Riverside Access & Quality Initiative Grant
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 \$33,677 to the budget.

Background Narrative:

The Riverside Community College District's Riverside City College has received additional funding for the 2014-2015 First 5 Riverside Access & Quality Initiative Grant in the amount of \$33,677. The funds will be used for the Early Childhood Education Center ADA Upgrade Project and other Quality Enhancement operating expenses.

Prepared By: Wolde-Ab Isaac, President, Riverside
Patricia Avila, Interim Dean, Career and Technical Education
Toni Rangel, Early Childhood Education Center Manager

Attachments:

[06162015_Resolution No. 60-14/15 – First 5 Riverside Access & Quality Initiative](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 60-14/15

2014-2015 First 5 Riverside Access & Quality Initiative Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$33,677 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on June 16, 2015.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 60-14/15
 2014-2015 First 5 Riverside Access & Quality Initiative Grant

Year	County	District	Date	Fund
15	33	07	6/16/2015	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	2228	8627	29,101 00	REVENUE
12	D00	1190	0	0000	1228	8627	4,576 00	
								EXPENDITURES
12	DUA	1190	0	6920	1228	4590	3,322 00	Office and Other Supplies
12	DUA	1190	0	6920	1228	6481	1,254 00	Equip Additional \$200-\$4999
12	DUA	1190	0	6920	2228	4530	499 00	Grounds/Garden Supplies
12	DUA	1190	0	6920	2228	4644	744 00	Repair Parts
12	DUA	1190	0	6920	2228	6125	1,100 00	Site Improvement
12	DUA	1190	0	6920	2228	6224	4,252 00	Building Remodel
12	DUA	1190	0	6920	2228	6482	22,506 00	Equip Additional \$5000 >
							33,677 00	TOTAL REVENUE
							33,677 00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-b)

Meeting	6/16/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-b)
Subject	Resolution No. 61-14/15 – 2014-2015 CalWORKs Program
College/District	Norco
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$11,890 to the budget.

Background Narrative:

The Riverside Community College District's Norco College has received additional funding for the 2014-2015 CalWORKS Program in the amount of \$11,890 from the California Community Colleges Chancellor's Office. The funds will be used for salaries and benefits.

Prepared By: Paul Parnell, President, Norco College
Monica Green-Cochrane, Vice President, Student Services

Attachments:

[06162015_Resolution No. 61-14/15 – CalWORKs Program](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 61-14/15

2014-2015 CalWORKs Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$11,890 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on June 16, 2015.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 61-14/15
 2014-2015 CalWORKs Program

Year	County	District	Date	Fund
15	33	07	6/16/2015	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	E00	1190	0	0000	0367	8626	11,890 00	REVENUE
								EXPENDITURES
12	ECW	1190	0	6020	4367	2331	11,624 00	Student Help Non-Instruct
12	ECW	1190	0	6020	4367	3620	266 00	Employee Benefits
							11,890 00	TOTAL REVENUE
							11,890 00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-c)

Meeting	6/16/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-c)
Subject	Resolution No. 62-14/15 – 2014-2015 Middle College High School Grant
College/District	Norco
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$50,500 to the budget.

Background Narrative:

The Riverside Community College District's Norco College has received funding for the 2014-2015 Middle College High School Program in the amount of \$50,500 from the California Community Colleges Chancellor's Office. The funds will be used for salaries, benefits, and other operational expenses of the program.

Prepared By: Paul Parnell, President, Norco College
Monica Green-Cochrane, Vice President, Student Services

Attachments:

[06162015_Resolution No. 62-14/15 – Middle College High School Grant](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 62-14/15

2014-2015 Middle College High School Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$50,500 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on June 16, 2015.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 62-14/15
 2014-2015 Middle College High School Grant

Year	County	District	Date	Fund
15	33	07	6/16/2015	12

Fund	School	Resource	PY	Goal	Func	Object	Amount		Object Code Description
12	E00	1190	0	0000	0121	8659	50,500	00	REVENUE
									EXPENDITURES
12	EZG	1190	0	6450	0121	1439	4,430	00	Acad PT Non-Instructional
12	EZG	1190	0	6450	0121	2129	5,695	00	Classified Perm Part Time
12	EZG	1190	0	6450	0121	3130	394	00	Employee Benefits
12	EZG	1190	0	6450	0121	3220	1,476	00	
12	EZG	1190	0	6450	0121	3320	777	00	
12	EZG	1190	0	6450	0121	3325	83	00	
12	EZG	1190	0	6450	0121	3335	64	00	
12	EZG	1190	0	6450	0121	3420	5,896	00	
12	EZG	1190	0	6450	0121	3520	3	00	
12	EZG	1190	0	6450	0121	3530	2	00	
12	EZG	1190	0	6450	0121	3620	130	00	
12	EZG	1190	0	6450	0121	3630	102	00	
12	EZG	1190	0	6450	0121	4555	3,000	00	Copying/Printing
12	EZG	1190	0	6450	0121	4590	4,883	00	Office and Other Supplies
12	EZG	1190	0	6450	0121	4710	1,046	00	Food
12	EZG	1190	0	6450	0121	5198	10,000	00	Professional Services
12	EZG	1190	0	6450	0121	5220	10,519	00	Conferences
12	EZG	1190	0	6450	0121	6485	2,000	00	Comp Equip Addl \$200-\$4999
							50,500	00	TOTAL REVENUE
							50,500	00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-d)

Meeting	6/16/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-d)
Subject	Resolution No. 63-14/15 – 2014-2015 College Connection Program
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 \$1,000 to the budget.

Background Narrative:

The Riverside Community College District's Riverside City College has received additional funding for the 2014-2015 College Connection Program in the amount of \$1,000 from the Riverside County Superintendent of Schools. The funds will be used for mileage.

Prepared By: Wolde-Ab Isaac, President, Riverside
Ed Bush, Vice President, Student Services
Cecilia Alvarado, Dean, Student Services (Riverside)

Attachments:

[06162015_Resolution No. 63-14/15 – College Connection Program](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 63-14/15

2014-2015 College Connection Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$1,000 is assured to said district, which exceeds amounts previously budgeted; and

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

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

This is an exact copy of the resolution adopted by the governing board at a regular meeting on June 16, 2015.

Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 63-14/15
 2014-2015 College Connection Program**

Year	County	District	Date	Fund
15	33	07	6/16/2015	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0157	8190	1,000 00	REVENUE
								EXPENDITURES
12	DCW	1190	0	6020	0157	5210	1,000 00	Mileage
							1,000 00	TOTAL REVENUE
							1,000 00	TOTAL EXPENDITURES

Agenda Item (VI-B-5-b)

Meeting	6/16/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-b)
Subject	Purchase Educational, Computer and Training Furniture from Spectrum Industries, Inc., Utilizing Competitively Bid Premier Educational Purchasing Program for Microcomputers Contract
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the purchase of educational, computer and training furniture from Spectrum Industries, Inc., utilizing the competitively bid Premier Educational Purchasing Program for Microcomputers (PEPPM) contract through December 31, 2016.

Background Narrative:

On September 20, 2011, the Riverside Community College District Board of Trustees approved the purchase of educational, computer and training furniture from Spectrum Industries, Inc., utilizing the competitively bid Premier Educational Purchasing Program for Microcomputers (PEPPM) contract. PEPPM and Spectrum Industries, Inc. mutually agreed to amend the contracts to extend the term through December 31, 2016.

Staff recommends use of the extended PEPPM contract, as needed throughout the District, for the purchase of educational, computer and training furniture from Spectrum Industries, Inc. District staff has reviewed available cooperative purchasing agreements and other formal purchasing options and found that this contract best meets the needs of the District.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Majd Askar, Director of Business Services

Attachments:

Agenda Item (VI-B-5-b)

Meeting	6/16/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-b)
Subject	Purchase Educational, Computer and Training Furniture from Spectrum Industries, Inc., Utilizing Competitively Bid Premier Educational Purchasing Program for Microcomputers Contract
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the purchase of educational, computer and training furniture from Spectrum Industries, Inc., utilizing the competitively bid Premier Educational Purchasing Program for Microcomputers (PEPPM) contract through December 31, 2016.

Background Narrative:

On September 20, 2011, the Riverside Community College District Board of Trustees approved the purchase of educational, computer and training furniture from Spectrum Industries, Inc., utilizing the competitively bid Premier Educational Purchasing Program for Microcomputers (PEPPM) contract. PEPPM and Spectrum Industries, Inc. mutually agreed to amend the contracts to extend the term through December 31, 2016.

Staff recommends use of the extended PEPPM contract, as needed throughout the District, for the purchase of educational, computer and training furniture from Spectrum Industries, Inc. District staff has reviewed available cooperative purchasing agreements and other formal purchasing options and found that this contract best meets the needs of the District.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Majd Askar, Director of Business Services

Attachments:

Agenda Item (VI-B-5-c)

Meeting	6/16/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-c)
Subject	Purchase Information Technology Goods and Services, Utilizing the California Multiple Award Schedules (CMAS) Contract Numbers 3-07-58-0128B and 3-07-70-0943F
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the purchase of information technology goods and services from Comp-View, Inc., utilizing CMAS contract numbers 3-07-58-0128B and 3-07-70-0943F.

Background Narrative:

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

Riverside Community College District utilizes multiple vendors to purchase information technology goods and services. Staff recommends use of the CMAS awarded contract numbers 3-07-58-0128B and 3-07-70-0943F, as one source to purchase information technology goods and services from Comp-View, Inc. The term for CMAS contract number 3-07-58-0128B and 3-07-70-0943F is November 30, 2015 and April 30, 2017, respectively. District staff has reviewed available cooperative purchasing agreements and other formal purchasing options and found that these contracts best meet the needs of the District.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Majd Askar, Director of Business Services

Attachments:

Agenda Item (VI-B-5-d)

Meeting	6/16/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-d)
Subject	Bid Award for Voice/Data Cabling
College/District	District
Funding	Scheduled Maintenance
Recommended Action	It is recommended that the Board of Trustees award Bid No. 2014/15-45 – Voice/Data Cabling District-Wide, in the not to exceed amount of \$331,240 to Etarios dba Western Data.

Background Narrative:

On May 5, 2015, the District received bids in response to an Invitation for Bid solicitation for the District-Wide Voice/Data Cabling. The service contract consists of on-site technical support to handle the installation, repair and maintenance of the components of the District's cable plant. It is recommended that the Board of Trustees approve the award of the district-wide voice/data cabling services contract to Western Data Enterprises, Inc. The contract term shall be one year, with options to renew for four (4) additional one year terms. See the attached Lowest Responsive and Responsible Bidders summary.

References for Etarios dba Western Data were checked by District Staff and found to be satisfactory.

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

Attachments:

[06162015_Voice/Data Cabling_Lowest Responsive and Responsible Bidders Summary](#)

Lowest Responsive and Responsible Bidders District-Wide Voice/Data Cabling

<u>Contractor</u>	<u>Business Location</u>	<u>Total Bid Amount</u>
Etarios dba Western Data	Riverside	\$ 331,240
Esco Solutions	Moreno Valley	\$ 349,440
Apple Valley Communications, Inc.	Apple Valley	\$ 642,200

Agenda Item (VI-B-5-e)

Meeting	6/16/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-e)
Subject	Culinary Arts Academy & District Offices/Coil School for the Arts Traffic Signal – Bid Categories 01 & 02
College/District	District
Funding	Measure C
Recommended Action	It is recommended that the Board of Trustees award the Culinary Arts Academy & District Offices/Coil School for the Arts Traffic Signal project, - Bid Categories 01 & 02, for the total bid amount of \$651,487 to the contractors listed on the attached.

Background Narrative:

On April 21 and on May 21, 2015, the District received bids in response to an Invitation for Bid solicitation for the Culinary Art Academy & District Offices/Coil School for the Arts Traffic Signal project. The project consists of site and electrical work surrounding the four stop intersection located near the new Coil School for the Arts Building and Parking Structure. See the attached Lowest Responsive and Responsible Bidders summary.

References for both listed Contractors were checked by District Staff and found to be satisfactory.

Prepared By: Chris Carlson, Chief of Staff & Facilities Development
Bart Doering, Facilities Development Director
Majd Askar, Director of Business Services

Attachments:

[06162015_CAA&DO - Traffic Signal_Lowest Responsive and Responsible Bidders Summary](#)



Culinary Arts Academy & District Offices/Coil School for the Arts Traffic Signal Project

Bid Opening: April 21 & May 21, 2015

Bid Category #01 - Site Work		
Prime Contractor	Location	Total Bid Amount
Western Paving Contractors, Inc.	Irwindale, CA	\$ 169,500
Terra Pave, Inc.	Whittier, CA	\$ 178,700
ABC Resources, Inc.	Ontario, CA	\$ 233,124
Bid Category #02 - Electrical		
Prime Contractor	Location	Total Bid Amount
Flatiron Electric Group, Inc.	Chino, CA	\$ 481,987
PTM Engineering Services, Inc.	Riverside, CA	\$ 513,013
Select Electric, Inc.	Poway, CA	\$ 519,000

Lowest Responsive and Responsible Bidders
Culinary Arts Academy & District Offices/Coil School for the Arts Traffic Signal Project
Bid Categories 01 & 02

<u>Trade Category</u>	<u>Contractor</u>	<u>Business Location</u>	<u>Total Bid Amount</u>
01 –Site Improvement	Western Paving Contractors, Inc.	Irwindale	\$ 169,500
02 –Electrical	Flatiron Electric Group, Inc.	Chino	<u>481,987</u>
		Total	<u>\$ 651,487</u>

Agenda Item (VI-B-5-f)

Meeting	6/16/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-f)
Subject	Bid Award for Humanities Roof Replacement
College/District	Moreno Valley
Funding	Scheduled Maintenance
Recommended Action	It is recommended that the Board of Trustees award Bid No. 2014/15-49 – Humanities Roof Replacement at Moreno Valley College, in the total amount of \$220,000 to C.I. Services, Inc.

Background Narrative:

On May 12, 2015, the District received bids in response to an Invitation for Bid solicitation for the Humanities Roof Replacement project at Moreno Valley College. The project consists of removal and replacement of the existing roof system at the Humanities Building. See the attached Lowest Responsive and Responsible Bidders summary.

References for C.I. Services, Inc. were checked by District Staff and found to be satisfactory.

Prepared By: Sandra Mayo, President, Moreno Valley College
Norm Godin, Vice President, Business Services, MVC
John Recinos, Director, Facilities
Majd Askar, Director of Business Services

Attachments:

[06162015_Humanities Roof Replacement_Lowest Responsive and Responsible Bidders Summary](#)

Lowest Responsive and Responsible Bidders Humanities Roof Replacement at Moreno Valley College

<u>Contractor</u>	<u>Business Location</u>	<u>Total Bid Amount</u>
C.I. Services, Inc.	Mission Viejo	\$ 220,000
Best Contracting Services, Inc.	Gardena	\$ 256,800
Danny Letner, Inc. dba Letner Roofing Co.	Orange	\$ 274,250
Chapman Coast Roof Co., Inc.	Fullerton	\$ 275,868
Tecta-America So. Cal, Inc.	Santa Ana	\$ 278,200

Agenda Item (VI-B-6-a)

Meeting	6/16/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-a)
Subject	Contracts and Agreements Report Less than \$86,000 – All District Resources
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees ratify contracts totaling \$472,127 for the period of May 1, 2015 through May 31, 2015.

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 \$86,000. The attached listing of contracts and agreements under \$86,000 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, Director of Business Services

Attachments:

[06162015_Contracts and Agreements Less than \\$86,000 Report \(May\)](#)

Contracts and Agreements Report-All District Resources
\$86,000 and Under
5/01/15 thru 5/31/15

PO#	Department	Vendor	Business Location	Description	Amount
C0004969	Workforce Preparation - Riverside	Marlene Victoriano	Moreno Valley	Professional Services	\$ 3,750
C0004970	Matriculation - Riverside	Pala Mesa Resort	Fallbrook	Conferences	4,348
C0004971	Business Operations - Moreno Valley	Newson Brown Acoustics LLC	Santa Monica	Consultants	2,500
C0004972	Athletics - Riverside	Hotel Sofitel San Francisco Bay	Redwood City	Other Travel Expenses	7,488
C0004973	CTE Projects	Hyatt	Palm Springs	Meeting Expenses	12,057
C0004974	Safety & Police - Riverside	Market-Based Solutions, Inc.	Los Angeles	Emission Credits	18,210
C0004975	President - Norco Campus	Brunswick Classic Lanes	Norco	Facilities Usage	1,744
C0004976	Campus Student Services - Norco	H & L Charter Company, Inc.	Rancho Cucamonga	Transportation Contracts	1,937
C0004977	Campus Student Services - Norco	Rosetta Stone Ltd.	Harrisonburg, VA	Computer Software Maint/Lic	5,153
C0004978	Student Services - Moreno Valley	Moreno Valley Ranch Golf Club	Moreno Valley	Other Supplies	7,848
C0004979	Community & Economic Development	Leah Goold-Haws	Redding	Consultants	4,970
C0004980	Educational Services - Norco	Canon USA, Inc.	Melville, NY	Equip Additional \$5000 >	26,285
C0004981	Student Financial Services - Norco	CareerAmerica LLC	Boulder, CO	Computer Software Maint/Lic	21,000
C0004982	EOPS - Norco	Airport Van Rental, Inc.	Los Angeles	Transportation Contracts	214
C0004984	Student Services - Moreno Valley	Gary Abrams	Newbury Park	Rents and Leases	2,231
C0004985	Safety & Police - Riverside	South Coast AQMD	Los Angeles	Governmental Fees	1,917
C0004986	Board of Trustees	Cindra Jo Smith	Gold River	Consultants	2,000
C0004987	President - Moreno Valley	Inland Empire Economic Partnership	San Bernardino	Professional Services	1,000
C0004988	Campus Student Services - Norco	Empire Transportation Services	Riverside	Transportation Contracts	1,250
C0004989	President - Norco Campus	Reach Out	Upland	Memberships	1,000
C0004990	Risk Management	Shaw HR Consulting, Inc.	Newbury Park	Professional Services	5,000
C0004991	Matriculation - Riverside	CareerAmerica LLC	Boulder, CO	Professional Services	21,000
C0004992	Student Services - Riverside	Pearson	Chicago, IL	Memberships	2,500
C0004993	Student Financial Services - Moreno Valley	CareerAmerica LLC	Boulder, CO	Memberships	9,750
N/A	CTE - Norco	Local Union 477, IBEW-Southern Sierras Chapter	San Bernardino	Apprenticeship Training Program	No Cost
N/A	CTE - Norco	Riverside County Ed.& Training Trust	Riverside	Apprenticeship Training Program(Revised)	No Cost
N/A	CTE Projects	Project Access	Riverside	Cosmetology Services for Low-Income Makeover Even	No Cost
N/A	Health, Human & Public Servies	UCR School of Medicine	Riverside	Collaboration between UCR and MVC	No Cost
N/A	Accounting Services	TLC Auctions	Fontana	Sale of Surplus Property	No Cost
N/A	CSJCL	UCR Gluck Fellows Program of the Arts	Riverside	Event Services	No Cost
N/A	Workforce Preparation - Riverside	California Community Coll. Chancellor's Office	Sacramento	Set-Aside Grant	No Cost
N/A	Heath Services - Riverside	Council Connections	San Diego	Allows Manufacturer Contract Pricing	No Cost
Additions to Approved/Ratify Contracts of \$86,000 and Under					
C0002988	Communications - Norco	Corona - Norco Unified School District	Norco	Rents and Leases	1,650
C0003039	Applied Technology - Riverside	Protection One	Lawrence, KS	Alarm Monitoring Services	52
C0003226	Student Services - Riverside	Riverside Transit Agency	Riverside	Transportation Contracts	2,917
C0003742	President - Riverside	Phsi-Pure Water Finance	Atlanta, GA	Rents and Leases	162
C0003983	Risk Management	Reliable Office Solutions	Riverside	Repairs - Service	569
C0004123	Dean of Instruction - Norco	Canon Financial Services, Inc.	Carol Stream, IL	Rents and Leases	422
C0004146	Academy / Criminal Services	Canon Financial Services, Inc.	Carol Stream, IL	Repairs - Service	733
C0004181	Customized Solutions	Lean Business Solutions	San Diego	Grant / Contract Sub Agreements	6,000
C0004214	Facilities - Norco	Prudential Overall Supply	Riverside	Laundry and Cleaning	1,400
C0004219	Student Financial Services - Moreno Valley	Academic Works Inc	Austin, TX	Computer Software Licensing	2,942
C0004234	Academic Affairs - Riverside	Nuventive LLC	Pittsburgh, PA	Computer Software Licensing	55,440
C0004311	Business & Financial Services	Atkinson, Andelson, Loya, Ruud	Cerritos	Legal Services	45,000
C0004394	Community Ed & Senior Citizen Education	Stephen Youngerman	Riverside	Professional Services	1,500
C0004595	Risk Management	Alliance of Schools for Cooperative	Cerritos	Legal Services	10,000
C0004600	Business & Financial Services	Liebert Cassidy Whitmore	Los Angeles	Legal Services	35,000

Contracts and Agreements Report-All District Resources
 \$86,000 and Under
 5/01/15 thru 5/31/15

PO#	Department	Vendor	Business Location	Description	Amount
C0004674	Administrative Support Center	Sharp Electronics Corp.	Pasadena	Repairs - Service	4,100
C0004682	College Relations / Special Projects	Keygent LLC	El Segundo	Consultants	25
C0004759	Disabled Student Services - Moreno Valley	RISE - ASL Interpreters	Hemet	Professional Interpreting Services	1,255
C0004797	Facilities - Riverside	Penco Engineering, Inc.	Irvine	Engineering	7,247
C0004905	CTE Projects	Hyatt	San Diego	Meeting Expenses	6,872
C0004950	Academic Affairs	Adventureland Travel & Tours	Toluca Lake	Conferences	5,950
C0004472	Community & Economic Development	Vantages Business Consulting	Newport Coast	Amends/Increases NTE	20,000
C0004475	Community & Economic Development	Molly Schmid	Claremont	Amend. #2/Increases NTE	27,749
C0004615	Facilities - Riverside	Clearwater Systems Corporation	Middletown, CT	Amends/Extends Term and Increases Scope of Work	6,750
C0004744	Facilities - Moreno Valley	Inland Inspections & Consulting	Riverside	Amend. #1/Extends Term	61,840
C0004824	Workforce Preparation - Riverside	Susan Marie Rigney	Palm Desert	Amends/Increases Scope of Work	1,250
C0004826	Workforce Preparation - Riverside	Victoria Stephan	Corona	Amends/Increases Scope of Work	150
N/A	Safety & Police - Riverside	Credentials Order Processing Services, Inc.	Northfield, IL	Amends/Extends Term	No Cost
N/A	Early Childhood	Riv. County Children & Fam. Commission	Riverside	Amends/Extends Term	No Cost
N/A	Health Services	Foundation for California Community Colleges	Sacramento	Amend.#3/Extends Term	No Cost
N/A	Workforce Preparation	Riv. Gateway to Coll. Early College High School	Riverside	Amend.#3/Extends Term	No Cost
				Total	<u>\$ 472,127</u>

Agenda Item (VI-B-6-b)

Meeting	6/16/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-b)
Subject	Subcontract No. S-5871-RCCD for Delivery of Technical Consulting Services with CSU Fullerton Auxiliary Services Corporation
College/District	District
Funding	Small Business Administration (SBA)
Recommended Action	It is recommended that the Board of Trustees approve Subcontract No. S-5871-RCCD with CSU Fullerton Auxiliary Services Corporation in the amount of \$340,000.

Background Narrative:

Presented for the Board's review and consideration is Subcontract No. S-5871-RCCD with CSU Fullerton Auxiliary Services Corporation in the amount of \$340,000 for delivery of technical assistance through 1-on-1 consulting and training workshops of early stage high technology high growth entrepreneurs within the Riverside, San Bernardino and Orange counties. The term of this agreement is from January 1, 2015 through December 31, 2015. Either party may terminate this contract upon thirty (30) days advance written notice to the other party.

Prepared By: Michael Reiner, Vice Chancellor, Educational Services
John Tillquist, Associate Vice Chancellor, Economic Development
Debbie McDowell, Administrative Assistant IV

Attachments:

[Subcontract No. S-5871-RCCD](#)

SUBCONTRACT NO. S-5871-RCCD

This Subcontract (hereinafter referred to as the "Subcontract") is entered into by and between **Riverside Community College District** (hereinafter "SUBCONTRACTOR"), an institution of higher education and host administrative agent for the TriTech Small Business Development Center, (hereinafter, "TriTech SBDC" or "Service Center") organization located in Corona, California and **CSU Fullerton Auxiliary Services Corporation** (hereinafter, "ASC") a non-profit auxiliary corporation and fiscal agent of California State University, Fullerton (hereinafter, "CSUF"), and host administrative agent for the Lead Center SBDC (hereinafter, "Lead Center") located in Fullerton, California to provide funding for the project, "Orange County/Inland Empire Regional SBDC Network".170

RECITALS

- A. **WHEREAS**, ASC is the prime awardee of an award issued by the U.S. Small Business Administration (hereinafter "SBA" or "Prime Sponsor") under Cooperative Agreement Number SBAHQ-15-B-0064 (hereinafter referred to as the "Cooperative Agreement");
- B. **WHEREAS**, ASC desires to retain SUBCONTRACTOR to perform services as specified in Exhibit A (Scope of Work) and intends to compensate SUBCONTRACTOR for such services, as described in Exhibit B (Budget);
- C. **WHEREAS**, in undertaking the performance of this Subcontract, SUBCONTRACTOR represents that it is knowledgeable in its field and that any services performed by SUBCONTRACTOR will be performed in compliance with this Subcontract, the Exhibits and the Cooperative Agreement; and,
- D. **WHEREAS**, SUBCONTRACTOR and any additional subcontractors retained by SUBCONTRACTOR agree to abide by all of the terms and conditions of this Subcontract Agreement and the terms and conditions of the Prime Award, incorporated herein and attached as Exhibit C.

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

1. **Principal Contacts.**

For ASC:

Technical/Programmatic

Katrina Smith
California State University, Fullerton
800 N. State College Blvd., SGMH-5313
Fullerton, CA 92834
Telephone: (657) 278-2719
Email: kmpayne@fullerton.edu

Administrative

Denise Bell
Director, Office of Sponsored Programs
CSU Fullerton Auxiliary Services Corporation
2600 Nutwood Avenue, Fullerton, CA 92831
Telephone: (657) 278-4110
Email: dbell@fullerton.edu

For SUBCONTRACTOR:

Technical/Programmatic

Dr. John Tillquist

Dean of Economic Development

Riverside Community College District

4800 Magnolia Avenue

Riverside, CA 92506

Telephone: (951) 571-6471

Email: john.tillquist@rccd.org

Changes in Principal Contacts must be approved in writing by **Frank A. Mumford**, Executive Director of the CSU Fullerton Auxiliary Services Corporation and by **Aaron Brown**, Vice Chancellor for Business and Financial Services, Riverside Community College District, or their respective designees.

2. **Scope of Work.** SUBCONTRACTOR shall be responsible for the specific tasks described in the Scope of Work which is attached and incorporated as Exhibit A.
3. **Term of Contract.** The period of performance of this Subcontract shall be from January 1, 2015 through December 31, 2015, subject to extension by the Prime Sponsor and mutual agreement of both parties.
4. **Compensation.** This Subcontract is issued subject to the Availability of Funds. While the SBA is operating under a Continuing Resolution (CR), reimbursement of funds under this Subcontract is limited to **eighty five thousand dollars (\$85,000)** for the CR period. The total funds estimated for this Subcontract is three hundred and forty thousand dollars (**\$340,000**), as shown in Exhibit B. Subject to receipt of full funding from the SBA and satisfactory progress of Subcontract work, ASC expects to release additional funds via amendment(s) to this Subcontract. SUBCONTRACTOR shall use all Subcontract funds solely for the implementation of its services under this Subcontract.
5. **Matching Funds Requirement.** SUBCONTRACTOR shall provide total Matching Funds of **\$340,000**, as shown in Exhibit B.
 - 5.1 The minimum Cash Match required from SUBCONTRACTOR pursuant to this Subcontract is one hundred seventy thousand dollars (**\$170,000**).
 - 5.2 The minimum In-Kind Contributions required from SUBCONTRACTOR pursuant to this Subcontract is one hundred seventy thousand dollars (**\$170,000**).
6. **Delivery.** All materials and services called for under this Subcontract shall be completed and delivered to ASC on or before December 31, 2015.

7. **Allowable Costs and Fees.** Allowable costs and fees eligible for reimbursement to the SUBCONTRACTOR for performance of this Subcontract must be in accordance with the terms of this Subcontract, including the attached Exhibits and the requirements of the Prime Sponsor.
8. **Termination of Subcontract.** Either party may terminate this Subcontract upon thirty (30) days advance written notice to the other party. If termination is due to either party's failure to comply with the provisions of this Subcontract or the terms and conditions of the Prime Award, then the applicable SBA provisions will apply. Upon termination of this Subcontract, ASC agrees to compensate SUBCONTRACTOR for all allowable, unavoidable, expenses reasonably incurred by SUBCONTRACTOR in the performance of its work under this Subcontract by the date of termination. SUBCONTRACTOR agrees to complete services and/or provide required deliverables through the date of termination.
9. **Modification or Waiver.** No part of this Subcontract shall be modified without the express written consent of both parties. The waiver by one party of any breach of any term or condition of this Subcontract shall not be construed as a waiver of any similar or other breach of any term or condition of this Subcontract. Nor shall said waiver be construed as a continuing waiver of the original breach.
10. **Independent Contractor.** SUBCONTRACTOR shall, during the entire term of this Subcontract, be construed to be an independent contractor and not an employee of ASC. This Subcontract is not intended nor shall it be construed to create an employer-employee relationship, a joint venture relationship, or to allow ASC to exercise discretion or control over the professional manner in which SUBCONTRACTOR performs the services that are the subject of this Subcontract. The services to be provided by SUBCONTRACTOR, however, shall be provided in a manner consistent with all applicable laws, standards and regulations governing such services. SUBCONTRACTOR shall pay all salaries and wages, employees' social security taxes, unemployment insurance, and similar taxes relating to its employees and shall be responsible for all applicable withholding taxes.
11. **Assignment.** No part of this Subcontract may be assigned by either party without the prior written consent of both parties.
12. **Indemnification.** All parties to this Agreement agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Subcontract, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.
13. **Insurance.** SUBCONTRACTOR warrants that they will maintain the following coverage:
 - Commercial General Liability: minimum limits coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate combined single limit written on occurrence form for personal injury and bodily injury liability, and property damage, including

premises/operations, broad form property damage, products/completed operations, contractual liability and independent contractors. Errors and Omission insurance is required for professional services and consultants.

- Business Automobile Liability: coverage is required in the minimum amount of \$1,000,000 combined single limit bodily injury and property damage, including owned, non-owned and hired automobiles; should also include Uninsured/Underinsured Motorists coverage in the minimum amount of \$1,000,000.
- Workers Compensation as required by the State of California, including Employer Liability coverage of not less than \$1,000,000.
- Any self-insured deductible greater than \$25,000 must be approved by ASC.
- The SUBCONTRACTOR's insurance carrier must be rated A-VII at minimum, according to A.M. Best & Company.
- SUBCONTRACTOR and SUBCONTRACTOR's insurance carrier waive their rights of subrogation.
- Additional Insured Endorsement (except for Workers Compensation): The State of California, Trustees of the California State University, California State University Fullerton, CSU Fullerton Auxiliary Services Corporation, and all of its other departments, boards, volunteers, commissions, and its officers, employees and agents are hereby declared to be additional insureds as respects to the activities of named insured.
- Upon execution of this Subcontract, SUBCONTRACTOR shall submit to ASC current certificate of insurance and additional insured endorsement as evidence that the above insurance requirements are met.

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

15. **Notice of Force Majeure.** SUBCONTRACTOR agrees to give ASC written notice to of an event of force majeure under this Paragraph within ten (10) days of the commencement of such event and within ten (10) days after the termination of such event, unless the Force Majeure prohibits SUBCONTRACTOR from reasonably giving notice within this period. SUBCONTRACTOR will give such notice at the earliest possible time following the Force Majeure.

16. **Nondiscrimination.** SUBCONTRACTOR shall comply with all applicable federal and state laws and statutes related to nondiscrimination, including those Acts and amendments prohibiting discrimination on the basis of race, color, natural origin, gender, handicap or disability, sexual preference, drug addiction and alcoholism.

17. **Certifications and Assurances**

A. **Certificate Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -** SUBCONTRACTOR certifies by signature to this Subcontract that it is not suspended, debarred, or

otherwise ineligible from entering into funding agreements with any department or other agency of the Federal Government, or in receipt of a notice of proposed debarment or suspension. In the event of being suspended, debarred or otherwise declared ineligible by any other department of agency of the Federal Government, or upon notice of a proposed debarment of suspension, the SUBCONTRACTOR shall provide immediate written notice to ASC. If, during the performance period of this Subcontract, the status of the SUBCONTRACTOR changes relative to any of these certifications, it shall immediately notify ASC in writing and include an explanation of the changes.

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

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

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

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

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

18. **Retention of Records.** SUBCONTRACTOR agrees to maintain and preserve all records relative to this Subcontract for three (3) years after termination. SUBCONTRACTOR agrees to permit ASC's duly authorized representatives to have access to and to examine and audit any pertinent books, documents, papers, and records related to this Subcontract. Furthermore, all records related to this Subcontract shall be reasonably available for inspection by the State of California pursuant to Government Code § 8546.7 which states in pertinent part: "...every contract involving the expenditure of public funds in excess of ten thousand dollars (\$10,000) entered into by any state agency, ... or by any other public entity, including a city, county..., shall be subject to the examination and audit of the State Auditor, at the request of the public entity or as part of any audit of the public entity, for a period of three years after final payment under the contract."
19. **Audit.** The books and accounts, files, and other records of the SUBCONTRACTOR which are applicable to this Subcontract shall be available for inspection, review, and audit during normal business hours by the ASC and the U.S. Government and its representatives to determine

the proper application and use of all funds paid to or for the account or benefit of the SUBCONTRACTOR.

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

SUBCONTRACTOR agrees to comply with the requirements of OMB Uniform Guidance 2 CFR Part 200. SUBCONTRACTOR further agrees to provide ASC with a copy of the independent auditors' report within thirty (30) days of its issuance. If the report contains instances of non-compliance with federal laws and regulations which bear directly on the performance or administration of this Subcontract, the SUBCONTRACTOR shall provide ASC copies of responses to auditors' reports, a plan for corrective action, and auditors' response that the noncompliance has been resolved. All reports prepared in accord with the requirements of OMB Uniform Guidance 2 CFR Part 200 shall be available for inspection by representatives of ASC or the government during normal business hours.

20. **Severability.** Should any part, term, or provision of this Subcontract be declared or determined by any court or other tribunal or appropriate jurisdiction to be invalid or unenforceable, any such invalid or unenforceable part, term, or provision shall be deemed stricken and severed from this Subcontract. Any and all of the other terms of this Subcontract shall remain in full force and effect.
21. **Applicable Law.** This Subcontract and any disputes concerning it shall be interpreted under the laws of the State of California.
22. **Interpretation.** For purposes of construction and interpretation, this Subcontract shall be deemed to have been mutually drafted by the parties hereto. Thus, the parties to this Subcontract shall determine and resolve any issues of ambiguity related to the interpretation of the provisions herewith.
23. **Federal Identification Number.** SUBCONTRACTOR'S Federal Taxpayer Identification Number is 33-0831357.
24. **Renewal Proposal.** The SUBCONTRACTOR shall submit to the Lead Center a renewal proposal no later than June 30, 2015 if they intend to renew the Subcontract for the next project period as outlined in the Orange County / Inland Empire Renewal Proposal Template provided as Exhibit E. Alternate formats of the Orange County / Inland Empire Renewal Proposal Template are available upon request.

25. **Reporting Requirements.** SUBCONTRACTOR shall submit Semi-Annual Performance Reports within 15 days the end of the second quarter (no later than July 15, 2015). SUBCONTRACTOR shall also submit an Annual Performance Report within thirty (30) days of completion of the project period (no later than January 31, 2016). Failure to submit required reports as indicated above may result in delay of invoice payments for the period unless prior approval to submit late reports has been granted by the Lead Center Director, or designee.
26. **Time and Effort Reporting.** SUBCONTRACTOR will maintain time and effort reports for full-time and part-time employees to support labor charged to this agreement, as specified in 2 CFR Part 200, as applicable.
27. **Principal Place of Business.** The Service Center, with a principal office located at 152 E. 6th Street Corona, CA shall provide services to existing and potential small business owners in the following service territory: Orange, Riverside, and San Bernardino counties within the state of California. The Service Center may also provide services consisting of scheduled business consulting and training at outreach centers. As used in this document, "outreach center" means a location where SBDC consulting and training services may be provided on an "as needed basis," outside of the normal Service Center setting. The Service Center and its satellite office(s) shall be open a minimum of eight (8) hours each business day with services provided during the evening or on weekends. The Service Center and its satellite office(s) shall have prominent display of the SBA/SBDC co-branding at the front of the office at each satellite office and shall have separate and clearly identifiable operations, programs and phones from the SUBCONTRACTOR. The SUBCONTRACTOR shall obtain prior written approval from the Lead Center to relocate or change the address of the Service Center and satellite office(s). The facilities and staff of the Service Center and its satellite office(s) shall be located in such places as to provide maximum accessibility and benefits to the existing and potential small businesses for which the Service Center is intended to serve.
28. **Service Delivery Mechanisms.** The Service Center shall increase the contribution of the small business sector to the economic development of its service territory, as specified in Paragraph 27. The Service Center shall accomplish this by using a variety of service delivery mechanisms, including satellite, outreach locations, traveling consultants or electronic capabilities, when appropriate and by providing in-depth, high quality, one-on-one business consulting, training services, information and referral services, outreach and marketing services, and specialized services to existing and prospective small business owners. These services must result in business growth, expansion, job creation/retention, innovation, increased productivity; improved management of small businesses; lead to positive economic impact; and meet the milestones of this Subcontract for calendar year 2015 as outlined in Exhibit A.
29. **Policies and Procedures Manual.** This Subcontract is subject to the terms and conditions incorporated by reference to the Orange County/Inland Empire Regional SBDC Network Policies and Procedures Manual, as amended. In the event of conflicting or otherwise inconsistent policies, this Subcontract shall prevail.

30. **Cooperative Agreements.** The Service Center shall establish and maintain active cooperative agreements with other service providers (e.g., colleges, universities, economic development corporations, local government agencies) to further the objectives detailed in the Cooperative Agreement, to be provided to the SUBCONTRACTOR by the Lead Center upon request, issued by SBA.
31. **Participation Agreements.** The Service Center shall establish and maintain annual participation agreements with private-sector persons or firms to provide professional consulting services when and if it is of mutual benefit to the private sector persons and/or firms and is clearly conducive to reaching the goals of the Subcontract (e.g., accounting, engineering, and law) at an agreed-upon rate (e.g., pro bono, market or below market rate). The objective of a participation agreement is to provide services not available from the Service Center's staff. Participation agreements shall be reviewed annually by the Lead Center.
32. **Special Emphasis Groups.** The Service Center shall identify and foster relationships with entities representing Special Emphasis Groups in order to increase the number of clients served in those populations when and if it is clearly conducive to reaching the goals of the Subcontract. Additionally, the Service Center shall endeavor to raise the level of awareness of its audiences at small business seminars, conferences and outreach program announcements about the needs of veterans and service-connected disabled veterans when and if it is clearly conducive to reaching the goals of the Subcontract.
33. **Service Center Director.** The SUBCONTRACTOR shall notify the Lead Center immediately upon Service Center Director resignation/termination.

The SUBCONTRACTOR shall appoint a new Service Center Director within sixty (60) days of a Service Center Director vacancy. An Acting Director may be appointed by the SUBCONTRACTOR until a permanent Service Center Director is selected. The SUBCONTRACTOR shall conduct its search for a new Service Center Director to obtain the most qualified candidate.

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

The SBDC Director shall notify the Lead Center immediately upon any change in SBDC staff. SBDC Staff includes part or full-time subcontractors retained as client consultants.

The Service Center Director shall be a full-time (100%), senior manager who shall direct and monitor Program activities and financial affairs of the Service Center to deliver effective services to the small business community, ensure Service Center compliance with applicable laws, regulations, OMB Uniform Guidance 2 CFR Part 200 and Executive Orders, as well as implement this Subcontract. The Service Center Director has authority to control expenditures under the Service Centers budget. The Service Center Director shall serve as the principal contact point for all matters involving the SBDC Network.

34. Advertisement of Services Available from SUBCONTRACTOR's Service Center.

SUBCONTRACTOR shall participate in community outreach, marketing and advertising efforts and projects at the network level conducted by the Lead Center, and use reasonable community outreach, marketing and advertising efforts to inform current and prospective Clients of the services available from SUBCONTRACTOR through its Service Center when and if it is clearly conducive to reaching the goals of the Subcontract.

35. Budget Contingency Clause. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Subcontract does not appropriate sufficient funds for this Subcontract, ASC shall provide SUBCONTRACTOR with written notice thirty (30) days prior to the stoppage of funding under this Subcontract. After this thirty-day term this Subcontract shall be of no further force and effect. After said term, the ASC shall have no liability to pay any funds to the SUBCONTRACTOR or to furnish any other considerations under this Subcontract for work performed after SUBCONTRACTOR received said written notice of the insufficiency of funds. SUBCONTRACTOR shall not be obligated to perform any provisions of this Subcontract after receiving said written notice from ASC.

If funding for any fiscal year is reduced by the Budget Act for purposes of this Subcontract, ASC shall offer an amendment to this Subcontract to the SUBCONTRACTOR to reflect the reduced amount.

36. Agreements Funded in Whole or in Part by the Federal Government. The

SUBCONTRACTOR shall comply with applicable federal government provisions.

This Subcontract is valid and enforceable only if sufficient funds are made available to ASC by the United States Government for the current federal fiscal year and/or any subsequent years covered for the purposes of this Subcontract. In addition, this Subcontract is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this Subcontract in any manner.

The SUBCONTRACTOR shall provide Cash Match and/or In-Kind Match as identified in Exhibit B. The SUBCONTRACTOR certifies that Cash Match and In-Kind Match as identified in Exhibit B, shall only be used for the purpose of this Subcontract and shall be expended proportionately with Lead Center and SBA funds. The SUBCONTRACTOR further certifies Program Income shall be spent solely to accomplish Lead Center and SBA Program objectives. The Service Center director shall monitor and be responsible for Cash Match, In-Kind Match, and Program Income contributions and expenditures. Neither Program Income nor other federal funds (except Community Development Block Grant (CDBG) funds) shall be used to meet the Cash Match requirement.

Program Income, including any interest earned, must be used to expand the quantity or quality of services, resources or outreach provided by the Service Center. Any unused Program Income shall be carried over to a subsequent budget period.

The SUBCONTRACTOR shall maintain complete and accurate records and supporting documentation to facilitate financial and/or program audits by ASC and/or the SBA. The SUBCONTRACTOR shall furnish at its own expense (to the location specified by ASC) such records, including current financial statements, indirect cost rate agreements and documentation for matching funds, for examinations and review by ASC upon request. The SUBCONTRACTOR shall provide ASC with the latest copy of SUBCONTRACTOR's OMB Uniform Guidance 2 CFR Part 200 Single Audit report. Without limiting the generality of this paragraph, the SUBCONTRACTOR shall maintain time and effort records of part-time and salaried employees for determination of time charged to this Subcontract, as specified in and to the extent required by the U.S. Office of Management and Budget ("OMB") Uniform Guidance 2 CFR Part 200, as applicable. The SUBCONTRACTOR may transfer records to computer storage in accordance with the Cooperative Agreement. The SUBCONTRACTOR shall otherwise comply with the Cooperative Agreement and with the regulations, Program Announcement, and OMB Uniform Guidance 2 CFR Part 200 identified therein, to the extent applicable to the SUBCONTRACTOR's record retention. The SUBCONTRACTOR must maintain an updated list of funding sources and amounts for each source of funds it receives, including without limitation grants, contracts and other contributions. Additionally, for each source of funds, the SUBCONTRACTOR shall keep a record of the name and phone number of the person or entity from whom the funds were received, the amount of funding, the intended purpose, and any requirements, stipulations or limitations on the use of the funds imposed by the person or entity as a condition of that funding. All financial records and reports shall be certified and signed by the Service Center Director, and an authorized representative or designee of the Host Institution. In order to facilitate any audit conducted pursuant to Government Code § 8546.7, the SUBCONTRACTOR shall retain all records pertaining to this Subcontract for not less than three (3) years after the date on which ASC makes the final report to the SBA under this Subcontract. If any dispute or audit is ongoing, the SUBCONTRACTOR shall continue to retain those records until the dispute is resolved or the audit is completed. Notwithstanding the foregoing, Financial Records and Reporting requirements may be modified per annual Office of Small Business Development Centers (OSBDC) program announcement.

The Service Center shall maintain a separate budget distinguishable from that of SUBCONTRACTOR. The Service Center budget must be under the direct control of the Service Center Director employed by and designated by the Host Institution to manage and operate the Service Center. Budget allocation should be focused on direct client services in order to meet performance milestones. The SUBCONTRACTOR shall demonstrate to ASC's satisfaction, upon ASC's request, that the Service Center can and does oversee and manage its budget and maintain separate accounts and tracking as appropriate for reporting purposes and auditing requirements, and that the Service Center has systems in place to ensure sound fiscal and contractual management of the programs and activities conducted by the Service Center hereunder. The Service Center may report all match from all non-SBA funded programs that are under the direct management/oversight of the Service Center Director. The Service Center shall immediately notify ASC, and provide ASC with copies of any internal audits, reports or other documents prepared by the SUBCONTRACTOR which may affect the Service Center's

budget, change in use of funds, or which conflict with budgetary information previously given by the SUBCONTRACTOR to ASC.

Overmatch (expended within one budget period) may be used: 1) as match against additional federal funding within the same budget period, 2) to offset confirmed audit disallowances applicable to the budget period in which the overmatch was expended; and/or 3) to match federal funds approved for carryover from the same budget period into the next budget period.

The consideration to be paid to the SUBCONTRACTOR, as specified in Exhibit B, shall be compensation for all of the Service Center's reimbursable expenses pursuant to this Subcontract, including, but not limited to labor, employee fringe benefits, operating expenses, equipment, overhead, employer taxes and insurance, subcontracting services, out-of-pocket expenses for travel and subsistence, and taxes due on equipment.

The SUBCONTRACTOR is hereby notified and agrees that payment of invoices, partial or in full, by ASC does not imply eligibility or allowability of expenditures included in the invoices. Final eligibility and allowability of expenditures per SBA and SBDC program requirements is determined via an official review of network financial documentation by the designated SBA Examiner for the applicable program year. The SUBCONTRACTOR shall be financially responsible for any and all expenses deemed unallowable by the SBA Examiner for the Service Center as long as SUBCONTRACTOR is allowed to provide information in connection with said expenses directly to the SBA Examiner.

The SUBCONTRACTOR hereby agrees to expend all allocated funds in the performance of its obligations under this Subcontract by December 31, 2015. The Service Center shall notify the Lead Center no later than October 15, 2015 of any projected or estimated funds not expected to be expended by the performance period.

Without limiting the generality of the foregoing, the SUBCONTRACTOR is hereby notified that budget allocation is at the sole discretion of the Lead Center, based on evaluation factors contained within the Subcontract, including Service Center performance, operations efficiency and effectiveness, and allocated funds expended in the previous year. Notwithstanding said discretion, ASC agrees to notify SUBCONTRACTOR with written communication of the applicable citations, regulations, and/or evaluation factors in connection with the specific issues related to SUBCONTRACTOR's performance, operational inefficiencies, ineffectiveness, allocation of funds, and/or other factors that are the basis for said budget allocation and/or change. ASC agrees to provide SUBCONTRACTOR with forty-five (45) days to correct (the "Cure Period") the issues related to SUBCONTRACTOR's performance, operational inefficiencies, ineffectiveness, allocation of funds, and/or other factors that are the basis for said budget allocation and/or change. If after the Cure Period, SUBCONTRACTOR is unable to cure said issues, ASC shall move forward with its budget allocation and/or change and SUBCONTRACTOR shall revise its Matching Funds accordingly.

The SUBCONTRACTOR shall not receive additional compensation for reimbursement of costs not identified in Exhibit B, and shall not decrease the work to compensate therefore. Variations

to Exhibit B are allowable as per the terms of the Orange County/Inland Empire Regional SBDC Network Policies and Procedures Manual.

No requests for variations shall be submitted to the Lead Center after November 1, 2015. Requests for variations submitted after this date will be disapproved.

37. **Invoicing and Payment.** SUBCONTRACTOR shall invoice ASC for actual expenses incurred during the term of the Subcontract and in accordance with the attached Budget, provided as Exhibit B.

Invoices shall be sent to:

Demise Bell
Director, Office of Sponsored Programs
California State University, Fullerton
Auxiliary Services Corporation
2600 Nutwood Avenue
Fullerton, CA 92831

SUBCONTRACTOR will submit itemized invoices to ASC not less often than quarterly. Each invoice shall include an itemized expenditure report, in a format to be provided by the Lead Center, for federal, cash match, in-kind, and program income funds with an original signature of an authorized agent of SUBCONTRACTOR and Center Director, accompanied by general ledger detailed transaction report, supporting documentation and any necessary chart of accounts. ASC may return invoices to SUBCONTRACTOR for correction and resubmission prior to payment. ASC agrees to pay approved invoices within thirty (30) days upon receipt. In no event shall the SUBCONTRACTOR request reimbursement from the ASC for obligations entered into or for costs incurred prior to the commencement date or after the Expiration of this Agreement.

The invoice containing the final costs to be paid by the ASC shall be identified as the "FINAL INVOICE". Final invoice expenditures shall reflect costs incurred but not previously submitted for the period ending December 31, 2015. The final invoice must be received by the Lead Center by February 25, 2016, and shall not include expenditures stated in previous invoices.

The final invoice shall be paid upon satisfactory completion of Subcontract work and submittal of the following:

- 1) All reports required in this Subcontract to the Lead Center Director as described in the Subcontract and the Exhibits, and in the current Orange County/Inland Empire District SBDC Network Policies and Procedures Manual;
- 2) A complete and accurate final invoice with required documentation to the Lead Center Director;
- 3) SBA Form 2113: Program Income;
- 4) A current equipment inventory list, as applicable

"Satisfactory completion" as used in this Subcontract means that the SUBCONTRACTOR has complied with all terms, conditions, and performance requirements of this Subcontract.

ASC agrees to make payment as promptly as fiscal procedures permit, however, such payment to SUBCONTRACTOR shall not exceed thirty (30) days upon receipt of the invoice, subject to approval of the Lead Center Director, or his or her designee, and contingent upon satisfactory documentation of costs and satisfactory completion of the terms of this Subcontract.

All Funds shall be used solely for the purpose of performing the work as set forth in this Subcontract and Exhibit A. Equipment, furniture, and supplies purchased with funds are for the use of the Service Center staff in furtherance of the SBDC Program. The Lead Center shall have final determination of allowable and reimbursable costs under this Subcontract.

38. Miscellaneous Payment Provisions. Funds allocated under this Subcontract for travel, subsistence and per diem rates shall not exceed those amounts specified in Exhibit B. No reimbursement for travel outside the Orange County/Inland Empire Region (Orange, Riverside and San Bernardino Counties) shall be allowed without prior written approval of the Lead Center Director or designee.

The SUBCONTRACTOR shall not use funds allocated under this Subcontract for any of the following purposes:

- 1) Entertainment expenses;
- 2) Professional dues and/or subscriptions for use by any person other than those identified as Service Center professional staff in Exhibit B;
- 3) Purchase, construction, renovation, alteration, improvement, or repair of capital assets, such as real estate and vehicles;
- 4) Influencing or attempting to influence public officials;
- 5) Partisan or nonpartisan political activity;
- 6) To further the election or defeat of any candidate for public office; or,
- 7) To provide voters or prospective voters with transportation to the polls or similar assistance in connection with any election or in any voter registration activity.

The SUBCONTRACTOR is the fiduciary under this Subcontract and therefore is responsible for the administration and oversight of the Service Center.

39. Contents and Order of Precedence. Included in this Subcontract are the following exhibits:

- Exhibit A Scope of Work
- Exhibit B Budget
- Exhibit C Prime Award
- Exhibit D Program Announcement
- Exhibit E Orange County/Inland Empire Renewal Proposal Template

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

1. Subcontract
2. Prime Award

40. Mediation and Arbitration. In the event that a question or dispute arises between ASC and SUBCONTRACTOR in connection with the Subcontract, the following procedures shall be followed:

1) Good Faith Negotiation. ASC and SUBCONTRACTOR shall attempt in good faith to resolve any dispute arising out of or relating to this Subcontract promptly by negotiation between ASC and SUBCONTRACTOR representatives who have authority to settle the controversy and who are at a higher level of management than the persons with direct responsibility for performance of this Subcontract. Either ASC or SUBCONTRACTOR may give the other written notice of any dispute not resolved in the normal course of business. Within 15 days after delivery of the notice, the receiving party shall submit to the other a written response. The notice and response shall include with reasonable particularity (a) a statement of each party's position and a summary of arguments supporting that position, and (b) the name and title of the representative who will represent ASC or SUBCONTRACTOR and of any other person who will accompany the representative. Within thirty (30) days after delivery of the notice, ASC and SUBCONTRACTOR representatives shall meet at a mutually acceptable time and place. Unless otherwise agreed in writing by ASC and SUBCONTRACTOR, the above-described negotiation shall end at the close of the first meeting of ASC and SUBCONTRACTOR representatives ("First Meeting"). Such closure shall not preclude continuing or later negotiations, if mutually desired.

If the matter is not resolved by good faith negotiation pursuant to the paragraph above, then the matter will proceed to mediation as follows:

2) Mediation. If the matter is not resolved by good faith negotiation pursuant to the paragraph above, then ASC and SUBCONTRACTOR agree that any and all disputes, claims or controversies arising out of or relating to this Subcontract shall be submitted to a mutually agreed upon mediator for mediation. If the matter is not resolved through mediation the matter will proceed to arbitration as follows:

3) Arbitration. If the matter is not resolved by mediation pursuant to the paragraph above, then ASC and SUBCONTRACTOR agree that any and all disputes, claims or controversies arising out of or relating to this Subcontract shall be submitted to a mutually agreed upon arbitrator for arbitration. The arbitration may be binding or non-binding, as mutually agreed upon by ASC and SUBCONTRACTOR. The matter will be submitted to a mutually-agreed-upon arbitrator, or to a panel of arbitrators, as the parties may agree, for a determination. If binding arbitration is selected, the decision of the arbitrator or panel of arbitrators will be final and conclusive and ASC and SUBCONTRACTOR agree to abide by the decision of the arbitrator. The cost of arbitration will be shared equally by ASC and SUBCONTRACTOR.

4) Litigation. If, after following the dispute resolution procedure set forth in paragraphs 1 through 3, above, ASC or SUBCONTRACTOR are not satisfied with the outcome of the non-binding arbitration process, either party may consider litigation as a possible remedy to the dispute.

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

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

For:
Riverside Community College District

For:
CSU Fullerton Auxiliary Services Corporation

Aaron S. Brown
Vice Chancellor, Business &
Financial Services

Date

Frank A. Mumford
Executive Director

Date

SUBCONTRACT NO. S-5871-RCCD

This Subcontract (hereinafter referred to as the “Subcontract”) is entered into by and between **Riverside Community College District** (hereinafter “SUBCONTRACTOR”), an institution of higher education and host administrative agent for the TriTech Small Business Development Center, (hereinafter, “TriTech SBDC” or “Service Center”) organization located in Corona, California and **CSU Fullerton Auxiliary Services Corporation** (hereinafter, “ASC”) a non-profit auxiliary corporation and fiscal agent of California State University, Fullerton (hereinafter, “CSUF”), and host administrative agent for the Lead Center SBDC (hereinafter, “Lead Center”) located in Fullerton, California to provide funding for the project, “Orange County/Inland Empire Regional SBDC Network”.170

RECITALS

- A. **WHEREAS**, ASC is the prime awardee of an award issued by the U.S. Small Business Administration (hereinafter “SBA” or “Prime Sponsor”) under Cooperative Agreement Number SBAHQ-15-B-0064 (hereinafter referred to as the “Cooperative Agreement”);
- B. **WHEREAS**, ASC desires to retain SUBCONTRACTOR to perform services as specified in Exhibit A (Scope of Work) and intends to compensate SUBCONTRACTOR for such services, as described in Exhibit B (Budget);
- C. **WHEREAS**, in undertaking the performance of this Subcontract, SUBCONTRACTOR represents that it is knowledgeable in its field and that any services performed by SUBCONTRACTOR will be performed in compliance with this Subcontract, the Exhibits and the Cooperative Agreement; and,
- D. **WHEREAS**, SUBCONTRACTOR and any additional subcontractors retained by SUBCONTRACTOR agree to abide by all of the terms and conditions of this Subcontract Agreement and the terms and conditions of the Prime Award, incorporated herein and attached as Exhibit C.

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

1. **Principal Contacts.**

For ASC:

Technical/Programmatic

Katrina Smith
California State University, Fullerton
800 N. State College Blvd., SGMH-5313
Fullerton, CA 92834
Telephone: (657) 278-2719
Email: kmpayne@fullerton.edu

Administrative

Denise Bell
Director, Office of Sponsored Programs
CSU Fullerton Auxiliary Services Corporation
2600 Nutwood Avenue, Fullerton, CA 92831
Telephone: (657) 278-4110
Email: dbell@fullerton.edu

For SUBCONTRACTOR:
Technical/Programmatic
Dr. John Tillquist
Dean of Economic Development
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506
Telephone: (951) 571-6471
Email: john.tillquist@rccd.org

Changes in Principal Contacts must be approved in writing by **Frank A. Mumford**, Executive Director of the CSU Fullerton Auxiliary Services Corporation and by **Aaron Brown**, Vice Chancellor for Business and Financial Services, Riverside Community College District, or their respective designees.

2. **Scope of Work.** SUBCONTRACTOR shall be responsible for the specific tasks described in the Scope of Work which is attached and incorporated as Exhibit A.
3. **Term of Contract.** The period of performance of this Subcontract shall be from January 1, 2015 through December 31, 2015, subject to extension by the Prime Sponsor and mutual agreement of both parties.
4. **Compensation.** This Subcontract is issued subject to the Availability of Funds. While the SBA is operating under a Continuing Resolution (CR), reimbursement of funds under this Subcontract is limited to **eighty five thousand dollars (\$85,000)** for the CR period. The total funds estimated for this Subcontract is three hundred and forty thousand dollars (**\$340,000**), as shown in Exhibit B. Subject to receipt of full funding from the SBA and satisfactory progress of Subcontract work, ASC expects to release additional funds via amendment(s) to this Subcontract. SUBCONTRACTOR shall use all Subcontract funds solely for the implementation of its services under this Subcontract.
5. **Matching Funds Requirement.** SUBCONTRACTOR shall provide total Matching Funds of **\$340,000**, as shown in Exhibit B.
 - 5.1 The minimum Cash Match required from SUBCONTRACTOR pursuant to this Subcontract is one hundred seventy thousand dollars (**\$170,000**).
 - 5.2 The minimum In-Kind Contributions required from SUBCONTRACTOR pursuant to this Subcontract is one hundred seventy thousand dollars (**\$170,000**).
6. **Delivery.** All materials and services called for under this Subcontract shall be completed and delivered to ASC on or before December 31, 2015.

7. **Allowable Costs and Fees.** Allowable costs and fees eligible for reimbursement to the SUBCONTRACTOR for performance of this Subcontract must be in accordance with the terms of this Subcontract, including the attached Exhibits and the requirements of the Prime Sponsor.
8. **Termination of Subcontract.** Either party may terminate this Subcontract upon thirty (30) days advance written notice to the other party. If termination is due to either party's failure to comply with the provisions of this Subcontract or the terms and conditions of the Prime Award, then the applicable SBA provisions will apply. Upon termination of this Subcontract, ASC agrees to compensate SUBCONTRACTOR for all allowable, unavoidable, expenses reasonably incurred by SUBCONTRACTOR in the performance of its work under this Subcontract by the date of termination. SUBCONTRACTOR agrees to complete services and/or provide required deliverables through the date of termination.
9. **Modification or Waiver.** No part of this Subcontract shall be modified without the express written consent of both parties. The waiver by one party of any breach of any term or condition of this Subcontract shall not be construed as a waiver of any similar or other breach of any term or condition of this Subcontract. Nor shall said waiver be construed as a continuing waiver of the original breach.
10. **Independent Contractor.** SUBCONTRACTOR shall, during the entire term of this Subcontract, be construed to be an independent contractor and not an employee of ASC. This Subcontract is not intended nor shall it be construed to create an employer-employee relationship, a joint venture relationship, or to allow ASC to exercise discretion or control over the professional manner in which SUBCONTRACTOR performs the services that are the subject of this Subcontract. The services to be provided by SUBCONTRACTOR, however, shall be provided in a manner consistent with all applicable laws, standards and regulations governing such services. SUBCONTRACTOR shall pay all salaries and wages, employees' social security taxes, unemployment insurance, and similar taxes relating to its employees and shall be responsible for all applicable withholding taxes.
11. **Assignment.** No part of this Subcontract may be assigned by either party without the prior written consent of both parties.
12. **Indemnification.** All parties to this Agreement agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Subcontract, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.
13. **Insurance.** SUBCONTRACTOR warrants that they will maintain the following coverage:
 - Commercial General Liability: minimum limits coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate combined single limit written on occurrence form for personal injury and bodily injury liability, and property damage, including

premises/operations, broad form property damage, products/completed operations, contractual liability and independent contractors. Errors and Omission insurance is required for professional services and consultants.

- Business Automobile Liability: coverage is required in the minimum amount of \$1,000,000 combined single limit bodily injury and property damage, including owned, non-owned and hired automobiles; should also include Uninsured/Underinsured Motorists coverage in the minimum amount of \$1,000,000.
- Workers Compensation as required by the State of California, including Employer Liability coverage of not less than \$1,000,000.
- Any self-insured deductible greater than \$25,000 must be approved by ASC.
- The SUBCONTRACTOR's insurance carrier must be rated A-VII at minimum, according to A.M. Best & Company.
- SUBCONTRACTOR and SUBCONTRACTOR's insurance carrier waive their rights of subrogation.
- Additional Insured Endorsement (except for Workers Compensation): The State of California, Trustees of the California State University, California State University Fullerton, CSU Fullerton Auxiliary Services Corporation, and all of its other departments, boards, volunteers, commissions, and its officers, employees and agents are hereby declared to be additional insureds as respects to the activities of named insured.
- Upon execution of this Subcontract, SUBCONTRACTOR shall submit to ASC current certificate of insurance and additional insured endorsement as evidence that the above insurance requirements are met.

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

15. **Notice of Force Majeure.** SUBCONTRACTOR agrees to give ASC written notice to of an event of force majeure under this Paragraph within ten (10) days of the commencement of such event and within ten (10) days after the termination of such event, unless the Force Majeure prohibits SUBCONTRACTOR from reasonably giving notice within this period. SUBCONTRACTOR will give such notice at the earliest possible time following the Force Majeure.

16. **Nondiscrimination.** SUBCONTRACTOR shall comply with all applicable federal and state laws and statutes related to nondiscrimination, including those Acts and amendments prohibiting discrimination on the basis of race, color, natural origin, gender, handicap or disability, sexual preference, drug addiction and alcoholism.

17. **Certifications and Assurances**

A. **Certificate Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -** SUBCONTRACTOR certifies by signature to this Subcontract that it is not suspended, debarred, or

otherwise ineligible from entering into funding agreements with any department or other agency of the Federal Government, or in receipt of a notice of proposed debarment or suspension. In the event of being suspended, debarred or otherwise declared ineligible by any other department of agency of the Federal Government, or upon notice of a proposed debarment of suspension, the SUBCONTRACTOR shall provide immediate written notice to ASC. If, during the performance period of this Subcontract, the status of the SUBCONTRACTOR changes relative to any of these certifications, it shall immediately notify ASC in writing and include an explanation of the changes.

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

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

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

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

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

18. Retention of Records. SUBCONTRACTOR agrees to maintain and preserve all records relative to this Subcontract for three (3) years after termination. SUBCONTRACTOR agrees to permit ASC's duly authorized representatives to have access to and to examine and audit any pertinent books, documents, papers, and records related to this Subcontract. Furthermore, all records related to this Subcontract shall be reasonably available for inspection by the State of California pursuant to Government Code § 8546.7 which states in pertinent part: "...every contract involving the expenditure of public funds in excess of ten thousand dollars (\$10,000) entered into by any state agency, ... or by any other public entity, including a city, county..., shall be subject to the examination and audit of the State Auditor, at the request of the public entity or as part of any audit of the public entity, for a period of three years after final payment under the contract."

19. Audit. The books and accounts, files, and other records of the SUBCONTRACTOR which are applicable to this Subcontract shall be available for inspection, review, and audit during normal business hours by the ASC and the U.S. Government and its representatives to determine

the proper application and use of all funds paid to or for the account or benefit of the SUBCONTRACTOR.

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

SUBCONTRACTOR agrees to comply with the requirements of OMB Uniform Guidance 2 CFR Part 200. SUBCONTRACTOR further agrees to provide ASC with a copy of the independent auditors' report within thirty (30) days of its issuance. If the report contains instances of non-compliance with federal laws and regulations which bear directly on the performance or administration of this Subcontract, the SUBCONTRACTOR shall provide ASC copies of responses to auditors' reports, a plan for corrective action, and auditors' response that the noncompliance has been resolved. All reports prepared in accord with the requirements of OMB Uniform Guidance 2 CFR Part 200 shall be available for inspection by representatives of ASC or the government during normal business hours.

20. **Severability.** Should any part, term, or provision of this Subcontract be declared or determined by any court or other tribunal or appropriate jurisdiction to be invalid or unenforceable, any such invalid or unenforceable part, term, or provision shall be deemed stricken and severed from this Subcontract. Any and all of the other terms of this Subcontract shall remain in full force and effect.
21. **Applicable Law.** This Subcontract and any disputes concerning it shall be interpreted under the laws of the State of California.
22. **Interpretation.** For purposes of construction and interpretation, this Subcontract shall be deemed to have been mutually drafted by the parties hereto. Thus, the parties to this Subcontract shall determine and resolve any issues of ambiguity related to the interpretation of the provisions herewith.
23. **Federal Identification Number.** SUBCONTRACTOR'S Federal Taxpayer Identification Number is 33-0831357.
24. **Renewal Proposal.** The SUBCONTRACTOR shall submit to the Lead Center a renewal proposal no later than June 30, 2015 if they intend to renew the Subcontract for the next project period as outlined in the Orange County / Inland Empire Renewal Proposal Template provided as Exhibit E. Alternate formats of the Orange County / Inland Empire Renewal Proposal Template are available upon request.

25. **Reporting Requirements.** SUBCONTRACTOR shall submit Semi-Annual Performance Reports within 15 days the end of the second quarter (no later than July 15, 2015). SUBCONTRACTOR shall also submit an Annual Performance Report within thirty (30) days of completion of the project period (no later than January 31, 2016). Failure to submit required reports as indicated above may result in delay of invoice payments for the period unless prior approval to submit late reports has been granted by the Lead Center Director, or designee.
26. **Time and Effort Reporting.** SUBCONTRACTOR will maintain time and effort reports for full-time and part-time employees to support labor charged to this agreement, as specified in 2 CFR Part 200, as applicable.
27. **Principal Place of Business.** The Service Center, with a principal office located at 152 E. 6th Street Corona, CA shall provide services to existing and potential small business owners in the following service territory: Orange, Riverside, and San Bernardino counties within the state of California. The Service Center may also provide services consisting of scheduled business consulting and training at outreach centers. As used in this document, "outreach center" means a location where SBDC consulting and training services may be provided on an "as needed basis," outside of the normal Service Center setting. The Service Center and its satellite office(s) shall be open a minimum of eight (8) hours each business day with services provided during the evening or on weekends. The Service Center and its satellite office(s) shall have prominent display of the SBA/SBDC co-branding at the front of the office at each satellite office and shall have separate and clearly identifiable operations, programs and phones from the SUBCONTRACTOR. The SUBCONTRACTOR shall obtain prior written approval from the Lead Center to relocate or change the address of the Service Center and satellite office(s). The facilities and staff of the Service Center and its satellite office(s) shall be located in such places as to provide maximum accessibility and benefits to the existing and potential small businesses for which the Service Center is intended to serve.
28. **Service Delivery Mechanisms.** The Service Center shall increase the contribution of the small business sector to the economic development of its service territory, as specified in Paragraph 27. The Service Center shall accomplish this by using a variety of service delivery mechanisms, including satellite, outreach locations, traveling consultants or electronic capabilities, when appropriate and by providing in-depth, high quality, one-on-one business consulting, training services, information and referral services, outreach and marketing services, and specialized services to existing and prospective small business owners. These services must result in business growth, expansion, job creation/retention, innovation, increased productivity; improved management of small businesses; lead to positive economic impact; and meet the milestones of this Subcontract for calendar year 2015 as outlined in Exhibit A.
29. **Policies and Procedures Manual.** This Subcontract is subject to the terms and conditions incorporated by reference to the Orange County/Inland Empire Regional SBDC Network Policies and Procedures Manual, as amended. In the event of conflicting or otherwise inconsistent policies, this Subcontract shall prevail.

30. **Cooperative Agreements.** The Service Center shall establish and maintain active cooperative agreements with other service providers (e.g., colleges, universities, economic development corporations, local government agencies) to further the objectives detailed in the Cooperative Agreement, to be provided to the SUBCONTRACTOR by the Lead Center upon request, issued by SBA.
31. **Participation Agreements.** The Service Center shall establish and maintain annual participation agreements with private-sector persons or firms to provide professional consulting services when and if it is of mutual benefit to the private sector persons and/or firms and is clearly conducive to reaching the goals of the Subcontract (e.g., accounting, engineering, and law) at an agreed-upon rate (e.g., pro bono, market or below market rate). The objective of a participation agreement is to provide services not available from the Service Center's staff. Participation agreements shall be reviewed annually by the Lead Center.
32. **Special Emphasis Groups.** The Service Center shall identify and foster relationships with entities representing Special Emphasis Groups in order to increase the number of clients served in those populations when and if it is clearly conducive to reaching the goals of the Subcontract. Additionally, the Service Center shall endeavor to raise the level of awareness of its audiences at small business seminars, conferences and outreach program announcements about the needs of veterans and service-connected disabled veterans when and if it is clearly conducive to reaching the goals of the Subcontract.
33. **Service Center Director.** The SUBCONTRACTOR shall notify the Lead Center immediately upon Service Center Director resignation/termination.

The SUBCONTRACTOR shall appoint a new Service Center Director within sixty (60) days of a Service Center Director vacancy. An Acting Director may be appointed by the SUBCONTRACTOR until a permanent Service Center Director is selected. The SUBCONTRACTOR shall conduct its search for a new Service Center Director to obtain the most qualified candidate.

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

The SBDC Director shall notify the Lead Center immediately upon any change in SBDC staff. SBDC Staff includes part or full-time subcontractors retained as client consultants.

The Service Center Director shall be a full-time (100%), senior manager who shall direct and monitor Program activities and financial affairs of the Service Center to deliver effective services to the small business community, ensure Service Center compliance with applicable laws, regulations, OMB Uniform Guidance 2 CFR Part 200 and Executive Orders, as well as implement this Subcontract. The Service Center Director has authority to control expenditures under the Service Centers budget. The Service Center Director shall serve as the principal contact point for all matters involving the SBDC Network.

34. Advertisement of Services Available from SUBCONTRACTOR's Service Center.

SUBCONTRACTOR shall participate in community outreach, marketing and advertising efforts and projects at the network level conducted by the Lead Center, and use reasonable community outreach, marketing and advertising efforts to inform current and prospective Clients of the services available from SUBCONTRACTOR through its Service Center when and if it is clearly conducive to reaching the goals of the Subcontract.

35. Budget Contingency Clause. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Subcontract does not appropriate sufficient funds for this Subcontract, ASC shall provide SUBCONTRACTOR with written notice thirty (30) days prior to the stoppage of funding under this Subcontract. After this thirty-day term this Subcontract shall be of no further force and effect. After said term, the ASC shall have no liability to pay any funds to the SUBCONTRACTOR or to furnish any other considerations under this Subcontract for work performed after SUBCONTRACTOR received said written notice of the insufficiency of funds. SUBCONTRACTOR shall not be obligated to perform any provisions of this Subcontract after receiving said written notice from ASC.

If funding for any fiscal year is reduced by the Budget Act for purposes of this Subcontract, ASC shall offer an amendment to this Subcontract to the SUBCONTRACTOR to reflect the reduced amount.

36. Agreements Funded in Whole or in Part by the Federal Government. The

SUBCONTRACTOR shall comply with applicable federal government provisions.

This Subcontract is valid and enforceable only if sufficient funds are made available to ASC by the United States Government for the current federal fiscal year and/or any subsequent years covered for the purposes of this Subcontract. In addition, this Subcontract is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this Subcontract in any manner.

The SUBCONTRACTOR shall provide Cash Match and/or In-Kind Match as identified in Exhibit B. The SUBCONTRACTOR certifies that Cash Match and In-Kind Match as identified in Exhibit B, shall only be used for the purpose of this Subcontract and shall be expended proportionately with Lead Center and SBA funds. The SUBCONTRACTOR further certifies Program Income shall be spent solely to accomplish Lead Center and SBA Program objectives. The Service Center director shall monitor and be responsible for Cash Match, In-Kind Match, and Program Income contributions and expenditures. Neither Program Income nor other federal funds (except Community Development Block Grant (CDBG) funds) shall be used to meet the Cash Match requirement.

Program Income, including any interest earned, must be used to expand the quantity or quality of services, resources or outreach provided by the Service Center. Any unused Program Income shall be carried over to a subsequent budget period.

The SUBCONTRACTOR shall maintain complete and accurate records and supporting documentation to facilitate financial and/or program audits by ASC and/or the SBA. The SUBCONTRACTOR shall furnish at its own expense (to the location specified by ASC) such records, including current financial statements, indirect cost rate agreements and documentation for matching funds, for examinations and review by ASC upon request. The SUBCONTRACTOR shall provide ASC with the latest copy of SUBCONTRACTOR's OMB Uniform Guidance 2 CFR Part 200 Single Audit report. Without limiting the generality of this paragraph, the SUBCONTRACTOR shall maintain time and effort records of part-time and salaried employees for determination of time charged to this Subcontract, as specified in and to the extent required by the U.S. Office of Management and Budget ("OMB") Uniform Guidance 2 CFR Part 200, as applicable. The SUBCONTRACTOR may transfer records to computer storage in accordance with the Cooperative Agreement. The SUBCONTRACTOR shall otherwise comply with the Cooperative Agreement and with the regulations, Program Announcement, and OMB Uniform Guidance 2 CFR Part 200 identified therein, to the extent applicable to the SUBCONTRACTOR's record retention. The SUBCONTRACTOR must maintain an updated list of funding sources and amounts for each source of funds it receives, including without limitation grants, contracts and other contributions. Additionally, for each source of funds, the SUBCONTRACTOR shall keep a record of the name and phone number of the person or entity from whom the funds were received, the amount of funding, the intended purpose, and any requirements, stipulations or limitations on the use of the funds imposed by the person or entity as a condition of that funding. All financial records and reports shall be certified and signed by the Service Center Director, and an authorized representative or designee of the Host Institution. In order to facilitate any audit conducted pursuant to Government Code § 8546.7, the SUBCONTRACTOR shall retain all records pertaining to this Subcontract for not less than three (3) years after the date on which ASC makes the final report to the SBA under this Subcontract. If any dispute or audit is ongoing, the SUBCONTRACTOR shall continue to retain those records until the dispute is resolved or the audit is completed. Notwithstanding the foregoing, Financial Records and Reporting requirements may be modified per annual Office of Small Business Development Centers (OSBDC) program announcement.

The Service Center shall maintain a separate budget distinguishable from that of SUBCONTRACTOR. The Service Center budget must be under the direct control of the Service Center Director employed by and designated by the Host Institution to manage and operate the Service Center. Budget allocation should be focused on direct client services in order to meet performance milestones. The SUBCONTRACTOR shall demonstrate to ASC's satisfaction, upon ASC's request, that the Service Center can and does oversee and manage its budget and maintain separate accounts and tracking as appropriate for reporting purposes and auditing requirements, and that the Service Center has systems in place to ensure sound fiscal and contractual management of the programs and activities conducted by the Service Center hereunder. The Service Center may report all match from all non-SBA funded programs that are under the direct management/oversight of the Service Center Director. The Service Center shall immediately notify ASC, and provide ASC with copies of any internal audits, reports or other documents prepared by the SUBCONTRACTOR which may affect the Service Center's

budget, change in use of funds, or which conflict with budgetary information previously given by the SUBCONTRACTOR to ASC.

Overmatch (expended within one budget period) may be used: 1) as match against additional federal funding within the same budget period, 2) to offset confirmed audit disallowances applicable to the budget period in which the overmatch was expended; and/or 3) to match federal funds approved for carryover from the same budget period into the next budget period.

The consideration to be paid to the SUBCONTRACTOR, as specified in Exhibit B, shall be compensation for all of the Service Center's reimbursable expenses pursuant to this Subcontract, including, but not limited to labor, employee fringe benefits, operating expenses, equipment, overhead, employer taxes and insurance, subcontracting services, out-of-pocket expenses for travel and subsistence, and taxes due on equipment.

The SUBCONTRACTOR is hereby notified and agrees that payment of invoices, partial or in full, by ASC does not imply eligibility or allowability of expenditures included in the invoices. Final eligibility and allowability of expenditures per SBA and SBDC program requirements is determined via an official review of network financial documentation by the designated SBA Examiner for the applicable program year. The SUBCONTRACTOR shall be financially responsible for any and all expenses deemed unallowable by the SBA Examiner for the Service Center as long as SUBCONTRACTOR is allowed to provide information in connection with said expenses directly to the SBA Examiner.

The SUBCONTRACTOR hereby agrees to expend all allocated funds in the performance of its obligations under this Subcontract by December 31, 2015. The Service Center shall notify the Lead Center no later than October 15, 2015 of any projected or estimated funds not expected to be expended by the performance period.

Without limiting the generality of the foregoing, the SUBCONTRACTOR is hereby notified that budget allocation is at the sole discretion of the Lead Center, based on evaluation factors contained within the Subcontract, including Service Center performance, operations efficiency and effectiveness, and allocated funds expended in the previous year. Notwithstanding said discretion, ASC agrees to notify SUBCONTRACTOR with written communication of the applicable citations, regulations, and/or evaluation factors in connection with the specific issues related to SUBCONTRACTOR's performance, operational inefficiencies, ineffectiveness, allocation of funds, and/or other factors that are the basis for said budget allocation and/or change. ASC agrees to provide SUBCONTRACTOR with forty-five (45) days to correct (the "Cure Period") the issues related to SUBCONTRACTOR's performance, operational inefficiencies, ineffectiveness, allocation of funds, and/or other factors that are the basis for said budget allocation and/or change. If after the Cure Period, SUBCONTRACTOR is unable to cure said issues, ASC shall move forward with its budget allocation and/or change and SUBCONTRACTOR shall revise its Matching Funds accordingly.

The SUBCONTRACTOR shall not receive additional compensation for reimbursement of costs not identified in Exhibit B, and shall not decrease the work to compensate therefore. Variations

to Exhibit B are allowable as per the terms of the Orange County/Inland Empire Regional SBDC Network Policies and Procedures Manual.

No requests for variations shall be submitted to the Lead Center after November 1, 2015. Requests for variations submitted after this date will be disapproved.

37. **Invoicing and Payment.** SUBCONTRACTOR shall invoice ASC for actual expenses incurred during the term of the Subcontract and in accordance with the attached Budget, provided as Exhibit B.

Invoices shall be sent to:

Denise Bell
Director, Office of Sponsored Programs
California State University, Fullerton
Auxiliary Services Corporation
2600 Nutwood Avenue
Fullerton, CA 92831

SUBCONTRACTOR will submit itemized invoices to ASC not less often than quarterly. Each invoice shall include an itemized expenditure report, in a format to be provided by the Lead Center, for federal, cash match, in-kind, and program income funds with an original signature of an authorized agent of SUBCONTRACTOR and Center Director, accompanied by general ledger detailed transaction report, supporting documentation and any necessary chart of accounts. ASC may return invoices to SUBCONTRACTOR for correction and resubmission prior to payment. ASC agrees to pay approved invoices within thirty (30) days upon receipt. In no event shall the SUBCONTRACTOR request reimbursement from the ASC for obligations entered into or for costs incurred prior to the commencement date or after the Expiration of this Agreement.

The invoice containing the final costs to be paid by the ASC shall be identified as the "FINAL INVOICE". Final invoice expenditures shall reflect costs incurred but not previously submitted for the period ending December 31, 2015. The final invoice must be received by the Lead Center by February 25, 2016, and shall not include expenditures stated in previous invoices.

The final invoice shall be paid upon satisfactory completion of Subcontract work and submittal of the following:

- 1) All reports required in this Subcontract to the Lead Center Director as described in the Subcontract and the Exhibits, and in the current Orange County/Inland Empire District SBDC Network Policies and Procedures Manual;
- 2) A complete and accurate final invoice with required documentation to the Lead Center Director;
- 3) SBA Form 2113: Program Income;
- 4) A current equipment inventory list, as applicable

"Satisfactory completion" as used in this Subcontract means that the SUBCONTRACTOR has complied with all terms, conditions, and performance requirements of this Subcontract.

ASC agrees to make payment as promptly as fiscal procedures permit, however, such payment to SUBCONTRACTOR shall not exceed thirty (30) days upon receipt of the invoice, subject to approval of the Lead Center Director, or his or her designee, and contingent upon satisfactory documentation of costs and satisfactory completion of the terms of this Subcontract.

All Funds shall be used solely for the purpose of performing the work as set forth in this Subcontract and Exhibit A. Equipment, furniture, and supplies purchased with funds are for the use of the Service Center staff in furtherance of the SBDC Program. The Lead Center shall have final determination of allowable and reimbursable costs under this Subcontract.

38. Miscellaneous Payment Provisions. Funds allocated under this Subcontract for travel, subsistence and per diem rates shall not exceed those amounts specified in Exhibit B. No reimbursement for travel outside the Orange County/Inland Empire Region (Orange, Riverside and San Bernardino Counties) shall be allowed without prior written approval of the Lead Center Director or designee.

The SUBCONTRACTOR shall not use funds allocated under this Subcontract for any of the following purposes:

- 1) Entertainment expenses;
- 2) Professional dues and/or subscriptions for use by any person other than those identified as Service Center professional staff in Exhibit B;
- 3) Purchase, construction, renovation, alteration, improvement, or repair of capital assets, such as real estate and vehicles;
- 4) Influencing or attempting to influence public officials;
- 5) Partisan or nonpartisan political activity;
- 6) To further the election or defeat of any candidate for public office; or,
- 7) To provide voters or prospective voters with transportation to the polls or similar assistance in connection with any election or in any voter registration activity.

The SUBCONTRACTOR is the fiduciary under this Subcontract and therefore is responsible for the administration and oversight of the Service Center.

39. Contents and Order of Precedence. Included in this Subcontract are the following exhibits:

- Exhibit A Scope of Work
- Exhibit B Budget
- Exhibit C Prime Award
- Exhibit D Program Announcement
- Exhibit E Orange County/Inland Empire Renewal Proposal Template

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

1. Subcontract
2. Prime Award

40. Mediation and Arbitration. In the event that a question or dispute arises between ASC and SUBCONTRACTOR in connection with the Subcontract, the following procedures shall be followed:

1) Good Faith Negotiation. ASC and SUBCONTRACTOR shall attempt in good faith to resolve any dispute arising out of or relating to this Subcontract promptly by negotiation between ASC and SUBCONTRACTOR representatives who have authority to settle the controversy and who are at a higher level of management than the persons with direct responsibility for performance of this Subcontract. Either ASC or SUBCONTRACTOR may give the other written notice of any dispute not resolved in the normal course of business. Within 15 days after delivery of the notice, the receiving party shall submit to the other a written response. The notice and response shall include with reasonable particularity (a) a statement of each party's position and a summary of arguments supporting that position, and (b) the name and title of the representative who will represent ASC or SUBCONTRACTOR and of any other person who will accompany the representative. Within thirty (30) days after delivery of the notice, ASC and SUBCONTRACTOR representatives shall meet at a mutually acceptable time and place. Unless otherwise agreed in writing by ASC and SUBCONTRACTOR, the above-described negotiation shall end at the close of the first meeting of ASC and SUBCONTRACTOR representatives ("First Meeting"). Such closure shall not preclude continuing or later negotiations, if mutually desired.

If the matter is not resolved by good faith negotiation pursuant to the paragraph above, then the matter will proceed to mediation as follows:

2) Mediation. If the matter is not resolved by good faith negotiation pursuant to the paragraph above, then ASC and SUBCONTRACTOR agree that any and all disputes, claims or controversies arising out of or relating to this Subcontract shall be submitted to a mutually agreed upon mediator for mediation. If the matter is not resolved through mediation the matter will proceed to arbitration as follows:

3) Arbitration. If the matter is not resolved by mediation pursuant to the paragraph above, then ASC and SUBCONTRACTOR agree that any and all disputes, claims or controversies arising out of or relating to this Subcontract shall be submitted to a mutually agreed upon arbitrator for arbitration. The arbitration may be binding or non-binding, as mutually agreed upon by ASC and SUBCONTRACTOR. The matter will be submitted to a mutually-agreed-upon arbitrator, or to a panel of arbitrators, as the parties may agree, for a determination. If binding arbitration is selected, the decision of the arbitrator or panel of arbitrators will be final and conclusive and ASC and SUBCONTRACTOR agree to abide by the decision of the arbitrator. The cost of arbitration will be shared equally by ASC and SUBCONTRACTOR.

4) Litigation. If, after following the dispute resolution procedure set forth in paragraphs 1 through 3, above, ASC or SUBCONTRACTOR are not satisfied with the outcome of the non-binding arbitration process, either party may consider litigation as a possible remedy to the dispute.

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

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

For:
Riverside Community College District

For:
CSU Fullerton Auxiliary Services Corporation

Aaron S. Brown
Vice Chancellor, Business &
Financial Services

Date

Frank A. Mumford
Executive Director

Date



CALIFORNIA
SBDC

Orange County / Inland Empire Network

Small Business
Development Center

TriTech

EXHIBIT A

Orange County/Inland Empire SBDC Network
2015 Renewal Proposal

Prepared By:
Mark Mitchell, SBDC Director
Christopher Earl, SBDC Associate Director
June 25, 2014

152 E. Sixth Street, Corona, CA 92879
www.tritechsbdc.com

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PROGRAM MANAGEMENT

SERVICE AREA

TriTech SBDC serves Orange, Riverside and San Bernardino Counties.

POPULATION

The TriTech SBDC provides services to high technology and / or rapid growth companies in the Inland Empire and Orange County. According to the Census Bureau TriTech's service area has a population of approximately 7.1 million.

In Orange County the economic markets and societal trends have permanently shifted in the last decade. With the help of TriTech Orange County is well-placed to respond to and take advantage of these trends. The building blocks for the community are home to a large number of: high-tech industries, populated by global corporations; leadership in new industries such as advance transportation, alternative fuels, medical devices, and computer gaming; a creative and problem-solving workforce exemplified by Disney's Imagineers; and a large concentration of research and higher education institutes, business incubators, and venture capital investments.

Orange County is the third largest county in California with a population of approximately 3.1 million. Orange County is a racially and ethnically diverse region with 45% of residents self-identifying as Non-Hispanic White, followed by 34% Hispanic, and 17% Asian/Pacific Islander. Less than 2% of residents are African American, another nearly 2% are two or more races, and the remaining 0.5% are American Indian/Alaska Native. Orange County enjoys a diverse economy, with economic output and employment well-distributed among sectors. The largest labor markets in Orange County included trade, transportation and utilities (18%), professional and business services (18%), and leisure and hospitality (13%). This part of our service area is an atmosphere for small businesses to flourish due to the fact that 15% of Orange County residents worked in large firms of 500+ employees compared to a statewide average of 21%.

The inland Empire is becoming of age. The IE has been known for its low cost of land for most of its existence; however with the help of TriTech to build the business ecosystem the IE has the potential to stand for 'Intersecting Economies' that include: logistics, finance, clean technology, and medical / healthcare to name a few.

The Inland Empire (which is comprised of both San Bernardino and Riverside Counties) is home to over 4 million people. San Bernardino County covers an area of over 20,000 square miles and the population is just over two million people. According to the United States Census Quick Facts, San Bernardino County is the largest county in the United States by area, and the racial makeup of San Bernardino County is: 32.7% White, 9.6% African American, 2% Native American, 6.9% Asian, 0.3% Pacific Islander, and 3.0% from two or more races. Hispanic or Latino of any race was 49.9%. 49.7% of the population is male, and the median age is 31.8 years. Riverside County covers 7,208 square miles and is located directly southwest of San Bernardino County. Of the almost

2.2 million people that live in Riverside County, 39.1% are White, 7% are African American, 1.9% are Native American/Native Alaskan, 6.5% are Asian, 0.4% are Native Hawaiian/Pacific Islander, and 3.3% are from two or more races. Hispanic or Latino of any race was 46.1% of the population. 49.8% of the population is male, and the median age is 33.8 years old (United States Census Quick Facts).

The Inland Empire's largest industries, according to the American Community Survey 1-Year Estimate for 2011 (US Census Bureau), include: educational services, healthcare, and social assistance (21.7%), retail trade (13.3%), arts, entertainment, recreation, accommodation, and food services (10.4%), manufacturing (9.6%), professional, scientific, management, administrative, and waste management services (9.2%), construction (7.2%), transportation and warehousing, and utilities (6.4%).

The inexpensive land prices (compared to Los Angeles and Orange Counties), a large supply of vacant land, and a transport network where many highways and railroads intersect, have made the Inland Empire a major shipping hub for the western United States. Some of the nation's largest manufacturing companies have chosen the Inland Empire for their distribution facilities including Toyota Motor Corporation's North American Parts and Logistics Distribution (NAPLD) Center in Ontario, and APL Logistics in Rancho Cucamonga. Whirlpool Corporation recently leased a 1,700,000-square-foot distribution center in Perris that is larger than 31 football fields and one of the biggest warehouses in the country. These centers operate as part of the system that transports finished goods and materials from the ports of Los Angeles and Long Beach to destinations in the North and East such as Las Vegas, Phoenix, and Denver. More than 80% of the state's imported cargo is shipped through the Los Angeles/Inland Empire corridor.

The Inland Empire has witnessed an improvement in the labor market over the past year, with nearly 16,000 nonfarm jobs added in 2012 and roughly 20,000 jobs added over the past two years. In fact, the region outperformed the state in job growth for most of 2012. Additionally, the region has experienced seven consecutive monthly declines in the unemployment rate. The unemployment rate, which hit a high of 14.6% in January 2010, fell three percentage points from 13.9% in August 2011 to 10.9% in December 2012 to 8.0% in May 2014. The biggest industry job gains in the Inland Empire occurred last year in administrative and support services, healthcare, wholesale trade, leisure and hospitality, and transportation. Government went through yet another year of job losses while education, retail trade, and other service industries also reduced payrolls (Los Angeles County Economic Development Corporation, 2013-2014 Economic Forecast & Industry Outlook).

Below is a summary of all of the high technology businesses for the tri-county area that TriTech serves, that have an estimated sales volume of \$10 million or less. Clean water and power technology data was not available.

ICT (Hardware and Software)

County	Business Count	Est. Sales Volume (\$,000s)	Number of Employees
Orange	2,791	\$3,561,601	18,931
Riverside	667	\$752,937	2,891
San Bernardino	803	\$1,078,930	4,846

Advanced Manufacturing (Logistics)

County	Business Count	Est. Sales Volume (\$,000s)	Number of Employees
Orange	9,218	\$13,153,810	110,923
Riverside	2,780	\$3,756,342	22,166
San Bernardino	3,139	\$4,837,692	23,973

Biotechnology (Life Sciences, Biological Sciences, Medical Devices)

County	Business Count	Est. Sales Volume (\$,000s)	Number of Employees
Orange	1,750	\$2,183,497	22,672
Riverside	484	\$581,952	3,154
San Bernardino	478	\$610,525	3,116

TRITECH SBDC SERVICES

Consulting services hours will be consistent with 2014 in order to operate within the current funding allocation of \$300,000 from the Lead Center / U.S. Small Business Administration. Currently the wait time for counseling is 5 days. In 2015 the wait time for counseling is expected to be 5 to 7 days. Additionally, the number of entrepreneurs and businesses that TriTech will be able to serve will remain consistent with what were able to provide in 2014. The return on investment for TriTech has been \$112,700 for every \$1000 in funding (SBA and Cash Match). Based on this calculation the economic impact in 2015 is expected to be approximately \$30,430,000.

ON-LINE CLIENT SERVICES

TriTech continues to provide online video training segments, webinars, and the TriTech Investor Ready Blog that are available through the TriTech's social media site, TriTech website and dedicated TriTech YouTube channel. The training videos run

approximately 5 minutes in length and cover various topics ranging from legal issues to how to present to investors. There will be a number new videos added in 2015 focused around becoming investor ready and various business challenges / common entrepreneur mistakes. The videos are watched and shared by our clients and those wanting professional level knowledge. These videos have resulted in increased traffic for the TriTech website and have expanded our reach to early stage business startups and existing businesses that are seeking the information necessary to rapidly grow and reach levels of greater profitability. Additionally the videos have given TriTech a higher ranking through Google searches.

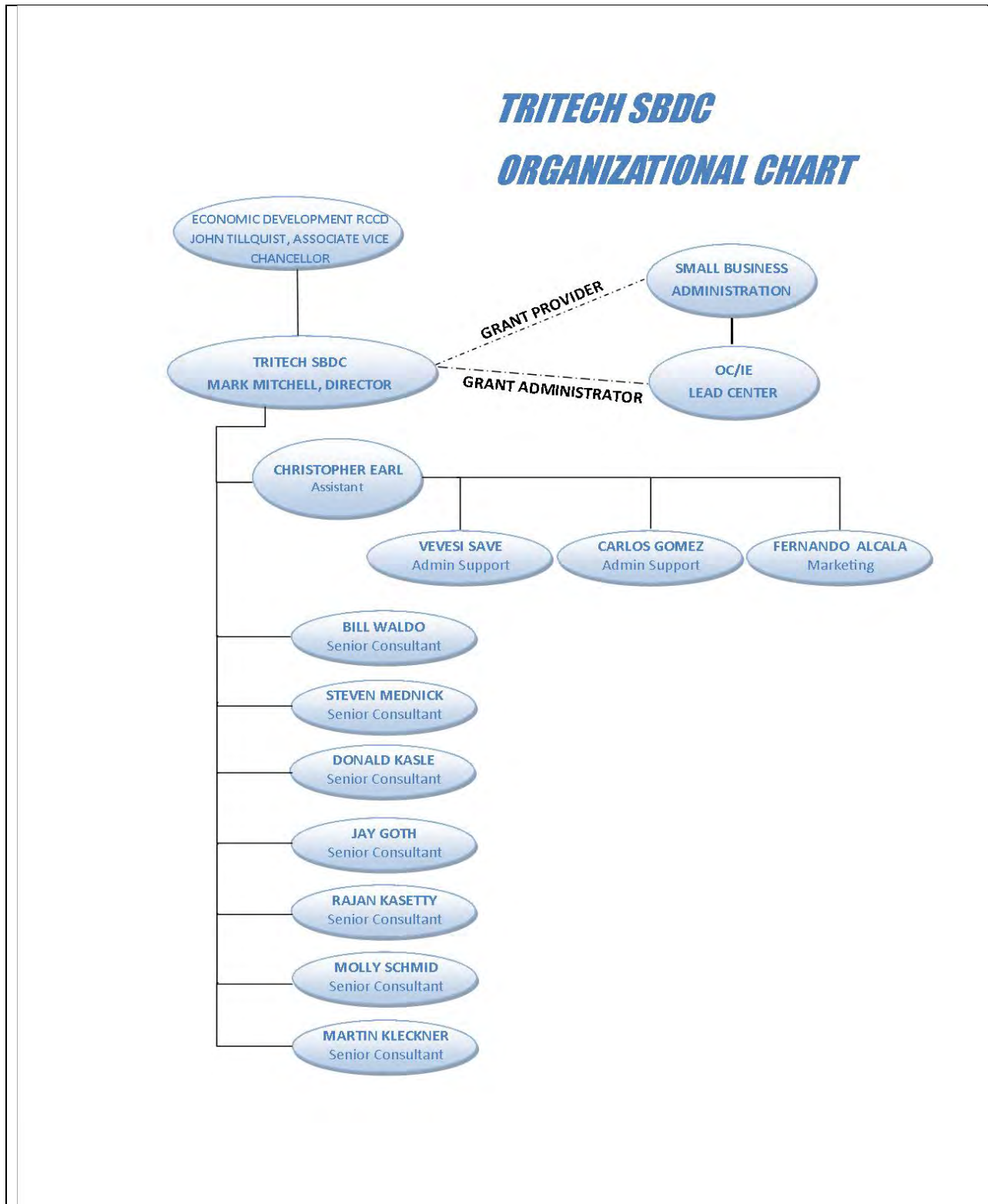
On-line webinars will continue to be a focus in 2015 to reach a larger segment of the high technology start-up community. Webinar topics such as The Funding Landscape: The View & what It Means, How to Get Funded, The Art of Investor Presentations, Win Small Business Innovation Grants, and Creating Value through Human Capital have been successful with audiences ranging from 25 to 75.

The new topics will be around the new business challenges of the 21st Century and will include: What is a collaborative advantage, Common Entrepreneur mistakes, Crowd Funding, We Think in Linear Terms, but Technology Moves at an Exponential Pace, Scale Advantages Have Diminished, Business Models No Longer Last, and the Knowledge Economy.

In 2015 TriTech will enhance its utilization of the TriTech blog will be to disseminate information that answers questions from entrepreneurs and business owners in real time. The blog will be accessed through the new TriTech website.

In the coming year TriTech will continue to expand the social media marketing reach and ultimately increase our social media audience by 20%. Currently our social media material reaches a diverse audience from Facebook, LinkedIn, and Twitter. TriTech's participation in social media continues to expand the image and reputation of the TriTech SBDC in the business community resulting in a larger number of quality clients that benefit from our one-on-one consulting, workshops and training videos, and programs.

ORGANIZATION STRUCTURE



100 ADVOCACY

TriTech has teamed up with the County of Riverside and Tech Coast Angels (the largest Angel investor group in the nation) to form the Riverside County Innovation Alliance. The Innovation Alliance was formed to promote innovation, entrepreneurship, and to create awareness of existing technology businesses and innovation assets in the Inland Empire. There will be three joint programs that TriTech will deliver in collaboration with these two partners. Additionally, TriTech has entered a Partnership Intermediary Agreement (PIA) with the Naval Surface Warfare Center, Corona Division. These services increase the likelihood of success in the conduct of cooperative or joint activities with small business firms and educational institutions that need technology-related assistance from a federal laboratory.

TriTech will continue in 2015 to be an active participant in various organizations and programs that help TriTech to stay in touch with challenges that our clients face so that we may provide informed and successful consulting strategies. Such organizations include, but are not limited to the following: Tech Coast Angels, Tech Coast Venture Network, Tech Biz Connection, OCTANe, Start Up IE, Start Up OC, SCORE-SBA, Riverside Technology Forum, Riverside Chamber of Commerce, Irvine Chamber of Commerce, and the Southern California Water and Energy Consortium.

The TriTech SBDC will hold the 6th annual funding forum 'Funding the BIG Idea' during the second quarter of 2015. This conference draws over 250 entrepreneurs from reaches as far away as San Diego to Sonoma Counties.

The funding forum provides networking opportunities for business owners and entrepreneurs to meet like-minded business associates, as well as Angel and Venture Capital investors from the business community. Additionally, there will be educational panels that will cover investor ready topics and a mock Deal Review that will demonstrate what investors look for in funding presentations and entrepreneurs who are seeking funding.

200 CAPITAL FORMATION

The TriTech SBDC will continue to foster relationships with the investment community. Over the years TriTech has built relationships with different groups of investors that benefit our clients in both our ability to understand investors, and the investors willingness to talk with clients that TriTech presents to them. Our investor partners include but are not limited to: the Tech Coast Angels, Clearstone Venture Partners, Miramar Venture Partners, Palomar Ventures, Serra Ventures, Pasadena Angels, and K5 Accelerator.

300 INNOVATION AND TECHNOLOGY TRANSFER

The TriTech SBDC will provide SBIR/STTR workshops that include "How to Successfully Make an Effective and Competitive Proposal". This includes training on

proposal submission to the appropriate agency and identifying technologies that the government is interested in. TriTech developed a special program for Phase II awardees titled “How to Navigate the Post-Award Process.” The program will include training focused on understanding the grant or contract terms and deliverables, submitting progress reports and getting paid, final report preparation and submission, lining up partners and investors, and implementing the commercialization plan.

400 INTERNATIONAL TRADE

TriTech will provide export assistance to approximately 25 clients through our strategic partners, the Procurement Technology Assistance Center and the Center for International Trade. TriTech will not employ a consultant with international trade expertise in 2015. Our partnerships with these organizations allow our clients to receive evaluations of their export capabilities, assistance with export related financing needs, and international trade counseling. The training and outreach assistance includes USEAC E-TAP programs and other co-partnership events, partnering with public and private sector organizations involved in export development, data base development, match services, market research, and participating in World Trade Week. Additionally, the California State Director for the Center of International Trade, Jeff Williamson, has agreed to utilize the consulting services of the TriTech team to enhance the international marketability of businesses in the community.

500 MINORITY SMALL BUSINESS DEVELOPMENT

TriTech will continue focusing on expanding our service reach to include more minorities in the business community. TriTech’s client base is diverse but it intends to serve more minorities, specifically Women, Asians, African-Americans, Hispanics, and Native Americans. TriTech will continue to partner with organizations and affiliates that increase our presence, relationships, and service offerings within minority communities.

600 RESOURCE DEVELOPMENT

TriTech has strong synergistic partnerships with the SCORE, the Orange County Small Business Development Center, the Inland Empire Small Business Development Center, the Inland Empire Women’s Business Center, the Launchpad SBDC, and the Coachella Valley SBDC. This group of resource partners allows TriTech to better serve our clients by allowing us to guide them to a trusted resource for any needs or concerns they may have. TriTech also has key partnerships with service providers that are willing to support our clients by providing them with discounted or free services.

Other key TriTech strategic partnerships and collaborations are:

- Office of Economic Development RCCD
 - Customized Solutions RCCD
- California Manufacturing Technology Consulting (CMTC)
- California State University Fullerton (CSUF) – Center for Entrepreneurship

- California State University San Bernardino (CSUSB) – Center for Entrepreneurship
- Chapman University – Leatherby Center for Entrepreneurship
- City of Corona
- City of Murrieta
- City of Mission Viejo
- City of Riverside, Office of Economic Development
- City of San Bernardino, Office of Economic Development
- CleanTech Orange County
- Clean Tech Los Angeles
- County of Riverside, Economic Development Agency (EDA)
- County of San Bernardino, Economic Development Agency (EDA)
- Goldman Sachs 10,000 Small Businesses
- Growth Capital Conference
- Inland Empire Women's Business Center (IEWBC)
- Irvine Chamber of Commerce
- La Sierra University, Zapara School of Business
- Metropolitan Water District, Los Angeles
- Murrieta Regional Technology Innovation Center
- Naval Surface Warfare Center, Corona Division
- Orange County Venture Group
- Pepperdine University, Graziadio School of Business and Management
- PortTech Los Angeles
- Riverside CEO Forum
- Saddleback Community College – Rapid Tech
- Small Business Administration (SBA) – Santa Ana Region
- Smart Riverside
- Tech America
- Tech Biz Connection
- Tech Coast Venture Network
- Technology Council of Southern California
- Temecula Valley Entrepreneur Exchange
- University of California, Irvine (UCI), Paul Mirage School
- University of California, Riverside (UCR) – Tech Transfer
- University of Southern California, Marshall School of Business
- Western Municipal Water District

700 PROCUREMENT

TriTech partners with the Inland Empire Procurement Technical Assistance Center (PTAC) whose mission is to increase small business's share of procurement dollars spent by the government and private sector. The PTAC accomplishes this through workshop, computer matching services such as SBA's – Business Matching, and prime contractor outreach. TriTech clients will benefit from this partnership by receiving help

with registrations, one-on-one counseling sessions, and bid notifications from counselors at the Procurement Technology Assistance Center.

800 SPECIAL EMPHASIS GROUPS

TriTech works with people with disabilities, Native Americans, young entrepreneurs, Veterans, and other targeted SBA groups whenever possible. TriTech will partner with the Asian Women Entrepreneurs Association in 2015 in order to serve a larger segment of the Asian population.

900 ECONOMIC DEVELOPMENT, FAITH BASED AND COMMUNITY INITIATIVES

TriTech works specifically with the K5 Accelerator, Start-Up Orange County, Start-Up Inland Empire, Riverside I.O. and the Tech Coast Angles to provide one-on-one consulting for early stage start-ups. TriTech has frequent interactions with start-ups and mid-market companies. TriTech also host workshops and events aimed at educating local entrepreneurs and business owners on various management training topics.

There is a special partnership between TriTech and the Orange County Business Service Center, a Workforce Investment Board organization to assist companies that are in need of a triage plan to avoid corporate downsizing and / or plant closings.

TriTech is also a key partner in Riverside's Innovation Economy. The Innovation Economy is a for profit business focused on commercializing technology from UCR. TriTech will provide commercialization and business coaching to the businesses that emerge from the Innovation Economy. TriTech will also partner with the Innovation Economy to create a support system in Riverside that ultimately leads to the development and attraction of high technology high growth companies in that area.

TriTech was instrumental in forming the Southern California Energy and Water Consortium (SCEW). The organization was formed to align organizations and form strategic partnerships with institutions across Southern California in an effort to position the region in securing large federal grants in 2015.

The director is the chair of the Riverside Economic Vitality Committee. This group is under the auspices of Smart Riverside and has a vision of to support economic vitality through collaboration and innovative technology. The mission is to develop actionable and measurable initiatives that benefit Riverside's innovation driven ecosystem.

The director is a member of the Irvine Economic Vitality Council. This group will empower the Chamber's ability to influence Irvine's capacity to lead in a global economy for new businesses, improve business retention, expansion and growth, help stabilize and energize start-ups and entrepreneurships, facilitate and expand international market opportunities and cultivate a collaborative workforce development platform that fuels the future of Irvine.

1000 RESEARCH

The TriTech senior consultants provide equity funding analysis to clients that are seeking access to capital through an annual membership with SoCalTech. Clients are provided a list of potential investors and recently funded businesses by investors in the state of California.

1100 OTHER ACTIVITY

N/A

1300 TRAVEL

There is no unplanned or unbudgeted out-of-state travel for the TriTech SBDC not disclosed in the Cooperative Agreement. Both the director and associate director plan to attend the Association of Small Business Development Centers Conference if funds allow.

1400 PROBLEMS / OPPORTUNITIES

TriTech will focus on securing additional funding for the center through grants, foundations and sponsors in the coming year for 2015. TriTech would like to expand its infrastructure as well as expand the services of the organization. TriTech wants to increase its impact on the business community.

The necessary cash match and in-kind for the TriTech program will be met prior to December 31, 2014. The challenge that TriTech must deal with is that the organization has limited human and financial capital resources to deliver the high level of services that it is capable of, to early and mid-market companies. The talent that exists within TriTech is tremendous and is underutilized. Additionally, it is a challenge for TriTech to serve a three county technology based entrepreneurial eco-system, however the economic results have been rewarding. For every \$1,000 in funding TriTech generates \$112,700 in economic impact.

TriTech is committed to expanding the services of the organization and making a significant impact on the Orange County and Inland Empire business eco-systems by increasing funding through various resources outside of the traditional funding channels.

1500 FINANCIAL REPORTS

See appendices.

1600 WOMEN-OWNED BUSINESSES

TriTech offers technical assistance to women entrepreneurs that are ready to take their business to the next level and / or seek capital to expand their enterprise. TriTech

currently serves several women owned businesses. Partnering with the Women's Business Centers in the Inland Empire and Orange County to further expand TriTech's client base of women-owned businesses and entrepreneurs is an express goal of the organization. Also, TriTech has partnered with the Inland Empire Procurement Technical Assistance Center for clients who want to capitalize on the new set aside government contracts for women-owned businesses.

1700 ECONOMIC IMPACT

Long Term Clients:	159
Business Start-ups:	12
Capital Infusion:	\$25,000,000
Jobs Created:	125
Jobs Retained:	150

1800 VETERAN AND SERVICE CONNECTED-DISABLED VETERAN –OWNED BUSINESSES, RESERVISTS ON ACTIVE DUTY AND OTHER RESERVE COMPONENT MEMBERS OF THE U.S. MILITARY

The Director of TriTech is a veteran and he continually strives to serve the veteran business community. Currently TriTech serves 16 veteran owned businesses.

1900 MANUFACTURING

TriTech partners with the California Manufacturing Technology Council (CMTC) to assist manufacturing companies that are downsizing due to foreign competition, NAFTA and foreign labor alternatives.

2000 ONLINE ACTIVITY

- The TriTech senior consultants provide on-line consulting using Skype and/or Go-to-Meeting. This has proven to be an effective tool saving the consultant and/or client drive time. Additionally, TriTech consultants frequently communicate with clients using email to discuss problems and issues that require an immediate response. All email correspondence is recorded as a WebCATS / Neoserra counseling session.
- TriTech uses e-center direct 75% of the time when bringing new clients on-board. The use of e-center saves the consultants time and allows for more time for consulting.
- TriTech uses the online event marketing and management tool Eventbrite. This has proven to be an excellent tool that makes registration more effective and efficient. Additionally, it has resolved our issue of taking credit cards for registration. This has resulted in the increase of attendance since participants that have pre-paid are more likely to attend the day of the event.

- When taking an audience tally TriTech uses Poll Everywhere.com. This tool allows for real-time polling of an audience and increases participation of attendees.
- For conference calls TriTech uses Join Me. This e-tool is effective for online meetings and reduces the travel time for those coming from a greater distance.
- Social media has been used to enhance TriTech's outreach into the business community. Our current followers are: Facebook, LinkedIn, and Twitter. The use of social media has been instrumental in enhancing attendance for workshops, increasing the number of clients served, and communicating with our client base. TriTech currently enjoys 2,298 followers. This is an increase of 24% over the previous year.
- Streaming videos have successfully enhanced the image and reputation of TriTech. New videos will be created in 2015. The result of using the videos has increased the number of new clients, increased counselor effectiveness by reducing time spent discussing basic business information, and enhanced relationships with strategic partners and funding sponsors by having them participate in the videos.
- TriTech will continue using webinars to reach a larger segment of the start-up community. There will be approximately six webinars in 2015 that will focus on Investor Ready and SBIR/STTR grant programs.

SBDC SCHEDULED CLOSURES

Holiday	Year 2015	Weekday
New Year's Day	January 1, 2015	Thursday
Martin Luther King, Jr. Day	January 19, 2015	Monday
Lincoln's Birthday	February 12, 2015 (observance)	Thursday
Washington's Birthday	February 16, 2015 (observance)	Monday
Cesar Chavez Birthday	March 31, 2015 (observance)	Tuesday
Memorial Day	May 25, 2015	Monday
Independence Day	July 3, 2015 (observance)	Friday
Labor Day	September 7, 2015	Monday
Veterans Day	November 11, 2015 (observance)	Wednesday
Thanksgiving Day	November 26, 2015	Thursday
Day after Thanksgiving	November 27, 2015	Friday
Christmas Day	December 25, 2015	Friday
College Closure days after Christmas Holiday	December 28, & 29, 2015	Monday, Tuesday
Admissions Day	December 30, 2015 (observance)	Wednesday
Vacation Day	December 31, 2015	Thursday

ADVISORY BOARD

Member Type	Last Name	First Name
Resource Partner	Baranick	Rachel
Resource Partner	Lorenzana	Christopher
Resource Partner	Steinback	Robin
Resource Partner	Priscilla	Lopez
Resource Partner	Quijada	Adalberto
Resource Partner	Keeler	Richard
Resource Partner	Tillquist	John
Business	Arena	John
Business	Mendoza	Wiggs
Business	Erickson	Jim
Business	Loveridge	Ronald
Business	Estes	Jeff
Business	Greenberg	Bart
Business	Hwang	Ernie
Business	Hicks	Don
Business	Lustman	Karen
Business	Messenger	Mark
Business	Rose	John
Business	Shnell	James
Business	King	John
Business	Suarez	Sabrina
Business	Sherman	Kim
Business	Cooper	Debbie
Business	Krause	Clay
Business	Richardson	Ralph
Business	Nosenchuck	Steve
Business	Dahan	Guy

CONFLICT OF INTEREST POLICY

CONFLICT OF INTEREST POLICY AND AGREEMENT

Part A

Regulations of the United States Small Business Administration (SBA) set forth the basic requirements for conflict of interest policy. With regard to Small Business Development Centers, it is stated in 13 CFR 130.330 that “The Lead Center and other SBDC service providers must have a conflict of interest policy applicable to their **SBDC consultants, employees, instructors and volunteers.**”

Further guidance with respect to conflict of interest policy can be found in the SBA Program Announcement for Renewal of the Cooperative Agreement for Current Recipient organizations. It is stated in the announcement that:

“Each SBDC network must have a written conflict of interest policy which is signed annually by all employees, consultants, instructors and volunteers of the SBDC network. The policy must include enforceable elements safeguarding the SBDC program from the actual or apparent conflict that could result from:

- Personal gain, remuneration or pecuniary interest in a past or current SBDC client(s).
- The solicitation or acceptance of any gift, loan, reward, equity in a business, compensation or other monetary remuneration, promise of future employment.
- A compensated recommendation for any goods or services to an SBDC client.
- Soliciting or accepting a compensated position for services which are part of the SBDC network services.
- Disclosing any private or confidential business or personal information to a third party other than SBA without written consent of the client.”

Each SBDC Network has a responsibility to establish a conflict of interest policy that is acknowledged and signed **each year** by employees, consultants, instructors and volunteers. Likewise, each consultant and each client must sign a Form 641 Counseling Information Form.

In order to comply with the requirements stated in the regulations and program announcement, the Orange County / Inland Empire Lead Small Business Development Center has adopted the following policy into the SBDC Network’s Policies and Procedures. With regard to Standards of Conduct, the Lead Center policy states that “Each SBDC must have a conflict of interest policy which is disseminated to all employees, consultants, instructors and volunteers of the SBDC network with access to confidential client information through the SBDC client activity tracking system known as WebCATS.”

By signing this Agreement, SBDC staff and volunteers with access to confidential client information through the SBDC client activity tracking system known as WebCATS (collectively "Personnel") agree to be bound by the following terms and conditions:

- Personnel shall not enter into any agreement, contract, or partnership with any SBDC active client, inactive SBDC client, or Affiliated Entity for a period of 90 days from the date the client ceases to be an active client (the "Restricted Period"). An Affiliated Entity is defined as an entity in which a client, an entity controlled by client, or a family member of client holds more than 20% ownership or control. In the event a client wishes to engage with a SBDC consultant prior to the end of the Restricted Period, Part B of the Conflict of Interest Policy and Agreement form must be completed and submitted to the Regional Director for review and approval. The Regional Director will review and approve/disapprove requests on a case by case basis.
- Personnel are prohibited from deriving any personal financial gain, remuneration, or pecuniary interest from a SBDC client or Affiliated Entity while the client is active or during the Restricted Period unless an approved Part B of the Conflict of Interest Policy and Agreement for client(s) is in place.
- Personnel shall not recommend to clients the purchase of goods and/or services in which they have a personal interest; solicit or accept fees or commissions from third parties who have supplied goods and/or services on the recommendation of the SBDC personnel; accept fees, commissions, or gifts of any value from the client for services rendered through the Orange County / Inland Empire SBDC Network; or solicit or accept the private engagement of services or future employment at any time during the term of engagement with the SBDC client and the Restrictive Period.
- Personnel shall treat all client information with the strictest degree of confidentiality during and after employment with the SBDC and shall only use the information as it relates to his or her work with the SBDC. Additionally, SBDC personnel will not disclose any confidential client information to third parties other than the SBA, without the written consent of Client.

I HAVE READ THE FOREGOING CONFLICT OF INTEREST POLICY AND AGREEMENT, I AGREE TO ITS TERMS, AND MY ACTIONS HAVE BEEN AND WILL CONTINUE TO BE GUIDED THEREBY.

DATE

STAFF/VOLUNTEER

DATE

SBDC DIRECTOR

TRAINING

TriTech will provide the following training topics and programs in 2015

1. 1st Quarter:

- a. Workshop: Financial Projections Made Simple / Build and Understanding Your Financials
- b. Workshop: Intellectual Property and Business Law
- c. Workshop: International Trade
- d. Workshop: Funding Strategies for a Competitive Market
- e. Workshop: Building Innovative Teams
- f. Workshop: Innovation and Technology Marketing
- g. Workshop: Structuring the Deal
- h. Workshop: SWR BIZTRACTION (4)

2. 2nd Quarter:

- a. Webinar: The Funding Landscape: The View & what It Means
- b. Webinar: How to Get Funded
- c. Webinar: The Art of Investor Presentations
- d. Webinar: Win Small Business Innovation Grants Part I
- e. Webinar: Common Entrepreneur Mistakes
- f. Workshop: Funding Strategies for a Competitive Market
- g. Workshop: At a Crossroads: Transforming Your Business Model on Demand
- h. Workshop: SWR BIZTRACTION (4)
- i. Conference: Annual Funding Forum Funding the BIG Idea

3. 3rd Quarter

- a. Webinar: SBIR – How to Write an SBIR Grant
- b. Workshop: Fine Art of Social Media
- c. Workshop: Crowdfunding 101 / PR strategies
- d. Workshop: SWR BIZTRACTION (4)
- e. Workshop: Legal In's – and – Outs of Patents; Trademarks and Copyrights, and SEC Crowdfunding Regulation

4. 4th Quarter

- a. Webinar: Transform Your Business Model for Exponential Growth & Profitability
- b. Workshop: SBIR / STTR Research Grants Event

- c. Workshop: SWR BIZTRACTION (4)
- d. Workshop: Selling innovation in Challenging Markets
- e. Workshop: What to do if you Don't get the Money
- f. Workshop: Innovative Approaches to Commercialization

TriTech "SWR BIZTRACTION" Temecula Venue: Forum where business owners and entrepreneurs can discuss their problems, challenges, and issues how to take their business to the next level. Workshops are held each month and are free.

OTHER FUNDS

N/A

SBDC BUDGET JUSTIFICATION

BUDGET JUSTIFICATION - Year 2015

(ESTIMATED COSTS)

Name of SBDC Center:		Riverside Community College District - TriTech SBDC	
DESCRIPTION		SBA	CASH MATCH
A. PERSONNEL <i>(Please complete page 3, Personnel List)</i>			
Key personnel costs		\$64,309	\$38,751
Professional staff		\$0	\$0
Clerical staff		\$30,128	\$55,832
Total Salaries and Wages		\$ 94,437.00	\$ 94,583.00
B. FRINGE BENEFITS			
Full-time staff _____ % rate includes (FICA, STRS, PERS, SUI, W/C, Medicare and medical/dental/life insurance.		\$52,299.00	\$42,283.00
Part-time staff _____ % rate			
Total Fringe Benefits		\$ 52,299.00	\$ 42,283.00
C. TRAVEL			
In-state: Mileage @ <u>.565/mi.</u>		\$2,000	
Other In-State		\$0	
Out of state / ASBDC:		\$2,000	
Unplanned Out-of-Region Travel		\$0	
Total Travel		\$ 4,000.00	\$ -

Total Consultants				\$105,745	\$ 13,134.00
H. OTHER					
Accounting				\$0	
Community Outreach				\$0	
Conference Fees/ASBDC Dues				\$0	
Communications				\$1,750	
Copying				\$300	
Data Processing				\$0	
Events				\$0	
Facilities				\$25,392	
Insurance				\$0	
Internet Media				\$0	
Library Purchases				\$15	
Marketing				\$0	
Minor Equipment				\$0	
Office Equipment Repair & Maintenance				\$100	
Postage				\$250	
Printing				\$300	
Professional Development				\$0	
Publications				\$850	
Software				\$0	
Total Other				\$ 28,957.00	\$ -
I. TOTAL MODIFIED DIRECT COST				\$289,438.15	\$ 150,000.00
J. INDIRECT COSTS				\$ 10,561.85	
<i>Claimed Indirect Off-campus</i>		4 % rate			
<i>Waived Indirect Off-campus</i>		14.0% rate			
TOTAL BUDGET				\$300,000.00	\$150,000.00

NOTE: All categories must be supported using this budget justification format. If additional space description, attach a separate sheet. A budget justification must be completed for the Lead Center agree with the 424 and 424A.

SBDC BUDGET NARRATIVE

NARRATIVE LINE ITEM BUDGET JUSTIFICATION FOR CY 2015				
LINE ITEM	TOTAL	BUDGET EXPLANATION		
A. PERSONNEL	FTE			
Key Personnel Costs	103,060	TriTech SBDC: Mark Mitchell Director, SBA \$64,309. Cash Match \$38,751, Annual Salary \$103,060 for 12 months at 100% effort.		
Professional Staff				
Clerical Staff	85,960	TriTech SBDC: Business Development Administrative Specialist \$30,128 Federal, \$18,154 Match for 12 months at 100% effort. Also includes a cash match donation from Riverside Community College District: \$28,678. This contribution is for 50% of Vesesi Save which is paid from the RCCD's general fund as a contribution to TriTech		
Total Personnel	189,020			
B. FRINGE BENEFITS				
Benefits of Full-Time and Part-Time Personnel	94,582	TriTech SBDC: Fixed charges for Mark Mitchell, Assistant, and Vesesi Save are projected to cost for 2015: Mark Mitchell - \$24,514, Assistant - \$11,022, (50%) Vesesi - \$7,512. Projected Health and Welfare cost for 2015 are as follows: Mark Mitchell \$23,767, Assistant \$24,009, (50%) Vesesi \$3,758. Total fringe benefits equal \$94,582.		
Total Fringe Benefits	94,582			
C. TRAVEL				
In-State Mileage	2,000	TriTech SBDC: Mileage for TriTech personnel calculated at the 2012 IRS standard mileage rate of \$0.56 cents per mile		
Other In-State				
Out-of-State / ASBDC	2,000	TriTech SBDC: Travel to ASBDC Conference 2015 for Mark Mitchell and Bus. Dev Admin Specialist. Travel includes conference registration, flight, and hotel fees.		
Unplanned Out-of-Region	0			
Total Travel	4,000			
D. EQUIPMENT				
	0	N/A		
Total Equipment	0			
E. SUPPLIES				
General Office and Operational	4,000	TriTech SBDC: Consist office supplies used in daily operation of center		
Total Supplies	4,000			

F. CONTRACTUAL			
		0	
Total Contractual		0	
G. CONSULTANTS			
		118,879	TriTech SBDC: TriTech consultants are independent contractors and they interact with our clients in that capacity. We project for 2015 to have 6 consultants whose services cost 55/hr. at an average of 36.33 hours per month for CY 2015, totaling \$118,879.
Total Consultants		118,879	
H. OTHER			
Accounting		0	
Community Outreach		0	
Conference Fees/ASBDC Dues		0	
Communications		1,750	TriTech SBDC: Phone and internet service for TriTech offices. Mobile communications equipment for TriTech Director, and Bus. Communications & Finance Specialist.
Copying		300	
Data Processing		0	
Events		12,500	TriTech SBDC: Donation of space, supplies, and guest speakers for TriTech workshops and trainings
Facilities		45,530	TriTech SBDC: Facilities projected to cost TriTech \$2197/month for six months for Irvine office. Remaining balance is in-kind donation of office space at RCCD Economic Development, Riverside and Irvine offices
Insurance		0	
Internet Media		28,000	TriTech SBDC: Donation of website management and internet marketing by Media Enterprises
Library Purchases		15	TriTech SBDC: Memberships with online database for tracking investments areas for benefit of clients. Membership for TriTech Director to various forums and networks that have potential clients and sponsorship benefits.
Marketing		0	TriTech SBDC: Donation of Center's marketing activities by outside Public Relations Firms
Minor Equipment		0	TriTech SBDC: Minor equipment purchases needed to center operation
Office Equipment Repair & Maintenance		100	TriTech SBDC: Routine computer and printer maintenance
Postage		250	TriTech SBDC: Cost of sending materials and documents between offices, service centers, and the Lead Center during 2015
Printing		300	TriTech SBDC: Business Cards, flyers, TriTech documents, banners, etc.
Professional Development		0	
Publications		850	
Software		0	

Insurance		0			
Internet Media		28,000	TriTech SBDC: Donation of website management and internet marketing by Media Enterprises		
Library Purchases		15	TriTech SBDC: Memberships with online database for tracking investments areas for benefit of clients. Membership for TriTech Director to various forums and networks that have potential clients and sponsorship benefits.		
Marketing		0	TriTech SBDC: Donation of Center's marketing activities by outside Public Relations Firms		
Minor Equipment		0	TriTech SBDC: Minor equipment purchases needed to center operation		
Office Equipment Repair & Maintenance		100	TriTech SBDC: Routine computer and printer maintenance		
Postage		250	TriTech SBDC: Cost of sending materials and documents between offices, service centers, and the Lead Center during 2015		
Printing		300	TriTech SBDC: Business Cards, flyers, TriTech documents, banners, etc.		
Professional Development		0			
Publications		850			
Software		0			
Total Other		89,595			
I. TOTAL DIRECT COSTS		500,076			
J. INDIRECT COSTS					
Indirect Costs/Waived Indirect Match		74,528	TriTech SBDC: Indirect cost includes indirect cost of \$10,561.85 from SBA cost and \$71,005.25 in unrecovered/waived indirect		
Total Indirect		74,528			
TOTAL BUDGET		574,605			

SBDC PERSONNEL LIST

Mark Mitchell	100%	62.4% - 108	37.6% - 110
Gross Pay	\$ 103,060	\$ 64,309	\$ 38,751
PERS	11,766	7,342	4,424
FICA	6,390	3,987	2,403
MEDICARE	1,494	932	562
UI	52	32	19
W/C	2,473	1,543	930
HEALTH INS.	24,602	15,352	9,250
	\$ 149,837.42	\$ 93,498.55	\$ 56,338.87
Christopher Earl	100%	62.4% - 108	37.6% - 110
Gross Pay	\$ 48,282	\$ 30,128	\$ 18,154
PERS	5,512	3,440	2,073
FICA	2,993	1,868	1,126
MEDICARE	700	437	263
UI	24	15	9
W/C	1,159	723	436
HEALTH INS.	24,602	15,352	9,250
	\$ 83,272.84	\$ 51,962.25	\$ 31,310.59
Vevesi Save	100%		50.0% - 110
Gross Pay	\$ 57,356		\$ 28,678
PERS	6,548		3,274
FICA	3,556		1,778
MEDICARE	832		416
UI	29		14
W/C	1,377		688
HEALTH INS.	7,285		3,643
	\$ 76,982.29		\$ 38,491.15
Total Key Personnel Salary		\$ 64,309	\$ 38,751
Clerical Staff - C. Earl		30,128	18,154
Clerical Staff - V. Save			28,678
		\$ 94,437.41	\$ 85,582.59
Fringe Benefits - Mitchell, Earl		\$ 51,023	\$ 30,745
Fringe Benefits - Save			9,813
Total Fringe Benefits:		\$ 52,298.98	\$ 41,571.96
Total Fringe Benefits:		\$ 53,606.45	\$ 51,630.43

CSUF SUB-RECIPIENT COMMITMENT FORM

Prime Recipient: **CSU Fullerton Auxiliary Services Corporation (CSUF ASC)**
 on behalf of: **California State University, Fullerton (CSUF)**
 c/o CSUF Office of Grants and Contracts
 800 N. State College Boulevard, CP-205, Fullerton, CA 92834
 Tel.: (657) 278-2106; Fax: (657-278-3000); Email: ogc1@fullerton.edu

Date: (mm/dd/yy)

SUBRECIPIENT COMMITMENT FORM

SUBRECIPIENT INFORMATION

Subrecipient Legal Name:

Subrecipient's PI: CSUF's PI:

Prime Sponsor:

CSUF Proposal Title:

Subrecipient Total Funds Requested: Performance Period Begin: (mm/dd/yy)

ARRA Funded Performance Period End: (mm/dd/yy)

SECTION A: Proposal Documents

The following documents are included in our subaward proposal submission and covered by the certifications below:

- Statement of Work (required)
- Budget and Budget Justification (required)
- This Subrecipient Commitment Form (required) completed and signed by Subrecipient's Authorized Official
- Small/Small Disadvantaged Business Subcontracting Plan, in agency-required format (required for proposals over \$550,000)
- Biosketches of Key Personnel in agency-related format

Other

SECTION B: Special Review and Certifications

1. **Facilities and Administrative Rates** included in this proposal have been calculated based on:
 - Subrecipient's federally-negotiated F&A rates for this type of work, or a reduced F&A rate that Subrecipient hereby agrees to accept. (If this box is checked, a copy of your F&A rate agreement must be furnished to CSUF before a subaward will be issued.)
 - other rates (please specify the basis on which the rate has been calculated in Section D: Comments)
 - Not applicable (no indirect cost requested)
2. **Fringe Benefit Rates** included in this proposal have been calculated based on:
 - Rates consistent with or lower than Subrecipient's federally-negotiated rates. (If this box is checked, please send a copy of your FB rate agreement to CSUF before a subaward will be issued.)
 - Based on actual rates.
 - Other rates (please specify the basis on which the rate has been calculated in Section D: Comments)
3. **Subrecipient Business Status:**

<input type="checkbox"/> Large Business	<input type="checkbox"/> Institution of Higher Education	<input type="checkbox"/> Foreign Owned
<input type="checkbox"/> Small Business	<input type="checkbox"/> Nonprofit Organization	<input type="checkbox"/> For profit organization

If a small business, identify business classification (*certified by the Small Business Administration)

<input type="checkbox"/> Small Disadvantaged Business (SDB)* (8a)*	<input type="checkbox"/> Service-disabled veteran-owned business (SDVOSB)
<input type="checkbox"/> Women-owned small business (WOSB)	<input type="checkbox"/> HUBZone small business*
<input type="checkbox"/> Veteran-owned small business (VOSB)	<input type="checkbox"/> Alaska Native Corporation (ANC) (43USC1601)
<input type="checkbox"/> Minority Serving Institution (e.g., HBCU, HSI, MI, etc.)	
4. **Affirmative Action Compliance:**
 Indicate in accordance with the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2) that your organization has:
 - a written affirmative action program has been developed and is on file
 - a written affirmative action program has not been developed and is not on file
 - not previously had contracts subject to the written affirmative action programs

5. Human Subjects: Yes No

Exemption Number or IRB Approval Date: (mm/dd/yy) IRB Number:

(Note: Surveys, interviews, observations, or use of secondary data may be considered human subjects research. Contact your institution's IRB office for guidance.)
If answer to the above is "Yes" copies of the determination of exemption or IRB approval must be provided before any subaward will be issued. Please send the documents to CSUF Office of Grants and Contracts as soon as they become available. Please indicate the CSUF PI's name, Project Title, and subcontract number (for reference), if available.

If "Yes" and NIH funding is involved

Have all key personnel involved completed human subjects training? Yes No

Note: All key personnel engaged in human subjects research must take NIH human subjects training or other human subjects research training (http://grants.nih.gov/grants/policy/hs_educ_fa_q.htm) as required by NIH.

Does your organization/institution have a Federalwide Assurance (FWA) Number? Yes No If "Yes" provide number:

6. Animal Subjects: Yes No Approval Date:(mm/dd/yy) IACUC Number:

If "Yes" copies of the IACUC approval must be provided before any subaward will be issued. Please obtain approval and forward required documents to the CSUF Office of Grants and Contracts, as soon as they become available. Please indicate the CSUF PI's name, Project Title, and subaward number (for reference), if available.

Does your organization/institution have a PHS Animal Welfare Assurance Number? Yes No If "Yes" provide number:

Is your organization/institution AAALAC accredited? Yes No If "Yes" provide number:

7. Responsible Conduct of Research (RCR):

The prime sponsor of this project is:

National Institutes of Health

Policy: NIH requires that all trainees, fellows, participants, and scholars receiving support through any NIH training, career development award (individual or institutional), research education grant, and dissertation research grant must receive instruction in responsible conduct of research. This policy will take effect with all new and renewal applications submitted on or after January 25, 2010, and for all continuation (Type 5) applications with deadlines on or after January 1, 2011. This Notice applies to the following programs: D43, D71, F05, F30, F31, F32, F33, F34, F37, F38, K01, K02, K05, K07, K08, K12, K18, K22, K23, K24, K25, K26, K30, K99/R00, KL1, KL2, R25, R36, T15, T32, T34, T35, T36, T37, T90/R90, TL1, TU2, and U2R. This policy also applies to any other NIH-funded programs supporting research training, career development, or research education that require instruction in responsible conduct of research as stated in the relevant funding opportunity announcements.

Compliance: NIH policy requires participation in and successful completion of instruction in responsible conduct of research by individuals supported by any NIH training/ research education/fellowship/career award. It is expected that course attendance is monitored and that a certificate or documentation of participation is available upon course completion. NIH does not require certification of compliance or submission of documentation, but expects institutions to maintain records sufficient to demonstrate that NIH-supported trainees, fellows, and scholars have received the required instruction.

Resources: The NIH Research Training website (<http://grants.nih.gov/training/extramural.htm>) includes additional information on instruction in responsible conduct of research and links to the Office of Research Integrity (<http://ori.hhs.gov/>), links to instructional materials, and examples of programs that have been regarded as good models for instruction in responsible conduct of research (<http://bioethics.od.nih.gov/researchethics.html>). The National Academy Press has published the 3rd. edition of the classic, *On Being a Scientist*, and is available online at http://books.nap.edu/catalog.php?record_id=12192

National Science Foundation

Statutory Requirement: "The Director shall require that each institution that applies for financial assistance from the Foundation for science and engineering research or education describe in its grant proposal a plan to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduate students, graduate students, and postdoctoral researchers participating in the proposed research project."

Certification Regarding Responsible Conduct of Research (RCR):

The AOR is required to complete a certification that the institution has a plan to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduates, graduate students, and postdoctoral researchers who will be supported by NSF to conduct research. Additional information on NSF's Responsible Conduct of Research (RCR) policy is available in the Award and Administration Guide (AAG), Chapter IV.B.

Institutional Responsibilities:

A. An institution must have a plan in place to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduates, graduate students, and postdoctoral researchers who will be supported by NSF to conduct research. As noted in NSF Grant Proposal Guide (GPG) Chapter II.C.1e, institutional certification to this effect is required for each proposal.

B. While training plans are not required to be included in proposals submitted to NSF, institutions are advised that they are subject to review, upon request.

C. An institution must designate one or more persons to oversee compliance with the Responsible RRCR training requirement.

D. Institutions are responsible for verifying that undergraduate students, graduate students, and postdoctoral researchers supported by NSF to conduct research have received training in the responsible and ethical conduct of research.

8. Cost Sharing:

Yes No Amount

(Cost sharing amounts and details should be included in the Subrecipient's budget)

9. Conflict of Interest (applicable to DHHS, NSF, or any other sponsor that has adopted the federal financial disclosure requirements):

Not applicable because this project is not being funded by NIH, NSF, or CDC

Subrecipient hereby certifies that it has an active and enforced conflict of interest policy that is consistent with the provision of 42 CFR Part 50, Subpart F "Responsibility of Applicants for Promoting Objectivity in Research". Subrecipient also certifies that, to the best of the institution's knowledge: (1) all financial disclosures have been made related to the activities that may be funded by or through a resulting agreement, and required by its conflict of interest policy; and, (2) all identified conflicts of interest have, or will have, been satisfactorily managed, reduced or eliminated in accordance with Subrecipient's conflict of interest policy prior to the expenditure of any funds under any resultant agreement.

Subrecipient does not have an active and/or enforced conflict of interest policy and hereby agrees to abide by CSUF's policy

10. Fiscal Responsibility:

The Subrecipient certifies that its financial system is in accordance with generally accepted accounting principles and (mark all that apply):

- has the capability to identify, in its accounts, all Federal awards received and expended and the Federal programs under which they are received
- maintains internal controls to assure that it is managing Federal awards in compliance with applicable laws, regulations and the provision of contracts and grants
- complies with applicable laws and regulations
- can prepare appropriate financial statements, including the schedule of expenditures of Federal awards
- there are no outstanding audit findings. If there are findings, submit a copy of the most recent report that describes the findings and steps to be taken to correct the finding.

11. Debarment, Suspension, Proposed Debarment:

Is the PI or any other employee or student participating in this project debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs or activities? Yes No

The Subrecipient certifies that they: (answer all questions below)

- Are Are Not presently debarred, suspended, proposed for debarment, or declared ineligible for award of Federal Contracts
- Are Are Not presently indicted for, or otherwise criminally or civilly charged by a governmental entity
- Have Have Not within three (3) years preceding this offer, been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property
- Have Have Not within three (3) years preceding this offer, had one or more contracts terminated for default by any Federal Agency

SECTION C: Audit Status

1. A-133 Audit Status

- A. Does the Subrecipient receive an annual audit in accordance with OMB Circular A-133? Yes No
If "Yes", has the audit been completed for the most recent fiscal year? Yes No
If "No", when is it expected to be completed: (m/d/yy) _____
- B. Were any audit findings reported? (If "yes", explain in Section D: Comments below) Yes No
Note: A complete copy of Subrecipient's most recent report, or the Internet URL link to a complete copy must be furnished to CSU Fullerton Auxiliary Services Corporation before a subaward will be issued.
- C. If "No", does the Subrecipient receive overall federal funding of at least \$500,000 per year? Yes No If "No", skip item D
- D. Subrecipient is a: For-profit entity that expends Federal or Sub-Federal funds and has a DC/AA audited rate
 For-profit entity that does not expend Federal funds or have annual audits
 Foreign entity

Note: If Subrecipient does not receive an A-133 audit, the CSU Fullerton Auxiliary Services Corporation will require the Subrecipient to complete an Audit Certification and Financial Status Questionnaire, and may require a limited scope audit before a subaward will be issued.

2. Federal Funding Accountability and Transparency Act (FFATA)

- Location of Subrecipient (City/State/Congressional District/Country): _____
- Note: If primary place of performance is different than Location of Subrecipient, provide location where project will be performed (City/State/Congressional District/Country)*

- DUNS Number of Subrecipient receiving award: _____
- Is Subrecipient owned or controlled by a parent entity? Yes No
If "Yes", please provide DUNS number and location (City/State/Congressional District/Country) of parent entity.

- Is Subrecipient currently registered in Central Contractor Registration (www.ccr.gov)? Yes No

SECTION D: Comments (please attach additional pages if necessary)

Empty box for comments.

APPROVED FOR SUBRECIPIENT

The information, certifications, and representations above have been read, signed, and made by an authorized institutional representative of the Subrecipient named herein. The appropriate programmatic and administrative personnel involved in this application are aware of agency policies in regard to subawards and are prepared to establish the necessary inter-institutional agreements consistent with those policies. By their signatures below, Subrecipient and its Principal Investigator certify (1) that the information submitted within the application is true, complete and accurate to the best of the Subrecipient's and PI's knowledge; (2) that any false, fictitious, or fraudulent statements or claims may subject the Institution and PI to criminal, civil, or administrative penalties; and (3) that the PI agrees to accept responsibility for the scientific conduct of the project and to provide the required progress and other administrative reports as required if an award is made as a result of the prime recipient's application.

Any work begun and/or expenses incurred prior to execution of a subaward agreement are at the Subrecipient's own risk.

Signature of Subrecipient's Authorized Institutional Representative

Date

Name and Title of Authorized Institutional Representative

TIN or EIN of Subrecipient's Organization/Institution

Address

City, State, Zip

Email Address

Name and Title of Administrative Point of Contact

Address

City, State, Zip

Phone

Fax

Email Address

Signature of Subrecipient's Principal Investigator

Date

Print Form

**EXHIBIT B
RCCD - TRI TECH**

BUDGET JUSTIFICATION - Year 2014
(ESTIMATED COSTS)

Name of SBDC Center:

Riverside Community College District - TriTech SBDC

DESCRIPTION	SBA	CASH MATCH	IN-KIND	INDIRECT	TOTAL
A. PERSONNEL <i>(Please complete page 3, Personnel List)</i>					
Key personnel costs	\$117,465	\$58,644			
Professional staff	\$0	\$0			
Clerical staff	\$15,452	\$44,107			
Total Salaries and Wages	\$ 132,917.00	\$ 102,751.00	\$ -		\$ 235,668.00
B. FRINGE BENEFITS					
Full-time staff _____% rate includes (FICA, STRS, PERS, SUI, W/C, Medicare and medical/dental/life insurance. Part-time staff _____% rate	\$77,828	\$50,328			
Total Fringe Benefits	\$ 77,828.00	\$ 50,328.00	\$ -		\$ 128,156.00
C. TRAVEL					
In-state: Mileage @ <u>.565/mi.</u>	\$3,000	\$500			
Other In-State	\$0				
Out of state / ASBDC:	\$3,000	\$3,000			
Unplanned Out-of-Region Travel	\$0				
Total Travel	\$ 6,000.00	\$ 3,500.00	\$ -		\$ 9,500.00
D. EQUIPMENT	\$0				
Total Equipment	\$ -	\$ -	\$ -		\$ -
E. SUPPLIES <i>General office, operational and computer supplies</i>	\$3,000	\$500			
Total Supplies	\$ 3,000.00	\$ 500.00	\$ -		\$ 3,500.00

EXHIBIT B
RCCD - TRI TECH

DESCRIPTION	SBA	CASH MATCH	IN-KIND	INDIRECT	TOTAL
F. CONTRACTUAL					
Total Contractual	\$ -	\$ -	\$ -		\$ -
G. CONSULTANTS Consulting (1,922.64 hrs. at \$55/hr.)	\$90,776	\$3,000			
Total Consultants	\$ 90,775.77	\$ 3,000.00	\$ -	\$ -	\$ 93,775.77
H. OTHER					
Accounting	\$0	\$0			
Community Outreach	\$0	\$0	\$18,000		
Conference Fees/ASBDC Dues	\$0	\$520			
Communications	\$2,500	\$1,000	\$12,000		
Copying	\$0	\$0			
Data Processing	\$0	\$0			
Events	\$0	\$0	\$11,500		
Facilities	\$13,200	\$8,401	\$25,908		
Insurance	\$0				
Internet Media	\$0		\$28,000		
Library Purchases	\$0				
Marketing	\$0				
Minor Equipment	\$0				
Office Equipment Repair & Maintenance	\$210				
Postage	\$500				
Printing	\$500				
Professional Development	\$0				
Publications	\$0				
Software	\$0				
Total Other	\$ 16,910.00	\$ 9,921.00	\$ 95,408.00	\$ -	\$ 122,239.00
I. TOTAL MODIFIED DIRECT COST	\$ 327,430.77	\$170,000.00	\$95,408.00	\$ -	\$ 592,838.77
J. INDIRECT COSTS	\$ 12,569.23	\$ -	\$ -	\$ 73,080.13	\$ 85,649.36
<i>Claimed Indirect Off-campus</i> <u>4%</u> rate					
<i>Waived Indirect Off-campus</i> <u>14.0%</u> rate					
TOTAL BUDGET	\$340,000	\$170,000	\$95,408	\$73,080	\$678,488

NOTE: All categories must be supported using this budget justification format. If additional space is required, for a narrative description, attach a separate sheet. A budget justification must be completed for the Lead Center and Service Centers. Totals must agree with the 424 and 424A.

EXHIBIT B
RCCD - TRI TECH

SBDC Center: Riverside Community College District - TriTech SBDC

Page 3 of 3 Pages

BUDGET JUSTIFICATION
PERSONNEL

NAME AND POSITION TITLE	FEDERAL SHARE	MATCH	TOTAL ANNUAL SALARY	NO. MOS.	% TIME on SBDC PROGRAM	TOTAL AMOUNT REQUIRED FOR SBDC PROGRAM
	(1)	(2)	(3)	(4)	(5)	(6)
Mark Mitchell Director	\$ 64,309.00	\$ 38,751.00	\$ 103,060.00	12	100%	\$ 103,060.00
Veysi Save, Economic Development Assistant Host Donated Match Business Development Administrative Specialist	\$ -	\$ 28,678.00	\$ 57,356.00	12	50%	\$ 28,678.00
Elena Farias, Student Assistant	\$ 30,128.00	\$ 18,154.00	\$ 48,282.00	12	100%	\$ 48,282.00
		\$ 9,000.00	Hourly	12	100%	\$ 9,000.00
TOTAL COST	\$ 94,437.00	\$ 94,583.00	\$ 208,698.00			\$ 189,020.00

***NOTE:** List name and position title. Please complete the information in Columns 1 - 6.
Indicate Lead and Service Centers personnel. Total cost should agree with the 424A.*



U.S. SMALL BUSINESS ADMINISTRATION
WASHINGTON, DC 20416

MAR 27 2015

Ms. Paulina Tagle
Director, Grants and Contracts
Small Business Development Center
CSU Fullerton Auxiliary Corporation
2600 Nutwood Avenue, Suite 250
Fullerton, CA 92831-3137

Reference: SBDC Cooperative Agreement Number: SBAHQ-15-B-0064
Administrative Number: 5-603001-EZ-0063

Dear Ms. Tagle:

You are hereby notified that you are the recipient of the Calendar Year 2015 continuation award for the Orange County/Inland Empire Regional Small Business Development Center, in the amount of \$2,193,055. The nonfederal match is \$2,276,548 for a total project cost of \$4,469,603.

This Notice of Award is issued Subject to Availability of Funds, which means that the SBA is operating under a Continuing Resolution (CR), and reimbursement of funds under the above referenced account number is limited to **\$425,453** for the CR period. You will be notified to submit a revised budget when the final funding amount is determined.

There are portions of this Notice of Award SBA wishes to emphasize: the Federal government's transition to the Omni-circular (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 78 FR 78589, codified at 2 CFR 200) beginning December 26, 2014 (see NOTICE on page 4); the revised SBA monitoring provisions that include a mid-year financial reconciliation (see §II (C)(14) on page 8, and §III (A)(7) Financial Reporting on page 11) and the required demonstration of 1-to-1 match on the SF 270 Request for Advance or Reimbursement (line f) when requesting payment (see §III (B)(6) Matching Requirements on page 15, and §III (B)(10) Payments on page 17); and the new section Financial Examinations, Program Reviews and Accreditation (see §III (B)(17) page 19).

As a reminder, you may only use an "Other Sponsored Programs" or "All Programs" rate when calculating indirect costs. If your rate agreement does not have an OSP or All Programs rate, you may not charge indirect costs until you have a revised rate agreement. Also, we will be verifying whether the SBDC activities are taking place "On-Campus" or "Off-Campus" so please be sure to use the correct category when computing indirect costs. Enclosed is a sample Schedule of Indirect Cost. You are to use the revised sample format for reporting indirect cost. You may also obtain SBDC form(s) at www.sba.gov/content/sbdc-forms-and-worksheets.

Two copies of the award documents are enclosed for your review. If you agree with the provisions, please sign both copies (SBA Form 1222) in Block 23. Retain one copy for your files and return the other copy to the Small Business Administration (SBA). Our mailing address is:

U.S. Small Business Administration
Office of the Small Business Development Centers (OSBDC)
409 Third Street, SW, 6th Floor
Washington, DC 20416
Attn: Doris Young, Grants Management Specialist

Doris Young will serve as Grants Management Officer (GMO) on this award. Nancy Gilbert will serve as Grants Officer's Representative (GOR). The SBA Project Officer (PO) assigned to monitor the technical aspects of this award is Christopher Lorenzana in the SBA District Office in Santa Ana.

If you have any questions about the administrative aspects of this award, please call the OSBDC at (202) 205-6766. We look forward to the start of another successful year.

Sincerely,



Carroll A. Thomas
Associate Administrator
Office of the Small Business Development Centers

Enclosures

cc: OSBDC Grants File
Sent by email to:
Katrina Smith, Acting Regional Director
Donna Davis, SBA Regional Administrator
J. Adalberto Quijada, District Director
Christopher Lorenzana, Project Officer
Erika Fischer, Grants Officer's Representative

U.S. Small Business Administration		NOTICE OF AWARD	
1. AUTHORIZATION (Legislation/Regulation) 15 USC 648; 31 USC 6305; 13 CFR Part 130		2. Grant/Cooperative Agreement No.: SBAHQ-15-B-0064	
3. RECIPIENT: (Name, Organizational Unit, Address) CSU Fullerton Auxiliary Services Corporation Attn: PAULINA TAGLE TAGLE 2600 NUTWOOD AVENUE, STE 250 FULLERTON CA 928313137		4. PROJECT PERIOD (Mo./Day/Yr.) From 01/01/2015	(Mo./Day/Yr.) Through 12/31/2015
		5. BUDGET PERIOD (Mo./Day/Yr.) From 01/01/2015	(Mo./Day/Yr.) Through 12/31/2015
		6. FEDERAL CATALOG NO. 59.037	7. ADMINISTRATIVE CODES 5603001EZ0063
8. TITLE OF PROJECT/PROGRAM (limit to 53 spaces) SMALL BUSINESS DEVELOPMENT CENTERS		9. AWARD AMOUNT Amount of SBA Financial Assistance \$425,453.00	
10. DIRECTOR OF PROJECT (Program or Center Director, Coordinator or Principal Investigator) NAME Smith Katrina Last First Initial ADDRESS Same as #3 above.		11. RECOMMENDED FUTURE SUPPORT (Subject to the availability of funds and satisfactory progress of the project)	
		BUDGET YEAR	TOTAL DIRECT COST
		a.	\$0.00
		BUDGET YEAR	TOTAL DIRECT COST
		b.	\$0.00
12. Approved Budget (Excludes SBA Direct Assistance)		13. Remarks (Other Terms & Conditions Attached) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> SBA Funds Only <input checked="" type="checkbox"/> Total project costs including all other financial participation.		AN APPROVED BUDGET WILL BE ISSUED BY MOD #0001, UPON FINAL APPROVAL OF YOUR REVISED SF424	
		14. THIS AWARD IS SUBJECT TO THE FOLLOWING COST PRINCIPLES AND OMB UNIFORM ADMINISTRATIVE REQUIREMENTS:	
a. Personal Service_____		<input checked="" type="checkbox"/> 2 CFR Part 220 - Cost Principles for Educational Institutions	
b. Fringe Benefits_____		<input type="checkbox"/> 2 CFR Part 225 - Cost Principles for State and Local Governments	
c. Consultants_____		<input type="checkbox"/> 2 CFR Part 230 - Cost Principles for Non-Profit Organizations	
d. Travel_____		<input type="checkbox"/> FAR Subpart 31.2 - Principles for Determining Cost Applicable to Awards with For-Profit Organizations	
e. Equipment_____		<input type="checkbox"/> 13 C.F.R. Part 143 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments	
f. Supplies_____		<input checked="" type="checkbox"/> 2 CFR Part 215 - Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations.	
g. Contractual_____		<input checked="" type="checkbox"/> OMB Circular - A - 133 - Audits of States, Local Governments, and other Non-Profit Orgs.	
h. Other_____			
i. TOTAL DIRECT COSTS_____			
j. Indirect cost_____			
(Rate) 0 % of S & W/TADC			
k. OTHER APPL COSTS_____			
l. TOTAL APPROVED BUDGET			
*Must meet all matching or cost participation requirements subject to adjustment in accordance with SBA policy			
15. THIS AWARD IS SUBJECT TO THE TERMS AND CONDITIONS ON THE REVERSE SIDE			
16. CRS - EIN 95-2081258		17. COUNTY NAME Orange	18. CONGRESSIONAL DISTRICT NO. CA-040
19a. CITY CODE 28000	b. COUNTY CODE 059	c. STATE CODE 06	d. PROGRAM CODE 7007
BUDGET CODE		DOCUMENT NO.	AMT. ACTION FIN. ASST.
20a. 1515.56040DB.603001.2025	b. SBAHQ-15-B-0064	c. \$425,453.00	d. HIGHER EDUCATION
21. AGENCY OFFICIAL (Signature, Name and Title) Doris Young <i>Doris Young</i>		22. DATE ISSUED (Mo./Day/Yr.) 03/23/2015	
23. RECIPIENT OFFICIAL (Signature, Name and Title)		24. DATE (Mo./Day/Yr.)	



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NOTICE

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 78 FR 78589, codified at 2 CFR 200 *et seq* effective December 26, 2014 revises and governs this Notice of Award, <http://www.ecfr.gov/cqi-bin/text-idx>

On December 26, 2013, the Office of Management and Budget ("OMB") published final guidance in the Federal Register entitled "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" ("Final Guidance"), to be located at 2 CFR 200 *et seq*. This Final Guidance supersedes and combines the requirements of eight existing OMB Circulars (A-21, A-50, A-87, A-89, A-102, A-110, A-122 and A-133) with the intent to streamline the federal grant-making and monitoring process, to ease administrative burden for grant applicants and recipients, and to reduce the risk of waste, fraud and abuse.

2 CFR §200.110, Effective/applicability date

Federal agencies must implement the requirements to be effective by December 26, 2014.

Audit requirements will apply to audits of fiscal years beginning on or after December 26, 2014.

Administrative requirements and cost principles will apply to new awards and to additional funding (funding increments) to existing awards made after Dec 26.

Existing Federal awards will continue to be governed by the terms and conditions of the Federal award, except for Audit as Subpart F is based on 12/26/2014 fiscal year date.

Application to SBDC's:

Fiscal year programs are subject to the current OMB circulars and regulations, with any additional funding increments subject to the OMB rules effective 12/26/2014 for the additional funding. Calendar year programs beginning 01/01/2015 are subject to the OMB rules effective 12/26/2014.

All references to the OMB Circulars throughout this Cooperative Agreement are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 78 FR 78589, codified at 2 CFR 200 *et seq* effective December 26, 2014 and incorporated herein.

I. ADMINISTRATIVE PROVISIONS

A. Points of Contact

1. Grants Management Officer (GMO)

Name: Doris Young
Address: U.S. Small Business Administration
Office of Small Business Development Centers
409 3rd Street, SW, 6th Floor
Washington, DC 20416
Telephone Number: (202) 205-6185
Facsimile Number: (202) 481-1738
Email Address: doris.young@sba.gov

2. Grants Officer's Representative (GOR)

Name: Nancy Gilbert
Address: U.S. Small Business Administration
Office of Small Business Development Centers
409 3rd Street, SW, 6th Floor
Washington, DC 20416
Telephone Number: (202) 205-6654
Facsimile Number: (202) 481-2584
Email Address: nancy.gilbert@sba.gov

3. District Office Project Officer (PO)

Name: Christopher A. Lorenzana
Address: U.S. Small Business Administration
Santa Ana District Office
200 W Santa Ana Blvd., Suite 700
Santa Ana, CA 92701
Telephone Number: (714) 560-7453
Facsimile Number: (202) 741-7043
Email Address: christopher.lorenzana@sba.gov

4. SBDC Program Point of Contact for Reporting Fraud, Waste, or Abuse

Name: Rachel Karton
Address: U.S. Small Business Administration
Office of Small Business Development Centers
409 Third Street, SW, 6th Floor
Washington, DC 20416
Telephone Number: (202) 619-1816
Facsimile Number: (202) 481-4945
Email Address: rachel.newman@sba.gov

5. Grant Recipient's Authorized Organizational Representative (AOR)

Name: Paulina Tagle
Address: CSU Fullerton Auxiliary Services Corporation
2600 Nutwood Avenue, Suite 250
Fullerton, CA 92831-3137
Telephone Number: (657) 278-7679
Facsimile Number: (619) 278-3000
Email Address: ogcl@fullerton.edu

B. Project and Budget Periods

The period of performance for this award will consist of a base period of 12 months (01/01/2015 -12/31/2015).

C. Governing Authority/Order of Precedence

This Award is subject to the following requirements and representations, whether stated explicitly or incorporated by reference:

1. The statutes, regulations, and policy documents cited in Blocks 1 and 14 of the Notice of Award cover page and any other relevant, subsequently enacted laws.
2. Program Announcement Nos. OSBDC-2015-01 (FY), OSBDC-2015-02 (CY), as appropriate and any subsequently issued SBA policy guidance.
3. Those terms and conditions set forth below.
4. Your accepted application for this Award, including all forms and assurances, and any subsequently approved additions or modifications.

In the event of a conflict between these requirements, the Order of Precedence listed above will determine which prevails. Unless explicitly stated otherwise, all deadlines discussed in this Notice of Award will be measured in terms of calendar days. By signing Block 23 of the Notice of Award cover page, you acknowledge your acceptance of all these requirements.

II. SPECIAL TERMS AND CONDITIONS

A. Corrective Action Required

You may be required to make changes to your revised Application for Federal Assistance for the approval of your final budget. Your Grants Management Specialist will contact you by email requesting you to clarify or to submit supporting document (if any), followed by modification of this award. An approved budget will be issued by Modification #0001, upon final approval of your revised SF 424.

B. Grant Recipient Responsibilities

You, the Recipient/SBDC Network, acknowledge you will:

1. Comply with the requirements and authorities set forth in Parts I (B) above and III (A)(16) below.
2. Conduct the project funded under this Award in accordance with your approved Technical Proposal, goals, milestones, and budget. Changes to these guiding documents must be submitted to SBA for pre-approval in accordance with Part III (A)(11) below. The negotiated goals set for this award are 1072 SBDC long term clients receiving 5 hours or more of counseling within one year, including preparation and contact time. Additional negotiated goals are 168 new businesses created and \$75,000,000 capital infusion (to include SBA loans, non-SBA loans and equity investment).
3. Be responsive to SBA requests for information and communication. Changes to your organization's contact information, including your AOR or other designated representatives, must be reported promptly to SBA.
4. Promptly advise SBA of any difficulties you encounter or anticipate encountering that may affect the conduct of your project.
5. Cooperate with all programmatic and financial examinations and any accreditation reviews conducted by SBA, its agents, or contractors. You will promptly address and act upon all findings regarding your project made as part of any such process.
6. Coordinate with SBA and other Agency resource partners operating within your project service area to maximize the effectiveness of your efforts and avoid duplication of products and services.
7. Promote SBA programs, products, and services to clients, as appropriate.
8. Maintain adequate, readily accessible facilities for assisting clients, including satellite locations where appropriate.

9. Provide assistance to the small business community to the maximum extent possible. The SBDC Lead center and service centers services shall be available to the public during the normal hours of the business community throughout the year, as appropriate. In addition, provisions should be made to provide evening and weekend assistance, both online and in service centers, as appropriate to meet local community demands and needs.
10. Provide meaningful access to project services for clients with limited English language proficiency and/or disabilities.
11. Maintain adequate staffing levels for the delivery of client services, including replacing Key Personnel no more than 60 days and 120 days for State/Regional Directors after they cease their involvement with the project.
12. Participate in SBA surveys and studies regarding the effectiveness and outcomes of the program/project, curriculum, types of assistance, service delivery methods, etc.
13. Submit and update information to USASpending.gov, as required.
14. Use the funds provided through this award, to manage and operate, within a state, territory, or commonwealth, a small business development center (SBDC).
15. Use varied resources to counsel and train small business owners and managers in dealing with financial, marketing, and other operational and business opportunities and challenges. The SBDC will assist these clients in developing feasibility studies, business plans, cash flows, financial statements, and similar business measurement and evaluation concepts and tools. The SBDC must provide client counseling assistance at no cost to its clients. However, the SBDC may charge a reasonable fee for training activities and/or certain specialized services. See below in Part IV, definition of program income.
16. Consult with State and Federal Export Assistance Centers, as appropriate, when counseling small businesses interested in exporting. For further guidance regarding export assistance requirements, see 15U.S.C. §648(a).
17. Report emergency closures to the SBA Project Officer as soon as feasible.

C. SBA Responsibilities

As the awarding agency, SBA will, subject to the availability of funds and continuing authority:

1. Carry out the duties and responsibilities imposed on it by the statutes and regulations governing this program.
2. Respond to requests for guidance or information related to the SBDC program.
3. Respond to requests for Agency participation and collaboration in project activities, as appropriate.
4. Promote the project by referring interested parties to you for assistance and displaying your printed materials.
5. Facilitate cooperation and coordination between you, other SBA resource partners, and other Federal agencies.
6. Review and act upon requests for modifications to your technical proposal, budget, Key Personnel, project/budget period, and other project parameters.
7. Review and act upon your reports and payment requests.
8. Where authorized by law, share SBA resources and/or donated materials.
9. Monitor your performance under this award and your ongoing operations to determine if you are making effective and efficient use of Project funds. Includes reviewing records, files, and procedures relating to your performance under this award, as well as interviewing Clients to gauge program effectiveness.
10. Review, in advance, all contracts, grants, and cooperative agreements you propose to enter into with other Federal agencies, either individually or as part of a joint effort with other parties. For further guidance, see 15 U.S.C. § 648 21(a)(5) and Part III (A)(11) below. The AA/OSBDC will review the subject and general scope of all such agreements and will not approve them unless the SBDC Lead Center demonstrates that its performance of the agreement will provide assistance to small business concerns without hindering its ability to carry out the terms of this award.
11. The host institution must submit recruitment and selection plans for an SBDC State/Region Director position to the SBA District Director (or Lead District Director when there is more than one District Office) and the AA/OSBDC for approval. The SBA must concur with the SBDC State/Region Director selection. If a District Director has concerns with the capability of the selected candidate to meet the requirements necessary for the position, he/she must express those concerns in writing to the regional administrator, recipient organization, and AA/OSBDC for review. The AA/OSBDC will make a final determination. No SBA employee can participate in the selection process, including participating on a candidate review panel, for any SBDC employee.
12. Make recommendations or decisions affecting the agreement including policy issues, and provide technical advice and other actions.

13. Perform monitoring and oversight activities in order to determine whether you (the SBDC) have (has) developed procedures to track financial resources, including program income and whether these resources were devoted to fulfilling eligible SBDC program objectives.
14. Perform a reconciliation of financial forms (SF 270, SF 425 with actual expenditure attachments) semiannually to ensure that you are fulfilling the terms and condition of this award.

III. GENERAL TERMS AND CONDITIONS

A. Administrative Requirements

This Award is subject to the requirements listed below. For further guidance regarding the administrative requirements applicable to this Award see 2 C.F.R. Part 215 (2 C.F.R. Section A, Subparts A-E) or 13 C.F.R. Part 143, as appropriate.

1. Non-Transferability

This Award may not be transferred or assigned (either in whole or in part) without prior written approval from SBA. Additionally, no interest in this Award may be conferred upon a third party and the Award may not be pledged as collateral or security. For further guidance regarding the prior approval process, see Part III (A) (11) below.

2. Subgranting/Subcontracting

This Award may not be sub-granted, to a single entity, but you may contract or subgrant to third parties, as per the proposal, to act as service centers (for the purpose of this award third party does not include SBDC service centers). You may not act as a pass-through or fiscal agent for the purpose of channeling award funds to other parties. You may contract with other parties for the performance of project support functions or services. You may not contract out the overall administration or day-to-day management of this project to any other party.

You may follow your own procurement policies and procedures when contracting with Project Funds, but you must comply with the requirements of 2 C.F.R. § 215.40 - 215.48 (2 C.F.R. § 200.317 - 200.326) or 13 C.F.R. § 143.36, as appropriate.

3. Record-Keeping

You must maintain complete and accurate records and supporting documentation of sufficient detail to facilitate a thorough financial and/or programmatic audit or examination of this project. You must make these records available to SBA, its agents, its Office of Inspector General, and/or Federal investigators on demand within a reasonable amount of time during regular business hours and provide them with unrestricted access to review and make copies of all products, materials, and data, including those prepared or stored electronically. At a minimum, the records you must maintain on this project include:

- a. The time and attendance of employees whose salaries are charged to this Award, with sufficient detail to substantiate the claimed percentage of work performed in support of this project.
- b. An inventory of equipment purchased, in whole or in part, with award funds. This inventory must comply with the requirements of 2 C.F.R. § 215.34(f) (§ 200.313(d)) or 13 C.F.R. § 143.32(d), as appropriate.
- c. Your ledgers and annual A-133 (2 C.F.R. Section C: Subpart F) Audit Report. If you are not subject to the requirements of the Single Audit Act, you must have an annual audited financial statement. Unaudited financial statements are not an acceptable substitute.
- d. Copies of receipts, invoices, contracts, leases, and other supporting documentation for all expenses paid with Project Funds.
- e. Copies of checks, receipts, letters of donation, and other supporting documentation for all matching contributions related to this Award.

- f. Copies of judicial and administrative decisions and compliance reviews (as applicable) and other supporting documentation demonstrating your adherence to the legal requirements listed in the SF-424B and Part III (A)(17) below.

Records may be kept in hard copy or electronic form and must be retained for no less than three years from the date the final project report is due. For further guidance regarding recordkeeping requirements see 2 C.F.R. §§ 200.333-200.337.

4. Protection of Client Information

Except where a Client consents in writing, you are not permitted to disclose any Client Information to a third party (or share such information with other units of your organization not directly involved in the conduct of this project) without prior SBA approval. For further guidance regarding the prior approval process, see Part III (A) (11) below.

In addition, you cannot disclose a Client's name, address, or telephone number to any party (including SBA), except where:

- a. the Client consents in writing;
- b. a court orders such disclosure; or
- c. SBA determines it is necessary for the purpose of conducting programmatic or financial examinations or Client surveys.

5. Reporting Requirements

You must submit the reports identified in Parts III (A) (6) and (7) below to the GOR on a semiannual basis. The required reporting forms may be obtained at <http://www.sba.gov/content/sbdc-forms-and-worksheets>. Reports must be submitted to the GOR and SBA Project Officer via email. Semiannual reports must be received by the GOR no later than 30 days after the conclusion of the applicable reporting period. The final Semiannual report must be received by the GOR and SBA Project Officer no later than 90 days after the conclusion of the budget year. If you fail to submit timely or adequate reports, SBA may withhold funding until this deficiency is corrected. The semiannual reporting periods for this Award are based on the dates shown in block 5 (SBA Form 1222). The semiannual reporting periods for this Award are as follows:

Award Type	First Semiannual	Due Date	Second Semiannual (Cumulative-Final)	Due Date
CY	01/01/2015-06/30/2015	07/30/2015	01/01/2015-12/31/2015	03/30/2016

6. Performance Reports

In accordance with the schedule listed in Part III (A)(5) above, you must submit your Performance Progress Reports electronically in a Word format using Standard Form PPR (SF PPR) or your own custom-designed format that includes all the same information required by the SF PPR. You must attach a narrative statement to your SF PPR that details:

- a. All project accomplishments for the reporting period, including a comparison between actual accomplishments and those predicted in the project goals and milestones you presented in your Technical Proposal. Where you failed to achieve the predicted accomplishments, you must explain the reason(s) for that shortfall and describe how you will bring project performance back into alignment with the goals and milestones.
- b. Any lessons learned, best practices identified, notable success stories stated, problems encountered and steps taken to address those problems.
- c. Activities should be reported in the sequence categories 0100 through 2000. See Section VI., B., of the Program Announcement for further information.
- d. Other pertinent information, including economic impact data (e.g., jobs created, tax dollars generated, new business start-ups).

- e. Changes in key personnel, service centers and sub recipients that occurred during the performance period.

7. Financial Reports

In accordance with the schedule listed in Part III (A)(5) above, you must submit your Federal Financial Reports using Standard Form 425 (SF 425). You must report the matching contributions expended during the reporting period under the "Recipient Share" block on Your SF 425, as applicable. For further guidance regarding matching contributions, see Part III (B)(6) below.

For the first semiannual reporting period you must provide details of your actual expenditures to support the SF 270 and SF425 for the SBDC Network. For the year-end statements you must also provide detailed information regarding your actual expenditures broken down by the same cost category line items identified in your approved budget.

SBA recommends use of the **Detailed Budget Worksheet to support the SF 270, self-populating excel spreadsheet in support of the SF 425, SBA Form 2113 for reporting Program Income (PI), worksheet to support the PI, Schedule of Indirect Cost, and OSBDC Final Comparison Worksheet** for this purpose, but you may present the detailed cost data using your own format provided that format addresses all the required categories of information; all detailed cost data must be identified by object class category, SBA funds, cash match, in-kind match and waived indirect.

8. Additional Data Submission Requirements

In addition to the semiannual reports discussed in Parts III (A)(6) and (7) above, you must also annually submit a copy of your most recent audited financial statement. The GOR must receive your A-133 audit report no later than 120 days after the conclusion of your organization's fiscal year.

You must also submit the following reports:

- a. Client Service Data

You must collect and maintain records of counseling on SBA Form 641 and training activities on SBA Form 888 or its equivalent. You are required to submit the client service information from these forms into SBA's Entrepreneurial Development Management Information System (EDMIS). You may submit the information by directly entering data into EDMIS or uploading batch files to the system. All fields must be completed when data is available, including but not limited to capital infusion data, job creation and retention data, and other economic impact data. You are also required to complete the Economic Impact Report in EDMIS. If you do not currently collect economic impact data on a client-by client basis you may use general client survey data to complete the separate Economic Impact Report. The most current version of approved client definitions is available on archive.sba.gov/private/edmis2/private. Other documentation regarding EDMIS is also available at this site;

- b. PIMS Maintenance

Lead Center SBDCs must maintain their center and Service Center information in SBA's Partner Identification Management System (PIMS), which interfaces with EDMIS.

For further instructions regarding PIMS maintenance and EDMIS reporting, refer to Program Announcement No. OSBDC-2015-01/02, Section VI, B. REPORTING.

9. Project and Program Integrity

You must avoid engaging in any actions that may harm the integrity of this project or the SBDC Program. In the event key project employees are determined to have engaged in conduct reflecting a material lack of business integrity or honesty, you must immediately remove them from involvement in this project.

You and Your employees must avoid both organizational and individual conflicts of interest in accordance with the principles identified in 2 C.F.R. § 2701.110.

You, your principals, employees, and agents are obligated to report all instances of fraud, waste, or abuse related to this project or to the SBDC Program to the Point of Contact designated in Part 1(A)(3) above. If, in your view, that individual does not satisfactorily address its allegations of fraud, waste or abuse, You should report the matter to SBA's Office of Inspector General via the online complaint submission system at http://web.sba.gov/oigcsc/client/dsp_welcome.cfm or the Fraud, Waste, and Abuse Hotline at 1-800-767-0385.

10. Project Closeout

For general guidance regarding project closeout procedures, see 2 C.F.R. §§ 200.343-200.344.

At the end date of this Award and if no follow-on award has been made (i.e., after the base period concludes and all available option periods have been exercised or declined and any no cost extension has expired, as applicable) this project will cease and you may not incur any new reimbursable expenses. You must submit your final performance and financial reports and your final requests for payment within 90 calendar days of the project end date. If you do not submit your final payment requests within 90 days of the project end date, all remaining, undisbursed Federal funds will be de-obligated and will no longer be available to you. If you have received a follow-on award under the SBDC Program, you may request permission from SBA to carryover any unexpended Project Funds remaining under this Award to that follow-on award in accordance with Part III (B)(8) below.

If you have not received a follow-on award, you must include a list of all equipment purchased with Project Funds along with your final performance and financial reports. That list must describe each piece of equipment and identify its purchase price, the percentage of that purchase price paid with Project Funds, and its current, depreciated value. You must also ask the GOR how to dispose of that equipment. For further guidance regarding the disposition of equipment purchased with Project Funds, see (2 C.F.R. § 200.313(e)). Where you have unexpended Program Income remaining at the end date of this Award, you must either remit that money to SBA or obtain approval from SBA to use it to fund further activities consistent with the objectives of this Award. For further guidance regarding Program Income, see Part III (B)(7) below.

Where SBA has designated another organization as your successor for purposes of the SBDC Program, you must turn over all equipment, materials (including top-level domains and web content), and unexpended supplies purchased with Project Funds, as well as copies of all project records (including client files), to your designated successor in accordance with the procedures and timeline provided by SBA. You must make a good faith effort to facilitate the smooth transition of the Project to your designated successor.

11. Actions Requiring Prior Approval

Before taking any of the following actions, you must obtain advance approval from SBA:

- a. Changing the scope of the project or amending the approved project goals and milestones;
- b. Additional line item expenditures not specified or shown without cost on the approved budget;
- c. Any budget revisions to Federal and matching funds, including fund transfers between cost categories when the gross amount of funds involved is greater than 10 percent of the overall project budget;
- d. Changing your Key Personnel, i.e., service center directors, associate state/regional directors and state/regional directors require prior approval, all others the SBDC must advise SBA of the change;
- e. Entering into a contract calling for the expenditure of \$25,000.00 or more in Project Funds, with the exception of subrecipient agreements or entering into a contract that, when combined with other contracts held by a single individual or organization (including affiliates, subdivisions, and subsidiaries), would result in that entity receiving \$25,000 or more in aggregated Project Funds unless included in the proposal;
- f. Purchasing or disposing of a piece of equipment with an acquisition cost of \$5000 or more, when not included in the proposal;

- g. Travel outside the United States and its territories or unanticipated out-of-state travel not in the approved budget;
- h. Changing the amount claimed for indirect costs in excess of the approved budget (Federal and matching funds);
- i. Use of the SBA logo on any social media sites or services;
- j. Use of Project funds for minor renovations of an existing facility;
- k. Establishing or reorganizing a legal entity;

You must submit requests for prior approval to the GOR 30 calendar days prior to the date of the proposed action. See 2 C.F.R. § 200.407 for further guidance regarding prior approval requirements.

12. Acknowledgment of SBA Support/Use of SBA's Logo/Publication Requirements

It is important that your clients and the general public are aware of the SBDC Program and SBA's role in this project, as well as the taxpayer funded support the Agency is providing under this Award. Therefore, you must include the following acknowledgment of support statement on all materials produced in whole or in part with Project Funds:

"Funded in part through a Cooperative Agreement with the U.S. Small Business Administration."

For purposes of this requirement, the term "materials" includes, but is not limited to, press releases, brochures, pamphlets, handouts, reports, advertisements, books, curricula, websites, video or audio productions, and similar items regardless of the medium employed. The term "materials" does not include stationery or business cards and SBA's logo may not be used on such items. The SBA logo which appears below will be provided upon request to your GOR.



Where you use Project Funds to produce materials featuring editorial content, you must use the following alternate acknowledgment of support statement (either independently or in conjunction with the SBA logo):

"Funded in part through a Cooperative Agreement with the U.S. Small Business Administration. All opinions, conclusions, and/or recommendations expressed herein are those of the author(s) and do not necessarily reflect the views of the SBA."

In addition, you must display signage featuring the SBA logo at all facilities that are open to the public and which are being used for project activities. Such signage must prominently feature the acknowledgment of support statement identified above.

Where used, the acknowledgment of support statement must be presented in a legible typeface, font size, and (where applicable) color contrast and must appear verbatim and may not be altered or replaced with substitute language. However, on materials with severe space constraints such as signs and banners, you may use "SBA" in the acknowledgment of support statement instead of "U.S. Small Business Administration."

You may elect to use SBA's logo on materials produced with Project Funds. You may contact the GMO in order to obtain a high resolution copy of SBA's logo and a copy of SBA's Graphic and Use Guide. Where used, the SBA logo may be positioned in close proximity to your organization's logo or may be placed in a prominent location elsewhere in the material. However, SBA's logo may not be placed in proximity to any third party's logo, or used in such a way as may imply that a relationship exists between SBA and any third party (Note: Your organization's parent entity is not considered a third party). Additionally, in each instance where you use the SBA logo, you must also include the acknowledgement of support statement in reasonable proximity to the logo.

Neither the SBA logo nor the acknowledgment of support statement may be used in connection with activities outside the scope of this Award. In particular, **UNDER NO CIRCUMSTANCES may the SBA logo or acknowledgment of support statement appear on items used in conjunction with fundraising, lobbying, or the express or implied endorsement of any goods, service, entity, or individual.** For further guidance regarding the prior approval process, see Part III (A) (11) above.

13. Project Website

You must maintain a website, or a clearly defined subsection of an existing website, for the purpose of publicizing and conducting project activities. The project website must make reasonable accommodations for access by persons with disabilities and must feature the SBA logo and acknowledgement of support clause in a prominent location in accordance with Part III (A)(12) above. In addition, project websites are subject to the prior approval requirements of Part III (A)(11) and the project closeout requirements of Part III (A)(10) above.

You may not use the project website to advertise, promote, or endorse alcoholic beverages, tobacco products, sexual products (including dating services and pornographic materials); illegal or controlled substances or materials; gambling or gaming products or services; or any other products, services, or materials which may be harmful to the image or reputation of this project, the SBDC Program, or SBA.

14. Co-Sponsored Activities

Your organization may collaborate with SBA and other current SBA grant recipients for the purpose of co-hosting activities within the scope of this Award without the need for a separate written agreement. SBA's logo may be used in conjunction with such co-hosted activities. However, where a proposed activity with SBA includes contributors, co-hosts, or co-sponsors that are not current SBA grant recipients or involves undertakings that are outside the scope of this Award, the parties must work with SBA to execute a separate written co-sponsorship agreement. For further guidance regarding the use of SBA's logo, see Part III (A)(12) above.

15. Accessibility of Facilities and Events

In accordance with the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.) and § 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), all facilities you use to provide services to the public in connection with this project must be accessible by persons with disabilities. In addition, all notices, promotional items, brochures, publications, and media announcements informing the public of events, programs, meetings, seminars, conferences and workshops conducted pursuant to this project must include the following accessibility/accommodations notice:

Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact [insert contact information for the person who will make the arrangements].

16. Applicable Law

Except for circumstances in which Federal law defers to State or local law - such as zoning matters, building and business permits, and recording requirements - this Award will be governed by and construed under Federal law. Specifically, this Award is subject to the following laws, regulations, and policies in addition to those enumerated in the SF 424B (Assurances: Non-Construction Programs) you submitted as part of your approved application:

- 5 U.S.C. App. 1 (Inspector General Act of 1978);
- 15 U.S.C. § 631 et seq. (Small Business Act);
- 22 U.S.C. § 7101 et seq. (Trafficking Victims Protection Act of 2000);
- 41 U.S.C. § 701 et seq. (Drug-Free Workplace Act of 1988), as implemented by 2 C.F.R. Part 182;
- 41 U.S.C. § 6306 (Prohibition on Members of Congress making contracts with Federal Government);
- 42 U.S.C. § 12101 et seq. (Americans with Disabilities Act of 1990), as implemented by 28 C.F.R. Parts 35 and 36;
- 48 U.S.C. § 1469a (Waiver of Matching Fund Requirements for Awards to Insular Areas);
- 49 U.S.C. App. 1517 (Fly America Act);

- 2 C.F.R. Parts 180 and 2700 (Non-procurement Debarment and Suspension);
- 13 C.F.R. Parts 112,113, and 117 (Civil Rights Compliance);
- 13 C.F.R. Part 146 (Restrictions on Lobbying);
- 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements);
- Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency);
- Executive Order 13513 (Federal Leadership on Reducing Text Messaging While Driving);
- Executive Order 13333 (Amending Executive Order 13257 to Implement the Trafficking Victims Protection Reauthorization Act of 2003);
- 22 USC § 7104 (Prevention of Trafficking)
- Title 13, Code of Federal Regulations (CFR), Chapter 1, or SBA's Standard Operating Procedures (SOPs);
- Title VI of the Civil Rights Act of 1964;
- 44 USC § 3501 (Paperwork Reduction Act);
- Executive Order 12600 (Pre-disclosure notification procedures for confidential commercial information);
- 5 USC § 552 (Freedom of Information Act);
- 15 USC § 648 (SB Act, SBDC Program)

17. Dispute Resolution

If a dispute arises between your organization and SBA on any matter not involving the suspension, termination, or non-renewal of this Award, you may request formal resolution of that dispute in accordance with 13 C.F.R. § 130.630.

18. Termination/Suspension/Enforcement

If you materially fail to comply with the terms and conditions of this Notice of Award, or with any requirement imposed by statute, regulation, executive order, or other source of law or policy, SBA will take whatever enforcement measures it deems appropriate to remedy that non-compliance. For further guidance regarding the enforcement measures that apply to this Award, see 2 C.F.R. §§ 200.339-200.342. SBA may also institute suspension or debarment proceedings against your organization as it deems necessary.

B. Financial Requirements

This Award is subject to the requirements listed below. For further guidance regarding the cost principles applicable to this award see 2 C.F.R. Parts 220, 225, or 230 (2 C.F.R. Subpart E); or 48 C.F.R. Subpart 31.2, as appropriate.

1. Charging Costs to this Award

All costs charged to this Award are subject to audit and examination. You are responsible for insuring proper management and accounting of Project funds in order to avoid cost disallowances. All direct costs charged to this Award must be reasonable given the relevant market and industry area and the nature of the good or service involved. Direct costs claimed by your organization must also be allowable under the relevant cost principles and be clearly and specifically allocable, either in whole or in part, to the project funded by this Award. In addition, you are not permitted to charge costs associated with any of the following items or activities to this Award:

- Transactions with suspended or debarred entities, as discussed in Part III (B)(2) below;
- New Construction of facilities or acquisition of real estate; however, project funds may be used to pay for minor renovations of an existing facility with prior approval of the AA/OSBDC or DAA/OSBDC on a case-by-case basis
- Litigation, whether civil, criminal, or administrative;

- Providing matching contributions to any other Federal awards;
- Meals, lodging, per diem, or other subsistence expenses associated with local travel, unless approved by the Program Manager (however, Project Funds may be used to pay transportation expenses for local travel). Local travel is any travel conducted entirely within a 50-mile radius of your organization's address of record.

2. Transactions with Suspended or Debarred Entities

You cannot use Project Funds or Project Resources to pay salaries of employees or costs of consultants, contractors, or other service providers (e.g., accountants, lawyers, etc.) where such entities are currently suspended or debarred. In addition, You cannot use Project Funds to provide counseling services related to Federal contract, grant, or loan opportunities to individuals or firms that are currently under suspension or debarment by a Federal agency. Training may be provided on these three topics without regard to an individual's suspension or debarment status.

You are responsible for verifying that entities paid or (where applicable) assisted with Project Funds or Project Resources are not suspended or debarred in order to avoid subsequent disallowance of costs under this Award. To determine if an individual or firm is suspended or debarred, You may consult the System for Award Management (<https://www.sam.gov/>). Additionally, in cases involving the counseling of clients, You may require clients to certify they are not currently suspended or debarred prior to receiving assistance relating to Federal contract, grant, or loan opportunities. For further guidance regarding suspension and debarment, see 2 C.F.R. Parts 180 and 2700.

3. Liability/Indemnification

Any liability arising from the conduct of this project, except as it directly relates to SBA employees or facilities, is solely your responsibility. SBA will not indemnify you or your employees or officers and, with the exception of insurance, no Project Funds may be used to cover costs related to liabilities arising under this Award. For further guidance regarding insurance costs, see 2 C.F.R. Part 220, Appendix A, U J(25); 2 C.F.R. Part 225, Appendix B, H 25; or 2 C.F.R. Part 230, Appendix B, U 22 (2 C.F.R. Subpart E §200.447), as appropriate.

SBA is not a party to any contracts, subgrants (where permitted), or other agreements between your organization and third parties. SBA will have no involvement in any disputes arising from such agreements. You are liable to SBA for any amounts paid from Project Funds to third parties, which are subsequently determined to have been unallowable or otherwise improper.

4. Adherence to the Approved Budget

You must expend Project Funds in accordance with Your approved budget. You do have the discretion, however, to transfer Project Funds between individual cost categories provided the cumulative result of all such transfers in a given budget period does not exceed 10 percent of Your total approved budget. Before making any transfers that would cumulatively result in Your exceeding this 10 percent cap, You must obtain approval from SBA. Failure to adhere to the approved budget or obtain the necessary prior approval will result in denial of payment by SBA. For further guidance regarding the prior approval process, see Part III(A)(11) above.

5. Funds from Multiple SBA Awards

If your organization holds any other current financial assistance awards from SBA, you must avoid commingling of funds and overlapping or double-claiming of costs and deliverables among those awards. You must treat each project as separate and discrete with individual reporting, accounting, and audit trails.

6. Matching Contributions

You are required to provide matching support for this Award from non-Federal sources at the rate of 100 percent - i.e., one non-Federal dollar for each one Federal dollar. At least 50% of the Matching Funds must be Cash Match. The remaining 50% may be provided through any allowable combination of additional cash, in-kind contributions, or indirect costs. You must document that you have obtained and expended the required level of match in support of project activities. For further guidance regarding documentation and recordkeeping requirements, see Part III (A)(3) above.

You may receive contributions of matching support from any non-Federal source, such as State, local, or tribal governments, private individuals, corporations, or foundations. In addition, you may provide matching support for this Award by utilizing your own or your parent entity's resources. Matching contributions may take the form of cash or cash equivalent, or in-kind donations such as free or reduced price goods, services, or facilities or indirect costs.

If the amount of match reported on Your SF 270s indicates that You are trending toward not meeting the required level of match, SBA will require You to provide an explanation detailing the extent of, and reason(s) for, the shortfall and describing how and when You will be back on track for meeting the match requirement.

If you are chronically or seriously undermatched, you will not be eligible to receive advance payments for the remainder of the current Budget Period, and possibly for subsequent Budget Periods as well. If you are undermatched at the end of a Budget Period, you will be required to remit to SBA all Federal funds you received but were unable to match. Furthermore, if you fail to meet your match requirement, SBA may withhold payment, decline to exercise option periods, or take such other enforcement action as it deems appropriate. For additional guidance regarding enforcement actions under this Award, see Part III (A)(18) above.

Overmatch (expended within one budget period) may be used:

- a. as match against additional Federal funding within the same budget period;
- b. to offset confirmed audit disallowances applicable to the budget period in which the overmatch was expended; and/or
- c. to match Federal funds approved for carryover from the same budget period into the next budget period.

After the overmatch is claimed on the final SF 425 (FFR), and on or before the initial FFR is due for the carryover report period, the Recipient must revise the final FFR to exclude the overmatched portion of non-Federal funds that will be used as match for the carryover. Federal carryover funds and non-federal match are reported on SF-425 separately from current year funds.

Overmatch used for any of the above purposes may not be used as match for any other purpose.

For further guidance regarding matching contributions, see 2 C.F.R. § 215.23 (2 C.F.R. Subpart D §200.306) or 13 C.F.R. § 143.24, as appropriate.

7. Program Income and Disposition of Program Income

The generation of program income under this Award is allowable.

Program Income funds generated under this Award **may not** be used to meet the match requirement for this Award.

Program Income generated under this Award must be added to the Project Funds and used to further eligible project or program objectives. In addition, on SBA Form 2113-Program Income and worksheet you submit you must note all Program Income earned and expended during that reporting period. A self-populating excel worksheet to the SBA Form 2113-Program Income may be obtained from the OSBDC website at www.sba.gov/content/sbdc-forms-and-worksheets.

For further guidance regarding Program Income, see Part IV "Definitions" below, (2 C.F.R. Part 200, Subpart E).

8. Refunds of Award Expenses

If you receive a refund of FICA/FUTA taxes or other project costs previously paid under this Award, you must immediately report such refund to SBA, regardless of whether the Project Period has ended. The amount of the refund must be remitted to SBA if the cost was paid with Federal funds. If the refunded cost was paid using matching contributions, you must either use the refund to support activities consistent with the objectives of this Award or remit it to SBA to avoid being undermatched.

9. Financial Stability

In order to continue being entrusted with public funds, Your organization must maintain a sufficient level of financial stability. Examples of failure to maintain sufficient financial stability include, but are not limited to, excessive and/or unresolved indebtedness (whether to the Federal government or other parties), repeated failure to make payroll, and/or operating at a deficit for an extended period of time. Your lack of financial stability may lead SBA to suspend, terminate, or decline to renew this and any other Awards You receive from the Agency and may also lead to Your debarment by SBA.

For further guidance regarding enforcement actions SBA may take under this Award, see Part III (A)(18) above. For further guidance regarding debarment, see 2 C.F.R. Parts 180 and 2700.

10. Payment

Payment will be made by reimbursement. For general guidance regarding payments under this Award, see 2 C.F.R. § 215.22 (2 C.F.R. Subpart D §200.305) or 13 C.F.R. § 143.21, as appropriate. You must draw down Federal funds only as needed to meet actual or estimated expenditures for the relevant reporting period. You must avoid accumulating Federal funds in excess of current disbursement needs. You must also provide the required level of matching contributions for all Federal funds drawn down under this Award. For further guidance regarding matching contributions see Part III (B)(6) above.

To request payments, you must provide SBA with your bank routing number and account information and submit a Standard Form 270, 'Request for Advance or Reimbursement', signed by the authorized representative of the Recipient organization. Any failure by you to properly complete and submit the required forms will cause substantial delay in processing your payment request.

- a. Forms must be submitted via email to SBDCPayments@gsjsba.gov.
- b. Problems or questions relating to payment under this Cooperative Agreement must be directed promptly to Monika Nixon at the above email, or mailing address; telephone number: (202) 205-7310; and Facsimile: (202) 481-5624.
- c. The Recipient must enter in block 4 (Standard Form 270), the appropriate Agreement/Document Number to identify the budget year of the Federal funds requested for payment.
- d. The Recipient must fill-in block 5 of SF-270 (Partial Payment Request Number) in sequential order to indicate the cumulative number of forms submitted to the OSBDC.
- e. Recipients must enter in line 11f of SF-270 (Non-Federal share of amount on line e).
- f. The final SF-270 must show 100 percent matching funds, which includes no less than 50 percent cash match used to support federal payment during the award period. Final SF-270 without required match will be denied payment.
- g. If the amount of match reported on Your SF 270s indicates that You are trending toward not meeting the required level of match, SBA will require You to provide an explanation detailing the extent of, and reason(s) for, the shortfall and describing how and when You will be back on track for meeting the match requirement.

You are responsible for submitting all payment requests in a timely manner at least quarterly (i.e. 3/31; 6/30; 9/30 and or 12/31) but not more frequently than monthly. **SBA will not process any payment request you submit more than 90 calendar days after the conclusion of the relevant Budget Period.** For further guidance regarding project closeout procedures, see Part III (A)(10) above.

For all Federal funds disbursed under this Award, you must retain copies of receipts, invoices, subcontracts, evidence of matching contributions, and similar items providing documentary support in accordance with Part III (A)(3) above. All payments will be made based on your demonstrated, bona fide disbursement requirements, consistent with the approved budget and project goals and milestones.

Should you wish to request payment in advance, you must certify that you have the required level of matching contributions, justify why an advance is necessary, and detail how the advance funds will be expended over the specified period covered by the request. Advances are limited to the minimum amounts needed and must be timed to be in accordance with your actual, immediate disbursement requirements. You must deposit and maintain advances of Federal funds in interest-bearing, FDIC-insured accounts. You are encouraged to use banks that are at least 50 percent owned by women or minorities. If you do not fully expend an advance payment within 30 calendar days of disbursement, you must promptly refund any remaining amount to SBA. For further guidance regarding interest earned on advances of Federal funds, see 2 C.F.R. § 215.22 (2 C.F.R. Subpart D §200.305) or 13 C.F.R. § 143.21 (i), as appropriate.

11. Request for Carryover of Funds

If SBA has notified you in writing that you will receive a follow-on award at the conclusion of this Award, you may request permission to carryover any unexpended funds remaining under this Award to your follow-on award. SBA reserves the right to offset the amount of the follow-on award by the amount of carryover, as it deems appropriate. Carryover funds may not be commingled with follow-on award funds and must be reported and accounted for separately with their own audit trail. Funds made available under this Award may not be carried over more than once.

You must submit a written notice of intent to carryover funds before the budget period ends for your Cooperative Agreement by email to your PO, GOR and GMO.

You must submit to the GOR your carryover request in writing no later than 90 days after the end of the Budget/Project Period for this Award. Carryover requests must include the following:

- a. Revised cost proposal (SF 424, SF 424A and Budget Justification);
- b. Narrative explaining why the funds were not expended during the period in which they were awarded;
- c. Evidence of match. The match requirement for carryover funds can be met by using match from the current Budget Period (overmatch must be claimed on the final 425 before use), an increase in funds pledged to the follow-on award by the Recipient, or any combination of these. Note: In-Kind services performed during the current Budget Period may not be carried over to a subsequent Budget Period even if they were not previously claimed as match.

12. Exercise of Option Periods

In deciding whether to exercise an option period under this Award, SBA will consider, including but not limited to, the continuing SBDC Program authority, the availability of funds, and your record of past performance. SBA will notify you in writing of the Agency's decision to exercise or decline an option period no later than 60 days prior to the end of the current Budget Period. If SBA exercises an option period, you must submit an updated Standard Form 424 - Application for Federal Financial Assistance (SF 424) covering the Budget Period for that option as specified in the Program Announcement for Renewal of the Cooperative Agreement for current recipient organizations.

If you fail to submit your updated SF 424 before this deadline ends, SBA may reverse its prior decision and decline to exercise the option period. Disputes regarding SBA's decision to exercise or decline an option period will be handled in accordance with Part III (A)(17) above.

13. Private Sector Competition

SBDCs should not compete with the private sector and must make every effort to avoid the appearance of competition with the private sector.

14. Publication and Postage Requirements

Any publication generated by an SBDC with program funds, whether copyrighted or not, must include an acknowledgment of support by SBA. For further guidance regarding the Use of SBA logo and acknowledgment of support see Part III (A) (12) above. This includes, but is not limited to, newsletters and training brochures. Publications produced by the SBDC must promote SBDC services and provide information of direct benefit to the SBDCs local small business community. Lead Centers and SBDC Service Centers are not authorized to utilize any type of SBA postage franking privilege.

15. Changes in Points of Communication

The SBDC Lead Center Director must notify the SBA District Director(s) and the OSBDC within 10 days when changes occur in contact information such as physical addresses for Lead and Service Centers, telephone numbers, fax numbers, email and website addresses.

16. Selection of a Lead Center SBDC Director

In the case of a Lead Center Director vacancy, the Recipient Organization must notify the SBA District Director (DD), Regional Administrator and AA/OSBDC within 10 business days when a Lead Center Director vacancy is going to occur. A new SBDC Lead Center Director should be selected as soon as possible; recruitment plans for filling the vacancy in excess of 120 days beyond the Director's departure date must have prior approval of the AA/OSBDC. Prerequisite to filling a Lead Center Director position, the Recipient Organization must submit recruitment and selection plans for an SBDC Lead Center Director position to the SBA District Director (or Lead District Director when there is more than one District Office) and to the OSBDC Program Manager for approval of the plan's adequacy. The plan should include the expected timeframe for filling the vacancy, whatever steps are necessary to obtain an adequate and qualified candidate pool for the position (preferably conducting a national search), and the sources used for the recruitment, including professional organizations, the resources of the America's Small Business Development Centers (ASBDC), etc. However, no SBA employee may participate in any manner in the selection process for any SBDC employees (including Lead or Service Center Directors). In particular, no SBA employee may participate in a candidate review panel or urge the Recipient Organization to consider or select a particular candidate.

An interim Director must be appointed until a permanent Lead Center Director is selected and the District Director, the Regional Administrator and the AA/OSBDC must be notified of such appointment. The interim Director must spend at least 50% of their time and effort on the SBDC Program.

The SBA District Director (or lead District Director) will evaluate the credentials of the selected candidate in order to determine whether that individual meets the requirements necessary for the position as described in this document and either concur or object to the selection. If the District Director objects to the selection of the SBDC Lead Center Director candidate, he or she must provide a written copy of his/her decision to the Recipient Organization, the Regional Administrator and the AA/OSBDC. That objection must set forth the relevant selection criteria which the District Director believes the candidate failed to meet.

Upon receipt of a written objection, the AA/OSBDC shall review the reason(s) for the objection with the appropriate parties including the Recipient Organization, the Regional Administrator and the District Director (or lead District Director). The AA/OSBDC will make the final determination. If the AA/OSBDC upholds the SBA District Director's (or lead District Director) objection, the Recipient Organization must either select one of the remaining qualified candidates according to the Recipient Organization's policies or conduct a new recruitment process for the Lead Center Director position.

In all matters concerning the hiring of a Lead Center Director, time is of the essence; all applicable law applies.





17. Financial Examinations, Program Reviews and Accreditation

As outlined in 15 USC § 648(k), biennial programmatic and financial examinations of SBDCs are conducted by the Financial Examination Unit on behalf of the AA/OSBDC or a representative. SBA financial examinations are conducted by professional Financial Examiners which may either be SBA staff or contractors. SBA program review reports are prepared by OSBDC Program Managers and on-site

compliance reviews are conducted by OSBDC Program Managers and/or SBA Project Officers using criteria developed by SBA/OSBDC. Specific to these criteria, You must briefly describe how their current strategic plan aligns with the programs, priorities, services, resources and goals (milestones) committed to within the technical proposal. An OSBDC Program Manager may ask for the SBDCs strategic plan at any time.

The level of financial review to be conducted is determined by a risk analysis based upon information received in response to the annual risk assessment package distributed by the ASBDC to all networks that will be reviewed in that annual cycle. You must respond to the financial risk assessment by the date indicated. SBA will review these responses and enter the information into the risk assessment tool to determine level of financial review that will be performed during that annual cycle. SBDCs will be notified as to the time and level of financial review following completion of the risk assessment. In the event that responses are not received from You the risk assessment package SBA will consider You to be high risk and will automatically schedule an on-site visit.

The following table describes the financial report delivery process and timeline:

AA/ED/Financial Examination Unit (FEU) completes examination and sends draft report to SBDC for comment		SBDC reviews draft report and responds to FEU with any comments within five working days of receipt.
FEU has five working days to complete examination report and incorporate any comments made by the SBDC.		FEU considers any comments from SBDC and submits final draft examination report to OSBDC.
Five days after receipt of the report from FEU, OSBDC sends the final examination report to the SBDC.		45 days from the date of OSBDC cover letter accompanying the final report, the SBDC responds to OSBDC with corrective actions (if any).
OSBDC forwards the SBDC corrective actions plan (if any) to FEU.		FEU has five working days to submit to OSBDC comment on the corrective actions plan (if any) by the SBDC.

The ASBDC, through a contract with the SBA, performs the SBDC Accreditation reviews. As stated in the Small Business Act, the SBA may not renew or extend a Cooperative Agreement with an SBDC unless the SBDC has been approved under the Accreditation program except when the AA/OSBDC waives the requirement upon a showing that the center is making a good faith effort to obtain Accreditation.

An SBDCs Accreditation review may result in one of the following recommendations from the review committee:

- Approve for full Accreditation.
- Approve for Accreditation with conditions (to be remedied within 12 months).
- Suspend Accreditation until conditions are met (to be remedied within 18 months).
- Deny Accreditation.

If the review results in a recommendation for suspension of Accreditation until conditions are met, You must prepare and submit to the AA/OSBDC a plan of work describing actions to be taken and a timeframe for overcoming the findings identified in the report.

If the Accreditation committee recommends denial, the AA/OSBDC may suspend the Accreditation requirement until conditions are met within a designated period as discussed above, or advise You that the process to select a new host will be initiated and that You are expected to assist with a smooth transition to the succeeding host.

IV. DEFINITIONS

The following definitions apply to this Award. For additional definitions relating to the SBDC Program, see 13 CFR 130.110 and Program Announcement number OSBDC-2015.

Award - a conferral of Federal financial assistance to support a specific public project, whether in the form of a grant or cooperative agreement.

Client - an entity receiving technical assistance under this Award. A Client may be an existing small business concern or an individual interested in owning and operating a small business concern.

Client Information - files and records concerning a Client, as well as any information that could be used to identify, contact, or locate a Client. Does not include statistics or similar data that is not attributed to a particular Client.

Overmatch(ed) - a level of matching contributions that exceeds the amount required.

Program Income - additional funds generated through the conduct of project activities. Includes, but is not limited to, income derived from service or event fees (examples include fees for training events or specialized services), sales of commodities, repayments of interest or principal on loans made with Project Funds, and usage or rental fees. Program income also includes fees that are not actually received by the Recipient, but whose disposition is controlled by the Recipient through its SBDC Network. Program income does not include interest earned on advances of federal funds. Under co-sponsorship arrangements between SBDCs and other organizations for activities outside the SBDC Cooperative Agreement, fees collected and retained by the third party are not considered program income. That portion of gross fees allocable to the SBDC shall be collected and accountable as SBDC program income. The Recipient will not use Program income to match the federal dollars provided or in place of funds already budgeted in the Cooperative Agreement.

Project Funds - all funds covered by the project budget. Includes both Federal funds and matching contributions (cash and in-kind) dedicated to the project.

Project Resources - non-monetary items such as facilities, equipment, supplies, and staff time that are utilized to further project objectives and whose costs are supported (in whole or in part) with Project Funds.

Undermatch(ed) - a level of matching contributions that fails to meet the amount required.

You - are the recipient organization for this Award.

Waived Indirect - non-Federal indirect match.

RECIPIENT: CSU Fullerton Auxiliary Services Corporation
COOPERATIVE AGREEMENT NO.: SBAHQ-15-B-0064
ADMINISTRATIVE CODE: 5-603001-EZ-0063

V. APPROVED BUDGET

Please see SBAHQ-15-B-0064 which is forthcoming.

VI. PROGRAM LEAD CENTER AND NETWORK SERVICE CENTERS

Please see SBAHQ-15-B-0064 which is forthcoming.

U.S. Small Business Administration

Office of Small Business Development Centers

OSBDC PROGRAM ANNOUNCEMENT

FY/CY 2015

PROGRAM ANNOUNCEMENT NO.

OSBDC -2015-01 &

OSBDC -2015-02

The purpose of this Program Announcement is to invite proposals for funding from entities currently funded by SBA as a Small Business Development Center (SBDC) Lead Center. Only applications that are submitted by SBDC Lead Centers will be considered for funding. In order to be eligible as a Host Institution, any Applicant must be a current recipient of SBA OSBDC funding. For-profit businesses are not eligible for this award.

Opening Date: May 1, 2014

Closing Date for Fiscal Year Proposals: Thursday, July 17, 2014

Closing Date for Calendar Year Proposals: Thursday, August 21, 2014

Proposals responding to this program must be posted to www.grants.gov by 11:59 PM Eastern Time Thursday, July 17, 2014 for fiscal year proposals and Thursday, August 21, 2014 for calendar year proposals. No other methods of submission will be permitted. Proposals submitted after the stipulated deadline will be rejected without being evaluated.

NOTICE

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 78 FR 78589, codified at 2 CFR 200 *et seq* effective December 26, 2014 revises and governs this program announcement.

<http://www.ecfr.gov/cgi-bin/text-idx?SID=ec31de186ed1083ba86b0e5611df2627&node=2:1.1.2.1.1.5.44.75&rgn=div8>

On December 26, 2013, the Office of Management and Budget ("OMB") published final guidance in the Federal Register entitled "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" ("Final Guidance"), to be located at 2 CFR 200 *et seq*. This Final Guidance supersedes and combines the requirements of eight existing OMB Circulars (A-21, A-50, A-87, A-89, A-102, A-110, A-122 and A-133) with the intent to streamline the federal grant-making and monitoring process, to ease administrative burden for grant applicants and recipients, and to reduce the risk of waste, fraud and abuse.

2 CFR §200.110, Effective/applicability date

Federal agencies must implement the requirements to be effective by December 26, 2014.

Audit requirements will apply to audits of fiscal years beginning on or after December 26, 2014.

Administrative requirements and cost principles will apply to new awards and to additional funding (funding increments) to existing awards made after Dec 26.

Existing Federal awards will continue to be governed by the terms and conditions of the Federal award, except for Audit as Subpart F is based on 12/26/2014 fiscal year date.

Application to SBDC's:

Fiscal year programs are subject to the current OMB circulars and regulations, with any additional funding increments subject to the OMB rules effective 12/26/2014 for the additional funding. Calendar year programs beginning 01/01/2015 are subject to the OMB rules effective 12/26/2014.

All references to the OMB Circulars throughout this Program Announcement are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 78 FR 78589, codified at 2 CFR 200 *et seq* effective December 26, 2014 and incorporated therein.

U.S. SMALL BUSINESS ADMINISTRATION
OFFICE OF SMALL BUSINESS DEVELOPMENT CENTERS
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EXHIBIT D
PROGRAM ANNOUNCEMENT

U.S. Small Business Administration
Office of Small Business Development Centers
OSBDC Program Announcement
Program Announcement No. OSBDC-2015-01 and
Program Announcement No. OSBDC-2015-02

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1.0 Section I – Funding Opportunity Description

1.1 Program Overview

- 1.1.1. Federal Agency Name U. S. Small Business Administration, Office of Small Business Development Centers
- 1.1.2. Funding Opportunity Title Small Business Development Centers
- 1.1.3. Announcement Type Initial
- 1.1.4. Funding Opportunity Number: Program Announcement No. OSBDC-2015-01 or OSBDC-2015-02
- 1.1.5. CDFA Number 59.037
- 1.1.6. Closing Date for Submissions: July 17, 2014, Proposal due to the OSBDC via www.grants.gov at 9 p.m. EST for Program Announcement No. OSBDC – 2015 – 01 for FY 2014;
August 21, 2014; Proposal due to the OSBDC via www.grants.gov at 9 p.m. EST for Program Announcement No. OSBDC – 2015 – 02 for CY 2014.
- 1.1.7. Authority: Small Business Act, Section 21(c)(3)(T) and Section 27 ([15 USC §§ 648\(c\)\(3\)\(T\) and 654](#)) (Title IX of [Public Law 105-277](#), [Public Law 108-447](#))
- 1.1.8. Duration of Authority: Permanent
- 1.1.9. Funding Instrument: Cooperative Agreement
- 1.1.10. Funding: Funding is for a twelve month period.
- 1.1.11. Award Amount/Funding Range: Section 21 of the Small Business Act sets forth a formula by which funds are to be distributed among the States. This formula, for the most part, rests upon a per capita basis, subject to the amount of an appropriation in any given fiscal year. The preliminary funding amount for the SBDC program for fiscal year 2015 is \$113,625,000.00. The Recipient Organization receiving the Cooperative Agreement is required to match funding received on a 1:1 ratio.
- 1.1.12. Project Duration: SBA intends to continue to fund the SBDC program annually, subject to availability of funds. However, an SBDC may not receive funding for future performance periods if there has been a clear showing of poor performance; improper activity affecting the operation and integrity of the SBDC; a failure to follow the rules and procedures set forth in the statute regulation and/or Program Announcement (see [13 CFR Part 130.700](#)) as incorporated into the Cooperative Agreement; or has been denied Accreditation.
- 1.1.13. Project Starting Date: Approximately 90 days after closing date, but no later than October 1, 2014 for Program Announcement No. OSBDC – 2015 – 01 for FY 2015; and January 1, 2015 for Program Announcement No. OSBDC – 2014 – 02 for CY 2015.

- 1.1.14. Proposal Evaluation: Proposals will be reviewed for sufficiency in meeting the requirements of the program as defined in 13 CFR Part 130.340. SBA may ask Applicants for clarification of the technical and cost aspects of proposals.
- 1.1.15. Agency Programmatic Point of Contact: Small Business Administration, Office of Small Business Development Centers, Tel: (202) 205-6766. Email: osbdc@sba.gov

1.2 Introduction

The Small Business Development Center (SBDC) Program is the U.S. Small Business Administration's (SBA's) largest matching grant-funded program providing quality service to the small business community. The SBDC program has 63 Recipient Organizations - one in each state (four in Texas and six in California), the District of Columbia, Puerto Rico, the Virgin Islands, Guam and American Samoa. The Recipient is responsible to establish a Lead Center and network of Service Centers to cover its designated area of service. The SBDC program links the resources of federal, state and local governments with the resources of the educational community and the private sector to provide assistance to the small business community. In partnership with SBA's Office of Small Business Development Centers (OSBDC) and District Offices, SBDCs develop business counseling and training programs, informational tools and other services that enhance the economic development goals and objectives of SBA, their respective service areas and their local funding partners.

1.3 Background

Since its inception in 1953, SBA has served to aid, counsel, assist and protect the interests of small businesses. While SBA is best known for its financial support of small businesses through its many lending programs, the Agency also plays a critical role in providing funding to organizations that deliver technical assistance in the form of counseling and training to small business concerns and nascent entrepreneurs in order to promote growth, expansion, innovation, increased productivity and management improvement. The mission of SBA's OSBDC, which bears responsibility for administering the SBDC Program, is to provide assistance to the small business community by linking the resources of federal, state and local governments with the resources of the educational community and the private sector. In partnership with SBA's OSBDC and District Offices, the SBDCs develop programs and provide business management and other services that enhance the economic development goals and objectives of their respective states, their local funding partners and SBA.

1.4 Purpose

The SBDC Program is designed to provide high quality business and economic development assistance to small businesses and nascent entrepreneurs (pre-venture) in order to promote their growth, expansion and innovation to increase productivity and to improve management.

1.5 Leveraging of Resources

Applicants selected for awards under this Announcement are required to maximize their efforts to leverage SBA funding by working in conjunction with SBA's District Offices and other federal, state, local and tribal government small business development programs and activities; SBA resource partners such as SCORE, Women's Business Centers(WBCs), Veterans Business Outreach Centers(VBOCs), Regional Innovative

Clusters, 7(j) Technical Assistance providers, Small Business Investment Companies(SBICs), U.S. Export Assistance Centers (USEACs), Certified Development Companies(CDCs), and SBA lenders; universities, colleges, and other institutions of higher education; and private organizations such as chambers of commerce and trade and industry groups and associations.

SBDCs are encouraged to fully employ the resources of other federal, state and local government, academic and private sector programs concerned with aiding small businesses in order to provide seamless business development assistance at every stage of business growth.

1.6 SBA Involvement and Oversight

The Program Manager and the designated Grants Officer Representative (GOR) within the OSBDC at SBA headquarters will be responsible for overall monitoring and oversight of the Recipient's SBDC program award, including compliance with the terms of the Cooperative Agreement.

1.7 Changes or Cancellation

SBA reserves the right to amend or cancel this Announcement, in whole or in part, at the Agency's discretion. Should SBA make material changes to this Announcement, the Agency will extend the closing date as necessary to afford Applicants sufficient opportunity to address such changes.

2.0 Section II – Award Information

2.1 Estimated Funding

SBA expects to issue up to \$113,625,000.00 in awards under these Announcements. Section 21 (a) (4) (C) of the Small Business Act sets forth a formula by which funds are to be distributed.

2.2 Expected Number of Awards

SBA anticipates making no more than 63 awards under this Announcement.

2.3 Period of Performance/Budget Periods

Awards will be made for a one year period.

2.3.1 Project Duration

The period of performance for this grant is one year, with a corresponding one year budget period. SBA may award continuation funding to the Recipient under subsequent annual SBDC Cooperative Agreements for future fiscal/calendar years, subject to continued program authorization, availability of funds, satisfactory performance and full Accreditation.

2.3.2 Project Start Dates

The project start dates are:

- October 1, 2014 for states/regions responding to Program Announcement No. OSBDC – 2015 – 01 for FY 2014; and
- January 1, 2015 for states/regions responding to Program Announcement No. OSBDC – 2015 – 02 for CY 2015.

2.3.3 Continuation of Funds

SBA intends to continue to fund the SBDC program annually, subject to availability of funds and the continued interest of the host. However, an SBDC may not receive continued funding if there has been a clear showing of poor performance, as measured by SBA. Poor performance is indicated by unsatisfactory oversight reviews (Program, Financial), Accreditation issues, improper or insufficient activity affecting the operation and integrity of the SBDC, and/or a failure to follow the rules and procedures set forth in the statute, regulation and/or Program Announcement (see [13 CFR Part 130.700](#)).

In the event that SBA is operating under a Continuing Resolution (CR) at the time of award, funding will be available during the period of the CR to the extent that funds are provided to the SBA for this purpose by the Office of Management and Budget (OMB). The amount available under the period of the CR may be less than the pro rata total anticipated amount of award.

Subject to the availability of funds and compliance with the terms and conditions of the Cooperative Agreement, SBA has the discretion to increase the award to an amount consistent with the authorized funding level under the federal appropriations law. SBA may increase award funds for the total federal funding to the recipient not to exceed \$80,000,000 but these amounts are not guaranteed.

2.4 Funding Information

Funds provided under the SBDC program must be used solely for the purposes stipulated in this Announcement and the Notice of Award and may not be commingled with any other monies. All costs proposed in an Applicant's budget must meet the tests of allowability, allocability and reasonableness set forth in the applicable Office of Management and Budget (OMB) cost principles.

Reimbursement of indirect costs from federal funds will be capped at a maximum of 20% percent regardless of the amount stipulated in an Applicant's indirect cost rate (ICR) agreement.

Reimbursement is the preferred payment method for the SBDC program. The submission of a Standard Form 270 (SF 270) is required at least quarterly, but not more frequently than monthly.

2.5 Funding Instrument

The funding instrument is a cooperative agreement.

2.6 Matching Requirement

The organization receiving the Cooperative Agreement is required to match federal funding on a 1:1 ratio. Cash match in an amount not less than 50 percent of the federal funding is required. The remainder may be in the form of waived indirect and/or in-kind match ([13 CFR Part 130.450](#)). No portion of the match may be from federal sources (except applicable Community Development Block Grant funds). Program income (i.e. fees collected from clients and/or attendees for training) is also excluded as a source of matching funds. For insular areas – American Samoa, Guam and the U.S. Virgin Islands - [48 USC § 1469a](#) requires the SBA to waive the match requirements on awards less than \$200,000 and further provides the discretion to waive match for these awards exceeding \$200,000.

3.0 Section III – Eligibility Information

3.1 General

An organization may NOT submit more than one proposal in response to this Announcement.

3.2 Eligible Applicants

To be eligible for this funding opportunity an Applicant must:

- be an accredited SBDC under § 21(k)(2) of the Small Business Act (15 U.S.C. § 648(k)(2)).
- be funded as a Lead Center by SBA.

3.3 Ineligible Applicants

The following will automatically be considered ineligible and their applications will be rejected without being evaluated:

- Any organization **NOT** a currently funded SBDC Lead Center;
- Any organization currently having an outstanding, unresolved financial obligation to any federal agency;
- Any organization that is currently suspended, debarred or otherwise prohibited from receiving awards of contracts or grants from the Federal Government;
- Any organization with an outstanding and unresolved material deficiency reported under the requirements of the Single Audit Act or OMB Circular A-133 within the past three years;
- Any organization having at least one substantially non-compliant condition within SBA program guidelines occurring while administering or implementing any SBA program, including denial of Accreditation;
- Any organization that has had a grant or cooperative agreement involuntarily terminated or non-renewed by SBA for cause;
- Any organization that has filed for bankruptcy within the past five years; and/or
- Any organization that proposes to serve as a pass-through and permit another organization to manage the day-to-day operations of the project.

4.0 Section IV – Application and Submission Information

4.1 Application Instructions

Applications must consist of the following elements: (4.1.1) a concurrence letter from the District Director (4.1.2); a Technical Proposal; (4.1.3) Budget Information; (4.1.4) Certifications, Forms and Assurances and (4.1.5) Attachments and Exhibits. To retrieve these forms, use the hyperlink to direct you to the appropriate location on the OSBDC webpage or insert the following URL into your web browser and click on the 'Forms and Worksheets' heading: <http://www.sba.gov/content/sbdc-forms-and-worksheets>. While proposals may be submitted for one year or for three years, OSBDC encourages a submission of a three year proposal for simplicity. All proposals must include the information listed in the applicable charts provided in this section for the project year(s).

4.1.1 Technical Proposal (not to exceed 50 pages)

The technical proposal serves as the blueprint for the Applicant's planned project. This information must be provided in a paginated attachment not to exceed 50 pages. It must include the following information:

4.1.1.1 Program Narrative:

- **Program Management**

A brief description of:

1. the service area of the SBDC program (must be statewide or region-wide);
2. the methodology, philosophy and justification for the distribution of service area resources, such as Service Centers, satellites and specialty programs, using factors such as population or business census, population/counselor distribution formulas, etc., and any planned adjustments;
3. correlation of resource distribution to needs assessment studies and the SBDC's strategic plan; and
4. the management and coordination of the SBDC throughout the state or area being served.

If applicable, describe plans for the addition of new Service Centers or programs. As part of the management strategy, describe the staffing plan including management strategy for vacancies (interim measures and acceptable vacancy timeframes), general staffing policy as it pertains to key personnel (Lead Center Directors and Associate Directors), desirable client wait time for counseling assistance and any changes anticipated in the coming year.

- **On-line Client Services**

SBA views the use of web-based technology as a means to increase outreach within existing budgets, to access populations or areas otherwise difficult to reach, and to offer services 24/7 when appropriate. Providing clients with tools and access to information on-line should provide greater flexibility for SBDC counselors to provide counseling and other one-on-one activities with clients.

As part of the proposal narrative, Applicants should describe how on-line service delivery is incorporated into their overall service delivery plan. Where possible and to reduce duplicative efforts, SBA's Small Business Training Network (SBTN) at www.sba.gov/training should be used for on-line training. The project plan for on-line services should describe the current level of service and/or the approach being taken to achieve a higher level. This discussion should include the planned operating environment and the process to be taken to achieve it, including timelines, benchmarks, anticipated results, resources and budget.

- **Organization and Structure**

An organizational chart for the total SBDC network indicating the position of the Lead Center within the Applicant organization and the department/division and person/title to whom the SBDC Lead Center Director reports.

- **Program Objectives**
SBDC must include a brief summary of major program objectives and ongoing programs, highlighting any new programs, special projects or activities. To facilitate reporting, categorize the information presented using the reporting titles listed in Section 6.3 to the extent possible. (Success stories should not be included in the proposal.)
- **SBDC Scheduled Closures**
A listing of all scheduled SBDC Lead Center closures, whether for holidays or planned shutdown, of the Recipient Organization. Emergency closures must be reported to the SBA Project Officer as soon as possible. SBDC service providers must be open during the normal business hours.
- **Advisory Board**
A list of the members of the SBDC statewide/region-wide advisory board in accordance with [15 USC § 648\(j\)](#), including their titles. Also include a description of the board's responsibilities and date of the SBDC board's most recent meeting. A majority of the advisory board members must be representatives from small businesses or associations representing small businesses located throughout the entire area of service. Veterans, women, minorities and Native Americans should be represented, as appropriate. There should be regular periodic meetings each year. The SBA District Director should be a non-voting member.
The reasonable cost of travel of any board member for official board activities may be paid out of the SBDC's budgeted funds. This travel must include per diem rates for lodging, meals and incidental expenses only.
- **Conflict of Interest Policy**
The SBDCs current conflict of interest policy for the SBDC network must be included in the proposal. See Section 8.3.8, "Conflict of Interest" for guidance on content of the Conflict of Interest Policy.
- **Training**
SBDCs must provide a list of the types of training to be offered during the budget period. Recipients are expected to provide the SBA Project Officer with a quarterly calendar of such trainings or access electronically to comparable information.
- **Personnel Resumes**
Résumés for any new key personnel directly employed by the SBDC (i.e. Lead and Service Center Directors and special program Directors such as for technology or international trade) since the start of the last program year. Do not include résumés for trainers, counselors or support staff.
- **PIMS Contact**
Identify the SBDC contact designated to maintain information in SBA's Partner Identification Management System (PIMS), by name, title, phone number and email address.
- **Program Income**

Describe planned activities that will be supported with SBDC Program Income during the performance period, and estimated cost. Program Income must be used to further the goals of the SBDC program. Do not include program costs supported with program income on the application, network budget summary or budget justifications.

- **Other Funds**

The proposal must fully describe any other federal or state small business assistance programs, contributions or grant funds (excluding foundation accounts) managed by the SBDC network outside the SBA Cooperative Agreement. Include the source and amount of funds provided by each organization and the purpose for which the funds have been provided.

The SBDC must maintain an updated list of funding sources and amounts for each source of funds received by the SBDC network including grants, contracts and contributions. In addition, for each source of funds, documentation regarding the name and phone number of the donor/contractor/grantor, the amount of funding, the intended purpose and any requirements, stipulations or deliverables must be maintained and made available during the biennial financial examination process. SBDCs managing other small business programs outside the SBA Cooperative Agreement must maintain separate accounting/financial records to ensure a clear audit trail for the funds provided under the SBDC Cooperative Agreement. Costs may not be proposed or claimed for SBDC Program regardless of funding source, when the scope of activity is inconsistent with this Program Announcement.

In accordance with [15 USC § 648\(a\)\(5\)](#), the AA/OSBDC must approve all federal initiatives to be accomplished through the SBDC networks.

4.1.1.2 Planned Milestone Accomplishments:

This spreadsheet is required and shall separately list the goals for the Lead Center and all SBDC Service Centers, including specialty centers. The spreadsheet must include sections on “Major Program Objectives” and “Special Projects” for the network for each Service Center. The spreadsheet is available at <http://www.sba.gov/content/sbdc-forms-and-worksheets>.

4.1.1.3 SBDC Network Listing:

Provide a list of all Service Locations by Center name, host institution, key contact and physical location and PIMS location code. Also identify whether each location is a Service Centers, specialty centers or satellite location. (Please refer to Section 8.1 “Definitions”). The SBDC Network Listing shall be validated from SBA’s PIMS system. PIMS must be kept current. The Location ID for each center is issued through the PIMS system and directly affects the SBDC’s ability to report program activity to the SBA’s data collection system (currently EDMIS); therefore, it is vital to keep the information in this system current. Guidance on maintaining PIMS is in 6.3 “Reporting”, PIMS Maintenance.

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4.1.2 Budget Information

Budget information must be provided through the completion or submission of the following:

Title	Guidance	Document Location
Application for Federal Assistance (SF-424)	Please provide a complete street address. Do not use P.O. Box numbers.	Grants.gov application package
Budget Information – Non Construction Programs (SF-424A)	This form is required for Lead Centers (and Service Centers if the standard SBDC Budget Justification format is not submitted).	Grants.gov application package
SBDC Budget Justification and Personnel List. PLEASE NOTE: All categories on the SBDC Budget Justification form must be addressed in the Budget submission.	A line item budget justification with complete details for each expense item is required for the Lead Center and each Service Center. Include a list of SBDC personnel. See chart below for specific budget instructions - including personnel instructions. Information should be submitted using the standard SBDC Budget Justification form, available at SBDC Forms and Worksheets . If the standard SBDC form is not used, Applicant must provide an SF-424A for the Lead Center and each Service Center - in addition to a line item budget justification for each center.	SBDC Forms and Worksheets
Current Indirect Cost Rate Agreements negotiated with cognizant agency	These agreements are required for Lead Center and Service Centers claiming indirect costs.	
Schedule of Indirect Costs		SBDC Forms and Worksheets

4.1.2.1 Budget Preparation

OSBDC will provide SBDCs with projected funding levels to be used in budget preparation. SBDCs submitting multi-year proposals must refer to Section 4.1 “Application Instructions”, for specific procedures.

The budget proposal must show the total cost of the program as proposed in Section B of SF-424A (rev. 7/97). Such costs include personnel, fringe benefits, travel, consultants,

equipment, supplies and contractual costs. (Refer to SF- 424A, “Budget Information – Non-Construction Programs” Rev. 7/97) and Budget Justification instructions).

Although there is a line for “Program Income” on the SF-424 (Application for Federal Assistance), SBDC Applicants should leave this line blank and NOT include Program Income on the “Total Estimated Funding” – line f – of the SF-424. Also leave blank the “Program Income” line on the SF-424A (Budget-Information – Non-Construction Programs) and do not include Program Income in the total line 6.k. Additionally, do not include program income costs in the detailed budget justification.

4.1.2.2 Service Center Costs

The budget narrative must specify which costs will be paid by federal dollars, cash and non-cash match. The amount and source of funds provided as match must be clearly indicated, i.e., state, university and private sector funds- distinguishing between cash match, indirect match and in-kind match. In-kind match contributions must show how their value is determined. This applies to costs incurred by Service Centers as well as recipient costs.

For those SBDCs operating separate International Trade Centers, Procurement Centers or other specialty centers as part of the Cooperative Agreement, the proposal must include a separate budget and milestone chart.

The budget proposal must describe the financial resources contributed by the Applicant. The amount and source of funds provided as match must be clearly indicated, (i.e., state, university and private sector funds- distinguishing between cash match, indirect match and in-kind match).

If an Applicant proposes costs for Service Centers under the contractual budget element (i.e. sub-awards), it must also provide separate Service Center budgets with a line item breakout, including the amount of federal dollars allocated to each Service Center, as well as indirect cost with applicable cost base and rate. If the Service Center proposes sub-contractual costs, supporting budget details such as a statement of work, the number of hours and rate of pay must be provided for each contractor.

An Applicant may substitute its own forms or spreadsheets in place of the SBA Budget Justification Worksheet so long as it included all of the information requested in section 4.1.3.3, below.

4.1.2.3 SBDC Budget Justification Instructions

The budget cost categories are detailed below. The direct cost and indirect cost total must agree with the SF-424 and SF-424A.

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Personnel:	List name and title of all personnel charged to federal and non-federal funds (direct costs). For each of these positions, show federal, match, annual salary, number of months, level of effort in percentage and total amount budgeted for the position as the basis to estimate personnel costs charged to the SBDC program. Include personnel for technology (at SBTDCs), designated international trade personnel and contact designee to maintain PIMS information. Show position title for personnel to be hired.
Fringe Benefits:	Indicate the fringe rates approved by your cognizant federal agency for audits when available. If not available provide the schedule used. Do not include fringe cost in the total amount required for personnel.
Travel:	For local travel, provide total anticipated mileage and mileage rate. For out of state (region) travel, provide purpose and itemize trips by destination, mode of transportation, airfare or other transportation rates, number of trips and number of travelers. 30 day prior approval is required for foreign travel; 20 days for unanticipated out-of-state (not in approved budget) travel. Contact Project Officer for Travel Authorization forms to obtain preapproval.
Equipment:	List items costing at least \$5,000 and having at least one year of useful life. The Recipient Organization must maintain an inventory of equipment purchased with program dollars including cost, location and detailed description of each item. Equipment inventory must be made available upon request of SBA.
Supplies:	Show anticipated cost of supply items such as general office, operational, computer supplies, and other supply items costing less than \$5,000. The Recipient Organization must maintain an inventory of controlled supplies of higher dollar value and high potential for loss such as computers, etc. and it must be made available upon request of the SBA.
Contractual:	Provide budget details, such as statement of work, number of hours and rate of pay. If Applicant proposes contractual costs for Service Centers (sub-awards), separate budgets (i.e., form 424A and budget justifications) must be presented for each Service Centers. Do not show Service Center indirect cost on contractual line. Service Center indirect cost must be shown on line j column 4 of the 424A.
Consultants:	There may be an error on form 424A showing a "construction" instead of a "consultants" category on line 6.g.. Please indicate consultants cost on that line for construction. Specify the consultant's purpose and indicate the number of hours and rate of pay.
Other:	List all expenses included in this cost category with planned cost per item. Expense items may include, but are not limited to computer software, copying, postage, printing, publications, subscriptions, dues, telephone, conference fees and office space (indicate square footage and rate). Do not list other items with zero amounts.

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Indirect cost:	Show indirect cost amount on <u>line j of the Budget Justification ONLY</u> . (Do <u>not</u> include indirect costs as cash match or as in-kind contributions; or as a contractual cost category.) A rate no higher than that approved by your cognizant agency should be used. Reimbursement of indirect costs charged to federal funds will be capped at a maximum of 20%. The amount remaining of the total indirect cost is the waived portion (i.e. indirect match, if any).indirect match, if any). You may obtain the Schedule of Indirect Costs from the SBDC website at http://www.sba.gov/content/sbdc-forms-and-worksheets .
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4.1.3 Certification Forms and Assurances

Forms are listed below:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters, Primary Covered Transactions	SBA Form 1623	SBDC Forms and Worksheets
Certification Regarding Drug-Free Workplace Requirements		SBDC Forms and Worksheets
Certification Regarding Lobbying – must be completed by all Applicants	SBA Form 1711	SBDC Forms and Worksheets
Disclosure Form	SF-LLL	www.grants.gov application package
Cash Match and Program Income Certification Form – includes certification of program income on hand		SBDC Forms and Worksheets
Cost Sharing Proposal	SBA Form 1224	SBDC Forms and Worksheets
Assurances-Non-Construction Programs	SF-424B	www.grants.gov application package

4.1.4 Attachments and Exhibits

Proposal Attachments Chart:

	Single Year Proposal	Multi Year Proposal	
		Year One	Year Two and Three
Application for Federal Assistance SF-424 The Program Income Section on the Standard Form 424 should be left	√	√	√

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blank			
SBA Attachment Form There will be 15 attachments buttons label Attachment 1-15.	√	√	√
List of Attachments submitted through grants.gov	√	√	√
Narrative	√	Prepare for the three year period.	Provide changes related to the service delivery approach; methodology for allocation of goals; new SBA/SBDC priorities; schedule of holiday closures; a list of new employees, their positions and resumes.
Planned Milestone Accomplishments	√	Submit for first year only.	Provide revised negotiated goals for program year.
Budget Information Non-Construction Programs SF-424A Leave blank line 7 (Program Income) on the Standard Form 424a (Budget Information – Non-Construction Programs) Do not add program income to line 6k. Program Income should be addressed in the proposal's program narrative.	Submit for Lead Centers (and each Service Center) if standard SBDC Budget Justification format is not submitted).	Submit for Lead Centers (and each Service Center if standard SBDC Budget Justification format is not submitted). Fill-in Section E, SF-424A, Line 16 only, Columns (b) First and (c) Second.	Sections A, B, C, and D should be completed for the 12-month budget period for the network, Lead Center and each Service Center (if standard SBDC Budget Justification format is not submitted). LEAVE BLANK Section E in year three.
SBDC Network Listing Validate data	√	√	√

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using PIMS. Please identify which are Service Centers, Satellite Centers, and which are Specialty Centers including ITCs.			
SBDC line-item Budget Justification with cost details and Personnel List	Submit for Lead and each Service Center.	Submit for Lead and each Service Center.	Submit for Lead and each Service Center.
Indirect Cost Rate Agreements	Submit for lead and Service Centers claiming indirect costs.	Submit for Lead and Service Centers claiming indirect costs.	Submit only if provisional rate has changed at center.
Schedule of Indirect Costs	√	√	√
Certification Regarding Debarment, Suspension, and Other Responsibility Matters, Primary Covered Transactions SBA Form 1623	√	√	
Certification Regarding Drug-Free Workplace Requirements	√	√	
Certification Regarding Lobbying SBA Form 1711	√	√	
Cash Match and Program Income Certification Form	√	√	√
Cost Sharing	√	√	

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Proposal SBA Form 1224			
Approval Letter from SBA District Office	√	√	√
Assurances Non-Construction Programs SF-424B	√	√	

4.1.5 Treatment of Proposal Information

If the SBDC’s proposal contains confidential data, the SBDC must follow Part 102 of SBA’s regulations ([13 CFR Part 102](#)).

Unless otherwise specified, all financial, statistical, personnel and/or technical information and data which are furnished, produced or otherwise made available to the SBDC by its small business customers during the performance of this Agreement shall not be used for purposes other than performance of work under this Agreement. The above information received by the SBDC may be privileged and must not be released or disclosed by the SBDC without the prior written consent of the client unless otherwise required by law. If such information is requested in a legal proceeding, the SBDC must take the necessary precautions and legal recourse to protect privileged information.

[Public Law 108-447](#), approved December 8, 2002, provides that client information can only be made available to SBA for legal enforcement action and financial audits. However, SBA is also allowed access to client data for obtaining program activity information or conducting client surveys.

No files or records will be removed from the premises of any government agency with which the Recipient may work without the approval of the agency in possession of such documents. Publication of any information will be in accordance with [OMB Circular A-110](#).

4.1.6 Funding Restrictions

4.1.6.1 Budget Preparation & Funding

- **Administrative Requirements and Cost Principles**

SBA will supply federal assistance funds for the SBDC's operation. However, to qualify for assistance, the Applicant (Lead Center) and/or its network participants must provide, at a minimum, an amount (cash and in-kind match) equal to the federal dollars provided. (See Section 4.1.6.2 “Financial Guidelines - Cash Match”.)

When making sub-awards, administrative costs incurred for establishing technical needs, determining qualified candidates, issuing requests for bids, evaluating replies and selecting an awardee may be claimed as indirect costs according to [2 CFR Part 220 \(OMB Circular A-21\)](#). The Circular allows these incremental Facilities and Administrative costs on the first \$25,000 to be claimed one time in the indirect cost base

for each subcontract or sub-award. It is not appropriate to claim these costs when obtaining annual funding to continue the sub-award. These costs only may be claimed when an open, competitive bidding process was involved in issuing the sub-award that included the aforementioned administrative costs.

SBDCs are governed by [2 CFR Part 215 \(OMB Circular A-110\)](#) or [13 CFR Part 143](#) for administrative procedures and [2 CFR Part 220 \(OMB Circular A-21\)](#), [2 CFR Part 225 \(OMB Circular A-87\)](#) or [2 CFR Part 230 \(OMB Circular A-122\)](#) for cost principles.

These can be found at [OMB Grant Circulars](#).

- **Travel**

The proposed budget must include a description of the out-of-state (region) travel proposed, indicating estimated costs, number of persons traveling and purpose of travel. All travel performed as part of this Agreement must be in accordance with SBDC program objectives and in compliance with the recipient's travel policy and governed by [2 CFR Part 220 \(OMB Circular A-21\)](#), [2 CFR Part 230 \(OMB Circular A-122\)](#), or [2 CFR Part 225 \(OMB Circular A-87\)](#), as applicable. [OMB Grant Circulars](#) (Refer to Section 5.1.9.1 for prior approval requirements governing out-of-country travel.)

- **Payment of Dues**

The budget proposal must show the total amount of Cooperative Agreement funds (both federal and non-federal) the SBDC intends to allocate for payment of dues to professional associations, including the ASBDC. **All dues allocated for membership in the ASBDC and/or other professional associations must be thoroughly documented and justified and include a detailed explanation of the benefits to the SBDC program derived from this expenditure.** Where federal funds have been used to pay association dues, the SBDC must be able to document that the expenditure was reasonable and necessary to the SBDC based upon the benefits derived. In addition, all memberships purchased with project funds must be in the name of the Recipient Organization rather than in the name of an individual.

- **Lobbying**

There is a broad federal restriction on all grantees of the Federal Government, which prohibits the use of federal appropriated funds to lobby Congress or agencies concerning certain specified federal actions ([31 USC § 1352](#) (also known as the Byrd Amendment)). In addition, [2 CFR Part 230](#) or [2 CFR Part 220](#) (OMB cost circulars ([A-122](#) at §25 and [A-21](#) at §24)) provide that lobbying activities are generally unallowable costs. Reference should be made to the OMB Circulars, which set forth the unallowable activities as well as the limited activities that are allowed.

- **Indirect Costs and Overhead**

To propose and subsequently claim indirect costs, Applicants must furnish their current indirect cost rate (ICR) agreement

- as negotiated with their cognizant federal agency,
- certified by their state governmental unit and approved by their cognizant federal agency, or

- a rate approved by SBA.

Agreements for participating Service Centers must also be submitted.

The negotiated indirect cost rate in effect at the time of the initial proposal will be used for the budget period covered by the proposal. If a provisional indirect cost rate is in effect at the time the proposal is submitted and it has been more than one year since the date the provisional rate became effective, the SBDC must furnish OSBDC with documentation showing that they have made an effort to negotiate a final rate.

Indirect costs cannot be claimed for the Lead Center or for Service Centers that do not submit approved cost rate agreements for the proposed funding period. Indirect costs cannot exceed the amount allowable under the approved ICR Agreement submitted with the proposal. Indirect costs claimed must not exceed the amount on the approved budget in the Notice of Award without prior written approval of the SBA Grants Management Specialist. Entities currently without an ICR agreement negotiated with a federal agency may request that the SBA Project Officer provide an SBA rate agreement of 24% to be used exclusively for the SBDC program. For entities using an SBA provided ICR Agreement, the following terms apply:

- These terms are to assist in identifying and clarifying those costs considered to be “general administrative and general expenses” noted in [2 CFR Part 220.E \(OMB Circular A-21\)](#), [2 CFR Part 225 \(OMB Circular A-87\)](#) and [2 CFR Part 230.C \(OMB Circular A-122\)](#). They form the basis for this SBA ICR Agreement and subsequently may not also be included as direct costs against the award when the SBDC ICR Agreement is used.
- Cost pools underlying the ICR Agreement include personnel compensation and benefits for positions or for activities which are not (1) in direct support of the SBDC program goals and objectives **and** (2) under the direction or supervision of the key person identified in the Cooperative Agreement as responsible for program performance at the respective host entity.
- Examples include, but are not limited to, those expenditures allocable to human resources and accounting departments, sponsored project staff, corporate marketing staff, controllers, deans, chief executives and presidents of colleges and universities.
- Non-personnel costs such as audits, supplies, materials, insurance, and other services and operating costs allocable to administrative departments and to the activities of the host entity are considered part of the “general and administrative cost pool” and thus may not also be directly charged.

Facilities & Administration (F&A) costs may not otherwise be charged, directly or indirectly, to the Cooperative Agreement or claimed as non-cash match contributions without the incorporation of an approved ICR Agreement, either from a cognizant agency or from the SBA as described here.

Any agreements subsequently negotiated with a federal agency will supersede the SBA ICR Agreement.

- **Justification of Costs**

All costs proposed require justification and narrative explanation for the Lead Center and each Service Center. All proposed costs must be included in the specific line items and fully justified. All forms contained in the financial application package must be completed accurately and in full.

- **Miscellaneous or Contingency Costs**

No miscellaneous or contingency costs may be included in the budget. Contributions to a contingency reserve or any similar provision made for unforeseen events are unallowable.

- **Subcontracting**

All subcontracting awarded as a result of this Agreement will be in accordance with [2 CFR Part 215.40-215.48](#), [OMB Grant Circulars](#), [13 CFR Part 143.36](#) and [13 CFR Part 143.37](#) as applicable to the entity.

- **Proposal Costs**

This request does not commit the Federal Government to pay any costs incurred in the submission of a proposal.

4.1.6.2 Financial Guidelines

- **Carryover Requests**

Funds should be expended in the year awarded; however, carryover requests will be considered on a case-by-case basis. Carryover of unexpended funds is permissible only if the funds are to be used for a project or activity within the scope of the SBDC program and the request is in the best interest of the Program.

The SBDC Lead Center Director must request approval to carry over anticipated unexpended federal funds to the next budget period at least 10 days prior to the close of the current budget period (No later than September 20th for FY programs and December 21st for CY programs)

A formal Carryover request, submitted with the final SF-425, must include: (1) SF-424, SF424A, and detailed budget justification forms; (2) narrative indicating why the funds were not expended during the period in which they were awarded; (3) SBA District Office approval; and (4) evidence of match.

The match requirement for carryover funds can be met by using overmatch from the current budget year, an increase in funds pledged by the SBDC or overmatch from the year funds were carried over or a combination of both.

Expenditures for the carryover requests must be accounted for separately from current year funds. All financial reports, pay requests and other correspondence relating to the carryover funds must reference the federal document number assigned to the funds carried forward.

- **Use of Program Income**

Program income must be used to further the objectives of the SBDC program and cannot be used for other purposes. SBDCs must expend any program income exceeding 25 percent of the SBDC's total budget (SBA federal funds and matching funds) by year end. Any remaining program income may be carried over to subsequent budget periods to be used to further program objectives. SBDC Program recipients are responsible for establishing a separately identifiable program income account to facilitate financial reporting. All program income must be reported on SBA Form 2113 (Program Income Report). The SBDC will include as an attachment to the SF-425, the SBA Form 2113 and a narrative description of how program income was used to further eligible program objectives.

- **Cash Match Requirement**

Each SBDC Applicant must ensure that no less than 50% of the required contribution will be in cash. This cash outlay must not include indirect costs, in-kind contributions or program income derived from activities supported in whole or in part with federal or match funds. Direct cash match committed by the Applicant organization or Service Center (i.e. personnel services, fringe benefits, consultants) may be included in the cash match only to the extent that these costs were committed as part of the specific direct line item costs verified by the Certifying Representative prior to funding.

Further, the cash match shall not include: (1) funds contributed from other federal sources [see exception below]; (2) program income or fees collected from recipients of assistance, whether collected by the Lead Center, Service Centers or any other participants in the SBDC network; or (3) amounts committed by the Applicant organization for unidentified and/or contingent costs in the budget proposal.

There is one exception to the disallowance of federal funds as cash match. Community Development Block Grant (CDBG) funds received from the Department of Housing and Urban Development are allowed when: (1) the SBDC activities are consistent with the authorized CDBG activities for which the funds were granted; and (2) the CDBG activities are identified in the Consolidated Plan of the CDBG grantee or in the agreement between the CDBG grantee and the sub recipient of the funds.

When an SBDC manages another, non-SBA funded small business program which has a program scope consistent with the SBDC program, personnel compensation and benefit costs of the program may be counted as match provided that the funds for the program did not originate from another federal agency.

The cash match must be committed up front and identified by source, amount and account number in the SBDC budget proposal. The cash match account (as well as

SBA federal funds) allocated to the SBDC program, must be under the direct management of the SBDC Lead Center or Service Center Director. However, SBDC organizations are not required to establish separate bank accounts solely for SBDC purposes. The availability of this cash contribution for SBDC program operations must be certified by the official from the Applicant organization who signs the Federal Assistance Form (SF-424).

If the state is providing part of the cash match, the Certifying Representative must verify that these funds have been appropriated prior to award of the Cooperative Agreement. However, in situations where state appropriation cycles prohibit total compliance prior to award of the Cooperative Agreement, the Certifying Representative shall verify that sufficient upfront cash match will be available from the state or other sources, prior to any withdrawal of federal funds.

- **SBA Requirement for Allocation of Federal Funds**

SBA requires that at least 80 percent of federal dollars provided through the Cooperative Agreement be allocated to the direct costs of the program.

4.2 Submission Instructions

An electronic copy of the proposal for each twelve month budget period must be provided to the SBA District Office for review and negotiation prior to submission to grants.gov. All proposals (narratives and forms) must be submitted electronically via the government-wide financial assistance portal www.grants.gov. **NO OTHER FORMS OF SUBMISSION WILL BE ACCEPTED.** All required forms are provided in the grants.gov application package for this funding opportunity. Specific instructions for obtaining, completing, and submitting an application via grants.gov, including animated tutorials, may be found at http://www.grants.gov/applicants/app_help_reso.jsp.

In order to submit an application via grants.gov, an organization is first required to have a DUNS number, be registered with the System for Award Management (SAM), and have a grants.gov username and password. The process for meeting these three pre-submission requirements may take several days to complete. Additionally, Applicants may have to download or upgrade their software in order to utilize grants.gov. Applicants should not wait until the closing date to begin the submission process in order to avoid unexpected delays that could result in the rejection of an application.

Information about the grants.gov registration process can be found at http://www.grants.gov/applicants/get_registered.jsp. Applicants must register as organizations, not as individuals. Please note that organizations already registered with grants.gov do not need to re-register. However, all registered organizations must keep their SAM registration up-to-date. As part of the grants.gov registration process, an Applicant must designate one or more Authorized Organizational Representatives (AORs). AORs are the only individuals who may submit applications to grants.gov on behalf of an organization. If an application is submitted by anyone other than a designated AOR, it will be rejected by grants.gov and cannot be considered for funding.

Once an application is submitted, it undergoes a validation process through which it will be accepted or rejected by the grants.gov system. The validation process may take 24 to 48 hours to complete. Applicants should save and print written proof of an electronic submission made at grants.gov. Applicants can expect to receive multiple emails regarding the status of their submission. The first email will confirm receipt of the application. The second email will

indicate that the application has either, been successfully validated by the system and assigned an SBA tracking number, or it has been rejected due to errors. An Applicant will receive a third email once SBA has downloaded its application from grants.gov for review in accordance with Section 5.3 “Review and Selection Process” below.

If grants.gov notifies an Applicant via email that its application contains an error, the Applicant must correct the noted error(s) before the system will accept and validate the application. Applicants that choose to submit on or close to the closing date are advised they may not receive email notification of an error with their applications until after the submission deadline, and thus will not have an opportunity to correct and resubmit their applications.

APPLICATIONS THAT ARE REJECTED BY GRANTS.GOV WILL NOT BE FORWARDED TO SBA AND CANNOT BE CONSIDERED FOR FUNDING. It is the Applicant’s responsibility to verify that its submission was received and validated successfully at grants.gov. To check on the status of your application and see the date and time it was received, log on to grants.gov and click on the “Track My Application” link from the left-hand menu.

If you experience a technical difficulty with grants.gov (i.e., system problems or glitches with the operation of the grants.gov website itself) that you believe threatens your ability to submit your application, please (i) print any error message received; and (ii) call the grants.gov Contact Center at 1-800-518-4726 for immediate assistance. Ensure that you obtain a case number regarding your communications with grants.gov. NOTE: Problems with an Applicant’s own computer system or equipment are **not** considered technical difficulties with grants.gov. Similarly, an Applicant’s failure to: (i) obtain a DUNS number or complete the SAM or grants.gov registration process; (ii) ensure that an AOR submits the application; or (iii) take note of and act upon an email from grants.gov rejecting its application due to errors, are **not** considered technical difficulties. A grants.gov technical difficulty is an issue occurring in connection with the operations of grants.gov itself, such as the temporary loss of service by grants.gov due to an unexpected volume of traffic or failure of information technology systems, both of which are rare occurrences.

Applicants should use the following link to obtain assistance in navigating grants.gov and access a list of useful resources: http://www.grants.gov/applicants/app_help_reso.jsp. If you have a question that is not addressed under the “Applicant FAQs,” try consulting the “Applicant User Guide” or contacting grants.gov via email at support@grants.gov or telephone at 1-800-518-4726. The grants.gov Contact Center is open 24 hours a day, seven days a week.

4.3 Required Proposal Submission Dates

Each Applicant is required to submit its proposal electronically via www.grants.gov no later than 11:59 p.m. Eastern Time on July 17, 2014 for fiscal year funded entities or 11:59 p.m. Eastern Time on August 21, 2014 for calendar year funded-entities. Because of the pre-conditions for submitting applications via grants.gov and the potential for encountering technical difficulties in using that site, Applicants are strongly encouraged to log on to grants.gov and review the submission instructions early. **DO NOT WAIT UNTIL THE CLOSING DATE TO BEGIN THE SUBMISSION PROCESS.** Applicants bear sole responsibility for ensuring their proposals are submitted and received before the closing date.

SBA will consider the date and time stamp on the validation generated by grants.gov as the official submission time. A proposal that is not received by grants.gov before the closing date of this Announcement will be rejected without being evaluated, unless the Applicant can clearly demonstrate through documentation obtained from grants.gov that it

attempted to submit its proposal in a timely manner but was unable to do so solely because of grants.gov systems issues. Additionally, SBA will not accept any changes, additions, revisions or deletions to applications made after the closing date.

Applicants should save and print written proof of an electronic submission made at grants.gov. If problems occur while using grants.gov, the Applicant is advised to (i) print any error message received; and (ii) contact grants.gov for immediate assistance. Applicants may obtain advice and assistance with the grants.gov submission process by visiting <http://www.grants.gov/help/help.jsp> or by calling 1-800-518-4726.

SBDC Applicant's Timeline

- **SBDCs funded on the federal FISCAL year:**

May 7, 2014	OSBDC submits proposed target goals to Project Officer in the SBA District Office - Project Officer, District Director and SBDC Applicant to start target goal negotiations.
June 11, 2014	Proposal due via email submission from the SBDC Applicant to Project Officer in the SBA District Office – Project Officer, District Director and SBDC Applicant completes proposal negotiations. The proposal should include the negotiated goals.
July 17, 2014	Proposal due to the OSBDC via electronic submission on www.grants.gov at 9 p.m. EDT
February 1, 2015	SBDC Recipient Organization must submit a Letter of Intent to apply for renewed funding to your Program Manager.

- **SBDCs funded on the CALENDAR year:**

May 7, 2014	OSBDC submits proposed target goals to Project Officer in the SBA District Office - Project Officer, District Director and SBDC Applicant to start target goal negotiations.
July 16, 2014	Proposal due via email submission from the SBDC Applicant to Project Officer in the SBA District Office – Project Officer, District Director and SBDC Applicant completes proposal negotiations. The proposal should include the negotiated goals.
August 21, 2014	Proposal is due to the OSBDC via www.grants.gov at 9 p.m. EDT.
March 1, 2015	SBDC Recipient Organization must submit a Letter of Intent to apply for renewed funding to your Program Manager.

NOTE:

Intent to Renew

SBDCs wishing to exercise a renewal option must e-mail or fax the Letter of Intent to Renew to the Program Manager in OSBDC by the date listed on the SBDC Applicant's Timeline page of this Program Announcement.

Intergovernmental Review

The SBDC program does not involve the mandatory payment of any matching funds from the state or local government and does not affect directly any state or local government. As appropriate, SBDC programs should comply with [Executive Order 12372](#), “Intergovernmental Review of Federal Programs.”

5.0 Section V - Application Review Information

5.1 General

Applications will first be screened to determine if the Applicant meets stated mandatory eligibility requirements. SBA will not evaluate Applicants that do not document in their application that they meet the requirements for participation in the SBDC program. **Submissions will only be accepted via www.grants.gov.**

Proposals will be rejected without being evaluated if they are submitted by ineligible organizations or they are illegible or materially incomplete due to an Applicant’s failure to include all required forms and/or provide the required level of detail.

5.1.1 SBA Duties and Responsibilities

5.1.1.1 SBA Responsibilities

The OSBDC is responsible for:

- Mailing the continuation letter to the SBDC Lead Center Director.
- Notifying the SBDC Lead Center Director when the Program Announcement is posted on www.grants.gov.
- Reviewing the proposal and resolving any outstanding issues not settled by the District Office under the Disputes Policy. (See [13 CFR Part 130](#)).
- Approving the proposal and issuing the Notice of Award.
- Conducting programmatic and financial reviews.
- Ensuring the SBDC PIMS information related to the opening or closing of Service Centers is updated upon submission from the SBDC Lead Center offices.

The SBA District Office is responsible for:

- Negotiating the proposal with the SBDC Lead Center Director incorporating District Office and Agency priorities, including performance goals.
- Submitting a letter of approval of the proposal by the District Director in the proposal via www.grants.gov.
- All District Office communications must be run through the Lead SBDC Center unless all parties agree to an alternative communications plan.

5.1.2 SBDC Program Details

The SBDC Program is governed by a binding legal instrument between the SBDC Lead Center and the SBA known as a notice of award or cooperative agreement. The purpose of the Cooperative Agreement is to ensure the delivery of high quality business and economic development assistance (as defined by [13 CFR Part 130.340](#) and the Small Business Act) to small businesses and prospective small businesses.

The SBDCs must ensure that their economic development and technical assistance services are available to all small business populations, including special emphasis groups [[13 CFR Part 130.340\(c\)](#)].

The services provided must include those required by statute and shall include the activities of the Lead Center (Applicant) and all participating network members. Each Applicant will be accountable to SBA for performing all services included in its proposal.

5.1.3 Statutorily Required Services

SBDCs are required to provide the following services:

5.1.3.1 On a non-fee basis, one-on-one confidential counseling/consultation/advising/guidance:

- Working with individuals or businesses to increase awareness of basic credit practices and credit requirements;
- Working with individuals or businesses to develop business plans, financial packages, credit applications and contract proposals;
- Working with the Administration to develop and provide informational tools to assist individuals with pre-business startup planning, existing business expansion and export planning;
- Working with individuals or businesses referred by the SBA District Offices and SBA participating lenders (Note: Providing any preferential treatment to clients of any specific lender is prohibited, as is the SBDC's acceptance of payment for the provision of counseling services.); and
- SBDCs must have counselor resources available to meet the needs of entrepreneurs throughout the SBDC's designated service territory.

5.1.3.2 Technology transfer, research and development:

- Assisting in technology transfer, research and development, including applied research and coupling from existing sources to small businesses, such as:
 - Working to increase the access of small businesses to the capabilities of automated flexible manufacturing systems;
 - Working through existing networks and developing new networks for technology transfer;
 - Encouraging partnerships between the small business and academic communities to help commercialize university-based research and development;
 - Introducing university-based engineers and scientists to their counterparts in small technology-based firms; and
 - Exploring the viability of developing shared production facilities under appropriate circumstances.

5.1.3.3 Rural Assistance:

- Assisting small businesses in rural areas in an effort to increase their participation in exporting, government procurement, tourism, access to credit, incubators, innovation and technology and

other small business programs, in cooperation with the U.S. Department of Commerce (DOC) and other relevant federal agencies; and

- The SBDCs may develop marketing and production strategies that will enable the rural businesses to better compete in the domestic market, provide technical assistance needed by rural small businesses, make available managerial assistance to rural small business concerns and provide information and assistance in obtaining financing for business startups and expansion.

5.1.3.4 Export Assistance:

- Maintain a minimum number of certified export assistance counselors available to assist clients develop export and international trade opportunities by meeting the requirement in Section 22(i) of the Small Business Act that at least five (5) counselors or ten percent (10%) of the total number of full time small business counselors in the network, whichever is the least, achieve certification as export assistance counselors. Compliance with the requirement shall be reported in the Semi-annual and Annual Reports by providing the counselor name, certification type and date of certification as well as the number of full-time counselors employed and the number certified. SBDCs not meeting this requirement shall include a plan for attaining compliance with the law in their proposal narrative, including an implementation timeframe. Recipients may refer to [SBA Policy Notice 6000-800](#) for further guidance regarding export and trade counselor certification.
- Report client data for export assistance as required on SBA Form 641, including numbers of small businesses new to export; numbers of new markets entered; export revenues; referrals to a USEAC or SBA; referrals to the Department of Commerce, Department of Agriculture, Department of State, Ex-Im Bank, OPIC or the USTDA; number of jobs created or retained in the exporting aspect of the business.
- Cooperate with SBA's Office of International Trade, the Department of Commerce and other relevant federal agencies to assist small business to:
 - identify and develop potential export markets;
 - facilitate export transactions;
 - obtain export financing;
 - develop trade linkages between U.S. and foreign small business firms;
 - participate in international trade shows;
 - access export assistance in rural areas;
 - develop or reorient marketing and production strategies for international markets
 - obtain referrals to appropriate resources for trade adjustment and trade remedy assistance;
 - conduct Export Trade Assistance Partnership (E-TAP) programs;
 - make translation services more readily available where possible to small firms doing business, or attempting to develop business, in foreign markets;
 - establish hyperlinks between SBDCs, U.S. Export Assistance Centers, the Department of Commerce (www.export.gov).

Where appropriate, the SBDC and the SBA may work collaboratively with state governments to establish a state international trade center for these purposes.

5.1.3.5 Base Closure Assistance:

Develop and implement strategic business plans to effectively respond to the planned closure or reduction of a Department of Defense (DOD) facility within the community, or actual or projected reductions in such firms' business base due to the actual or projected termination or reduction of a DOD plant or a contract in support of such facility.

5.1.3.6 Regulatory Compliance:

- Maintain current information concerning environmental, energy, health, safety and other federal, state and local regulations that affect small businesses and counseling small businesses on methods of compliance with such regulations.
- Develop information publications, establish resource centers of reference materials, make appropriate referrals to the SBA's Office of the National Ombudsman, and distribute compliance guides published under section 212(a) of the Small Business Regulatory Enforcement Fairness Act of 1996, Public Law 102-121.

5.1.3.7 Specific Informational needs:

Provide specific informational needs and assistance, including but not limited to:

- Coordinating and conducting research into technical and general small business problems for which there are no ready solutions.
- Providing access to comprehensive physical and/or electronic libraries that contain current information and statistical data needed by small businesses.
- Maintaining a working relationship and open communications with financial and investment communities, legal associations, local and regional private consultants and local and regional small business groups and associations in order to help address the various needs of the small business community.
- Conducting in-depth surveys for local small business groups in order to develop general information regarding the local economy and general small business strengths and weaknesses in the locality.
- Identifying and referring qualified small business vendors, including but not limited to, private consulting engineers and private testing laboratories to provide services to small businesses.
- Maintaining lists of local and regional private consultants to which small businesses can be referred.

5.1.4 SBA Required Services

It is acknowledged that SBDCs receive funding from and must meet the mandates of its other funding sources. Despite these mandates, SBA District Directors and SBDC Lead Center Directors should negotiate services that meet local needs identified by a periodic needs assessment and integrating the SBDC strategic plan into the proposal, including:

5.1.4.1 Entrepreneurial Development Services

- Expanding international trade assistance to meet the requirements of the Small Business Act as amended by the Small Business Jobs Act of 2010 for the SBDC program.
- Assisting manufacturing workers interested in starting their own business and working closely with the U.S. Department of Commerce, National Institute of Standards and Technology's Manufacturing Extension Partnership (MEP) Program to assist small manufacturers.
- Providing programs focused on existing businesses to assist them with growth and expansion.
- Developing, facilitating and/or leveraging appropriate distance learning programs and/or initiatives that can be utilized by small business clients and, where appropriate, other SBA resource partners.
- Using market research tools such as the SBDC Clearinghouse, also known as SBDCNet, to serve the needs of the small business community.
- Developing economic recovery programs and plans that include counseling small business owners on ways and means to strengthen business recovery and continuity.
- Economic development involvement.
- Participating in and actively supporting community development in the SBDC's stated area of geographic coverage, including coordination with all levels of government – federal, state and local in support of initiatives that strengthen the infrastructure of the community and ensure stability and equality in community-based economic growth and development. The private sector, including business and professional organizations, should be invited to become stakeholders with the SBDCs acting as catalysts to initiate development projects beneficial to the community as a whole.

5.1.4.2 Government Contracting Assistance

- Provide information and assistance to small business owners interested in pursuing federal, state and local prime contract and subcontract opportunities, including promoting SBA's SBIR and STTR programs.
- Advise and assist small business owners to develop and execute effective marketing and sales plans for targeting federal prime contracts.
- Work cooperatively with the Procurement Technical Assistance (PTAC) program.
- Help 8(a) firms either directly or through the Applicant's affiliate in the area of contract education and assistance.
- Work with SBA District Offices to assess the needs of 8(a) firms through SBA's Business Development Management Information System (BDMIS) and other means to provide the 8(a) firm with business management and other education, training and information.

5.1.4.3 Access to Capital and Other SBA Programs

- Provide financial packaging and other financial counseling assistance; including assistance for SBA loan products and services.

- Provide access to tools and initiatives offered by SBA’s Office of Veterans Business Development (OVBD).
- Inform small business contractors about SBA’s Surety Bond Guarantee Program.
- Support the SBA Center for Faith-Based and Community Initiatives, as appropriate.

5.1.4.4 Underserved Markets

Provide outreach and service delivery to urban and rural populations, new immigrant populations, and members of Reserve Components of the U.S. Military and National Guard and their spouses.

The public documents mentioned herein identify target program goals and performance measures and link their achievement with the budget process. As participants in a grant program of the SBA, SBDCs should be familiar with overarching Administration and Agency goals including:

- Government Performance Results Act available at:
<http://www.whitehouse.gov/omb/performance/gprm-act>
- SBA Five-Year Strategic Plan available at:
http://www.sba.gov/sites/default/files/serv_strategic_plan_2010-2016.pdf
- SBA’s Fiscal Year 2014 Budget available at:
<http://www.whitehouse.gov/omb/budget/Overview> .

5.1.5 Program Overview

SBDCs operate under a plan to provide assistance within a state or designated geographical area. As a condition of any SBA grant award made, SBDC Applicants are required to provide at least an equal amount of matching funds from sources other than the Federal Government. SBDCs operate under the provisions of [15 USC § 648](#) and [13 CFR Part 130](#). The Cooperative Agreement is administered in accordance with [13 CFR Part 143](#) or [2 CFR Part 215](#) ([OMB Circular A-110](#)), as well as other applicable OMB Circulars (see Circulars listed below), a Notice of Award (the Agreement) issued by SBA and the provisions of this Program Announcement.

The SBDC Cooperative Agreement Notice of Award incorporates by reference all applicable OMB Circulars, including:

- [2 CFR Part 220](#) “Cost Principles for Educational Institutions.” ([OMB Circular A-21](#)).
- [2 CFR Part 215](#), “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.” ([OMB Circular A-110](#))
- [2 CFR Part 230](#), “Cost Principles for Non-Profit Organizations.” ([OMB Circular A-122](#)).
- [2 CFR Part 225](#), “Audits of State, Local, and Indian Tribal Governments.” ([OMB Circular A-87](#)).
- [13 CFR Part 143](#) “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.” ([OMB Circular A-102](#)).
- [29 CFR Part 99](#), “Audits of States, Local Governments, and Non-Profit Organizations.” ([OMB Circular A-133](#)).

Current versions of [OMB Grant Circulars](http://www.whitehouse.gov/omb/grants_circulars/) are available from the Office of Management and Budget's website. The address is: http://www.whitehouse.gov/omb/grants_circulars/.

Fiscal year programs are subject to the current OMB circulars and regulations, with any additional funding increments subject to the OMB rules effective 12/26/2014 for the additional funding. Calendar year programs beginning 01/01/2015 are subject to the OMB rules effective 12/26/2014.

All references to the OMB Circulars throughout this Program Announcement are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 78 FR 78589, codified at 2 CFR 200 *et seq* effective December 26, 2014 and incorporated herein.

Please see the Notice on page 2 of this Program Announcement.

The SBDC network must provide services as geographically close as possible to small businesses by using a variety of service delivery mechanisms, including satellite locations, traveling counselors and electronic means, as appropriate. The facilities and staff of each SBDC shall be located in places that will provide maximum accessibility and benefits to the small businesses which the SBDC is intended to serve. The SBDC will develop a plan as part of the proposal specifying the extent to which SBDC statutory and program duties will be delivered to address the needs of the small business community in the area to be served. In doing so, SBDCs must ensure that statutory and regulatory requirements are met.

The Lead Center must establish and maintain a program control center to provide administrative services to the SBDC network within the state or territory. These administrative services shall include, but not be limited to, (1) program development; (2) program management; (3) promotion and public relations; (4) financial accounting; (5) reports management; and (6) internal quality control. Records shall be maintained in the Lead Center indicating the federal, state, local government, academic and private sector resources available to the SBDC network and the types of services provided to clients.

The Lead Center must have its own full-time staff, must have a separate budget and identity and, if part of a larger unit, must be a clearly distinguishable sub-unit. Staffing must include a full-time (100%) Lead Center Director who will operate and administer the operations of the SBDC network and must have full authority to make expenditures under the Center's budget as well as to manage the program activities. Other statutory requirements for the SBDC are outlined in [15 USC § 648](#) (c)(2).

5.1.6 Required Reporting Lines for SBDC Lead Center Director

The SBDC Director, if an employee of an SBDC Lead Center hosted by an educational institution, must report to the school or college dean or an equivalent or higher level administrator. In a non-educational organization, the SBDC Director must report to an individual who is no lower than the third level of management or administration within a state agency.

5.1.7 Program Organization and SBDC Name

The specific identification "Small Business Development Center" or "Small Business and Technology Development Center" shall be a part of the name of every SBDC organization within the SBDC network. No other name designations or variations will be accepted. An SBDC proposing to add "Technology" must

follow the procedures set forth in Section 8.2 - “Guidelines,” and have the advance written approval of the AA/OSBDC and be in compliance with the ASBDC Accreditation Standards as specified. The statewide Small Business Development Center organization is referred to as the “Lead” Center SBDC. The Lead Center manages and administers a comprehensive small business assistance network, consisting of the Lead Center and its Service Centers, under the terms of a Cooperative Agreement between the U. S. Small Business Administration and the Recipient Organization. This network is part of the Small Business Development Center program.

5.1.8 Prior Approval:

Items requiring prior approval, include, but are not limited to, those listed below

5.1.8.1 Travel Out-of- Country

Travel outside the United States and its territories which is either: (1) charged to the Cooperative Agreement; or (2) performed while on duty for the Recipient Organization must be submitted to the Project Officer or District Director who shall submit a recommendation to the AA/OSBDC or his/her designee for his/her approval or denial no less than 30 days before departure on a case-by-case basis. (Travel to be completed using vacation time regularly earned is not subject to approval by the AA/OSBDC.) Failure to obtain 30 day prior approval from the AA/OSBDC or his/her designee may result in suspension or termination of funding.

5.1.8.2 Purchasing of Items for Marketing

Purchasing any items bought for marketing purposes using program funds (e.g. shirts, caps, etc.). Failure to gain prior approval may result in a financial examination disallowance, suspension or termination of funding. This prohibition does not include advertising in print or other media.

5.1.8.3 State/Regional Advisory Board Compensation

Compensation other than travel costs for the State/Regional SBDC Advisory Board members. This includes compensation reimbursed from federal funds or donated by the Advisory board member and used as non-cash match (in-kind).

5.1.8.4 Improvements to SBDC Facilities

Minor construction/physical improvement to SBDC facilities. Applicant must provide justification for use of program funds, estimated costs, and facilities or lease agreement or other documentation from property owner.

5.1.8.5 Request for Carryover of Funds

At least 10 days prior to the close of the current budget period (No later than September 20th for FY programs, December 21st for CY programs) to carry over anticipated unexpended federal funds to the next budget period.

5.1.8.6 Recruitment for a Lead Center Director

Prerequisite to filling a Lead Center Director position, the Recipient Organization must submit recruitment and selection plans for an SBDC Lead Center Director position to the SBA District Director (or Lead District Director when there is more than one District Office) and to the OSBDC Program Manager for approval of the plan's adequacy. Recruitment plans for filling the vacancy in excess of 120 days beyond the Director's departure date must have prior approval of the AA/OSBDC. If a Lead Center Director is subject to removal or replacement, the Recipient Organization is strongly encouraged to notify the SBA District Director and the AA/OSBDC (at least) 10 days before taking such action, if possible. SBA also requests a written explanation of such action, if allowed by the Recipient Organization.

5.2 Evaluation Criteria

All timely, materially complete applications received from eligible organizations will be reviewed in accordance with the criteria listed below.

5.2.1 Performance Measurements

SBA is focused on strategic planning, performance, and proven results as measured by each SBDC's achievement of negotiated and agreed upon short- and long-term outputs and outcomes. SBDCs are expected to provide in-depth, substantive, longer-term, outcome-oriented counseling and training for greater economic impact measured by the creation and retention of businesses and jobs, capital infusion and increased company revenues.

SBA and the SBDCs have jointly identified the following performance goals for the SBDC program:

- Number of Single-year, Long-Term Clients (5 hours or more of counseling, contact and prep time);
- Number of new businesses created; and
- Dollar Amount of Capital Infusion, which includes SBA loans, non-SBA loans and equity investment.

Additional performance measures that will be reported to SBA but not goaled:

- Number of jobs created, and
- Number of jobs retained.

Data reporting performance goals/measurements are collected through SBA's centralized data collection system (currently EDMIS). Data integrity, the verification and validation of performance results are an SBA priority as well as provide the ability to attest to the integrity and quality.

Performance goals are negotiated annually between the SBDC and the District Office. If the goals are in alignment with appropriate indices they will be accepted by OSBDC and incorporated into the SBDC Notice of Award. When circumstances warrant, OSBDC will work with the District Director and the SBDC to adjust performance goals.

5.2.2 Important Priorities for SBDC Recipients in FY/CY 2015:

- Participation in SBA's economic stimulus and other initiatives or programs;

- Increased focus on:
 - Technology assistance -
 - providing information and assistance to small businesses to increase their use of technology to improve business efficiency; and
 - targeting SBDC assistance to innovative science and technology companies to enhance their high growth potential.
 - Continuing to improve the level of international trade assistance offered;
 - Participating, to the extent practical, in collaborative ventures to improve assistance to small businesses, (i.e. Innovation Clusters);
 - Participating, to the extent practical, in collaborative ventures to improve assistance to entrepreneurs of all ages, especially seniors and youth, (i.e. AARP partnership; Start Young);
 - Working with faith-based and other neighborhood organizations as appropriate;
 - Providing contracting and procurement assistance, e.g., 8(a);
 - Providing assistance to veterans including:
 - marketing SBA's Military Reservist Economic Injury Disaster Loan program;
 - participating in the Department of Defense (DOD) Yellow Ribbon Reintegration and Transition Assistance Programs; and
 - working, to the extent practical, in collaboration with the SBA District Office to support the Boots to Business training initiative.
- Participation, to the extent practicable, in the FCC Broadband Plan;
- Assisting small businesses to prepare business continuity/disaster readiness plans;
- Enhanced on-line service delivery of SBDC services and use of web-based training as part of service portfolio;
- Participation with SBA/ASBDC to develop and assess counselor core competencies nationwide.

5.2.3 Organizational Experience and Capacity

Applications will first be screened to determine if the Applicant meets stated mandatory eligibility requirements.

5.2.4 Collaboration and Leveraging of Resources

Applicants will be reviewed on the breadth of their plans for coordinating their proposed activities and working to expand the scope and reach of their project in collaboration with entities such as SBA's District Offices, other federal, state, local and tribal government agencies, other SBA grant Recipients/resource partners (SCORE, WBCs), trade associations, business/industry groups, institutions of higher education, and/or private organizations. Additionally, Applicants should note the availability of any non-award funds and/or in-kind resources that will be pledged to the performance of their projects.

5.3 Review and Selection Process

All SBDC funding proposals must be reviewed by and receive concurrence from the SBA District Office(s) (District Director and/or Project Officer) in their geographic territory prior to submission of the final proposal to

www.grants.gov; a concurrence letter from the SBA District Director must be included in the proposal submission. If multiple SBA District Offices are in the geographic service area of the SBDC, one SBA District Office Project Officer serves as the designated primary point of contact for the SBDC. The SBA Project Officer must obtain the concurrence and signature of all SBA District Directors in the geographic territory before issuance of the concurrence letter. Within statutory and regulatory boundaries, annual goals must be jointly negotiated and agreed upon between the District Director(s) and the SBDC Lead Center Director subject to the final approval of OSBDC.

After the proposal has been received by OSBDC, all submissions and/or revisions (if any) will be reviewed for programmatic and financial content and sufficiency by the appropriate OSBDC Program Manager and Grants Management Specialist. SBDCs will be contacted by either the Project Officer or OSBDC if the proposal/submission has issues that require resolution. The SBA Program Manager recommends approval to the Grants Management Specialist once the programmatic review of the proposal has been completed. The Grants Management Specialist reviews the budget and all fiscal documentation to ensure that costs are in compliance with applicable OMB cost principles and issues the Notice of Award.

6.0 Section VI - Award Administration Information

6.1 Award Notification

Recipient Organizations will be notified of annual funding status.

6.2 Administrative and National Policy Requirements

All successful Applicants will be required to comply with the requirements set forth in Section 21(a)(4)(C)(viii) of the Small Business Act (15 U.S.C. § 648(a)(4)(viii)) and 13 CFR Part 130 et seq.; 2 C.F.R. Parts 215, 220, 225, and 230, 13 C.F.R. Part 143, and OMB Circular A-133 (as applicable); the Assurances for Non-Construction Programs (SF-424B); and the terms and conditions set forth in their Notices of Award. In addition, SBA may, from time to time, advise Recipients of awards made under this Announcement of new legal requirements and/or statutorily authorized policy initiatives with which they must agree to comply.

6.2.1 Authorizing Legislation

The SBDC Program is sponsored and partially funded by the U.S. Small Business Administration (SBA). The SBDC Program is governed by Section 21 of the Small Business Act, 15 USC § 648, and federal regulations, 13 CFR Part 130. Although SBA is responsible for the general management and oversight of the SBDC program, a legal partnership exists between SBA and the Recipient Organization for the delivery of assistance to the small business community.

SBDCs, under Section 21 of the Small Business Act (15 USC § 648), are required to provide counseling and training to small businesses including working with the SBA to develop and provide informational tools to support business start-ups and existing business expansion. In addition, pursuant to 13 CFR Part 130.340(c), SBA has identified certain Special Emphasis Groups (as defined in Section 8.1., “Definitions”), to be targeted for assistance by SBDCs.

6.3 Reporting

6.3.1 Required Data Collection System - EDMIS

All SBDC's are required to report program data through SBA's data collection system (currently EDMIS). EDMIS serves as a centralized data collection system. While SBDCs may, if they feel the system meets all of their MIS needs, use EDMIS as their primary MIS, they may also choose to maintain existing or complementary systems should they individually require more extensive data collection needs than that of the SBA.

All SBDCs must be fully capable of either manually entering data or uploading batch files to SBA's data collection system (EDMIS). SBDCs are required to upload all data they have collected via the SBA approved data collection tools (Form 641 and Form 888) except as precluded by statute.

PIMS Maintenance:

SBA requires Lead Center SBDCs to maintain their Lead Center and Service Center information in SBA's Partner Identification Management System (PIMS), which interfaces with EDMIS. OSBDC will use PIMS to generate the network listing. The Lead Center SBDC will designate one employee to inform SBA to update PIMS and provide their name, email address and phone number within the proposal. Updates will not be processed unless they are received from the designated employee's email account. The employee will use the email account set up for PIMS at websupport@sba.gov and include "PIMS" in the subject line. The designated employee may be contacted by SBA web support for more information if it is needed.

SBDCs must notify SBA using websupport@sba.gov within 15 days of changes in contact information such as individuals, telephone numbers, fax numbers, e-mail and website addresses for Lead and Service Centers. However, websupport@sba.gov should not be used if your network has centers to be added, closed or assigned a location code. Instead, the designee must contact the appropriate OSBDC Program Manager within 15 days for centers to be added, closed or assigned a location code. Only OSBDC can open, close or update location codes.

In the event of a change in the PIMS designee, the SBDC must alert their SBA District Office and their OSBDC Program Manager within 15 days.

6.3.2 Required SBA Reports

All SBDC recipients must provide the required reports to SBA by the established deadlines. Failure to file timely reports may result in withholding of reimbursements.

The required reports are:

1. SBDC Quarterly Counseling and Training Reports (EDMIS submission)
2. Financial Reports, including SF-425 with required attachments
3. Semi-annual Performance Report
4. Annual Performance Report
5. Economic Impact Data Report
6. Program Income Report (SBA Form 2113) Note: To be submitted with final 424A report.

6.3.2.1 SBDC Quarterly Counseling and Training Reports (EDMIS Submission)

Due: No later than one month plus 5 working days after the close of each quarter.

All data collected from the Form 641 (except as precluded by statute) are to be reported through EDMIS as part of this quarterly reporting requirement. All SBDCs are required to either manually enter data or upload batch files to the EDMIS system. These files must contain complete information for all fields. The EDMIS system stores this client specific information and is capable of generating reports on the data. The data collection tools consist of Form 641 and Form 888 as well as an on-line collection of annual impact data. The 641 is designed to collect client specific data. As such, it is recommended that all fields be as complete as possible. Non-mandatory fields must be completed when data is available, including but not limited to, capital infusion data, job creation and retention data and other economic impact data. Economic Impact data that is collected on the 641 should also be included in the Economic Impact Report in EDMIS. The most current version of approved client definitions is available on www.sba.gov/edmis. Other documentation regarding EDMIS is also available at this site.

6.3.2.2 Financial Reports

1. Federal Financial Report, SF-425

Due: Semi-annual Financial Reports are due no later than 30 days after the close of the second quarter; final financial report is due no later than 90 days after the end of the fiscal or calendar year cycle. New SBDC Lead Centers are required to provide a Financial Report for the first three years of operation within the timeframes stated above. Centers in existence over three years are only required to report semi-annually.

Lead Centers must submit an original Financial Report including Standard Form 425, signed by the authorized representative of the Recipient Organization, to their SBA Project Officer in the SBA District Office. The SBDC Lead Center must also submit the report concurrently to the Grants Management Specialist and Program Manager via email in PDF format in OSBDC at SBA Headquarters. A Recipient's failure to comply with this paragraph in a timely manner can result in delayed processing of payment requests.

The Final Financial Report must include:

- SBDC approved SF-425;
- Spreadsheet in support of the SF-425;
- Schedule of indirect cost reporting, federal portion and waived indirect on the SF-425;
- SBA Form 2113;
- Spreadsheet in support of the SBA Form 2113.

Note: The SBDC must report all Recipient shares of outlays; cash, in-kind and waived portion of indirect. The waived portion of indirect cost should not be included as in-kind match.

The SBDC must report all unliquidated obligations (if any) on Form 425 and obligations must be liquidated no later than 90 days after the end of the budget period. The total amount of unliquidated obligations must include:

- Recipient share - Cash match disbursements and non-cash indirect match.
- Federal share – Federal direct disbursements and indirect claimed as federal reimbursement.

Note: Any documentation the SBDC submits, in addition to what is required, must be cited in the remarks section on Form 425 including what is being submitted and why. Extraneous documentation not cited will be discarded and not included in the official grant file.

2. Financial Status Statement (For Biennial Financial Examinations)

This function of the Financial Examination Unit requires designated networks to complete worksheet “Financial Status Statement” located at [SBDC Forms and Worksheets](#). The Financial Status Statement is due to OSBDC by October 15 for both FY- and CY-funded programs in advance of a biennial financial examination. A recipient’s failure to comply with this paragraph in a timely manner can result in delayed processing of payment requests.

6.3.2.3 Semi-annual Performance Reports

Due: 30 days after the end of the 2nd quarter. The Semi-annual Report **must not exceed 20 pages**. To avoid problem with electronic email size limitation, transmission of electronic reports should not be over 5MB.

The Semi-annual Performance Reports must address the SBDC’s progress towards meeting the major activities, objectives and performance goals from the approved proposal in a brief narrative. It should also include a discussion of issues the SBDC believes may impair its ability to achieve these items by the end of the budget period accompanied with proposed actions for improvement. These Reports must be a summary of the activities, events or achievements in these reporting categories with accompanying management analysis. They must not be a recitation of actual events, center-by-center.

The SBDC must submit an electronic version of the semi-annual Performance Report in Word format to the SBA Project Officer and Program Manager within 30 days after completion of six months operation.

New SBDC Lead Centers that have been in the program less than three full fiscal or calendars year cycles must further submit quarterly progress reports which include the same content outlined for the Semi-annual Performance Reports.

The Project Officer must complete the Grant/Cooperative Agreement Monitoring Statement and furnish a copy of the Statement to the SBDC State Director and forward a copy of both the Grant/Cooperative Agreement Monitoring Statement Semi-annual Report to the OSBDC Program Manager. The Project Officer must complete the Grant/Cooperative Agreement Monitoring Statement and furnish a copy to the OSBDC Program Manager.

6.3.2.4 Annual Performance Report:

Report is due within 90 days after the close of the SBDC budget period. Failure to submit this Report accurately and in a timely manner could jeopardize future funding. This Report shall not exceed 40 pages in length for programs funded at \$1.5 million or less and 50 pages for all others and must include all attachments and data set forth below and in the Notice of Award.

A complete annual report includes an overall summary of the Network's efforts in delivering core services set forth in the approved proposal as incorporated in the Cooperative Agreement for the full budget period, in the form of a brief narrative description and management analysis. The Annual Report should provide the SBDC's analysis of overall performance measurements achieved as well as an explanation of those objectives or measurements not fully met along with recommendations for improvement. The Report must **not** be a recitation of actual events, center by center. Other elements to be included are:

- A comparison of actual accomplishments to approved plans and performance goals set forth in the approved proposal as incorporated in the Cooperative Agreement.
- A comparison of actual financial expenditures by budget category to the approved budget. Explain any instance where actual costs exceeded budgeted amounts.
- A description of any new resources developed by the SBDC.
- Changes in key personnel, Service Centers and sub-recipients that occurred during the program year.
- Economic impact data (e.g. jobs created and retained, taxes paid, growth in sales and customer satisfaction).

The SBDC must provide an electronic version of the Annual Performance Report to the SBA Project Officer and Program Manager in Word format within 90 days of completion of the budget period. *(Unless otherwise notified by SBA, this Report should be in the same format as the Semi-annual Report and should represent the consolidated effort of the entire SBDC network. Third and fourth quarter information should be included as necessary).*

6.3.2.5 Annual Economic Impact Data Report

Report is due within 90 days of the close of the SBDC budget period. Incorporate as part of the Annual Performance Report. Calendar year-end and fiscal year-end impact data reporting is required to be collected from all SBDC service centers and reported through the appropriate data entry screen in EDMIS

A summary table and narrative discussion of annual economic impact results should be incorporated in Section 1700 of the Annual Performance Report. See "Reporting Category Definitions, Category 1700," below for more information.

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6.3.2.6 Economic Impact Reporting

	Quarterly Economic Impact Data Reporting to EDMIS (uploads from Form 641)	Annual Economic Impact Data Report (via EDMIS Impact Screen)*	Semiannual Performance Report and Annual Performance Report Narrative discussion under Category 1700 Economic Impact
Date Due	Quarterly through EDMIS	30 days after close of budget period	30 days after the close of 6-months of operation or 30 days after the end of a quarter for SBDCs in their first three years of awards 90 days after the close of the budget period
Updates on counseled clients who opened a business	√		√
SBA Guaranteed Loan Data	√	Include 641 data	√
Non-SBA Loan Data	√	Include 641 data	√
Equity Capital Data	√	Include 641 data	√
Jobs Created	√	Include 641 data	√
Jobs Retained	√	Include 641 data	√
Growth in Sales	√	Include 641 data	√
Tax Revenue (State)		√	√
Tax Revenue (Federal)		√	√
Export Sales	√	Include 641 data	√

*Impact data at a minimum should reflect what was included on the 641 but may be greater based upon additional impact from training efforts provided to clients.

6.3.3 Reporting Category Definitions

- 0100 ADVOCACY
- 0200 CAPITAL FORMATION
- 0300 *INNOVATION AND TECHNOLOGY TRANSFER AND TECHNOLOGY ASSISTANCE
- 0400 *INTERNATIONAL TRADE

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- 0500 *MINORITY SMALL BUSINESS DEVELOPMENT, including 8(a) assistance
- 0600 RESOURCE DEVELOPMENT
- 0700 *PROCUREMENT
- 0800 SPECIAL EMPHASIS GROUPS
- 0900 *ECONOMIC DEVELOPMENT, FAITH BASED AND COMMUNITY INITIATIVES
- 1000 RESEARCH
- 1100 OTHER ACTIVITY
- 1200 SUCCESS STORIES
- 1300 TRAVEL
- 1400 PROBLEMS
- 1500 FINANCIAL REPORTS
- 1600 WOMEN-OWNED BUSINESSES
- 1700 *ECONOMIC IMPACT (optional for Semiannual Performance Reports)
- 1800 VETERANS, RESERVISTS, SERVICE-DISABLED VETERAN OWNED BUSINESSES,
AND ALL COMPONENTS OF THE U.S. MILITARY
- 1900 *MANUFACTURING
- 2000 *ON-LINE ACTIVITY

(See Reporting Category Definitions for further descriptions of information to be included.)

When reporting on any item you must include results/impact of activities. (Example: Provided procurement contract matches to 100 clients, of which 50 received awards totaling \$50 million. This moved the state from 49th place to 45th place in receipt of government contracts.)

Category	Definition
0100 ADVOCACY	<p>Demonstrate delivery of the following:</p> <ul style="list-style-type: none"> • Support for small business interests within the SBDC's jurisdiction to improve the climate for small business and contribute to the vitality of the small business sector. • Include, as appropriate: public speeches, testimonies before state and/or federal legislatures and small business week activities.
0200 CAPITAL FORMATION	<p>Demonstrate delivery of the following:</p> <ul style="list-style-type: none"> • Develop or assist in developing capital for small businesses (e.g., loans, microloans, grants, Community Express). • Developing close linkages with SBICs, venture capital firms, Certified Development Companies (CDCs) and state and local finance programs.
0300 INNOVATION AND TECHNOLOGY TRANSFER AND TECHNOLOGY ASSISTANCE	<p>Demonstrate delivery of the following:</p> <ul style="list-style-type: none"> • Identifying innovation and technology developed by the Federal Government and/or academic organizations having commercial or practical potential and alerting industry and state and local governments to its availability. • Transferring expertise and equipment available from the Federal Government to the private sector. • Transferring innovation and technology from business to business, SBIR activities, etc. Note in particular, any collaboration with the National Institute of Standards and Technology (NIST), and with the Environmental Protection Agency (EPA) for multi-media pollution prevention, Clean Air Act and other environmental assistance activities. • Providing information and education on the use of technology in everyday business activities or processes.

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0400 INTERNATIONAL TRADE	<p>Demonstrate delivery of the following:</p> <ul style="list-style-type: none"> • Current # of SBDC staff who have attained certification for export assistance at intermediate or advanced level (CGBP). Include employee name, type and date of certification. • Promoting increased exports by small businesses such as: supporting US Export Assistance Centers (USEACs); evaluating small business firms' export capabilities; assisting with a client's export related financing needs, providing counseling, training and outreach assistance including conducting USEAC E-TAP programs and other co-partnership events; providing rural export assistance; partnering with public and private sector organizations involved in export development; data base development; match services and market research; rural exporting and participating in World Trade Week. • Data reported for the following categories (from Form 641/EDMIS): <ul style="list-style-type: none"> ○ # of small businesses receiving export assistance from the SBDC. ○ # of small businesses that started to export (New to Export) after receiving SBDC assistance and to what markets. ○ # of small business exporters that entered new foreign markets (New to Market) as a result. result of SBDC assistance ○ Increase in export revenues attributed to SBDC assistance ○ Jobs created or retained as a result of exporting assistance. ○ # of SBDC staff completing SBA or USEAC for trade assistance. ○ # of small businesses referred to Departments of Commerce, Agriculture, State, Ex-Im Bank, OPIC, USDA for trade assistance.
0500 MINORITY SMALL BUSINESS DEVELOPMENT	<p>Demonstrate delivery of the following:</p> <ul style="list-style-type: none"> • Helping minorities participate in the free enterprise system such as: working on Asian American initiatives; Black or African-American initiatives; Hispanic American initiatives; Native American initiatives; Native Hawaiian or Pacific Islanders initiatives; assisting 8(a) clients in the developmental stage and other stages; and, linking minority clients with other assistance opportunities and conferences.
0600 RESOURCE DEVELOPMENT	<p>Demonstrate delivery of the following:</p> <ul style="list-style-type: none"> • Collaborating with funding or other partners to assist the SBDC in its mission through recruiting, developing and overseeing private and public resource organizations/individuals for the purpose of providing business development counseling, training and outreach efforts. • Address key partnerships and collaborations throughout the network and the type of interaction or relationship enjoyed.
*0700 PROCUREMENT	<p>Demonstrate delivery of the following:</p> <ul style="list-style-type: none"> • Fostering opportunities for increasing small business' share of procurement dollars spent by the government and private sector through conferences, computer matching services such as SBA's "Business Matchmaking," assistance to Certificate of Competency businesses and prime contractor outreach.
0800 SPECIAL EMPHASIS GROUPS	<p>Demonstrate delivery of the following:</p> <ul style="list-style-type: none"> • Assistance to: people with disabilities; Native Americans; young entrepreneurs; older adults, targeted associations; industry groups and other groups identified by SBA and/or the SBDC. (Note: Report minority, veteran and service connected-disabled veteran and women's efforts separately under Minority Small Business Development, Veteran and Service Connected-Disabled Veteran Owned Business and Women Owned Businesses.)

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0900 ECONOMIC DEVELOPMENT, FAITH BASED AND COMMUNITY INITIATIVES	<p>Demonstrate delivery of the following:</p> <ul style="list-style-type: none"> • Activities that are not specific to an individual client, do not fit in other categories, and are aimed at supporting/strengthening the economic environment in the SBDC's territory. • Areas reported on may include Agri-Business, Rural Development, Community Development, corporate downsizing or plant closing assistance, Convention/Tourism and Incubators. • Activities aimed toward assisting small business and community economic development organizations such as providing counseling, training and outreach to community organizations, churches or other such entities with a significant focus on supporting the needs of small businesses.
1000 RESEARCH	<p>Demonstrate delivery of the following: Research efforts aimed toward assisting small business and economic development such as database development and needs analysis.</p>
1100 OTHER ACTIVITY	<p>Provide information regarding any efforts which do not fit in the categories above such as participation in RICS or broadband efforts. Describe and provide information about any SBDC "best practices" to be used by SBA and archived in the Clearinghouse. This also may include dissemination of basic business information as well as any specific information requested by the SBA Project Officer and mutually agreed upon with the SBDC Lead Center Director.</p>
1200 SUCCESS STORIES	<p>Report at least three examples of assistance provided in which tangible results occurred. Include a description of the business, the problems encountered, the assistance provided, the resources used, and the actual or expected results including economic impact. A signed statement from the success story client(s) of his/her consent for use of the success story by SBA must be kept on file. (SBA can provide a sample form if one is not available locally.)</p>
1300 TRAVEL	<p>Provide a description of any unanticipated or unbudgeted out-of-state travel for Lead and Service Centers not disclosed in the Cooperative Agreement.</p>
1400 PROBLEMS	<p>Provide a description of any and all problems that have significant impact on the program or program objectives.</p>
1500 FINANCIAL REPORTS	<p>Furnish copies of SF-425, SBA Form 2113 and any requested attachments as required.</p>
1600 WOMEN-OWNED BUSINESSES	<p>Describe briefly collaboration the Women's Business Centers (WBCs) and any seminars or specialized counseling approaches or other activities aimed at women entrepreneurs.</p>
*1700 ECONOMIC IMPACT	<p>Report the most recent economic impact generated from the assistance you have given your clients using the following format.</p> <p># of New Businesses Created: (populated using Form 641 EDMIS data)</p> <p>Loans: SBA # _____ \$ _____ (populated using Form 641 EDMIS data) Non-SBA # _____ \$ _____ (populated using Form 641 EDMIS data) Equity Capital \$ _____ (populated using Form 641 EDMIS data) Jobs: Created _____ (populated using revised Form 641 EDMIS data)) Retained _____ (populated using revised Form 641 EDMIS data)</p> <p>Customer Satisfaction: _____%</p> <p>Growth in Sales: \$ _____</p> <p>New Tax Revenue: State \$ _____ Federal \$ _____</p>

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1800 VETERANS, RESERVISTS, SERVICE-DISABLED VETERAN-OWNED BUSINESSES AND ALL OTHER MEMBERS OF THE U.S. MILITARY	<p>Demonstrate delivery of the following:</p> <ul style="list-style-type: none"> Assistance targeted toward veteran and service connected-disabled veteran owned businesses, as well as Reservists and National Guard members called to active duty, such as: Veteran Entrepreneurial Training Programs; Coordination with Veteran Business Outreach Centers; provide a Veteran Entrepreneurial Training Programs, include marketing the availability of the EBV, V-WISE and Operation Endure and Grow programs managed by the SBA Office of Veterans Business Development; summits for veteran business owners; activities in conjunction with the Department of Veterans Affairs Vocational Rehabilitation and Employment Services; Employer Support of the Guard and Reserve (E.S.G.R.) and National Guard State Adjutants; DELTA Program; marketing and assistance for the Military Reservist Economic Injury Disaster Loan program; Patriot Express program; base closings and RIF counseling; and, DOD or DOL Transition Assistance Program (TAP) seminars and DOD Yellow Ribbon Reintegration Program events.
*1900 MANUFACTURING	<p>Demonstrate delivery of the following:</p> <ul style="list-style-type: none"> Assistance to manufacturing companies or their employees, including displaced manufacturing workers. Can include efforts and support to troubled companies, companies challenged by foreign competition, NAFTA and foreign labor alternatives. This may also include cooperation efforts with other local organizations or government units concerned with manufacturing issues such as the National Institute of Standards and Technology's (NIST) Manufacturing Extension Partnership (MEP) Program.
*2000 ON-LINE ACTIVITY	<p>Demonstrate delivery of the following:</p> <ul style="list-style-type: none"> Activities and accomplishments which demonstrate use of web-based technology to enhance direct client service delivery such as: the use of on-line counseling (e-mail and real-time) and training; on-line expert systems or diagnostic tools to identify needed services; audio or video streaming; electronic registrations and scheduling; webinars; and other targeted uses of the Internet to facilitate delivering information to clients more cost effectively. SBDCs that did demonstration projects should provide an analysis of results. A summary of on-line enhancements achieved over the past three years.

6.4 Recordkeeping Requirements

All SBDC Applicants and their Service Centers are required to maintain complete and accurate records and supporting documentation to facilitate a thorough program examination. All significant client counseling, training and other activities shall be fully documented. SBDC Applicants will support SBA's required data collection and reporting system.

In addition to the performance, financial and program reports already mentioned in this Announcement, SBDCs must maintain the following reports:

6.4.1 Counseling Activity

All SBDCs are responsible for reporting all counseling activities on SBA Form 641, "Counseling Information Form" or an equivalent form that supports SBA's management information database. A client will be counted once in a federal fiscal year with reporting to include both the number of sessions and the number of hours spent with the client. Copies of these forms or an electronic signed copy must be available for review by the SBA when requested.

On-line counseling must meet the standards identified in the client definitions and there must be a signed SBA Form 641 or its equivalent that supports SBA's management information database.

Agreement

Each client is required to sign a request for assistance, SBA Form 641, and must be shown the following statement:

"I request business counseling service from the Small Business Administration (SBA) or an SBA Resource Partner. I agree to cooperate should I be selected to participate in surveys designed to evaluate SBA services. I permit SBA or its agent the use of my name and address for SBA surveys and information mailings regarding SBA products and services (Yes No). I understand that any information disclosed will be held in strict confidence. (SBA will not provide your personal information to commercial entities.) I authorize SBA to furnish relevant information to the assigned management counselor(s). I further understand that the counselor(s) agrees not to: 1) recommend goods or services from sources in which he/she has an interest, and 2) accept fees or commissions developing from this counseling relationship. In consideration of the counselor(s) furnishing management or technical assistance, I waive all claims against SBA personnel, and that of its Resource Partners and host organizations, arising from this assistance."

These forms shall be retained in accordance with current OMB and SBA requirements. SBDCs may use a computerized version of this Form.

6.4.2 Training Activity

SBDCs use SBA Form 888, "Management Training Report" or similar program developed form to report small business management training activities. The SBA Form 888 should be prepared by the SBDC when the SBDC is responsible for managing a training activity. SBDCs may use a computerized version of this Form.

Reporting Co-hosted (Collaborative) training:

When reporting training numbers for a co-hosted training, the hosts (SBA and ED resource partners) must work together to determine how to equitably divide the number of clients among themselves. .

Examples involving multiple resource partners contributing to a single training event:

- If each resource partner contributes a significant amount of presentation time (defined as one hour or more per partner), then each host could count all attendees.
Accordingly, if five partners co-hosted a training event with five hours of total presentation time (each partner delivering training for at least one hour) and 15 persons attended the event, each partner could count fifteen persons trained for one hour each.
- If each partner puts in less than one hour (per partner) of presentation time, the attendee count would be divided among the hosts based on mutual agreement.
Accordingly, if five partners co-hosted a training event with 1.5 hours of total presentation time (each partner delivering training for less than one hour) and fifteen persons attended the event, the partners would negotiate how to divide the number of attendees (e.g. each partner could count three persons trained for 1.5 hours).

Each session of a multiple-session training program or course may be counted as an individual course and shall be reported on an SBA Form 888. Sessions must correspond with the minimum training duration identified in the client definitions.

SBDC's will submit all training information from the SBA Form 888s or equivalent form quarterly to SBA's data collection system (currently EDMIS).

The training information will be considered certified by the State Director when uploaded into EDMIS. The SBA Form 888 or similar program developed form must be maintained at the SBDC for review by the SBA when requested.

6.4.3 SBDC Client Evaluation Forms

Evaluations must be solicited from SBDC clients who receive continuous counseling or attend an SBDC training event. All SBDCs should develop internal procedures to ensure that these evaluations are performed on a regular basis and retain these documents on file.

Two OMB approved forms may be used for this purpose. SBA Form 1419 "SBDC Counseling Evaluation" ([OMB #3245-0183](#)) may be used for counseling evaluations, and SBA Form 20 "National Training Participant Evaluation Questionnaire" ([OMB #3245-0075](#)) may be used for training. SBDCs may use their own forms provided they capture the same pertinent information on counseling or training required by the Administration. Computerized versions of these forms are also acceptable.

6.4.4 Financial Recordkeeping

An SBDC must maintain the documentation for year-end Standard Form 425 Financial Report as required by OMB Circulars and SBA Regulations. SBDC Lead Centers and Service Centers which manage other non-SBDC funds (i.e. not included in the Proposal or SBA Cooperative Agreement) must maintain separate ledgers and transaction journals for the SBDC financial activity to ensure a clear audit trail of the financial resources used under the SBDC Cooperative Agreement as required by [2 CFR Part 215 \(OMB Circular A-110\)](#) and [13 CFR Part 143.20](#). SBDC expenditures of federal, matching and program income must be accounted for separately from other center resources. In addition, funds must be identifiable to the program year for which they were provided. Funds that were approved as a "carryover" from a previous program year also must be maintained and reported separately. SBDCs must maintain support documents for SBA Form 2113 and SF-425s. This support should consist of at a minimum:

- A spreadsheet that reconciles the SF-425 and the disbursement journals at the Lead Center and Service Center(s). This applies to the Lead Center only.
- Support for all charges to the Cooperative Agreement, but not limited to the disbursement ledger, vendor invoices, canceled checks and journal entries.
- The expense reimbursement invoices submitted from the Service Centers and any related supporting documentation (i.e. disbursement ledgers, comparison of actual to budgeted expenditures). (This applies to Lead Center only.)
- Any agreement(s) related to matching costs.
- Support for program income receipts and expenditures including receipt and disbursement journals.
- Salary and wage records for SBDC employees charged to the Cooperative Agreement (Both Recipients and Sub-recipients must maintain the appropriate standard [2 CFR Part 220](#), [2 CFR Part 230](#), or [2 CFR Part 225](#) ([OMB Circular A-21](#), [OMB Circular A-122](#), or

[OMB Circular A-87](#), respectively) to document costs for full-time and part-time personnel allocated to the program. This may include, but is not limited to, time and effort certification, appointment letters or contracts, performance reviews, payroll journals and/or activity reports. The records should be incorporated into the official records of the institution.)

- **Support for in-kind costs:** Contributions, when used as match, must be documented showing the name of donor, phone number, signature of donor, date of donation, justification of the value of goods or services {hours with labor rate of services} and narrative description of service provided or item donated. OSBDC implemented the following policy regarding in-kind contributions:
 - Contributions may include, but are not limited to, cost items such as time and materials, office space and equipment.
 - A bona fide contribution exists and may be claimed when the source of the donation has no reasonable expectation of compensation such as a requirement that the contribution be made as a provision in a contract or purchase order for the products or service.
 - Paid SBDC staff (i.e. host employees) are not eligible sources of in-kind contributions over and above the remuneration of salaries and benefits provided by the Host Organization.
 - SBDC support documentation must include the following: dated and signed statement from the donor identifying the specific nature of the donation, contact information and indicating that no additional remuneration is expected. Donor documentation may resemble an invoice with those provisions.
 - The SBDC must document the annual basis for valuing the donation in a clear manner such as the following: three bids or quotes in response to a competitive procurement process for similar cost items; sales literature, price catalogs; published schedules; or documented pricing for similar cost items previously paid for by the Host Institution.
 - The total value of paid and donated services from each donor must represent a reasonable value to the government and be consistent with the procurement policies and standards of the Host Institution.

7.0 Section VII - Agency Contacts

7.1 Small Business Development Center's Program Point of Contact

Questions concerning general information contained in this Announcement should be directed to the SBA Office of Small Business Development Centers at 202-205-6766. Questions concerning the technical aspects of this Program Announcement should be directed to the SBA Office of Small Business Development Centers at osbdc@sba.gov.

7.2 Financial/Grants Management Point of Contact

Questions regarding budgetary matters related to this Announcement should be directed to osbdc@sba.gov. **Only eligible entities should contact the SBA. See Section 3.2 of this Program Announcement for eligible entities.**

7.3 Grants.gov Technical Support

For technical support with filing an electronic application in response to this Announcement, contact the Grants.gov help desk at 1-800-518-4726 or support@grants.gov. **Only eligible entities should contact the SBA. See Section 3.2 of this Program Announcement for eligible entities.**

8.0 Section VIII - Other Information

8.1 Definitions

The following definitions apply to awards made under this Announcement (see 13 CFR part 130 et seq. for additional definitions relating to the Small Business Development Center):

8.1.1 Applicant

An eligible organization that applies for funding under this Program Announcement.

8.1.2 Budget Period

The 12-month period, in which expenditure obligations are incurred by an SBDC network, coinciding with either the calendar year or the federal fiscal year. For the purposes of this Announcement, the initial budget period will be from October 1, 2014 to September 30, 2015 for fiscal year states/regions and January 1, 2015 to December 31, 2015 for calendar year states/regions.

8.1.3 Businesses Created, Number of (Reporting)

Computed by EDMIS, businesses are considered “Created” if, at the previous session (whether in the current fiscal year or a past one), the client was not “in business,” and at a subsequent session or update (in the fiscal year being reported) was “in business” (Form 641).

8.1.4 Capital Infusion

- *Dollar Amount of SBA Loans*
- *Dollar Amount of non-SBA Loans*
- *Dollar Amount of Equity Capital (to include private investment)*

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

8.1.4.1 Reporting Capital Infusion

Capital infusion will be tracked throughout each fiscal year and compiled from year-to-year to collect aggregate data. Capital infusion is the aggregate amount from Form 641, \$ Total Amount of SBA Loans, \$ Total Amount of non- SBA loans and \$ Amount of Equity Capital Received. Capital infusion shall be reported, client-by-client, once it is known as an update on Form 641 and uploaded to EDMIS on a quarterly basis.

8.1.5 Contact Hours

The amount of time spent directly counseling/interacting with a business or individual client.

8.1.6 Client

The client is the business, if it exists. In the case of a prospective business, the client is the individual (i.e. nascent entrepreneur or pre-venture) receiving SBDC services. Each client will be counted only once in a fiscal year, and the reporting will include both the number of sessions and the number of hours spent with the client. There are three types of clients:

- a. In-Business: An “in business client” is defined as one that has completed required registration(s), if applicable, with the local, state, and/or Federal Government (e.g., DBA registration, get a business license, agency issued tax identifications, etc.) AND at least one of the following:
 - Has documented a transaction from the sale of a product or professional or personal service for the purpose of gain or profit;
 - Has contracted for or compensated an employee(s) or independent contractor(s) to perform essential business functions;
 - Has acquired debt or equity capital to pursue business operations (e.g., to purchase inventory, equipment, building, business, etc.); or,
 - Has incurred business expenses in the operation of a business.
- b. Start-up: those individuals (entities) who have been in business up to 12 months.
- c. Nascent (Pre-venture) Entrepreneur: those individuals who have taken one or more active steps to form a business, according to the Kauffman Foundation (www.kauffman.org). This includes individuals seeking assistance from SBA and/or one of its resource partners.

8.1.7 Contributions/Donations

Funds received by the SBDC with no conditions and may be used as match or overmatch in the year expended. Federal funds or amounts reported as match may not be used as contributions to others.

8.1.8 Consultation/Counseling/Advising/Guidance

8.1.8.1 Services provided to an individual and/or business that are:

- a) substantive in nature and require assistance from a resource partner or District Office personnel in the formation, management, financing, and/or operation of a small business enterprise; AND
- b) specific to the needs of the business or individual; AND
- c) require a signed SBA Form 641 or equivalent form that supports SBA’s management information database.

8.1.8.2 Counseling is one-on-one, in person (face-to-face), on the telephone or electronic. To allow for reporting of time invested in a client, preparatory time will be tracked separately from contact time but attributed toward counseling time in data reporting. Travel time will not count toward counseling time but will be tracked separately.

8.1.8.3 SBDCs must provide counseling to both current and nascent entrepreneurs (pre-venture).

8.1.8.4 An SBDC's counseling clients should be reflective of its area's demographics. SBDCs must assist small businesses in solving problems concerning operations, manufacturing, engineering, technology exchange and development, personnel administration, marketing, sales, merchandising, finance, accounting, business strategy development and other disciplines required for small business growth and expansion, innovation, increased productivity, management improvement and maintaining the industrial base.

8.1.8.5 Fees for counseling may not be charged.

8.1.8.6 Face-to-face Counseling (in person):

- Meets the definition of "counseling" and includes any counseling session thereafter regardless of time. The recipient of the counseling must acknowledge, through an SBA Form 641 or an SBA approved "electronic substitute," the requirements imposed by accepting counseling assistance from the SBA or its resource partner(s)
- Each client will be counted once in a fiscal year, with the reporting to include both the number of sessions and the number of hours spent with each. If multiple people participate from one business, only one person will complete SBA Form 641. The counselor will note how many people were in attendance so that the number of people served can be tracked. This will only be collected on the initial SBA Form 641.

8.1.8.7 On-line Counseling (electronic):

- Meets the definition of "counseling" and the recipient of the counseling must acknowledge, through an SBA Form 641 or an SBA approved "electronic substitute," the requirements imposed by accepting counseling assistance from the SBA or its resource partner(s). Initial on-line counseling must be no less than 30 minutes (can include prep time in this initial consultation).
- Reporting On-line Counseling: At a minimum the following fields should be completed on SBA Form 641 or an SBA approved electronic substitute:
 - Client Name or approved client-coded name/number
 - Email Address
 - Zip Code

SBA Form 641 or an equivalent form that supports SBA's management information database may be completed electronically by the client in states that accept electronic signatures. In states that do not accept electronic signatures, the SBDC must obtain a form with the client's original signature.

8.1.8.8 Telephone Counseling:

- Meets the definition of “counseling” and the recipient of the counseling must acknowledge, through an SBA Form 641 or an SBA approved “electronic substitute,” the requirements imposed by accepting counseling assistance from the SBA or its resource partner(s). The initial telephone counseling session must be no less than 30 minutes (can include prep time in this initial consultation).
- Reporting Telephone Counseling: At a minimum the following fields should be completed on SBA Form 641 or an SBA approved electronic substitute:
 - Client Name or approved client-coded name/number.
 - Telephone Number.
 - Zip Code.

8.1.8.9 Number of Single-year, Long-Term Clients (contact and prep time):

Meets the definition of “counseling” and requires five or more counseling hours of contact and prep time per individual or business during the fiscal year being reported.

8.1.9 Cooperative Agreement

A legal instrument reflecting a relationship between the United States Government and a Recipient when the principal purpose of the relationship is to transfer a thing of value to the Recipient to carry out a public purpose of support or stimulation and substantial involvement is expected between the awarding agency and the Recipient when carrying out the activity contemplated in the agreement.

8.1.10 Distance Learning

Distance learning is the process of connecting clients with remote and multiple resources. The technologies used include video, audio, computer, satellite, audio-graphic and print technologies.

8.1.11 Electronic Commerce (e-Commerce)

Electronic commerce refers to all aspects of business and market processes enabled by the Internet and other digital technologies.

8.1.12 Employee

For purposes of the export counseling certification requirement, this definition consists of all professional (counseling and training) full time staff. This includes contractors (consultants) hired for counseling and training purposes. SBDCs shall use the full time equivalent total for counseling and training staff as the basis for calculating the minimum number of export certified staff required.

8.1.13 Equity Capital

Equity contributions to the business as reported on Form 641. Includes all funding (except loans) obtained by clients attributed to SBDC assistance including: grants, SBIR awards, equity investments (private and owner), etc.

8.1.14 Goals and Initiatives

Goals are negotiated between the SBA District Office and the SBDC and approved by OSBDC in the Cooperative Agreement. Initiatives are shorter term items of interest or may include populations designated by SBA for special emphasis.

8.1.15 Grants Management Officer (GMO)

The SBA official with delegated authority to obligate federal funds by signing the Notice of Award is the GMO.

8.1.16 In Business

See also definition of *Client*.

8.1.17 In-Kind

A non cash match contribution based on the value of goods and services that are provided to the project, which may include office equipment and office space.

8.1.18 Key Personnel

Key personnel include Lead Center and Service Center directors or managers, including personnel for technology (at SBTDCs), designated International Trade personnel and contact designated to maintain PIMS information. It does not include trainers, consultants, counselors or support staff.

8.1.19 Loan Package

A collection of documents required by a lender used to make a business loan approval decision.

8.1.20 Mentor-Protégé Roundtables

Link more experienced businesses over a significant time, with less experienced businesses or nascent entrepreneurs (pre-venture). The SBA and/or its resource partners provide the staff time and forge the partnerships necessary to pair mentors and protégés. The counselors' time should be allocated equally to attending clients.

8.1.21 Nascent Entrepreneur (Pre-Venture)

An individual that has taken one or more active steps to form a business is a nascent entrepreneur. An individual who seeks assistance from SBA and/or one of its resource partners meets this definition. See Client.

8.1.22 Pre-business Workshop

A training program designed for individuals interested in owning and managing a small business or small business owners who have been in operation up to 12 months.

8.1.23 Prep Time

The amount of time spent preparing and researching information for a business or individual client. To allow for reporting of time invested in a client, preparatory time will be tracked separately from contact time but attributed toward counseling time in data reporting.

8.1.24 Program Funds

Includes all SBA/SBDC federal funds, all match contributions, cash and non-cash, and program income. It does not include other funds under the SBDC umbrella.

8.1.25 Program Income

Gross income earned by the recipient that is directly generated by an activity supported with project funds or earned as a result of the award. Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award and license fees and royalties on patents and copyrights.

8.1.26 Project Period

The total period of performance for an award made under this Program Announcement, including the base and all option-year Budget Periods.

8.1.27 Recipient Organization

An Applicant organization for which federal funding is approved to establish a SBDC network Lead Center and which enters into a cooperative agreement with SBA.

8.1.28 Reporting Cycle

The reporting cycle for performance data is based on the Federal Government's fiscal year. Data must be reported to SBA based on the four quarters that occur during October 1 – September 30.

8.1.29 SBDC Satellite Service Center

A geographic part-time point of service delivery provided by an SBDC sub-recipient.

8.1.30 SBDC Network/SBDC Program

The “network” is the combination of the Lead Center, SBDC Service Centers and satellite locations.

8.1.31 SBA Resource Partners

Organizations that provide services through SBA funding or through another recognized relationship with SBA. Resource partners include SBDCs, Service Corps of Retired Executives (SCORE), Veterans Business Outreach Centers (VBOCs), Women's Business Centers (WBCs), U.S. Export Assistance Centers (USEACs), the SBA Microloan Program micro-lenders and non-lender technical assistance providers and SBA Co-sponsorship and Memorandum of Understanding partners.

8.1.32 SBDC Service Center

An entity authorized by the Lead Center to perform SBDC counseling and training services.

8.1.33 *Small Business*

A business entity:

- a. that is independently owned and operated, is not dominant in its field of operation, is organized for profit with a place of business located in the United States, and operates primarily within the United States; and
- b. that does not exceed the applicable size standard for its industry as established under 13 C.F.R. § 121. In general, the most common size standards are:
 - 500 employees for most manufacturing and mining industries.
 - 100 employees for all wholesale trade industries.
 - \$33.5 million in average annual receipts for most general & heavy construction industries.
 - \$14 million in average annual receipts for all specialty trade contractors.
 - \$7 million in average annual receipts for most retail and service industries.
 - \$0.75 million in average annual receipts for most agricultural industries.

8.1.34 *Special Emphasis Groups*

Groups whose members are underrepresented in the population of business owners compared to their representation in the overall population. Special Emphasis Groups may include: disabled individuals, Native Americans or Alaska Natives, Black or African Americans, Asian Americans, Native Hawaiians or other Pacific Islanders, Hispanics, women, veterans, service connected-disabled veterans, self-employed Reserve and Guard members, transitioning military personnel and spouses, individuals in rural areas, individuals in HUBZones and individuals in low to moderate income urban and rural areas as determined by Census Bureau information, among others.

8.1.35 *Start-Up Business*

A business entity that has been in business up to 12 months is considered a start-up business. See also definition for Client.

8.1.36 *Technical Assistance*

Counseling or training services provided to an individual and/or business in accordance with the terms of this Program Announcement and a Recipient's Notice of Award.

8.1.37 *Training (Including long-term training)*

An SBDC training workshop or seminar is defined as an activity or event in which a counselor from the SBDC, another resource partner, District Office, and/or a third party actively delivers a structured program of knowledge, information or experience on a business-related subject. The training must last for a minimum of one hour and include two or more clients in attendance.

8.1.37.1 *Reporting Training:*

The SBDC must use SBA Form 888 to document and report SBDC training activities. The agenda and/or program content, attendee list and evaluations are required for each training event. Records for these training events must be kept at the resource partner location and available for site review.

For courses with multiple sessions each session may count as one course. Sessions must correspond with the minimum training duration identified in the definitions listed above. SBA's management information system collects both the number of sessions and hours for the course.

8.1.37.2 On-line training (or webinars):

Is a structured program of knowledge, information or experience on an entrepreneurial or business-related subject. It must be of a quality and substantive nature, and include a registration process as well as an evaluation process (e.g. 1-5 star ranking). On-line training can be synchronous or asynchronous. The training must be for a minimum of 30 minutes and a course evaluation must be made available, e.g., a resource partner provides a registration and link to the training; it can count as on-line training. (Note: must meet other criteria listed above.)

Synchronous: A group of clients proceed through the training module(s) or program as a group.

Asynchronous: A client individually proceeds through the training module(s) or program individually and is self-paced.

8.1.37.3 Reporting On-line Training:

An SBA Form 888 is required for all on-line training events. At a minimum, the following fields should be completed on a registration form for on-line training:

- Client Name or approved client-coded name/number.
- E-mail Address.
- Zip Code.

In addition, every attempt should be made to collect these data:

- Race.
- Ethnicity.
- Gender.
- Disability.
- Veteran Status.
- Military Status.

Client registration records and other course information must be retained and made available for review.

(e.g. If the resource partner holds an on-line training session with five satellite events with individual sign-ins, facilitators, etc., they should count as five different training sessions, as each meets the definition of "on-line training.")

8.1.37.4 Co-hosted Training (Collaborative)

Meets the definition of "training" and is further defined as an activity where each host organization actively participates and contributes substantially to the training.

8.1.37.5 Reporting Co-Hosted Training:

When reporting training numbers for a co-hosted training, the hosts must work together to determine how to equitably divide the number of clients among themselves. Double counting of clients is not permitted.

8.1.38 Training Hours (Total Number of Training Hours)

Total hours of training are the number of hours that the trainer spends teaching the training session.

8.1.39 Travel Time

The amount of time spent traveling to/from a location (separate from assigned post-of-duty) to meet with business or individual clients. If meeting with more than one client, travel time is only counted once. Travel time will not count toward counseling time, but will be tracked separately.

8.1.40 SBDC Lead Center

The entity established by the SBDC Recipient Organization that has a current Cooperative Agreement with SBA to administer and operates the SBDC work. The Recipient Organization receives the federal funds and is responsible for establishing an SBDC network for a defined area.

8.2 Guidelines

8.2.1 Business Matchmaking

SBDC's are encouraged to participate in SBA Business Matchmaking events. Business Matchmaking provides a means for small businesses to be matched with procurement representatives from government agencies and major corporations with actual contract opportunities. Business Matchmaking is offered at no cost to its participant - buyers or sellers. The events combine education and counseling by pairing expert small business advisors and topical experts with networking and matchmaking through face-to-face events. In addition to the face-to-face events, there is also the Business Matchmaking On-line Network.

8.2.2 Faith-Based & Neighborhood Partnerships

SBDC's are encouraged to coordinate activities through either a contractual or partnership relationship with faith-based and other neighborhood organizations. SBDC's are also encouraged to coordinate their efforts with SBA's Faith-Based and Neighborhood Partnership initiatives designed to open government programs to these organizations to improve their communities. There are no grant funding set-asides for faith-based organizations. Instead, the Faith-Based and Neighborhood Partnership creates a level playing field for faith-based as well as other neighborhood organizations to work with the government to meet the needs of America's communities.

Lead Centers should be aware that many sectarian colleges and universities are eligible to participate in the SBDC program. In assembling and maintaining their statewide/region-wide SBDC networks, Lead Centers should be mindful of not imposing any unnecessary conditions which could prohibit or discourage otherwise eligible faith-based or other neighborhood organizations from seeking to act as Service Centers. If a Lead Center has any question regarding particular entity's eligibility to function as a Service Center, it should contact SBA for further assistance.

8.2.3 Environmental Assistance

Environmental assistance includes any activity that encourages, supports and enables small businesses to develop, market, and/or adopt environmental technologies (including pollution prevention) to achieve economic growth and environmental compliance. SBDCs are encouraged to consult with appropriate state and/or local providers of environmental technical assistance programs.

8.2.4 FCC Broadband Plan

For information on the FCC broadband plan click [The National Broadband Plan: Connecting America](#) or enter <http://www.broadband.gov/> in your browser.

8.2.5 Financial Assistance

SBDCs should work with their SBA District Offices to provide services that increase a small business' access to capital. SBDCs are encouraged to develop linkages with lenders, Small Business Investment Companies (SBICs), venture capital firms, Certified Development Companies (CDCs), SBA micro-lending intermediaries and state and local finance programs.

SBDCs will assist small businesses with business plan development, financial statement preparation and analysis, cash flow preparation and analysis, source and application of funds. In addition, SBDCs, in cooperation with SBA District Offices, are expected to offer service to new SBA clients and to assist delinquent SBA borrowers who are referred to them by SBA and/or lenders to assist in problem solving, business restructuring, cost analysis, market penetration and other similar subjects.

8.2.6 Financial Packaging Assistance Guidelines

SBDCs are encouraged to provide counseling services that increase a small business concern's access to capital, such as business plan development, financial statement preparation and analysis and cash flow preparation and analysis.

SBDCs should help prepare their clients to represent themselves to lending institutions. While SBDCs may attend meetings with lenders to assist clients in preparing financial packages, they may not take a direct role in representing clients in loan negotiations.

SBDCs should inform their clients that counseling assistance or financial packaging assistance does not guarantee receipt of a loan.

8.2.7 Financial Assistance Restrictions

SBDCs cannot make loans, service loans or make credit decisions regarding the award of loans.

The SBDCs must not take a direct role in representing clients in loan negotiations. They should, however, help prepare their clients to represent themselves to lending institutions and may attend meetings with lenders to assist clients in preparing financial packages.

SBDCs must not advocate, recommend approval or otherwise attempt in any manner to influence SBA to provide financial assistance to any of its clients. SBDCs may not charge fees for providing assistance for

financial packaging. (Note: Providing any preferential treatment to clients of any specific lender is prohibited, as is the SBDC's acceptance of payment for the provision of counseling services.)

8.2.8 Innovation Clusters

The Interagency Regional Innovation Clusters Taskforce (the "Taskforce") has been charged with developing a replicable and sustainable model for coordinated federal and regional efforts that foster and use regional innovation clusters to develop and demonstrate sustainable and efficient models for attaining national strategic objectives; create and retain jobs; eliminate gaps between the supply and demand for workers in specialized fields through training and education; increase regional gross domestic product (GDP); promote innovation in science and technology; and enhance the economic, technological, and commercial competitiveness of the United States on the global stage. SBDCs should participate where practical.

8.2.9 International Trade Services

SBDCs will provide international trade finance and market development assistance to small businesses throughout the SBDC network. Where appropriate and to the extent possible, SBDCs will offer special programs. SBDCs will provide international trade assistance by establishing a separate center at one location to be designated the title of "International Trade Center," or through selected service locations within the SBDC network, depending on the needs of the small business community and the organizational structure of the SBDC. SBDCs shall maintain a minimum number of certified export assistance advisors in their network, as required by the Small Business Act and further defined in [SBA Policy Notice 6000-800](#). Such international trade services will be conducted in conjunction with the SBA representative at the local U.S. Export Assistance Center and other relevant federal, state and local agencies providing small business export and trade assistance.

8.2.10 International Trade Center (ITC)

Where appropriate, SBDCs will establish International Trade Centers (ITCs) to focus on export assistance to small businesses. ITCs are specialty centers within the SBDC network dedicated specifically to providing international trade services. A list of these centers/locations shall be included with the proposal. ITCs must have a separately designated and full-time Director and qualified professional staff. They must have a separate budget within the SBDC and there must be separate international trade related counseling and training milestones established in the SBDC Cooperative Agreement. Separate brochures marketing the SBDC's international services must be developed and distributed.

The ITC will coordinate and use public and private resources to provide assistance to small businesses, and particularly to those small businesses new to exporting or with export finance packaging needs.

ITCs will provide a broad range of services as appropriate and needed by the small business community, including the following:

- Assist SBA by supporting Export Assistance Centers sponsored by SBA, the Department of Commerce, the Export-Import Bank and other federal agencies.
- Assess client's export-related financing needs and assist clients in structuring and compiling necessary documentation, (i.e., business plan development, financial statement and analysis, cash flow preparation

and analysis, source and application of funds, letters of credit, etc.) for export financing and particularly for SBA's Export Working Capital Program.

- Develop linkages with local lenders, SBA District Export Finance Officers, ExIm Bank personnel and U. S. Export Assistance Center personnel.
- In cooperation with SBA, develop an Export Trade Assistance Partnership (E-TAP) program on an annual basis for new exporters. Create an E-TAP Task Force for its development and cooperation with other appropriate private and public sector partners to provide counseling and training for this program.
- Develop and conduct seminars on opportunities and procedures involved in exporting, export finance, joint ventures, licensing, ISO 9000 and other International Standards Registration, metric conversion and so forth.
- Identify and analyze client's international trade needs, capabilities and problems and provide in-depth counseling in international trade techniques, procedures and opportunities.
- Use services available through the Federal Bar Association/SBA Agreement to assist in the resolution of client's international trade/legal problems, the Export Legal Assistance Network (E-LAN).
- Assist SBA in promoting and recruiting participants for SBA cosponsored events including those with the Department of Commerce, the Overseas Private Investment Corporation, the Agency for International Development and the Export-Import Bank.
- Assist SBA in disseminating information on trade promotion, trade finance, trade adjustment and trade remedy assistance.

8.2.11 Manufacturing Assistance

Many SBDCs partner with the Department of Commerce, National Institute of Standards and Technology's Manufacturing Extension Partnerships (MEPs) to provide specialized services to small manufacturers. Through this partnership, a small manufacturer can receive business management assistance from the SBDC and engineering assistance from the MEPs.

All SBDCs that are partnering with the NIST MEPs are encouraged to continue this valuable assistance to small business manufacturers. SBDCs without a working partnership with the NIST MEPs may wish to pursue one. The nature of any participation with MEPs must be reported in the semiannual and annual reports to SBA.

8.2.12 Military Base Closings and Reductions-in-Force

In those states where base closing or realignments have occurred or will occur, the SBDC must provide a full range of business development and technical assistance services in the affected areas. These services should be specifically designed to meet the particular small business needs that arise as these closings and realignments occur, including services specifically targeted toward existing and former military personnel.

8.2.13 Minority Enterprise Development

SBDCs should work with their SBA District Offices to provide training and counseling to firms in all stages of participation in the 8(a) Program. Each SBDC must make all of its economic development and technical assistance services available to 8(a) firms in all stages, other minority business owners and prospective minority business owners. SBDCs are encouraged to make special efforts to assist SBA's Minority Enterprise

Development 8(a) Program. These efforts include community-based seminars and workshops concerning the SBA's 8(a) Program application process.

SBDCs should inform their 8(a) clients that counseling assistance does not guarantee receipt of a contract.

8.2.14 Native American Assistance

Each SBDC must make its economic development and technical assistance services available to Native Americans. Local initiatives for Native Americans shall be supported when appropriate, and to the extent possible, by the appropriate SBDC where it is determined that this assistance is needed. Where appropriate, SBDCs shall provide support to initiatives of SBA's Office of Native American Affairs (ONAA).

8.2.15 Procurement Assistance

SBDCs are encouraged to provide services that provide basic information needed by small business concerns interested in procurement opportunities in the Government arena. These services should include, but not be limited to:

- Providing information on government buying methods.
- Identifying the role of SBA Area Directors for Government Contracting located in SBA field offices and Procurement Center Representatives (PCRs) located at Federal Government purchasing activities.
- Educating small businesses about the Federal government's move toward doing business by Electronic Data Interchange, marketing techniques and placement on agency bidders' lists.
- Assisting with the preparation of bids and proposals.
- Identifying subcontracting opportunities.
- Providing counseling and referral information concerning bidders' rights and obligations, appeal procedures, termination and default actions, and size criteria (business advice, not legal advice).
- Providing assistance on contractual, financial and contract administration issues.
- Developing and/or maintaining computerized systems that identify federal, state and local procurement opportunities.
- Assisting eligible small business firms to complete and submit of the HUBZONE Empowerment Contracting Program electronic application.
- Working cooperatively with the Procurement Technical Assistance (PTAC) program.

8.2.16 Rural Development

SBDC Applicants must make a full range of business development and technical assistance services available to small businesses located in rural areas. These services will be designed to increase rural small business participation in exporting, government procurement, tourism, access to credit, incubators, innovation and technology and other small business programs.

8.2.17 SBDC Lead Center Director

The SBDC Lead Center Director must be a full-time (100%) senior manager who shall direct and monitor the program activities and financial affairs of the SBDC network to deliver effective services to the small business

community, ensure the SBDC's compliance with applicable laws, regulations, OMB circulars and Executive Orders, implement the Cooperative Agreement and serve as the principal contact point for all matters involving the SBDC network.. For these purposes, full-time is defined as 100% of time allocated between this grant and other grants that provide management and technical assistance to small businesses. These would include technical assistance programs that the Lead Center may be conducting to fully utilize the resources of other federal, state and local government, academic and private sector programs concerned with aiding small businesses in order to provide seamless but not duplicate business development assistance. These other activities must be in accordance with the description above and must not be outside of the scope of management and technical assistance to small businesses. Of that, at least 75% of the SBDC Lead Center Director's time must be dedicated to the functions of the SBA SBDC Cooperative Agreement. SBDC Lead Center Director may not receive additional compensation for managing these programs. The SBDC Lead Center Director has the responsibility for negotiating the annual Cooperative Agreement with SBA, keeping in mind that national, state and local needs are to be addressed. Once an SBDC receives its approved budget and program funding from SBA, the SBDC Lead Center Director must have full authority to manage and implement the budget without restrictions from the host entity, including the management and oversight of all statutorily required areas of statewide/regional coverage.

8.2.18 Surety Bond Guarantee Assistance

SBDCs are encouraged to educate their resources and small business contractors about the Surety Bond Guarantee (SBG) Program. This includes making available program information at counseling and training sessions and at business, professional and trade association meetings. SBDCs should develop an outreach program and actively promote the SBG program to special emphasis contractors. SBDCs should refer small business contractors to the SBG specialist in one of the two SBG Area Offices (Denver and Seattle) for detailed information about the program. The Office of Surety Guarantees in SBA Headquarters will provide a power point presentation for this purpose. An SBDC should contact The Office of Surety Guarantees in SBA (202)205-6540 for answers to questions and for more information. The SBA OSG website is located at: www.sba.gov/about-offices-content/1/2891.

Many contractors are able to leave the program and obtain bonding on their own while others remain in the program for several years. One reason small contractors continue in the program is that they lack management expertise and have ongoing cash flow problems. SBDCs are encouraged to work with the SBG specialist in the appropriate Area Office to identify such contractors and give them the needed business management assistance. Among other areas, this may include business plan development, cash flow preparation and analysis, bid preparation, marketing and financial statement preparation and analysis.

8.2.19 Technical Assistance for Research and Innovation

The Lead Center must make technical assistance for research and innovation available, directly or through other relationships, to small businesses including, but not limited to: new product development; assisting inventors and high technology firms to research, develop and market their ideas and inventions; assisting non-technological firms to gain access to existing technologies; SBIR-related assistance; and facilitating the transfer of technology and technical data from federal and university laboratories.

8.2.20 Training

Applicants must provide quality training designed to improve the skills and knowledge of existing and prospective small business owners/managers throughout the SBDC network.

Training generated by SBDCs must be shared with the SBA Project Officer to avoid duplication with training efforts offered by other local organizations and SBA. In addition, all training materials developed in an electronic format shall be made available to the SBA SBDC Project Officer, SBDC Clearinghouse.

SBDCs may charge reasonable fees to cover program costs associated with this training. These fees are considered program income and shall be used to expand services and further SBDC program objectives.

8.2.20.1 SBDC Co-hosted Training

SBDCs are encouraged to enter into co-hosted training arrangements with the private sector and other organizations to extend outreach and productivity. (Cooperation between members of the SBDC network (i.e. Lead Center with Service enters or other organizations funded through the Cooperative Agreement with SBA is not considered a co-hosting).

In order for an SBDC to receive credit for a co-hosted training event, it must actively participate (i.e., provide speakers, materials, publicity) with the organization assuming primary responsibility for financing the training session. Final responsibility for the quality of the training rests with the SBDC. When reporting training numbers for a training session co-hosted by the SBDC and another SBA resource partner (e.g., WBC, SCORE) and the training session is of such duration that each partner is training for less than one hour each, the partners must work together to determine how to equitably divide the number of clients among themselves. The number that the partners report must equal the total number of attendees at the event. However, in the case where there are breakout sessions lasting one hour or more given individually by the resource partners, then each resource partner can count any attendees participating in their breakout sessions as long as there is a sign-in sheet, an evaluation, and an SBA Form 888 is prepared. Where the training is of such duration that its length is equal to more hours than the number of ED partners co-hosting the event (i.e. one hour per partner), all partners can report the full number of attendees for the training, e.g., three hour training and three co-hosts.

For all co-hosted training among ED resource partners where there will be a distribution of receipts in whole or in part to the co-host, the training file for the activity must document clearly the role and responsibility of the SBDC and each participant receiving a share of the receipts. How the receipts were distributed must also be documented in the training file.

SBDCs are reminded that income received by the SBDC network for all co-hosted programs is considered program income and cannot be used for match funding; it must be used to further support the SBDC program. Note that SBDC programs involving the SBA District Office and one or more third party organizations as co-hosts (such as lenders or chambers of commerce) are subject to the Agency's co-sponsorship requirements, and may require a different treatment of program income receipts.

8.2.21 Veteran and Service-Connected Disabled Veteran Business Ownership

In cooperation with the Interagency Task Force on Veterans Small Business Development led by SBA, the Agency with the assistance of Syracuse University has created a nationwide entrepreneurship training program for transitioning service members. In this effort, SBA is working with Department of Defense and the Veteran's Administration to include entrepreneurship training as a part of the overall changes to the existing Transition Assistance Program (TAP). Each SBDC is expected to support this initiative, known as Operation Boots to Business - from Service to Start-up to the extent practical. The SBDCs are integral to the Boots to Business program which uses a multi-phase approach to introduce transitioning service members to the fundamentals of small business ownership and to the tools and resources available to them.

Each SBDC must make available all of its economic development and technical assistance services to veterans, including service-connected disabled veterans and their immediate families as well as Reservists and National Guard members called to active duty as appropriate. Both national and local initiatives for veterans shall be supported by the appropriate SBDC as needed. If not actively involved with the Boots to Business initiative, each SBDC network will establish a minimum of one Veteran Entrepreneurial Training (VET) Program for veterans, service-connected disabled veterans, Reservists and National Guard members as well as active duty military personnel who are pending discharge. The program may include feasibility and marketing studies, preparation of business plans and loan packages including Patriot Express and formation of support groups to provide follow-up and encouragement to participants.

SBDCs should contact their state National Guard Adjutant General and all units of the Military Reserves to identify Reservists and National Guard members who are operators of small businesses; are otherwise self-employed, or are essential employees in small businesses and who have been or may be mobilized pursuant to Title 10 USC for active duty. SBDCs should offer and provide business interruption counseling and training as needed to minimize adverse financial and operational problems. Such counseling could include, but is not limited to, the offering advice on the best feasible means of winding up of business operations and the utilization of federal and state laws, (including the Soldiers and Sailors Civil Relief Act), enacted to protect small business persons who are subject to mobilization to active duty. Additionally, business assistance for self-employed Reserve and National Guard members following their release from active duty will be critical to mitigate expenses, secure legal assistance, engage in significant marketing efforts and otherwise minimize the negative effects of the member's mobilization on their small business or practice.

Each SBDC should identify veterans on its staff. Each SBDC should also encourage development of a veterans' business network and work with strategic partners to develop a local summit for veteran business owners and service-connected disabled veterans business owners as well as Reservists and National Guard members who are subject to be called to active duty. Each SBDC will contact its local VA regional office and engage VA Vocational Rehabilitation Counselors with clients.

SBDCs should highlight veteran's needs at small business seminars, conferences and outreach Program Announcements. SBDCs should develop close working relationships with their respective State Department of Veterans Affairs to explore collaborative outreach and referrals.

Pursuant to the Military Reservist and Veteran Small Business Reauthorization and Opportunity Act of 2010, SBDCs shall, as part of the SBA's Outreach and Technical Assistance Program, market and provide technical

assistance for SBA's Military Reservist Economic Injury Disaster Loan program including website linkages to assistance programs offered by SBA, the Department of Veterans Affairs and the Department of Defense.

8.2.22 Women's Business Services

Each SBDC will make available all of its economic development and technical assistance services to women business owners and prospective women business owners. SBDCs will also provide referrals to the Women's Business Centers (WBCs) for women business owners when appropriate.

8.2.23 Yellow Ribbon Reintegration Program

Pursuant to [Public Law 110-181](#), passed January 28, 2008 – The Secretary of Defense initiated the Yellow Ribbon Reintegration Program which provides information, services, referral and proactive outreach programs to National Guard and Reserve members and their families with sufficient information, services, referral and proactive outreach opportunities through the 4 phases of the deployment cycle:

1. Pre-Deployment
2. Deployment
3. Demobilization
4. Post-Deployment-Reconstitution

The goal of the Yellow Ribbon Reintegration Program is to prepare soldiers and families for mobilization, sustain Families during mobilization, and reintegrate soldiers with their families, communities and employers upon redeployment or REFRAD.

Relevant portions of the "Act" are:

- (h) Outreach Services- As part of the Yellow Ribbon Reintegration Program, the Office for Reintegration Programs may develop programs of outreach to members of the Armed Forces and their family members to educate such members and their family members about the assistance and services available to them under the Yellow Ribbon Reintegration Program. More information is available at http://www.benefits.va.gov/gibill/yellow_ribbon.asp

8.3 Advanced Understandings

If any portion of this Program Announcement conflicts with Section 21 of the Small Business Act, Part 130 of the SBA's regulations (13 C.F.R.), relevant OMB circulars or SBA's policy notices, all of the above will control and take precedence.

Services and programs provided through the Cooperative Agreement should not wholly duplicate or replace any existing programs. Federal funds shall not be used to supplant or wholly duplicate existing programs. Where these understandings conflict with Section 21 of the Small Business Act, Part 130 of SBA's regulations, relevant OMB circulars or SBA's policy notices, all of the above will control and take precedence over these understandings.

8.3.1 Hours of Operation

The Lead Center and Service Centers services shall be available to the public throughout the year during the normal hours of the business community. In addition, provision should be made to provide evening and

weekend assistance, both on-line and in Service Centers, as appropriate to meet local community demands and needs. Anticipated closings shall be included in any annual renewal application. Emergency closures shall be reported to the SBA Project Officer as soon as possible.

8.3.2 Travel

The travel charged to the Cooperative Agreement must be in accordance with provisions of the grant and utilized in conformance with [13 CFR Part 130.460\(g\)](#), and must be used under the same formula for travel reimbursement as provided by the host institution. Award funds are not available for the payment of per diem, lodging, meals or other subsistence expenses associated with local travel. However, award funds may be used to pay transportation expenses for local travel.

SBDCs are authorized to include a certain amount of funds in the proposal for “unanticipated” travel. Unanticipated travel is defined as “travel which is necessary to further SBDC objectives, but for which a complete description and/or justification could not be provided in the proposal.” Requests for out-of-state travel exceeding the amount approved in the proposal must be submitted no less than 20 days for prior approval to the SBA Project Officer or District Director. (International travel must be submitted to the AA/OSBDC no less than 30 days before scheduled departure for prior approval). SBDCs are required to notify the SBA Project Officer of any unanticipated (not in the approved budget) out-of-state travel and report after the fact in the Semi-annual or Annual report and must follow the guidelines for Prior Approval (See 5.1.9).

Travel funds are authorized for the SBDC Lead Center Director and/or his/her designee to attend two America’s Small Business Development Center meetings per year. Travel funds may also be authorized for additional SBDC staff to attend meetings designed for professional development purposes. Further, one trip per year, as approved by the AA/OSBDC, is authorized to allow the SBDC Lead Center Director and/or his/her designee to meet with national SBA officials to discuss local program initiatives. (Also see Section 5.1.9.1 “General –Prior Approvals”)

8.3.3 Small Business Week

SBDCs are encouraged to promote, support, plan, implement and participate in Small Business Week activities in cooperation and coordination with local and national SBA officials. SBDC Lead Center Directors and other SBDC personnel, with their strong links to prominent entrepreneurs and small business advocates in their communities, should nominate individuals for Small Business Week awards. SBDCs are encouraged to submit nominees for the SBDC Service Center of the Year Award.



EXHIBIT E

Orange County / Inland Empire SBDC Network Renewal Proposal Template

Prepared By: [Director Name], SBDC Director

Date:

Address:

Website:

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PROGRAM MANAGEMENT

Provide a brief summary describing:

1. The service area of the Service Center;
2. The methodology and justification for the service area resources distribution using, but not limited to, multiple factors such as population or business census, population/counselor distribution formulas, etc.);
3. Correlation of resource distribution to needs assessment studies; and
4. The management and coordination of the SBDC throughout the area being served.

If applicable, describe plans for the addition of any new programs. As part of the management strategy, describe the staffing plan including management strategy for vacancies (interim measures and acceptable vacancy timeframes), general staffing policy as it pertains to key personnel, desirable client wait time for counseling assistance and changes you anticipate making in the coming year.

ON-LINE CLIENT SERVICES

It is incumbent on all Federal Government agencies to increase use of available technology to improve services and streamline operations. The continued expansion and use of technology in all sectors of commerce today is creating new opportunities as well as placing increased demand on the SBDC program to provide greater access to services through web-based technology. SBA views the use of web-based technology as a means to increase outreach within existing budgets, access populations or areas otherwise difficult to reach, and offer services 24/7 when appropriate. Providing clients with tools and access to information on-line, should provide greater flexibility for SBDC counselors to provide counseling and other one-on-one activities with clients.

Submit a project plan which uses web-based technology for direct client service delivery. As part of the proposal narrative, applicants should describe how on-line service delivery is incorporated into their overall service delivery plan. Where possible and to reduce duplicative efforts, SBA's Small Business Training Network (SBTN) at www.sba.gov/training should be used for on-line training. The project plan for online services should describe the current level of service and/or the approach being taken to progress to a higher level. This discussion should include the planned operating environment and the process to be taken to achieve it, including timelines, benchmarks, anticipated results, resources and budget.

ORGANIZATION STRUCTURE

Include an organizational chart for the SBDC. The chart must indicate the positioning of the Service Center within the organization and the department or division and person to whom the SBDC Center Director reports.

PROGRAM OBJECTIVES

Provide a brief summary of major program objectives and ongoing programs, highlighting any new programs, special projects or activities. To facilitate reporting, categorize the information presented using the reporting titles listed below B to the extent possible listed below. (Success stories do not need to be included in the renewal proposal.)

100 ADVOCACY

Describe planned activities related to the following:

1. Support for small business interests within the SBDC's jurisdiction to improve the climate for small business and contribute to the vitality of the small business sector.
2. Include, as appropriate: public speeches, testimonies before state and/or federal legislatures and small business week activities.

200 CAPITAL FORMATION

Describe planned activities related to the following:

1. Develop or assist in developing capital for small businesses (e.g., loans, microloans, grants, Community Express).
2. Developing close linkages with SBICs, venture capital firms, Certified Development Companies (CDCs) and state and local finance programs.

300 INNOVATION AND TECHNOLOGY TRANSFER

Describe planned activities related to the following:

1. Identifying innovation and technology developed by the Federal Government and/or academic organizations having commercial or practical potential and alerting industry and state and local governments to its availability.
2. Transferring expertise and equipment available from the Federal Government to the private sector
3. Transferring innovation and technology from business to business, SBIR activities, etc. Note in particular, any collaboration with the National Institute of Standards and Technology (NIST), and with the Environmental Protection Agency (EPA) for multi-media pollution prevention, Clean Air Act and other environmental assistance activities.

4. Providing information and education on the use of technology in everyday business activities or processes.

400 INTERNATIONAL TRADE

Describe planned activities related to the following:

1. Promoting increased exports by small businesses such as: supporting Export Assistance Centers (USEACs); evaluating small business firms' export capabilities; assisting with a client's export related financing needs, providing counseling, training and outreach assistance including conducting USEAC E-TAP programs and other co-partnership events; partnering with public and private sector organizations involved in export development; data base development; match services and market research; and participating in World Trade Week

500 MINORITY SMALL BUSINESS DEVELOPMENT

Describe planned activities related to the following:

1. Helping minorities participate in the free enterprise system such as: working on Asian American initiatives; Black or African-American initiatives; Hispanic American initiatives; Native American initiatives; Native Hawaiian or Pacific Islanders initiatives; assisting 8(a) clients in the developmental stage and other stages; and linking minority clients with other assistance opportunities and conferences.

600 RESOURCE DEVELOPMENT

Describe planned activities related to the following:

1. Collaborating with funding or other partners to assist the SBDC in its mission through recruiting, developing and overseeing private and public resource organizations/individuals for the purpose of providing business development counseling, training and outreach efforts.
2. Address key partnerships and collaborations

700 PROCUREMENT

Describe planned activities related to the following:

1. Fostering opportunities for increasing small business' share of procurement dollars spent by the government and private sector through conferences, computer matching services such as SBA's —Business Matchmaking assistance to Certificate of Competency businesses and prime contractor outreach.

800 SPECIAL EMPHASIS GROUPS

Describe planned activities related to the following:

1. Assistance to: people with disabilities; Native Americans; young entrepreneurs; targeted associations; industry groups and other groups identified by SBA and/or the SBDC. (Note: Report minority, veteran and service connected-disabled veteran and women's efforts separately under Minority Small Business Development, Veteran and Service Connected-Disabled Veteran Owned Business and Women Owned Businesses.)

900 ECONOMIC DEVELOPMENT, FAITH BASED AND COMMUNITY INITIATIVES

Describe planned activities related to the following:

1. Activities that are not specific to an individual client, do not fit in other categories, and are aimed at supporting/strengthening the economic environment in the SBDC's territory.
2. Areas reported on may include Agri-Business, Rural Development, Community Development, corporate downsizing or plant closing assistance, Convention/Tourism and Incubators.
3. Activities aimed toward assisting small business and community economic development organizations such as providing counseling, training and outreach to community organizations, churches or other such entities with a significant focus on supporting the needs of small businesses.

1000 RESEARCH

Describe planned activities related to the following:

1. Research efforts aimed toward assisting small business and economic development such as database development and needs analysis.

1100 OTHER ACTIVITY

Provide information regarding any efforts which do not fit in the categories above such as participation in RICS or broadband efforts. Describe and provide information about any SBDC —best practices to be used by SBA and archived in the Clearinghouse. This also may include dissemination of basic business information as well as any specific information requested by the SBA Project Officer and mutually agreed upon with the SBDC Lead Center Director.

1200 SUCCESS STORIES

This section is not required for the renewal proposal, however, the service center will be required to report at least three examples of assistance provided in which tangible results occurred in both the semi-annual and annual report(s).

1300 TRAVEL

Provide a description of any unplanned or unbudgeted out-of-state travel for Lead and Service Centers.

1400 PROBLEMS

Provide a description of any and all problems that may have significant impact on the program or program objectives.

1500 FINANCIAL REPORTS

Furnish copies of service center budget justification, budget narrative, and personnel list.

1600 WOMEN-OWNED BUSINESSES

Describe briefly collaboration the Women's Business Centers (WBCs) and any seminars or specialized counseling approaches or other activities aimed at women entrepreneurs.

1700 ECONOMIC IMPACT

Provide the negotiated goals for the coming year for your service center below.

1800 VETERAN AND SERVICE CONNECTED-DISABLED VETERAN -OWNED BUSINESSES, RESERVISTS ON ACTIVE DUTY AND OTHER RESERVE COMPONENT MEMBERS OF THE U.S. MILITARY

Describe planned activities related to the following:

1. Assistance targeted toward veteran and service connected-disabled veteran owned businesses, as well as Reservists and National Guard members called to active duty, such as: Veteran Entrepreneurial Training Programs; summits for veteran business owners; activities in conjunction with the Department of Veterans Affairs Vocational Rehabilitation and Employment Services; Employer Support of the Guard and Reserve (E.S.G.R.) and National Guard State Adjutants; DELTA Program; marketing and assistance for the Military Reservist Economic Injury Disaster Loan program; Patriot Express program; base closings and RIF counseling; and, DOD or DOL Transition Assistance Program (TAP) seminars.

1900 MANUFACTURING

Describe planned activities related to the following:

1. Assistance to manufacturing companies or their employees, including displaced manufacturing workers. Can include efforts and support to troubled companies, companies challenged by foreign competition, NAFTA and foreign labor alternatives. This may also include cooperation efforts with other local organizations or government units concerned with manufacturing issues such as the National Institute of Standards and Technology's (NIST) Manufacturing Extension Partnership (MEP) Program.

2000 ONLINE ACTIVITY

Describe planned activities related to the following:

1. Activities and accomplishments which demonstrate use of web-based technology to enhance direct client service delivery such as: the use of on-line counseling (e-mail and real-time) and training; on-line expert systems or diagnostic tools to identify needed services; audio or video streaming; electronic registrations and scheduling; webinars; and other targeted uses of the Internet to facilitate delivering information to clients more cost effectively.
2. A summary of on-line enhancements achieved over the past three years.

SBDC SCHEDULED CLOSURES

Provide a listing of all scheduled SBDC Service Center closures, whether for holidays or shutdown of the recipient organization. Anticipated closures shall be included in the annual renewal application. Emergency closures shall be reported to the Lead Center as soon as feasible to do so. SBDC service providers shall be open during the normal business hours of their sponsoring SBDC organizations.

ADVISORY BOARD

Each SBDC may establish an advisory board in accordance with 15 U.S.C. 648(j). If the SBDC wishes to employ an advisory board the proposal must include a list of the members of the SBDC advisory board, including their titles and a description of the board's responsibilities.

A majority of the advisory board members must be representatives from small businesses or associations representing small businesses located throughout the entire area of service. Veterans, women, minorities and Native Americans should be represented, as appropriate. There should be regular periodic meetings each year. The reasonable cost of travel of any board member for official board activities may be paid out of the SBDC's budgeted funds. An SBDC's proposal must include the date of its board's most recent meeting.

CONFLICT OF INTEREST POLICY

By submitting a renewal proposal, the SBDC agrees to use the SBDC Network Conflict of Interest Agreement and Policy.

TRAINING

Include a list of the types of training to be offered during the budget period. To assist SBA, categorize the types of events to be offered on a quarterly basis by topic per line ten of SBA Form 888. Recipients will be expected to provide the Lead Center with a quarterly calendar of training or access electronically to comparable information.

PERSONNEL RESUMES

Include resumes for any new key personnel directly employed by the SBDC (i.e., Lead and Service Center directors and special program directors such as for technology or International Trade) since the start of the last program year. It does not include trainers, counselors, or support staff.

OTHER FUNDS

The proposal must fully describe any other federal or state small business assistance programs, contributions or grant funds (excluding foundation accounts) managed by the SBDC network outside the SBA Cooperative Agreement. Include the source and amount of funds provided by each organization and the purpose for which the funds have been provided.

The SBDC must maintain an updated list of funding sources and amounts for each source of funds received by the SBDC network including grants, contracts and contributions. In addition, for each source of funds, documentation regarding the name and phone number of the donor/contractor/grantor, the amount of funding, the intended purpose and any requirements, stipulations or deliverables must be maintained and made available during the annual financial review process.

SBDCs managing other small business programs outside the SBA Cooperative Agreement must maintain separate accounting/financial records to ensure a clear audit trail for the funds provided under the SBDC Cooperative Agreement. Costs may not be proposed or claimed for activities for the SBDC program, regardless of funding source, for which the scope of activity is inconsistent with this Program Announcement

In accordance with 15 U.S.C. 648(a)(5), the AA/OSBDC must concur with all federal initiatives to be accomplished through the SBDC networks.

SBDC Budget Justification

BUDGET JUSTIFICATION - Year _____
(ESTIMATED COSTS)

Name of SBDC Center: _____ Host Institution & Name of SBDC: _____

DESCRIPTION	SBA	CASH MATCH	IN-KIND	INDIRECT	TOTAL
A. PERSONNEL <i>(Please complete page 3, Personnel List)</i>					
Total Salaries and Wages	\$0.00	\$0.00	\$0.00		\$0.00
B. FRINGE BENEFITS Full-time staff _____ % _____ rate Part-time staff _____ % _____ rate					
Total Fringe Benefits	\$0.00	\$0.00	\$0.00		\$0.00
C. TRAVEL In-state: _____ miles @ _____ /mi. Out of state:					
Total Travel	\$0.00	\$0.00	\$0.00		\$0.00
D. EQUIPMENT					
Total Equipment	\$0.00	\$0.00	\$0.00		\$0.00
E. SUPPLIES					
Total Supplies	\$0.00	\$0.00	\$0.00		\$0.00

DESCRIPTION	SBA	CASH MATCH	IN-KIND	INDIRECT	TOTAL
F. CONTRACTUAL					
Total Contractual	\$0.00	\$0.00	\$0.00		\$0.00
G. CONSULTANTS					
Total Consultants	\$0.00	\$0.00	\$0.00		\$0.00
H. OTHER					
Total Other	\$0.00	\$0.00	\$0.00		\$0.00
I. TOTAL DIRECT COST	\$0.00	\$0.00	\$0.00		\$0.00
J. INDIRECT COSTS _____ % rate	\$0.00			\$0.00	\$0.00
TOTAL BUDGET	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

NOTE: All categories must be supported using this budget justification format. If additional space is required, for a narrative description, attach a separate sheet. A budget justification must be completed for the Lead Center and Service Centers. Totals must agree with the 424 and 424A.

SBDC Budget Narrative

LINE ITEM	TOTAL	BUDGET EXPLANATION
		For each position of the SBDC, show Federal, Match, Annual Salary, Number of months, Level of Effort in Percentage, and Total Amount used as the basis to estimate personnel costs. For key personnel, list name and position title. For SBDC employees who are not key persons or personnel to be hired only position title is required.
A. PERSONNEL	FTE	
Key Personnel Costs	0	[Center Name] SBDC:
Professional Staff	0	[Center Name] SBDC:
Clerical Staff	0	[Center Name] SBDC:
Total Personnel	0	
		Show fringe rates for full-time and part-time staff. Do not include fringe cost in the total amount required for personnel.
B. FRINGE BENEFITS		
Benefits of Full-Time and Part-Time Personnel	0	[Center Name] SBDC:
Total Fringe Benefits	0	
		Provide purpose for in state and out of state travel. For local travel not requiring preauthorization provide total anticipated mileage and mileage rate. For travel requiring preauthorization, itemize destinations, mode of transportation, airfare or other transportation rates, number of trips, and number of travelers. .Prior approval of the SBA is required for foreign and unplanned out-of-state (not in approved budget) travel.
C. TRAVEL		
In-State Mileage	0	[Center Name] SBDC:
Other In-State	0	[Center Name] SBDC:
Out-of-State / ASBDC	0	[Center Name] SBDC:
		[Center Name] SBDC: Unplanned out-of-region travel includes travel to State Meetings, Network Meetings, local organizations, and training expenses outside of Orange, Riverside and San Bernardino Counties.
Unplanned Out-of-Region	0	
Total Travel	0	

List items costing \$5,000 or more. The recipient organization must maintain an inventory including cost and detailed description of each item. Equipment inventory must be made available upon request of the SBA.

D. EQUIPMENT

	0	[Center Name] SBDC:
Total Equipment	0	

Show anticipated cost of supply items such as general office, operational, computer supplies, and other supply items costing less than \$5,000. The recipient organization must maintain an inventory of controlled supplies of higher dollar value or high potential for loss such as projectors, cell phones, furniture, etc., and it must be made available upon request of the SBA.

E. SUPPLIES

General Office and Operational	0	[Center Name] SBDC:
Total Supplies	0	

Should service center propose sub-contractual cost, please provide budget details, such as statement of work, number of hours and rate of pay.

F. CONTRACTUAL

	0	[Center Name] SBDC:
Total Contractual	0	

Specify the consultant's purpose and indicate the number of hours and rate of pay.

G. CONSULTANTS

	0	[Center Name] SBDC:
Total Consultants	0	

This category may include, but is not limited to computer software, copying, postage, printing, publications, subscriptions, dues; telephone, conference fees, and office space (indicate square footage).

H. OTHER

Accounting	0	[Center Name] SBDC:
Community Outreach	0	[Center Name] SBDC:
Conference Fees/ASBDC Dues	0	[Center Name] SBDC:
Communications	0	[Center Name] SBDC:
Copying	0	[Center Name] SBDC:
Data Processing	0	[Center Name] SBDC:
Events	0	[Center Name] SBDC:

Facilities	0	[Center Name] SBDC:
Insurance	0	[Center Name] SBDC:
Internet Media	0	[Center Name] SBDC:
Library Purchases	0	[Center Name] SBDC:
Marketing	0	[Center Name] SBDC:
Minor Equipment	0	[Center Name] SBDC:
Office Equipment Repair & Maintenance	0	[Center Name] SBDC:
Postage	0	[Center Name] SBDC:
Printing	0	[Center Name] SBDC:
Professional Developpment	0	[Center Name] SBDC:
Publications	0	[Center Name] SBDC:
Software	0	[Center Name] SBDC:

Total Other	0	
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I. TOTAL DIRECT COSTS	0	
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J. INDIRECT COSTS		
Indirect Costs/Waived Indirect Match	0	
Total Indirect	0	

TOTAL BUDGET	0	
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CSUF Subrecipient Commitment Form

Prime Recipient: **CSU Fullerton Auxiliary Services Corporation (CSUF ASC)**
 on behalf of: **California State University, Fullerton (CSUF)**
 c/o CSUF Office of Grants and Contracts
 800 N. State College Boulevard, CP-205, Fullerton, CA 92834
 Tel.: (657) 278-2106; Fax: (657-278-3000); Email: ogc1@fullerton.edu

Date: (mm/dd/yy)

SUBRECIPIENT COMMITMENT FORM

SUBRECIPIENT INFORMATION

Subrecipient Legal Name:

Subrecipient's PI: CSUF's PI:

Prime Sponsor:

CSUF Proposal Title:

Subrecipient Total Funds Requested: Performance Period Begin: (mm/dd/yy)

ARRA Funded Performance Period End: (mm/dd/yy)

SECTION A: Proposal Documents

The following documents are included in our subaward proposal submission and covered by the certifications below:

- Statement of Work (required)
 - Budget and Budget Justification (required)
 - This Subrecipient Commitment Form (required) completed and signed by Subrecipient's Authorized Official
 - Small/Small Disadvantaged Business Subcontracting Plan, in agency-required format (required for proposals over \$550,000)
 - Biosketches of Key Personnel in agency-related format
- Other

SECTION B: Special Review and Certifications

1. **Facilities and Administrative Rates** included in this proposal have been calculated based on:
 - Subrecipient's federally-negotiated F&A rates for this type of work, or a reduced F&A rate that Subrecipient hereby agrees to accept. (If this box is checked, a copy of your F&A rate agreement must be furnished to CSUF before a subaward will be issued.)
 - other rates (please specify the basis on which the rate has been calculated in Section D: Comments)
 - Not applicable (no indirect cost requested)
2. **Fringe Benefit Rates** included in this proposal have been calculated based on:
 - Rates consistent with or lower than Subrecipient's federally-negotiated rates. (If this box is checked, please send a copy of your FB rate agreement to CSUF before a subaward will be issued.)
 - Based on actual rates.
 - Other rates (please specify the basis on which the rate has been calculated in Section D: Comments)
3. **Subrecipient Business Status:**

<input type="checkbox"/> Large Business	<input type="checkbox"/> Institution of Higher Education	<input type="checkbox"/> Foreign Owned
<input type="checkbox"/> Small Business	<input type="checkbox"/> Nonprofit Organization	<input type="checkbox"/> For profit organization

If a small business, identify business classification (*certified by the Small Business Administration)

<input type="checkbox"/> Small Disadvantaged Business (SDB)* (Ba)*	<input type="checkbox"/> Service-disabled veteran-owned business (SDVOSB)
<input type="checkbox"/> Women-owned small business (WOSB)	<input type="checkbox"/> HUBZone small business*
<input type="checkbox"/> Veteran-owned small business (VOSB)	<input type="checkbox"/> Alaska Native Corporation (ANC) (43USC1601)
<input type="checkbox"/> Minority Serving Institution (e.g., HBCU, HSI, MI, etc.)	
4. **Affirmative Action Compliance:**
 Indicate in accordance with the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2) that your organization has:
 - a written affirmative action program has been developed and is on file
 - a written affirmative action program has not been developed and is not on file
 - not previously had contracts subject to the written affirmative action programs

5. Human Subjects: Yes No

Exemption Number or IRB Approval Date: (mm/dd/yy) IRB Number:

(Note: Surveys, interviews, observations, or use of secondary data may be considered human subjects research. Contact your institution's IRB office for guidance.)
If answer to the above is "Yes" copies of the determination of exemption or IRB approval must be provided before any subaward will be issued. Please send the documents to CSUF Office of Grants and Contracts as soon as they become available. Please indicate the CSUF PI's name, Project Title, and subcontract number (for reference), if available.

If "Yes" and NIH funding is involved

Have all key personnel involved completed human subjects training? Yes No

Note: All key personnel engaged in human subjects research must take NIH human subjects training or other human subjects research training (http://grants.nih.gov/grants/policy/hs_educ_faqs.htm) as required by NIH.

Does your organization/institution have a Federalwide Assurance (FWA) Number? Yes No If "Yes" provide number:

6. Animal Subjects: Yes No Approval Date:(mm/dd/yy) IACUC Number:

If "Yes" copies of the IACUC approval must be provided before any subaward will be issued. Please obtain approval and forward required documents to the CSUF Office of Grants and Contracts, as soon as they become available. Please indicate the CSUF PI's name, Project Title, and subaward number (for reference), if available.

Does your organization/institution have a PHS Animal Welfare Assurance Number? Yes No If "Yes" provide number:

Is your organization/institution AAALAC accredited? Yes No If "Yes" provide number:

7. Responsible Conduct of Research (RCR):

The prime sponsor of this project is:

National Institutes of Health

Policy: NIH requires that all trainees, fellows, participants, and scholars receiving support through any NIH training, career development award (individual or institutional), research education grant, and dissertation research grant must receive instruction in responsible conduct of research. This policy will take effect with all new and renewal applications submitted on or after January 25, 2010, and for all continuation (Type 5) applications with deadlines on or after January 1, 2011. This Notice applies to the following programs: D43, D71, F05, F30, F31, F32, F33, F34, F37, F38, K01, K02, K05, K07, K08, K12, K18, K22, K23, K24, K25, K26, K30, K99/R00, KL1, KL2, R25, R36, T15, T32, T34, T35, T36, T37, T90/R90, TL1, TU2, and U2R. This policy also applies to any other NIH-funded programs supporting research training, career development, or research education that require instruction in responsible conduct of research as stated in the relevant funding opportunity announcements.

Compliance: NIH policy requires participation in and successful completion of instruction in responsible conduct of research by individuals supported by any NIH training/ research education/fellowship/career award. It is expected that course attendance is monitored and that a certificate or documentation of participation is available upon course completion. NIH does not require certification of compliance or submission of documentation, but expects institutions to maintain records sufficient to demonstrate that NIH-supported trainees, fellows, and scholars have received the required instruction.

Resources: The NIH Research Training website (<http://grants.nih.gov/training/extramural.htm>) includes additional information on instruction in responsible conduct of research and links to the Office of Research Integrity (<http://ori.hhs.gov/>), links to instructional materials, and examples of programs that have been regarded as good models for instruction in responsible conduct of research (<http://bioethics.od.nih.gov/researchethics.html>). The National Academy Press has published the 3rd. edition of the classic, *On Being a Scientist*, and is available online at http://books.nap.edu/catalog.php?record_id=12192

National Science Foundation

Statutory Requirement: "The Director shall require that each institution that applies for financial assistance from the Foundation for science and engineering research or education describe in its grant proposal a plan to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduate students, graduate students, and postdoctoral researchers participating in the proposed research project."

Certification Regarding Responsible Conduct of Research (RCR):

The AOR is required to complete a certification that the institution has a plan to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduates, graduate students, and postdoctoral researchers who will be supported by NSF to conduct research. Additional information on NSF's Responsible Conduct of Research (RCR) policy is available in the Award and Administration Guide (AAG), Chapter IV.B.

Institutional Responsibilities:

A. An institution must have a plan in place to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduates, graduate students, and postdoctoral researchers who will be supported by NSF to conduct research. As noted in NSF Grant Proposal Guide (GPG) Chapter II.C.1e, institutional certification to this effect is required for each proposal.

B. While training plans are not required to be included in proposals submitted to NSF, institutions are advised that they are subject to review, upon request.

C. An institution must designate one or more persons to oversee compliance with the Responsible RRCR training requirement.

D. Institutions are responsible for verifying that undergraduate students, graduate students, and postdoctoral researchers supported by NSF to conduct research have received training in the responsible and ethical conduct of research.

8. Cost Sharing:

Yes No Amount

(Cost sharing amounts and details should be included in the Subrecipient's budget)

9. Conflict of Interest (applicable to DHHS, NSF, or any other sponsor that has adopted the federal financial disclosure requirements):

Not applicable because this project is not being funded by NIH, NSF, or CDC

Subrecipient hereby certifies that it has an active and enforced conflict of interest policy that is consistent with the provision of 42 CFR Part 50, Subpart F "Responsibility of Applicants for Promoting Objectivity in Research". Subrecipient also certifies that, to the best of the institution's knowledge: (1) all financial disclosures have been made related to the activities that may be funded by or through a resulting agreement, and required by its conflict of interest policy; and, (2) all identified conflicts of interest have, or will have, been satisfactorily managed, reduced or eliminated in accordance with Subrecipient's conflict of interest policy prior to the expenditure of any funds under any resultant agreement.

Subrecipient does not have an active and/or enforced conflict of interest policy and hereby agrees to abide by CSUF's policy

10. Fiscal Responsibility:

The Subrecipient certifies that its financial system is in accordance with generally accepted accounting principles and (mark all that apply):

- has the capability to identify, in its accounts, all Federal awards received and expended and the Federal programs under which they are received
- maintains internal controls to assure that it is managing Federal awards in compliance with applicable laws, regulations and the provision of contracts and grants
- complies with applicable laws and regulations
- can prepare appropriate financial statements, including the schedule of expenditures of Federal awards
- there are no outstanding audit findings. If there are findings, submit a copy of the most recent report that describes the findings and steps to be taken to correct the finding.

11. Debarment, Suspension, Proposed Debarment:

Is the PI or any other employee or student participating in this project debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs or activities? Yes No
If "Yes" please explain in Section D: Comments.

The Subrecipient certifies that they: (answer all questions below)

- Are Are Not presently debarred, suspended, proposed for debarment, or declared ineligible for award of Federal Contracts
- Are Are Not presently indicted for, or otherwise criminally or civilly charged by a governmental entity
- Have Have Not within three (3) years preceding this offer, been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property
- Have Have Not within three (3) years preceding this offer, had one or more contracts terminated for default by any Federal Agency

SECTION C: Audit Status

1. A-133 Audit Status

- A. Does the Subrecipient receive an annual audit in accordance with OMB Circular A-133? Yes No
If "Yes", has the audit been completed for the most recent fiscal year? Yes No
If "No", when is it expected to be completed: (m/d/yy) _____
- B. Were any audit findings reported? (If "yes", explain in Section D: Comments below) Yes No
Note: A complete copy of Subrecipient's most recent report, or the Internet URL link to a complete copy must be furnished to CSU Fullerton Auxiliary Services Corporation before a subaward will be issued.
- C. If "No", does the Subrecipient receive overall federal funding of at least \$500,000 per year? Yes No If "No", skip item D
- D. Subrecipient is a: For-profit entity that expends Federal or Sub-Federal funds and has a DC/AA audited rate
 For-profit entity that does not expend Federal funds or have annual audits
 Foreign entity

Note: If Subrecipient does not receive an A-133 audit, the CSU Fullerton Auxiliary Services Corporation will require the Subrecipient to complete an Audit Certification and Financial Status Questionnaire, and may require a limited scope audit before a subaward will be issued.

2. Federal Funding Accountability and Transparency Act (FFATA)

- Location of Subrecipient (City/State/Congressional District/Country): _____
- Note: If primary place of performance is different than Location of Subrecipient, provide location where project will be performed (City/State/Congressional District/Country)*

- DUNS Number of Subrecipient receiving award: _____
- Is Subrecipient owned or controlled by a parent entity? Yes No
If "Yes", please provide DUNS number and location (City/State/Congressional District/Country) of parent entity.

- Is Subrecipient currently registered in Central Contractor Registration (www.ccr.gov)? Yes No

SECTION D: Comments (please attach additional pages if necessary)

APPROVED FOR SUBRECIPIENT

The information, certifications, and representations above have been read, signed, and made by an authorized institutional representative of the Subrecipient named herein. The appropriate programmatic and administrative personnel involved in this application are aware of agency policies in regard to subawards and are prepared to establish the necessary inter-institutional agreements consistent with those policies. By their signatures below, Subrecipient and its Principal Investigator certify (1) that the information submitted within the application is true, complete and accurate to the best of the Subrecipient's and PI's knowledge; (2) that any false, fictitious, or fraudulent statements or claims may subject the Institution and PI to criminal, civil, or administrative penalties; and (3) that the PI agrees to accept responsibility for the scientific conduct of the project and to provide the required progress and other administrative reports as required if an award is made as a result of the prime recipient's application.

Any work begun and/or expenses incurred prior to execution of a subaward agreement are at the Subrecipient's own risk.

Signature of Subrecipient's Authorized Institutional Representative

Date

Name and Title of Authorized Institutional Representative

TIN or EIN of Subrecipient's Organization/Institution

Address

City, State, Zip

Email Address

Name and Title of Administrative Point of Contact

Address

City, State, Zip

Phone

Fax

Email Address

Signature of Subrecipient's Principal Investigator

Date

Print Form

Agenda Item (VI-B-6-c)

Meeting	6/16/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-c)
Subject	Subcontract Extension between Riverside Community College District, Norco College, and Oakton Community College
College/District	Norco
Funding	National Science Foundation Grant
Recommended Action	It is recommended that the Board of Trustees approve the subcontract extension with Oakton Community College through July 31, 2016.

Background Narrative:

This is the first amendment to a subcontract with Oakton Community College that the Board approved on November 15, 2011. The original subcontract expires July 31, 2015. The amendment extends the subcontract through July 31, 2016 and allocates \$40,000 in funding to continue activities in fulfillment of National Center for Supply Chain Technology Education objectives through its fifth, no-cost extension year. Final year funding recently released by the National Science Foundation fully covers the proposed allocation.

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

Attachments:

[Amendment to Subcontract with Oakton Community College](#)

AMENDMENT TO SUBCONTRACT WITH OAKTON COMMUNITY COLLEGE

This document amends the original subcontract between the Riverside Community College District, on behalf of Norco College, and Oakton Community College, which was approved by the Board of Trustees on November 15, 2011.

The agreement is hereby amended as follows:

The subcontract is extended through July 31, 2016 and a maximum of \$40,000 in funding is authorized to continue activities in fulfillment of the objectives of the National Center for Supply Chain Technology Education. 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 ON BEHALF OF NORCO COLLEGE

OAKTON COMMUNITY COLLEGE

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

By: _____
Margaret B. Lee, Ph.D.
President

Dated: _____

Dated: _____

Agenda Item (VI-B-6-d)

Meeting	6/16/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-d)
Subject	Memorandum of Understanding between Riverside City College and Riverside Gateway to College Early College High School for operating Gateway College and Career Academy
College/District	Riverside
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve the Memorandum of Understanding for the time frame of July 1, 2014 through June 30, 2016, in the amount of \$500,000.

Background Narrative:

This Memorandum of Understanding (MOU) between Riverside City College and Riverside Gateway to College Early College High School represents a renewal of an MOU from 2009-2014. This MOU provides personnel, supplies, and materials to operate Riverside Gateway to College Early College High School. Costs incurred by Riverside City College for assigned personnel, supplies, and materials will be reimbursed to the College on a quarterly basis.

Prepared By: Wolde-Ab Isaac, President, Riverside
Ed Bush, Vice President, Student Services
Michael Wright, Director, Workforce Preparation Grants and Contracts

Attachments:

[Gateway to College MOU Renewal FY 14-16 Final](#)

MEMORANDUM OF UNDERSTANDING (MOU)

This Agreement is entered into by and between RIVERSIDE GATEWAY TO COLLEGE EARLY COLLEGE HIGH SCHOOL on Behalf of Gateway to College and Career Academy, (herein referred to as Gateway to College), and RIVERSIDE COMMUNITY COLLEGE DISTRICT on behalf of Riverside City College (herein referred to as THE COLLEGE).

RECITALS:

A. In December 2003, the Portland Community College awarded the College and the Riverside Unified School District (RUSD) \$300,000 from the Bill and Melinda Gates Foundation to assist in the replication of the Gateway to College model in Riverside. The Gateway program and other early/middle college initiatives within RCCD were pursued in accordance with the District's Board-adopted strategic plan, specifically Strategy 3, Goals 1 and 5.

B. The staff of both RUSD and the College collaboratively drafted the original charter school petition and had it signed by teachers meaningfully interested in teaching at the proposed charter school. The charter petition was submitted on February 3, 2004 and the Gateway to College Charter School was approved by unanimous vote on the RUSD Governing Board on February 17, 2004.

C. The Charter with RUSD continued until 2013, when it was determined that the Charter would be re-authorized by the Riverside County Office of Education (RCOE) and on July 1, 2013 the Charter was approved by RCOE and continues through June 30, 2016. The approved Charter and Charter School Memorandum of Understanding between RCOE and Gateway College and Career Academy Charter School, are incorporated herein by reference and are available upon request.

D. The Charter calls for future expansion of the program into other areas of the County of Riverside. If there is future expansion into the geographical area served by the Riverside City College, this Agreement will be amended to reflect that expansion. If the expansion is into a geographical area served by another College within the Riverside Community College District, then a separate agreement will be drawn between that College and GATEWAY TO COLLEGE; and

E. GATEWAY TO COLLEGE is authorized to collaborate with an entity who is competent to perform the special services required and THE COLLEGE has the expertise, and experience to perform the duties set out herein.

In consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. DESCRIPTION OF SERVICES:

THE COLLEGE WILL PROVIDE THE FOLLOWING:

1.1. Personnel to operate the program (salary and benefits), to include Project Director (Director/Principal) (100%); Administrative Assistant II (100%); Director, Workforce Preparation Grants and Contracts (15%); Administrative Assistant II (10%). GATEWAY TO COLLEGE will reimburse THE COLLEGE for the cost of staff salary and benefits. THE COLLEGE will ensure that all assigned personnel will track and record their paid time on an

ongoing basis using standardized Paid Performance Reports supplied by GATEWAY TO COLLEGE. THE COLLEGE will invoice GATEWAY TO COLLEGE on a quarterly basis for this cost and payment is due within 30 days of invoicing.

The parties will review the staffing relationship at the time of re-charter and/or attrition.

1.2. Human Resources services will be provided for filling the vacancies of the positions identified in 1.1.

1.3. Allow GATEWAY TO COLLEGE personnel to purchase supplies, materials, postage, computer equipment, etc. through THE COLLEGE. THE COLLEGE will invoice GATEWAY TO COLLEGE on a quarterly basis for this cost and payment is due within 30 days of invoicing.

1.4. Costs under 1.1 and 1.2 above shall not exceed \$500,000 for the period of July 1, 2014 through June 30, 2016 (\$250,000 annually). These figures are subject to any annual increases due to COLA or other employee compensation or benefit changes.

1.5. Custodial/maintenance, utilities, micro support and police services will be provided to GATEWAY TO COLLEGE at no cost. The costs for these services may be reconsidered by the parties in the future.

1.6. Office space for 16 GATEWAY TO COLLEGE staff will provided. This space is currently provided by the use of three (3) portable buildings in the Lovekin Complex, at no charge. If current office space needs change, no matter which party needs the change, the party seeking the change will notify the other party in writing, whereupon the parties will discuss the need for the change and reach an agreement on any additional space. If it becomes necessary to relocate the office space, THE COLLEGE will provide comparable space.

1.7. Classroom space is currently being provided by the use of three (3) portable buildings in the Lovekin Complex. Additional classroom space may be needed depending on the number of students registered in the GATEWAY TO COLLEGE program. In that case, GATEWAY TO COLLEGE may utilize the college's R25 LIVE system to find additional classroom space. In no event will additional GATEWAY TO COLLEGE classroom space supersede the needs of THE COLLEGE. If it becomes necessary to relocate the classroom space, THE COLLEGE will provide comparable space. All classroom space will be provided at no charge to GATEWAY TO COLLEGE. The subject of cost for classroom space may be reconsidered by the parties in the future.

1.8. Space for GATEWAY TO COLLEGE to hold special events (i.e. graduations, workshops, fundraisers, etc.) or for the use of computer labs or other facilities for testing purposes will be provided at no charge, except for any direct costs, which will be paid by GATEWAY TO COLLEGE. GATEWAY TO COLLEGE may use the college's R 25 LIVE program to locate available space. In no event will GATEWAY TO COLLEGE needs for this space supersede the needs of THE COLLEGE.

1.9. GATEWAY TO COLLEGE employees will have access to THE COLLEGE datatel/network systems, including R25 LIVE, as necessary.

1.10. GATEWAY TO COLLEGE students taking college courses will receive the same student services given to all college students.

GATEWAY TO COLLEGE WILL PROVIDE THE FOLLOWING:

1.11. Recruitment and assessment of all students in the program.

1.12 All textbooks (GATEWAY TO COLLEGE and College courses) and required class instructional materials for GATEWAY TO COLLEGE students.

1.13 Student Education Plans (SEP's)

2. STUDENT ENROLLMENT

2.1 GATEWAY TO COLLEGE student enrollment will be up to 400 students.

3. ACADEMIC ACCESS/STUDENT REGISTRATION

3.1 GATEWAY TO COLLEGE will be provided access to all approved courses and approval to teach THE COLLEGE guidance courses.

3.2 GATEWAY TO COLLEGE students will be provided the same registration priority as that given to concurrently enrolled high school students, which will be status as a continuing student.

4. STUDENT DISCIPLINE

4.1 GATEWAY TO COLLEGE will handle discipline of GATEWAY TO COLLEGE students in accordance with the GATEWAY TO COLLEGE student handbook. However, if discipline is necessary with regard to inappropriate conduct in a college course being taken by a GATEWAY TO COLLEGE student, appropriate GATEWAY TO COLLEGE and COLLEGE administrators will work together to determine the appropriate discipline.

5. PERIOD OF PERFORMANCE: It is mutually agreed and understood that the obligation of GATEWAY TO COLLEGE is limited by and contingent upon the availability of funds for GATEWAY TO COLLEGE'S expenditures. In the event that the GATEWAY TO COLLEGE is unable to fulfill its obligation, GATEWAY TO COLLEGE shall immediately notify THE COLLEGE in writing, and reimburse THE COLLEGE for all services rendered. This Agreement shall be deemed terminated per the terms of Paragraph 10 and have no further force.

This Agreement shall be effective as of July 1, 2014 and continue in effect through June 30, 2016.

6. HOLD HARMLESS – GATEWAY TO COLLEGE: It is understood and agreed that no relationship of employer employee exists between the parties hereto. GATEWAY TO COLLEGE shall not be entitled to any benefits payable to employees of THE COLLEGE, including THE COLLEGE's Workers Compensation Benefits. GATEWAY TO COLLEGE hereby holds THE COLLEGE harmless from any and all claims that may be made against THE COLLEGE upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

7. **HOLD HARMLESS – THE COLLEGE:** It is understood and agreed that no relationship of employer employee exists between the parties hereto. THE COLLEGE shall not be entitled to any benefits payable to employees of GATEWAY TO COLLEGE, including GATEWAY TO COLLEGE Workers' Compensation Benefits. THE COLLEGE hereby holds GATEWAY TO COLLEGE harmless from any and all claims that may be made against GATEWAY TO COLLEGE based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

8. **INDEMNIFICATION:**
GATEWAY TO COLLEGE shall indemnify and hold THE COLLEGE, its Trustees, officers, agents, employees and independent contractors, free and harmless from any liability whatsoever, based or asserted upon any acts or omission of GATEWAY TO COLLEGE, its agents, employees, subcontractors and independent contractors, for property damage, bodily injury, or death (GATEWAY'S employees included) or any other element of damage of any kind or nature, relating to or in anywise connected with or

arising from the performance of the services contemplated hereunder, and GATEWAY TO COLLEGE shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by THE COLLEGE), THE COLLEGE, its officers, agents, employees and independent contractors, in any legal actions based upon such alleged acts or omissions. The obligations to indemnify and hold THE COLLEGE free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged acts or omissions are fully and finally barred by the applicable statute of limitations.

THE COLLEGE shall defend, indemnify and hold GATEWAY TO COLLEGE, its officers, agents, and employees harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of THE COLLEGE, its officers, agents, or employees.

9. **INSURANCE:** GATEWAY TO COLLEGE shall maintain, in full force and effect Workers' Compensation Insurance in accordance with the laws of the State of California; General Liability Insurance in the amounts of \$1,000,000 per single incident and \$2,000,000 in the aggregate; and, errors and omissions insurance for their Board and Officers in the minimum amount of \$3,000,000. Proof of said insurance coverages shall be furnished to THE COLLEGE upon signing this document. Additionally, THE COLLEGE (as "The Riverside Community College District") shall be named as an additional insured on the general liability certificate of insurance.

10. **TERMINATION:** This Agreement may be terminated without cause by either party by giving written notice ninety (90) days prior to the start of any academic semester of intention to terminate, and may be terminated for cause by either party by giving five (5) days written notice of intention to terminate.

11. **CONFLICT OF INTEREST:** THE COLLEGE shall have no interest and shall not acquire any interest, direct or indirect, which will conflict in any manner or degree with the performance of services required under this Agreement.

12. ADMINISTRATION: The Board of Directors of GATEWAY TO COLLEGE shall administer this Agreement on behalf of the GATEWAY TO COLLEGE.
13. CONTACT PERSONS: The contact person for GATEWAY TO COLLEGE will be the Director/principal of the program. The contact person for THE COLLEGE will be the Vice President of Student Services.
14. ASSIGNMENT: This Agreement shall not be assigned by THE COLLEGE either in whole or in part, without prior written consent of GATEWAY TO COLLEGE. Any assignment or purported assignment of this Agreement by GATEWAY TO COLLEGE without the prior written consent of THE COLLEGE will be deemed void and of no force or effect.
15. NONDISCRIMINATION: The parties shall not discriminate against any person in the provision of services, or employment of persons on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law. Contractor understands that harassment of any student or employee of Riverside Community College District with regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law is strictly prohibited.
16. CHILD ABUSE REPORTING: In accordance with the Child Abuse and Neglect Reporting Act (CANRA) and California Penal Code 11166, the parties shall ensure that all employees, volunteers, consultants, subcontractors or agents performing services under this Agreement will report any known or suspected child abuse or neglect to a child protective agency, by telephone and within 36 hours of the suspected abuse or neglect.
17. ALTERATION: No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.
18. ACCREDITATION: THE COLLEGE verifies upon execution of this Agreement, that it is fully accredited and in compliance with any State, and Federal laws and regulations relative to the scope of services to be performed under Exhibit A.
19. CONFIDENTIALITY: GATEWAY TO COLLEGE and THE COLLEGE shall observe all Federal and State regulations concerning confidentiality of records.
20. WORK PRODUCT: All reports, preliminary findings, or data assembled or compiled by THE COLLEGE under this Agreement become the property of the GATEWAY TO COLLEGE. The GATEWAY TO COLLEGE reserves the right to authorize others to use or reproduce such materials. Therefore, such materials may not be circulated in whole or in part, nor released to the public by THE COLLEGE.

21. **DISPUTE RESOLUTION:** The parties agree to exercise their best efforts, and to negotiate in good faith, to amicably resolve any dispute that may arise concerning the performance by either party of their obligations under this Agreement. If the parties designated contact persons cannot resolve their dispute(s) through negotiations within 60 days, then a neutral third party mediator will be jointly selected by the parties to mediate the dispute. The mediation is to be held within 120 days of the selection of the mediator. The costs of the mediator shall be split between the parties. If mediation does not resolve the dispute, either party may pursue any other remedy available under the law.
22. **JURISDICTION, VENUE, ATTORNEY'S FEES:** This Agreement is to be construed under the laws of the State of California. The parties agree to the jurisdiction and venue of the appropriate courts in the County of Riverside, State of California. Should action be brought to enforce or interpret the provisions of the Agreement, the prevailing party shall be entitled to attorney's fees in addition to whatever other relief is granted.
23. **WAIVER:** Any waiver by GATEWAY TO COLLEGE of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term thereof. Failure on the part of the GATEWAY TO COLLEGE to require exact, full and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms hereof, or stopping GATEWAY TO COLLEGE from enforcement hereof.
24. **DEBARMENT:** Executive Order 12549, Debarment and Suspension, 34CFR Part 85, Section 85.510. (Lower Tier)
 1. THE COLLEGE certifies, that in its operations of an activity program, neither it nor its Principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
 2. Where the recipient agency is unable to certify to any of the statements in this certification, such agency shall attach an explanation to this proposal.
25. **DRUG-FREE WORKPLACE:** As required by the State Drug-Free Workplace Act of 1990(Government Code Section 8350 et seq.) and the Federal Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610, THE COLLEGE certifies that it will continue to provide a drug-free workplace. The Authorized Representative, in signing this document, certifies that they have read and are in compliance with all terms and conditions required for certification.
26. **SEVERABILITY:** If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.
27. **ENTIRE AGREEMENT:** This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof and all prior or contemporaneous agreements of any kind or nature relating to the same shall be deemed to be merged herein. This agreement does not interfere with THE COLLEGE from hiring its own personnel to perform any function identified in the scope of work outlined in Exhibit A.

Any modifications to the terms of this Agreement must be in writing and signed by the parties herein.

28. NOTICES: All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective parties at the addresses set forth below and are deemed submitted one (1) day after their deposit in the United States Mail, postage prepaid:

Dr. Ed Bush
Vice President, Student Services
Riverside Community College District
4800 Magnolia Ave.
Riverside, CA 92506

Miguel Contreras
Director/Principal
Gateway to College Early College High
School
4800 Magnolia Ave.
Riverside, CA 92506

President, Board of Directors
Gateway to College Early College High
School
4800 Magnolia Ave.
Riverside, CA 92506

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Agreement.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
On Behalf of Riverside City College

GATEWAY TO COLLEGE

By: Aaron Brown, Vice Chancellor
Business and Financial Services

By: James Dawson
President, Board of Directors

DATED: _____

DATED: _____

Agenda Item (VI-B-6-e)

Meeting	6/16/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-e)
Subject	Amendment Agreement for College Go-Pass with Riverside Transit Agency
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve Amendment No. 3 for the College Go-Pass Revenue Agreement No. 10-035 with Riverside Transit Agency.

Background Narrative:

Presented for the Board's review and consideration is Amendment No.3 for the College Go-Pass Revenue Agreement No. 10-035 between Riverside Community College District and Riverside Transit Agency, which was originally approved by the Board of Trustees on August 17, 2010. This agreement shall be effective beginning August 23, 2015 and shall continue through August 22, 2019 or until cancelled by either party. This agreement may be extended and or renewed by mutual agreement. All other terms and conditions of the original agreement, as last changed by Amendment No. 2 dated August 18, 2014, shall remain in full force and effect.

Prepared By: Michael Reiner, Vice Chancellor, Educational Services
Eugenia Vincent, Vice President, Student Services (Acting)
Ed Bush, Vice President, Student Services
Debbie McDowell, Administrative Assistant IV

Attachments:

[Amendment Agreement No. 3](#)

AMENDMENT No. 3
COLLEGE GO-PASS REVENUE AGREEMENT No. 10-035

This document amends the original agreement between the Riverside Community College District and Riverside Transit Agency, which was approved by the Board of Trustees on April 20, 2010. This amendment is effective as of August 23, 2015.

The agreement is hereby amended as follows:

ARTICLE 7. TERM, shall now read as follows: This Agreement shall be effective beginning August 23, 2015 and shall continue in full force and effect until August 22, 2019, or until canceled by either party upon written notice to the other party at least thirty (30) days prior to the effective date thereof. This agreement may be extended and or renewed by mutual agreement, but must be confirmed in writing to the parties in Article 10. Notification.

All other terms and conditions of the original agreement, as last changed by Amendment 2 dated August 18, 2014, shall remain in full force and effect.

[SIGNATURES ON FOLLOWING PAGE]

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

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

RIVERSIDE TRANSIT AGENCY

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

By: _____
Larry Rubio
Chief Executive Officer

Dated: _____

Dated: _____

APPROVED AS TO FORM:

By: _____
James M. Donich
General Counsel

Dated: _____

Agenda Item (VI-B-6-f)

Meeting	6/16/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-f)
Subject	Amendment to the Agreement between Riverside Community College District and Barstow Community College District for the Career and Technical Education Enhancement Fund Grant
College/District	Riverside
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve the Amendment to the existing Career and Technical Education Enhancement Fund Agreement, approved by the Board on February 17, 2015, between Riverside Community College District and Barstow Community College District for the time frame January 5, 2015 through June 30, 2016, adding an additional \$126,689 to the Agreement.

Background Narrative:

Riverside City College is the fiscal agent for the Inland Empire/Desert Region for the purpose of distributing special Career and Technical Education Enhancement Funding to the Community Colleges within the Inland Empire/Desert Region. The Enhancement Funds are to be used to create greater incentive for community colleges to develop, enhance, retool and expand quality Career and Technical Education offerings that build upon existing community college regional capacity to respond to regional labor market needs. The amendment provides an additional \$126,689 to the existing Agreement, total payments shall not exceed \$221,589 for the period January 5, 2015 through June 30, 2016. Funding source: California Community College Chancellor's Office.

Prepared By: Wolde-Ab Isaac, President, Riverside
Mazie Brewington, Vice President, Business Services (Riv)
Michael Wright, Director, Workforce Preparation Grants and Contracts

Attachments:

[Barstow Amendment](#)

FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING

This document amends the original MOU between the Riverside Community College District and Barstow Community College District, which was signed by the Riverside Community College District on March 5, 2015.

The agreement is hereby amended as follows:

This Agreement, entered into January 05, 2015 between Riverside Community College District, hereinafter referred to as RCCD, whose address is 4800 Magnolia Avenue, Riverside, California, 92506, and Barstow Community College District, hereinafter referred to as BARSTOW CCD, whose address is 2700 Barstow Road, Barstow, California 92311, is effective to cover activities beginning January 05, 2015 and ending June 30, 2016. This Agreement is based on the CTE Enhancement Fund Agreement, Grant Agreement Number 14-187-004, between RCCD and the California Community Colleges Chancellor’s Office (CCCCO).

Paragraph 1: RCCD will allocate to BARSTOW CCD, using the CTE Enhancement Fund (EF) awarded by the California Community Colleges Chancellor’s Office, a total of \$94,900 designated as CTE EF 60% funds. RCCD will advance a payment \$37,960 upon execution of this agreement, receipt of a signed face sheet from the CCCCCO and project certification by the Regional Consortia. Additional CTE EF 60% funds up to \$47,450 may be requested at the time progress reports are submitted. RCCD will allocate to BARSTOW CCD \$ 126,689 designated as CTE EF 40% funds. CTE EF 40% funds up to \$114,020 will be made available upon receipt of a signed amendment and a written request for payment. A final payment will be calculated based on the online Final Performance and Expenditure Report due June 30, 2016. If total expenditure of the 60% or 40% EF funds by June 30, 2016 is less than the advance payments, RCCD may invoice BARSTOW CCD for the excess amount.

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

Barstow Community College District

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

By: _____
Dr. Debbie DiThomas
Superintendent/President

Dated: _____

Dated: _____

Agenda Item (VI-B-6-g)

Meeting	6/16/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-g)
Subject	Amendment to the Agreement between Riverside Community College District and Chaffey Community College District for the Career and Technical Education Enhancement Fund Grant
College/District	Riverside
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve the Amendment to the existing Career and Technical Education Enhancement Fund Agreement, approved by the Board on February 17, 2015, between Riverside Community College District and Chaffey Community College District for the time frame January 5, 2015 through June 30, 2016, adding an additional \$139,189 to the Agreement.

Background Narrative:

Riverside City College is the fiscal agent for the Inland Empire/Desert Region for the purpose of distributing special Career and Technical Education Enhancement Funding to the Community Colleges within the Inland Empire/Desert Region. The Enhancement Funds are to be used to create greater incentive for community colleges to develop, enhance, retool and expand quality Career and Technical Education offerings that build upon existing community college regional capacity to respond to regional labor market needs. The amendment provides an additional \$139,189 to the existing Agreement, total payments shall not exceed \$443,804 for the period January 5, 2015 through June 30, 2016. Funding source: California Community College Chancellor's Office.

Prepared By: Wolde-Ab Isaac, President, Riverside
Mazie Brewington, Vice President, Business Services (Riv)
Michael Wright, Director, Workforce Preparation Grants and Contracts

Attachments:

[Chaffey Amendment](#)

FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING

This document amends the original MOU between the Riverside Community College District and Chaffey Community College District, which was signed by the Riverside Community College District on March 5, 2015.

The agreement is hereby amended as follows:

This Agreement, entered into January 05, 2015 between Riverside Community College District, hereinafter referred to as RCCD, whose address is 4800 Magnolia Avenue, Riverside, California, 92506, and Chaffey Community College District hereinafter referred to as CHAFFEY CCD whose address is 5885 Haven Avenue, Rancho Cucamonga, California, 91737 is effective to cover activities beginning January 05, 2015 and ending June 30, 2016. This Agreement is based on the CTE Enhancement Fund Agreement, Contract # 14-187-004, between RCCD and the California Community Colleges Chancellor’s Office.

Paragraph 1: RCCD will allocate to CHAFFEY CCD, using the CTE Enhancement Fund (EF) awarded by the California Community Colleges Chancellor’s Office, a total of \$304,615 designated as CTE EF 60% funds. RCCD will advance a payment \$121,846 upon execution of this agreement, receipt of a signed face sheet from the CCCCO and project certification by the Regional Consortia. Additional CTE EF 60% funds up to \$152,308 may be requested at the time progress reports are submitted. RCCD will allocate to CHAFFEY CCD \$139,189 designated as CTE EF 40% funds. CTE EF 40% funds up to \$125,270 will be made available upon receipt of a signed amendment and a written request for payment. A final payment will be calculated based on the online Final Performance and Expenditure Report due June 30, 2016. If total expenditure of the 60% or 40% EF funds by June 30, 2016 is less than the advance payments, RCCD may invoice CHAFFEY CCD for the excess amount.

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

Chaffey Community College District

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

By: _____
Henry Shannon
Superintendent/President

Dated: _____

Dated: _____

Agenda Item (VI-B-6-h)

Meeting	6/16/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-h)
Subject	Amendment to the Agreement between Riverside Community College District and Copper Mountain Community College District for the Career and Technical Education Enhancement Fund Grant
College/District	Riverside
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve the Amendment to the existing Career and Technical Education Enhancement Fund Agreement, approved by the Board on February 17, 2015, between Riverside Community College District and Copper Mountain Community College District for the time frame January 5, 2015 through June 30, 2016, adding an additional \$121,400 to the Agreement.

Background Narrative:

Riverside City College is the fiscal agent for the Inland Empire/Desert Region for the purpose of distributing special Career and Technical Education Enhancement Funding to the Community Colleges within the Inland Empire/Desert Region. The Enhancement Funds are to be used to create greater incentive for community colleges to develop, enhance, retool and expand quality Career and Technical Education offerings that build upon existing community college regional capacity to respond to regional labor market needs. The amendment provides an additional \$121,400 to the existing Agreement, total payments shall not exceed \$192,938 for the period January 5, 2015 through June 30, 2016. Funding source: California Community College Chancellor's Office.

Prepared By: Wolde-Ab Isaac, President, Riverside
Mazie Brewington, Vice President, Business Services (Riv)
Michael Wright, Director, Workforce Preparation Grants and Contracts

Attachments:

[Copper Mountain Amendment](#)

FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING

This document amends the original MOU between the Riverside Community College District and Copper Mountain Community College District, which was signed by the Riverside Community College District on March 5, 2015.

The agreement is hereby amended as follows:

This Agreement, entered into January 05, 2015 between Riverside Community College District, hereinafter referred to as RCCD, whose address is 4800 Magnolia Avenue, Riverside, California, 92506, and Copper Mountain Community College District hereinafter referred to as COPPER MOUNTAIN CCD whose address is 6162 Copper Mesa Road, Joshua Tree, California, 92252 is effective to cover activities beginning January 05, 2015 and ending June 30, 2016. This Agreement is based on the CTE Enhancement Fund Agreement, Contract # 14-187-004, between RCCD and the California Community Colleges Chancellor’s Office.

Paragraph 1 RCCD will allocate to COPPER MOUNTAIN CCD, using the CTE Enhancement Fund (EF) awarded by the California Community Colleges Chancellor’s Office, a total of \$71,538 designated as CTE EF 60% funds. RCCD will advance a payment \$28,615 upon execution of this agreement, receipt of a signed face sheet from the CCCCCO and project certification by the Regional Consortia. Additional CTE EF 60% funds up to \$35,769 may be requested at the time progress reports are submitted. RCCD will allocate to COPPER MOUNTAIN CCD \$121,400 designated as CTE EF 40% funds. CTE EF 40% funds up to \$109,260 will be made available upon receipt of a signed amendment and a written request for payment. A final payment will be calculated based on the online Final Performance and Expenditure Report due June 30, 2016. If total expenditure of the 60% or 40% EF funds by June 30, 2016 is less than the advance payments, RCCD may invoice COPPER MOUNTAIN CCD for the excess amount.

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
District

Copper Mountain Community College

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

By: _____
Jeff Cummings
Interim President/Superintendent

Dated: _____

Dated: _____

Agenda Item (VI-B-6-i)

Meeting	6/16/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-i)
Subject	Amendment to the Agreement between Riverside Community College District and San Bernardino Community College District on behalf of Crafton Hills College for the Career and Technical Education Enhancement Fund Grant
College/District	Riverside
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve the Amendment to the existing Career and Technical Education Enhancement Fund Agreement, approved by the Board on February 17, 2015, between Riverside Community College District and San Bernardino Community College District on behalf of Crafton Hills College for the time frame January 5, 2015 through June 30, 2016, adding an additional \$89,289 to the Agreement.

Background Narrative:

Riverside City College is the fiscal agent for the Inland Empire/Desert Region for the purpose of distributing special Career and Technical Education Enhancement Funding to the Community Colleges within the Inland Empire/Desert Region. The Enhancement Funds are to be used to create greater incentive for community colleges to develop, enhance, retool and expand quality Career and Technical Education offerings that build upon existing community college regional capacity to respond to regional labor market needs. The amendment provides an additional \$89,289 to the existing Agreement, total payments shall not exceed \$194,808 for the period January 5, 2015 through June 30, 2016. Funding source: California Community College Chancellor's Office.

Prepared By: Wolde-Ab Isaac, President, Riverside
Mazie Brewington, Vice President, Business Services (Riv)
Michael Wright, Director, Workforce Preparation Grants and Contracts

Attachments:

[Crafton Hills Amendment](#)

FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING

This document amends the original MOU between the Riverside Community College District and San Bernardino Community College District on behalf of Crafton Hills College, which was signed by the Riverside Community College District on March 5, 2015.

The agreement is hereby amended as follows:

This Agreement, entered into January 05, 2015 between Riverside Community College District, hereinafter referred to as RCCD, whose address is 4800 Magnolia Avenue, Riverside, California, 92506, and San Bernardino Community College District on behalf of Crafton Hills College hereinafter referred to as CRAFTON HILLS COLLEGE whose address is 114 South Del Rosa Avenue, San Bernardino, California, 92408 is effective to cover activities beginning January 05, 2015 and ending June 30, 2016. This Agreement is based on the CTE Enhancement Fund Agreement, Contract # 14-187-004, between RCCD and the California Community Colleges Chancellor's Office.

Paragraph 1 RCCD will allocate to CRAFTON HILLS COLLEGE, using the CTE Enhancement Fund (EF) awarded by the California Community Colleges Chancellor's Office, a total of \$105,519 designated as CTE 60% funds. RCCD will advance a payment \$42,208 upon execution of this agreement, receipt of a signed face sheet from CCCCCO and project certification by the Regional Consortia. Additional CTE EF 60% funds up to \$52,760 may be requested at the time progress reports are submitted. RCCD will allocate CRAFTON HILLS COLLEGE \$89,289 designated as CTE EF 40% funds. CTE EF 40% funds up to \$80,360 will be made available upon receipt of signed amendment and a written request for payment. A final payment will be calculated based on the online Final Performance and Expenditure Report due June 30, 2016. If total expenditure of the 60% or 40% EF funds by that date is less than the advance payments, RCCD may invoice CRAFTON HILLS COLLEGE for the excess amount.

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

San Bernardino Community College District
On behalf of Crafton Hills College

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

By: _____
Steve Sutorus
District Business Manager

Dated: _____

Dated: _____

Agenda Item (VI-B-6-j)

Meeting	6/16/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-j)
Subject	Amendment to the Agreement between Riverside Community College District and Desert Community College District for the Career and Technical Education Enhancement Fund Grant
College/District	Riverside
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve the Amendment to the existing Career and Technical Education Enhancement Fund Agreement, approved by the Board on February 17, 2015, between Riverside Community College District and Desert Community College District for the time frame January 5, 2015 through June 30, 2016, adding an additional \$131,989 to the Agreement.

Background Narrative:

Riverside City College is the fiscal agent for the Inland Empire/Desert Region for the purpose of distributing special Career and Technical Education Enhancement Funding to the Community Colleges within the Inland Empire/Desert Region. The Enhancement Funds are to be used to create greater incentive for community colleges to develop, enhance, retool and expand quality Career and Technical Education offerings that build upon existing community college regional capacity to respond to regional labor market needs. The amendment provides an additional \$131,989 to the existing Agreement, total payments shall not exceed \$326,751 for the period January 5, 2015 through June 30, 2016. Funding source: California Community College Chancellor's Office.

Prepared By: Wolde-Ab Isaac, President, Riverside
Mazie Brewington, Vice President, Business Services (Riv)
Michael Wright, Director, Workforce Preparation Grants and Contracts

Attachments:

[Desert Amendment](#)

FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING

This document amends the original MOU between the Riverside Community College District and Desert Community College District, which was signed by the Riverside Community College District on March 5, 2015.

The agreement is hereby amended as follows:

This Agreement, entered into January 05, 2015 between Riverside Community College District, hereinafter referred to as RCCD, whose address is 4800 Magnolia Avenue, Riverside, California, 92506, and Desert Community College District hereinafter referred to as DESERT CCD whose address is 46-500 Monterey Avenue, Palm Desert, California, 92260 is effective to cover activities beginning January 05, 2015 and ending June 30, 2016. This Agreement is based on the CTE Enhancement Fund Agreement, Contract # 14-187-004, between RCCD and the California Community Colleges Chancellor’s Office.

Paragraph 1 RCCD will allocate to DESERT CCD, using the CTE Enhancement Fund (EF) awarded by the California Community Colleges Chancellor’s Office, a total of \$194,762 designated as CTE EF 60% funds. RCCD will advance a payment \$77,905 upon execution of this agreement, receipt of a signed face sheet from the CCCCCO and project certification by the Regional Consortia. Additional CTE EF 60% funds up to \$97,381 may be requested at the time progress reports are submitted. RCCD will allocate to DESERT CCD \$131,989 designated as CTE EF 40% funds. CTE EF 40% funds up to \$118,790 will be made available upon receipt of a signed amendment and a written request for payment. A final payment will be calculated based on the online Final Performance and Expenditure Report due June 30, 2016. If total expenditure of the 60% or 40% EF funds by June 30, 2016 is less than the advance payments, RCCD may invoice DESERT CCD for the excess amount.

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

Desert Community College District

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

By: _____
Dr. Joel Kinnamon
Superintendent/ President

Dated: _____

Dated: _____

Agenda Item (VI-B-6-k)

Meeting	6/16/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-k)
Subject	Amendment to the Agreement between Riverside Community College District and Mt San Jacinto Community College District for the Career and Technical Education Enhancement Fund Grant
College/District	Riverside
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve the Amendment to the existing Career and Technical Education Enhancement Fund Agreement, approved by the Board on February 17, 2015, between Riverside Community College District and Mt San Jacinto Community College District for the time frame January 5, 2015 through June 30, 2016, adding an additional \$111,100 to the Agreement.

Background Narrative:

Riverside City College is the fiscal agent for the Inland Empire/Desert Region for the purpose of distributing special Career and Technical Education Enhancement Funding to the Community Colleges within the Inland Empire/Desert Region. The Enhancement Funds are to be used to create greater incentive for community colleges to develop, enhance, retool and expand quality Career and Technical Education offerings that build upon existing community college regional capacity to respond to regional labor market needs. The amendment provides an additional \$111,100 to the existing Agreement, total payments shall not exceed \$333,966 for the period January 5, 2015 through June 30, 2016. Funding source: California Community College Chancellor's Office.

Prepared By: Wolde-Ab Isaac, President, Riverside
Mazie Brewington, Vice President, Business Services (Riv)
Michael Wright, Director, Workforce Preparation Grants and Contracts

Attachments:

[Mt San Jacinto Amendment](#)

FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING

This document amends the original MOU between the Riverside Community College District and Mt San Jacinto Community College District, which was signed by the Riverside Community College District on March 5, 2015.

The agreement is hereby amended as follows:

This Agreement, entered into January 05, 2015 between Riverside Community College District, hereinafter referred to as RCCD, whose address is 4800 Magnolia Avenue, Riverside, California, 92506, and Mt San Jacinto Community College District hereinafter referred to as MT SAN JACINTO COLLEGE whose address is 1499 North State Street, San Jacinto, California, 92583 is effective to cover activities beginning January 05, 2015 and ending June 30, 2016. This Agreement is based on the CTE Enhancement Fund Agreement, Contract # 14-187-004, between RCCD and the California Community Colleges Chancellor’s Office.

Paragraph 1 RCCD will allocate to MT SAN JACINTO COLLEGE, using the CTE Enhancement Fund (EF) awarded by the California Community Colleges Chancellor’s Office, a total of \$222,866 designated as CTE EF 60% funds. RCCD will advance a payment \$89,146 upon execution of this agreement, receipt of a signed face sheet from the CCCCCO and project certification by the Regional Consortia. Additional CTE EF 60% funds up to \$111,433 may be requested at the time progress reports are submitted. RCCD will allocate to MT SAN JACINTO COLLEGE \$111,100 designated as CTE EF 40% funds. CTE EF 40% funds up to \$99,990 will be made available upon receipt of a signed amendment and a written request for payment. A final payment will be calculated based on the online Final Performance and Expenditure Report due June 30, 2016. If total expenditure the 60% or 40% EF funds by June 30, 2016 is less than the advance payments, RCCD may invoice MT SAN JACINTO COLLEGE for the excess amount.

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

Mt San Jacinto Community College District

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

By: _____
Dr. Roger Schultz
Superintendent/ President

Dated: _____

Dated: _____

Agenda Item (VI-B-6-I)

Meeting	6/16/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-I)
Subject	Amendment to the Agreement between Riverside Community College District and Palo Verde Community College District for the Career and Technical Education Enhancement Fund Grant
College/District	Riverside
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve the Amendment to the existing Career and Technical Education Enhancement Fund Agreement, approved by the Board on February 17, 2015, between Riverside Community College District and Palo Verde Community College District for the time frame January 5, 2015 through June 30, 2016, adding an additional \$108,150 to the Agreement.

Background Narrative:

Riverside City College is the fiscal agent for the Inland Empire/Desert Region for the purpose of distributing special Career and Technical Education Enhancement Funding to the Community Colleges within the Inland Empire/Desert Region. The Enhancement Funds are to be used to create greater incentive for community colleges to develop, enhance, retool and expand quality Career and Technical Education offerings that build upon existing community college regional capacity to respond to regional labor market needs. The amendment provides an additional \$108,150 to the existing Agreement, total payments shall not exceed \$195,441 for the period January 5, 2015 through June 30, 2016. Funding source: California Community College Chancellor's Office.

Prepared By: Wolde-Ab Isaac, President, Riverside
Mazie Brewington, Vice President, Business Services (Riv)
Michael Wright, Director, Workforce Preparation Grants and Contracts

Attachments:

[Palo Verde Amendment](#)

FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING

This document amends the original MOU between the Riverside Community College District and Palo Verde Community College District, which was signed by the Riverside Community College District on March 5, 2015.

The agreement is hereby amended as follows:

This Agreement, entered into January 05, 2015 between Riverside Community College District, hereinafter referred to as RCCD, whose address is 4800 Magnolia Avenue, Riverside, California, 92506, and Palo Verde Community College District hereinafter referred to as PALO VERDE COLLEGE whose address is One College Drive, Blythe, California, 92225 is effective to cover activities beginning January 05, 2015 and ending June 30, 2016. This Agreement is based on the CTE Enhancement Fund Agreement, Contract # 14-187-004, between RCCD and the California Community Colleges Chancellor’s Office.

Paragraph 1 RCCD will allocate to PALO VERDE COLLEGE, using the CTE Enhancement Fund (EF) awarded by the California Community Colleges Chancellor’s Office, a total of \$87,291 designated as CTE EF 60% funds. RCCD will advance a payment \$34,916 upon execution of this agreement, receipt of a signed face sheet from the CCCCCO and project certification by the Regional Consortia. Additional CTE EF 60% funds up to \$43,645 may be requested at the time progress reports are submitted. RCCD will allocate to PALO VERDE COLLEGE \$108,150 designated as CTE EF 40% funds. CTE EF 40% funds up to \$97,335 will be made available upon receipt of a signed amendment and a written request for payment. A final payment will be calculated based on the online Final Performance and Expenditure Report due June 30, 2016. If total expenditure of the 60% or 40% EF funds by June 30, 2016 is less than the advance payments, RCCD may invoice PALO VERDE COLLEGE for the excess amount.

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

Palo Verde Community College District

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

By: _____
Donald Wallace
Superintendent/ President

Dated: _____

Dated: _____

Agenda Item (VI-B-6-m)

Meeting	6/16/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-m)
Subject	Amendment to the Agreement between Riverside Community College District and San Bernardino Community College District on behalf of San Bernardino Valley College for the Career and Technical Education Enhancement Fund Grant
College/District	Riverside
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve the Amendment to the existing Career and Technical Education Enhancement Fund Agreement, approved by the Board on February 17, 2015, between Riverside Community College District and San Bernardino Community College District on behalf of San Bernardino Valley College for the time frame January 5, 2015 through June 30, 2016, adding an additional \$132,663 to the Agreement.

Background Narrative:

Riverside City College is the fiscal agent for the Inland Empire/Desert Region for the purpose of distributing special Career and Technical Education Enhancement Funding to the Community Colleges within the Inland Empire/Desert Region. The Enhancement Funds are to be used to create greater incentive for community colleges to develop, enhance, retool and expand quality Career and Technical Education offerings that build upon existing community college regional capacity to respond to regional labor market needs. The amendment provides an additional \$132,663 to the existing Agreement, total payments shall not exceed \$380,877 for the period January 5, 2015 through June 30, 2016. Funding source: California Community College Chancellor's Office.

Prepared By: Wolde-Ab Isaac, President, Riverside
Mazie Brewington, Vice President, Business Services (Riv)
Michael Wright, Director, Workforce Preparation Grants and Contracts

Attachments:

[San Bernardino Amendment](#)

FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING

This document amends the original MOU between the Riverside Community College District and San Bernardino Community College District on behalf of San Bernardino Valley College, which was signed by the Riverside Community College District on March 5, 2015.

The agreement is hereby amended as follows:

This Agreement, entered into January 05, 2015 between Riverside Community College District, hereinafter referred to as RCCD, whose address is 4800 Magnolia Avenue, Riverside, California, 92506, and San Bernardino Community College District on behalf of San Bernardino Valley College hereinafter referred to as SAN BERNARDINO VALLY COLLEGE whose address is 114 South Del Rosa Avenue, San Bernardino, California, 92408 is effective to cover activities beginning January 05, 2015 and ending June 30, 2016. This Agreement is based on the CTE Enhancement Fund Agreement, Contract # 14-187-004, between RCCD and the California Community Colleges Chancellor’s Office.

Paragraph 1 RCCD will allocate to SAN BERNARDINO VALLEY COLLEGE, using the CTE Enhancement Fund (EF) awarded by the California Community Colleges Chancellor’s Office, a total of \$248,214 designated as CTE EF 60% funds. RCCD will advance a payment \$99,285 upon execution of this agreement, receipt of a signed face sheet from the CCCCCO and project certification by the Regional Consortia. Additional CTE EF 60% funds up to \$124,108 may be requested at the time progress reports are submitted. RCCD will allocate to SAN BERNARDINO VALLEY COLLEGE \$132,663 designated as CTE EF 40% funds. CTE EF 40% funds up to \$119,397 will be made available upon receipt of a signed amendment and a written request for payment. A final payment will be calculated based on the online Final Performance and Expenditure Report due June 30, 2016. If total expenditure of the 60% or 40% EF funds by June 30, 2016 is less than the advance payments, RCCD may invoice SAN BERNARDINO VALLEY COLLEGE for the excess amount.

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

San Bernardino Community College District
on behalf of San Bernardino Valley College

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

By: _____
Steve Sutorus
District Business Manager

Dated: _____

Dated: _____

Agenda Item (VI-B-6-n)

Meeting	6/16/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-n)
Subject	Amendment to the Agreement between Riverside Community College District and Victor Valley Community College District for the Career and Technical Education Enhancement Fund Grant
College/District	Riverside
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve the Amendment to the existing Career and Technical Education Enhancement Fund Agreement, approved by the Board on February 17, 2015, between Riverside Community College District and Victor Valley Community College District for the time frame January 5, 2015 through June 30, 2016, adding an additional \$130,721 to the Agreement.

Background Narrative:

Riverside City College is the fiscal agent for the Inland Empire/Desert Region for the purpose of distributing special Career and Technical Education Enhancement Funding to the Community Colleges within the Inland Empire/Desert Region. The Enhancement Funds are to be used to create greater incentive for community colleges to develop, enhance, retool and expand quality Career and Technical Education offerings that build upon existing community college regional capacity to respond to regional labor market needs. The amendment provides an additional \$130,721 to the existing Agreement, total payments shall not exceed \$383,631 for the period January 5, 2015 through June 30, 2016. Funding source: California Community College Chancellor's Office.

Prepared By: Wolde-Ab Isaac, President, Riverside
Mazie Brewington, Vice President, Business Services (Riv)
Michael Wright, Director, Workforce Preparation Grants and Contracts

Attachments:

[Victor Valley Amendment](#)

FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING

This document amends the original MOU between the Riverside Community College District and Victor Valley Community College District on behalf of San Bernardino Valley, which was signed by the Riverside Community College District on March 5, 2015.

The agreement is hereby amended as follows:

This Agreement, entered into January 05, 2015 between Riverside Community College District, hereinafter referred to as RCCD, whose address is 4800 Magnolia Avenue, Riverside, California, 92506, and Victor Valley Community College District hereinafter referred to as VICTOR VALLEY COLLEGE whose address is 18422 Bear Valley Road, Victorville, California, 92395 is effective to cover activities beginning January 05, 2015 and ending June 30, 2016. This Agreement is based on the CTE Enhancement Fund Agreement, Contract # 14-187-004, between RCCD and the California Community Colleges Chancellor’s Office.

Paragraph 1 RCCD will allocate to VICTOR VALLEY COLLEGE, using the CTE Enhancement Fund (EF) awarded by the California Community Colleges Chancellor’s Office, a total of \$252,910 designated as CTE EF 60% funds. RCCD will advance a payment \$101,164 upon execution of this agreement, receipt of a signed face sheet from the CCCCCO and project certification by the Regional Consortia. Additional CTE EF 60% funds up to \$126,455 may be requested at the time progress reports are submitted. RCCD will allocate to VICTOR VALLEY COLLEGE \$130,721 designated as CTE EF 40% funds. CTE EF 40% funds up to \$117,649 will be made available upon receipt of a signed amendment and a written request for payment. A final payment will be calculated based on the online Final Performance and Expenditure Report due June 30, 2016. If total expenditure of the 60% or 40% EF funds by June 30, 2016 is less than the advance payments, RCCD may invoice VICTOR VALLEY COLLEGE for the excess amount.

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

Victor Valley Community College District

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

By: _____
Dr. Roger Wagner
Superintendent/President

Dated: _____

Dated: _____

Agenda Item (VI-B-7)

Meeting	6/16/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-7)
Subject	Out-of-State Travel
College/District	District
Funding	n/a
Recommended Action	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: Chris Carlson, Chief of Staff & Facilities Development
Kathy Tizcareno, Executive Administrative Assistant

Attachments:

[Out of State Travel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: June 16, 2015

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

Retroactive:

- 1) Ms. Melissa Contreras, advisor, student financial services, Moreno Valley College, to travel to South Tacoma, Washington, June 6-12, 2015, to attend the 2015 Sister Dale Brown Summer Institute: Financial Aid. Estimated cost: \$1,669.50. Funding Source: Board of Financial Program fund. (This travel request was not received in time for the May Board meeting. Therefore, this travel request could not be included in the May report.)
- 2) Ms. Terrie Hawthorne, counselor/coordinator, workforce preparation/CalWORKs, Moreno Valley College, to travel to Washington D.C., May 24-30, 2015, to attend the National Conference on Race & Ethnicity in American Higher Education. Estimated cost: \$3,777.50. Funding source: Student Equity fund. (This travel request was not received in time for the May Board meeting. Therefore, this travel request could not be included in the May report.)
- 3) Ms. Linda Pratt, director, student financial services, Moreno Valley College, to travel to South Tacoma, Washington, June 6-12, 2015, to attend the 2015 Sister Dale Brown Summer Institute: Financial Aid. Estimated cost: \$1,669.50. Funding Source: Board of Financial Program fund. (This travel request was not received in time for the May Board meeting. Therefore, this travel request could not be included in the May report.)

Revision:

- 1) Mr. Michael Haley, assistant dean, center for international students & programs, Riverside City College, to travel to Beijing, Jiangmen and Shanghai, China, June 18-30, 2015, to attend the Beijing, Shanghai Top Community College Education Fair. Estimated cost: \$4,970.38. Funding source: general fund. (Due to the Chinese government canceling two of the original locations. The revised locations are Jiangmen, Hong Kong, China, Ho Chi Minh City, Vietnam, Kuala Lumpur and Malaysia. The revised estimated cost is: \$5,250.)

Current:

Moreno Valley College:

- 1) Mr. Robert P. Fontaine, associate professor, Emergency Medical Services, Ben Clark Training Center, to travel to Nashville, Tennessee, August 6-9, 2015, to attend the National Association of Emergency Medical Services Educators. Estimated cost: \$1,914.01. Funding source: Perkins Grant Funds.
- 2) Ms. Gertrude Lopez, coordinator/counselor, renaissance scholars program, to travel to Atlanta, Georgia and Tuskegee, Alabama, August 2-6, 2015, to accompany twenty-nine (29) students to

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: June 16, 2015

the 2015 Historically Black Colleges and Universities College Tour. There is no cost to the District. Estimated cost: 39,221.16. Funding source: Student Equity Program fund.

- 3) Ms. Frankie Moore, student activities coordinator, student activities, to travel to Park City, Utah, June 17-22, 2015, to attend the American Student Association of Community Colleges, Advisor Certification Conference. Estimated cost: \$1,299.78. Funding source: general funding.
- 4) Ms. Frankie Moore, student activities coordinator, student activities, to travel to Atlanta, Georgia and Tuskegee, Alabama, August 2-6, 2015, to attend the 2015 Historically Black Colleges and Universities College Tour. Estimated cost: \$221.16. Funding source: Student Equity Program fund.
- 5) Ms. LaTonya Parker, counselor, renaissance scholars program, to travel to Atlanta, Georgia and Tuskegee, Alabama, August 2-6, 2015, to attend the 2015 Historically Black Colleges and Universities College Tour. Estimated cost: \$221.16. Funding source: Student Equity Program fund.
- 6) Dr. John Sousa, science, technology, engineering, mathematics coordinator, grants & college support programs, to travel to Baltimore, Maryland, July 11-15, 2015, to accompany one (1) student to the 2015 Mobile Laboratory Coalition Conference. Estimated cost: \$2,200.00. Funding source: Title III Science, Technology, Engineering, Mathematics Grant funds.
- 7) Dr. Joanna Werner-Fraczek, associate professor, natural sciences and kinesiology, to travel to Tulsa, Oklahoma, July 8-12, 2015, to attend the Community College Undergraduate Research Initiative Lab Methods Workshop. There is no cost to the District.

Norco College:

- 1) Ms. Melissa Bader, English instructor, communications, to travel to Boston, Massachusetts, July 15-17, 2015, to attend the Pearson's Summer 2015 Digital Innovations Summit. There is no cost to the District.
- 2) Ms. Briana Boykin, student success coach, student equity programs, to travel to Atlanta, Georgia and Tuskegee, Alabama, August 2-6, 2015, to attend the 2015 Historically Black Colleges and Universities College Tour. Estimated cost: \$220.24. Funding source: Student Equity Program fund.
- 3) Mr. Mark DeAsis, dean, admissions & records, to travel to Jersey City, New Jersey, June 26-29, 2015, to attend the Middle College National Consortium Middle College Summer Institute. Estimated cost: \$2,603.24. Funding source: Middle College High School grant.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: June 16, 2015

- 4) Dr. Kevin Fleming, dean of instruction, career technical education, to travel to Portland, Oregon, July 27-31, 2015, to attend the High Impact Technology Exchange Conference. Estimated cost: \$7,068.05. Funding source: National Science Foundation Supply Chain Grant funds.
- 5) Ms. Colleen Molko, assistant dean, career technical education, to travel to Portland, Oregon, July 27-31, 2015, to attend the High Impact Technology Exchange Conference. Estimated cost: \$2,073.23. Funding source: National Science Foundation Supply Chain Grant funds.
- 6) Ms. Lisa Nelson, associate professor of english, student equity program, to travel to Atlanta, Georgia and Tuskegee, Alabama, August 2-6, 2015, to attend the 2015 Historically Black Colleges and Universities College Tour. Estimated cost: \$716.91. Funding source: Student Equity Program fund.
- 7) Dr. Gustavo Ocegüero, associate dean of grants and special funding programs, student equity programs, to travel to Atlanta, Georgia and Tuskegee, Alabama, August 2-6, 2015, to attend the 2015 Historically Black Colleges and Universities College Tour. Estimated cost: \$221.16. Funding source: Student Equity Program fund.
- 8) Ms. Elena Santa Cruz, grant administrative specialist, career technical education, to travel to Portland, Oregon, July 27-31, 2015, to attend the High Impact Technology Exchange Conference. Estimated cost: \$2,058.85. Funding source: National Science Foundation Supply Chain Grant funds.
- 9) Ms. Patricia Worsham, associate professor, business engineering and information technology, to travel to Houston, Texas, October 11-13, 2015, to attend the 2015 National Association for Community College Entrepreneurship Annual Conference. Estimated cost: \$1,906.26. Funding source: Career Technical Education Enhancement funds.
- 10) Ms. Gail Zwart, professor, business engineering and information technology, to travel to Houston, Texas, October 10-14, 2015, to attend the 2015 National Association for Community College Entrepreneurship Annual Conference. Estimated cost: \$2,623.52. Funding source: Career Technical Education Enhancement funds.

Riverside City College:

- 1) Mr. Trevor Brackett, associate faculty guidance, counseling, to travel to Atlanta, Georgia and Tuskegee, Alabama, August 2-6, 2015, to attend the 2015 Historically Black Colleges and Universities College Tour. There is no cost to the District. (All costs for this trip are being paid by the Brightspark Grant.)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: June 16, 2015

- 2) Ms. Tanisha James, director of student support services, student services, to travel to Atlanta, Georgia and Tuskegee, Alabama, August 2-6, 2015, to accompany thirty (30) students to the 2015 Historically Black Colleges and Universities College Tour. There is no cost to the District. (All costs for this trip are being paid by the Brightspark Grant funds.)
- 3) Mr. Mohammad Moghaddam, executive director, culinary academy, to travel to Orlando, Florida, July 30 through August 4, 2015, to attend the American Culinary Federation National Convention. Estimated cost: \$2,118.33. Funding source: general fund.
- 4) Dr. Kristi Woods, associate professor of history, history, humanities and philosophy, to travel to Atlanta, Georgia and Tuskegee, Alabama, August 2-6, 2015, to attend the 2015 Historically Black Colleges and Universities College Tour. There is no cost to the District. (All costs for this trip are being paid by the Brightspark Grant funds.)

Riverside Community College District:

- 1) Mary Figueroa, Board Member, Board of Trustees, to travel to Washington D.C., July 8-12, 2015, to attend the ACCT Summer Board Retreat and Meeting. Estimated cost: \$1,683.20. Funding source: general fund.

Agenda Item (VI-B-8-a)

Meeting	6/16/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-a)
Subject	Surplus Property
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees by unanimous vote: (1) declare the property on the attached list to be surplus; (2) find the property does not exceed the total value of \$5,000; and (3) authorize the property to be consigned to The Liquidation Company to be sold on behalf of the District.

Background Narrative:

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

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

Attachments:

[06162015_Surplus Property List](#)

SURPLUS PROPERTY
June 16, 2015

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	HP	PRINTER	PSC 1610XI	MY567D41K3	32306
1	HP	PRINTER	PSC1600	MY537D42D0	38325
1	GATEWAY	CPU	PROFILE4	32039117	40392
1	GATEWAY	CPU	E4500S	36759611	34918
1	GATEWAY	CPU	E4500D	36718753	34830
1	GATEWAY	CPU	E SERIES	28289889	20843
1	GATEWAY	MONITOR	FPD1530	MUL5022C0047328	22939
1	DYNA	MILLING MACHINE	EM3116	EM31110	11978
1	DYNA	MILLING MACHINE	EM3116	EM311697	11976
1	HP	SERVER	RP2405	USE434YTP	NONE
1	SUN MICRO	SERVER	V240	FN51830096	30994
1	EMC2	POWER SUPPLY	NONE	NONE	NONE
1	COMPAQ	SERVER	DL380-G2	D218FRW1K717	19525
1	DELL	SERVER	1850	D7D9K71	25429
1	CISCO	SERVER	ACS1111	M010LJH61S	NONE
1	CISCO	DETECTION SYSTEM	IDS-4235	CKJG721	20188
1	GATEWAY	SERVER	E-9425R	G1437080131	36718
1	COMPAQ	SERVER	DL360	6J19JZS1DDAB	NONE
1	COMPAQ	ROUTER	1130	QC1CRX4230126	NONE
1	COMPAQ	SERVER	DL360	6J19JZS1J09V	NONE
1	COMPAQ	SERVER	DL380-G2	D215FRW1K908	NONE
1	CISCO	ROUTER	1105	H2F3V21	NONE
1	COMPAQ	STORAGE	STORAGE WKS	9J24FLY1R27J	NONE
1	COMPAQ	STORAGE	STORAGE WKS	9J24FLY1R266	NONE
1	COMPAQ	SERVER	DL380-G2	D108FSB1L189	18728
1	COMPAQ	SERVER	DL380-G2	D121FSB1K494	18731
1	COMPAQ	SERVER	ML570	D041CXG1K169	NONE
1	INTERNET	SERVER	INTERGATE	200269	NONE
1	COMPAQ	SERVER	DL360	6J24JNT1T0F1	19521
1	COMPAQ	SERVER	DL380-G2	D247JZG2D748	20117
1	COMPAQ	SERVER	DL380-G2	D109FSB1L279	NONE
1	F5 NETWORK	SERVER	D39FN	NONE	NONE
1	COMPAQ	SERVER	DL360	6J0CFX260KL	NONE
1	COMPAQ	SERVER	DL360	6J1BFXK1L02H	NONE
1	COMPAQ	SERVER	DL380-G2	D302JZG2G570	NONE
1	COMPAQ	SERVER	DS-SL13R-AA	9J0AFLW1Y7SN	NONE
1	EMC2	SERVER	5047570	FLG000334201461	NONE
1	CISCO	SERVER	IDS-4230-FE	44405170829	18892
1	COMPAQ	SERVER	PL3000	D031DDM2K067	NONE
1	HP	SERVER BLADE	BL30P	M07EMKV43L	NONE
1	HP	SERVER BLADE	BL30P	M0BEMKV43L	NONE
1	HP	SERVER BLADE	BL30P	USE510801YF	NONE
1	HP	SERVER BLADE	BL30P	NONE	NONE
1	COMPAQ	POWER DIST UNIT	PDUC30A-1	CN00520763	NONE
1	COMPAQ	POWER DIST UNIT	PDUC30A1	CN10490486	NONE
1	HP	POWER DIST UNIT	NONE	0B67539B3S	NONE
1	HP	POWER DIST UNIT	NONE	CN09500352	NONE
1	HP	POWER DIST UNIT	NONE	CN09480259	NONE
1	HP	POWER DIST UNIT	E7681-63002	CN5620012	NONE
1	HP	POWER DIST UNIT	E7681-63002	CN56260063	NONE

SURPLUS PROPERTY
June 16, 2015

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	CISCO	POWER INJECTOR	A1R-PWRINJ-BLR	F0C0835P02G	NONE
1	CISCO	WIFI BRIDGE	A1R-BR1410A-A-K	FTX0902G	NONE
1	COMPAQ	STORAGE	STORAGE WKS	9J24FLY1K220	NONE
1	COMPAQ	STORAGE	STORAGE WKS	9J25DFD1E046	NONE
1	HP	BLAD SERVER CHASSIS	NONE	E8S7MJS240	NONE
1	HP	BLADE SERVER PWR SUPPLY	NONE	EBF1JTK44T	NONE
1	STORAGE	STORAGE MANAGER	AP22C3SB2	XX001230	26977
1	STORAGE	STORAGE MANAGER	AP22C3SB2	XX001120	26978
1	COMPAQ	STORAGE SWITCH	STORAGE WKS	3A23DRXS532	19516
1	COMPAQ	STORAGE SWITCH	STORAGE WKS	3A24DRXZ152L	19517
1	EMC2	SERVER	DS-24M2	MC5T2014334	NONE
1	EMC2	SERVER	DS-24M2	MC5T2014405	NONE
1	COMPAQ	KVM PLUS MONITOR	NONE	9X25JTJ87337	19518
1	COMPAQ	KVM SWITCH	NONE	180RM001A28485	NONE
1	COMPAQ	KVM SWITCH	NONE	140RM555A01251	NONE
1	GATEWAY	KVM MONITOR	FPD1520	MUL5009A0041082	NONE
1	HP	SERVER BLADE	BL30P	M07XMKV43L	NONE
1	HP	SERVER BLADE	BL30P	USE51801YD	NONE
1	OCE	BLUE PRINT MACHINE	705X	69871	NONE
1	KENSINGTON	POWER DIST UNIT	NONE	89091401	NONE
1	VIEWSONIC	MONITOR	VLCDS22034-1	A0902600413	19246
1	APC	UNINTERRUPTIBLE POWER	SU700NET	NS0137230420	NONE
1	APC	UNINTERRUPTIBLE POWER	SU700NET	NS0137130825	NONE
1	APC	UNINTERRUPTIBLE POWER	SU700NET	NS0137230229	NONE
1	APC	UNINTERRUPTIBLE POWER	SU700NET	NS0137230435	NONE
1	APC	POWER TRANSFER	SU045-1	5A0646T09053	33408
1	APC	POWER TRANSFER	SU045-1	5A0646T09004	33406
1	APC	POWER TRANSFER	SU045-1	5A0646T09051	33409
1	APC	POWER TRANSFER	SU045-1	5A0636T05136	33407
1	CISCO	GIGASTACK	WS-X3500-XL	FHH0639Z3K4	NONE
1	CISCO	WIFI ACCESS POINT	AIR-AP340	1EJ99016812	NONE
1	CISCO	WIFI ACCESS POINT	AIR-AP340	1EJ99015879	NONE
1	3COM	WIFI ACCESS POINT	3CRWE747A	HAMG01FE14	NONE
1	APC	UPS MANAGEMENT CARD	AP9606	JA0147340226	NONE
1	APC	UPS MANAGEMENT CARD	AP9617	JA02470088682	NONE
1	CISCO	GIGASTACK	WS-X3500-XL	FHH0729Z1XL	NONE
1	CISCO	GIGASTACK	WS-X3500-XL	FHH070625PG	NONE
1	CISCO	GIGASTACK	WS-X3500-XL	FAB0604X1X2	NONE
1	CISCO	GIGASTACK	WS-X3500-XL	FAB0604X183	NONE
1	CISCO	GIGASTACK	WS-X3500-XL	FHH0729Z1XT	NONE
1	CISCO	GIGASTACK	WS-X3500-XL	FAB0604X1XA	NONE
1	CISCO	GIGASTACK	WS-X3500-XL	FHH0708Z2RT	NONE
1	CISCO	GIGASTACK	WS-X3500-XL	FHH0708Z2RW	NONE
1	CISCO	GIGASTACK	WS-X3500-XL	PHH0708Z2RV	NONE
1	APC	POWER SUPPLY	SUA750RM2U	NS0137230420	NONE
1	APC	POWER SUPPLY	SUA750RM2U	NS01372130825	NONE
1	APC	POWER SUPPLY	SU1400RM2U	NS0137230229	NONE
1	APC	POWER SUPPLY	SUA750	NS0137230435	NONE
1	APC	POWER SUPPLY	SUA750	5A0646T09053	NONE
1	APC	POWER SUPPLY	SUA750	5A0646T09004	NONE

SURPLUS PROPERTY
June 16, 2015

QUANTITY	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	APC	POWER SUPPLY	SU700NET	5A0646T09051	NONE
1	APC	POWER SUPPLY	SU700NET	5A0636T05136	NONE
1	APC	POWER SUPPLY	SU700NET	FHH0639Z3K4	NONE
1	APC	POWER SUPPLY	SU700NET	NONE	NONE
1	APC	POWER SUPPLY	SU700NET	NONE	NONE
1	APPLE	SERVER	NONE	QP44605KPMY	NONE
1	COMPAQ	SERVER	NONE	D217FRW1K041	NONE
1	CISCO	WIFI ACCESS POINT	AIR-RM20A-AK9	AMB07250FBS	NONE
1	CISCO	WIFI ACCESS POINT	AIR-RM20A-AK9	FHK0726K2FP	NONE
1	CISCO	WIFI ACCESS POINT	AIR-RM20A-AK9	FHK07142YC	NONE
1	CISCO	WIFI ACCESS POINT	AIR-AP-1220A-AK9	FHK0714K2YC	NONE
1	CISCO	WIFI ACCESS POINT	AIR-AP-1220A-AK9	FHK0714KVQ	NONE
1	CISCO	WIFI ACCESS POINT	AIR-AP-1220A-AK9	FTX0925EINJ	NONE
1	CISCO	WIFI ACCESS POINT	AIR-AP-1220A-AK9	FTX1237B08R	NONE
1	CISCO	WIFI ACCESS POINT	AIR-AP-1220A-AK9	FTX1237B0AW	NONE
1	CISCO	WIFI ACCESS POINT	AIR-AP-1220A-AK9	FTX1236705B	NONE
1	CISCO	WIFI ACCESS POINT	AIR-AP-1220A-AK9	FHK0714K0B8	NONE
1	CISCO	WIFI ACCESS POINT	AIR-AP-1220A-AK9	FTX0714K0EY	NONE
1	CISCO	WIFI ACCESS POINT	AIR-AP-1220A-AK9	FHK0714K2X6	NONE
1	CISCO	WIFI ACCESS POINT	AIR-AP-1220A-AK9	FHK0714K072	NONE
1	CISCO	WIFI ACCESS POINT	AIR-AP-1220A-AK9	FTX1236B2TS	NONE
1	CISCO	WIFI ACCESS POINT	AIR-AP-1220A-AK9	C9T00135207	NONE

Agenda Item (VII-A)

Meeting 6/16/2015 - Regular
Agenda Item Consent Agenda Information (VII-A)
Subject Monthly Financial Report for Month Ending – May 31, 2015
College/District District
Information Only

Background Narrative:

See the attached monthly Financial Report for the period July 1, 2014 through May 31, 2015.

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

Attachments:

[06162015_Monthly Financial Report](#)

MONTHLY FINANCIAL REPORT
JULY 1, 2014 – MAY 31, 2015

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**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MAY 31, 2015**

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 7-1-13 to 6-30-14	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 140,475,722	\$ 146,269,247	\$ 146,285,897	\$ 134,773,373
Inter/Intrafund Transfer from				
Customized Solutions (Resource 1170)	14,124	53,283	53,283	0
District Bookstore (Resource 1110)	350,000	429,923	429,923	322,441
Total Revenues	<u>\$ 140,839,846</u>	<u>\$ 146,752,453</u>	<u>\$ 146,769,103</u>	<u>\$ 135,095,814</u>
Expenditures				
Academic Salaries	\$ 64,329,753	\$ 66,529,524	\$ 65,862,189	\$ 59,391,038
Classified Salaries	27,420,538	29,402,697	29,156,206	25,620,481
Employee Benefits	29,169,748	31,812,597	31,860,383	26,335,377
Materials & Supplies	1,594,602	2,196,383	2,120,399	1,227,055
Services	12,092,081	18,168,023	17,332,269	12,899,370
Capital Outlay	723,502	1,206,561	3,000,989	653,214
Intrafund Transfers For:				
DSP&S Program (Resource 1190)	858,796	665,157	665,157	498,870
Center for Social Justice and Civil Liberties (Resource 1120)	99,373	110,900	110,900	83,175
Federal Work Study (Resource 1190)	299,354	327,494	327,494	195,992
Veteran Services (Resource 1190)	4,842	4,842	4,842	4,842
ACA: Expansion of PA Training 1190)	34,650	0	0	0
General Fund Backfill (Resource 1190)	106,480	0	0	0
Interfund Transfer to:				
Resource 4130	1,270,000	1,270,000	1,270,000	952,500
Resource 6100	1,500,000	0	0	0
Total Expenditures	<u>\$ 139,503,719</u>	<u>\$ 151,694,178</u>	<u>\$ 151,710,828</u>	<u>\$ 127,861,914</u>
Revenues Over (Under) Expenditures	\$ 1,336,127	\$ (4,941,725)	\$ (4,941,725)	\$ 7,233,900
Beginning Fund Balance	11,407,409	12,743,536	12,743,536	12,743,536
Ending Fund Balance	<u>\$ 12,743,536</u>	<u>\$ 7,801,811</u>	<u>\$ 7,801,811</u>	<u>\$ 19,977,436</u>
Ending Cash Balance				<u>\$ 20,592,902</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MAY 31, 2015**

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

Fund 12, Resource 1050 - Parking

	Prior Year Actuals 7-1-13 to 6-30-14	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,647,538	\$ 2,985,649	\$ 2,985,649	\$ 2,412,121
Expenditures				
Classified Salaries	\$ 1,412,148	\$ 1,539,754	\$ 1,536,509	\$ 1,386,274
Employee Benefits	559,233	608,898	595,055	506,328
Materials & Supplies	38,324	50,355	49,712	26,846
Services	556,559	655,014	672,743	584,923
Capital Outlay	115,465	237,275	237,277	67,232
Total Expenditures	\$ 2,681,729	\$ 3,091,296	\$ 3,091,296	\$ 2,571,603
Revenues Over (Under) Expenditures	\$ (34,191)	\$ (105,647)	\$ (105,647)	\$ (159,482)
Beginning Fund Balance	197,366	163,175	163,175	163,175
Ending Fund Balance	\$ 163,175	\$ 57,528	\$ 57,528	\$ 3,693
Ending Cash Balance				\$ 39,728

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MAY 31, 2015**

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 7-1-13 to 6-30-14	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,395,125	\$ 1,396,346	\$ 1,396,346	\$ 1,228,080
Expenditures				
Academic Salaries	\$ 321,071	\$ 416,336	\$ 416,336	\$ 381,642
Classified Salaries	514,140	560,631	560,631	352,410
Employee Benefits	157,321	206,218	208,718	159,187
Materials & Supplies	51,445	94,750	94,850	72,855
Services	179,641	290,633	287,033	180,047
Capital Outlay	9,505	81,786	82,786	16,777
Total Expenditures	\$ 1,233,123	\$ 1,650,354	\$ 1,650,354	\$ 1,162,918
Revenues Over (Under) Expenditures	\$ 162,002	\$ (254,008)	\$ (254,008)	\$ 65,162
Beginning Fund Balance	1,886,834	2,048,836	2,048,836	2,048,836
Ending Fund Balance	\$ 2,048,836	\$ 1,794,828	\$ 1,794,828	\$ 2,113,998
Ending Cash Balance				\$ 2,058,854

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MAY 31, 2015**

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 <u>7-1-13 to 6-30-14</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 177,768	\$ 177,806	\$ 177,806	\$ 148,577
Expenditures				
Academic Salaries	\$ 4,350	\$ 4,308	\$ 4,308	\$ 3,916
Classified Salaries	123,089	100,021	100,021	80,794
Employee Benefits	37,310	24,620	24,620	21,100
Materials & Supplies	1,176	1,200	1,200	310
Services	80,822	98,733	98,733	58,996
Total Expenditures	\$ 246,747	\$ 228,882	\$ 228,882	\$ 165,116
Revenues Over (Under) Expenditures	\$ (68,979)	\$ (51,076)	\$ (51,076)	\$ (16,539)
Beginning Fund Balance	(163,395)	(232,374)	(232,374)	(232,374)
Ending Fund Balance	\$ (232,374)	\$ (283,450)	\$ (283,450)	\$ (248,913)
Ending Cash Balance				\$ (248,594)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MAY 31, 2015**

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

Fund 11, Resource 1090 - Performance Riverside

	Prior Year Actuals 7-1-13 to 6-30-14	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 241,927	\$ 458,215	\$ 458,215	\$ 324,896
Intrafund Transfer from				
Performance Riverside (Resource 1090)	0	275,000	275,000	206,250
Total Revenues	<u>\$ 241,927</u>	<u>\$ 733,215</u>	<u>\$ 733,215</u>	<u>\$ 531,146</u>
Expenditures				
Academic Salaries	\$ 72,137	\$ 4,418	\$ 6,963	\$ 8,874
Classified Salaries	166,425	165,982	163,222	149,363
Employee Benefits	90,193	72,632	72,349	62,174
Materials & Supplies	12,412	6,200	8,701	13,102
Services	310,505	208,983	206,980	206,829
Total Expenditures	<u>\$ 651,672</u>	<u>\$ 458,215</u>	<u>\$ 458,215</u>	<u>\$ 440,342</u>
Revenues Over (Under) Expenditures	\$ (409,745)	\$ 275,000	\$ 275,000	\$ 90,804
Beginning Fund Balance	<u>(500,033)</u>	<u>(909,778)</u>	<u>(909,778)</u>	<u>(909,778)</u>
Ending Fund Balance	<u>\$ (909,778)</u>	<u>\$ (634,778)</u>	<u>\$ (634,778)</u>	<u>\$ (818,974)</u>
Ending Cash Balance				<u>\$ (810,743)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED MAY 31, 2015**

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 7-1-13 to 6-30-14	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 919,188	\$ 983,999	\$ 983,999	\$ 780,828
Expenditures				
Services	\$ 43,628	\$ 43,600	\$ 43,600	\$ 32,700
Interfund Transfer to				
Food Services (Resource 3200)	483,843	256,503	256,503	192,377
Riverside - Early Childhood Services (Resource 3300)	0	99,903	99,903	74,927
Intrafund Transfer to				
Performance Riverside (Resource 1090)	0	275,000	275,000	206,250
General Operating (Resource 1000)	350,000	429,923	429,923	322,441
Total Expenditures	\$ 877,471	\$ 1,104,929	\$ 1,104,929	\$ 828,695
Revenues Over (Under) Expenditures	\$ 41,717	\$ (120,930)	\$ (120,930)	\$ (47,867)
Beginning Fund Balance	90,378	132,095	132,095	132,095
Ending Fund Balance	\$ 132,095	\$ 11,165	\$ 11,165	\$ 84,228
Ending Cash Balance				\$ 84,228

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MAY 31, 2015**

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 7-1-13 to 6-30-14	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 25,100	\$ 25,100	\$ 25,100	\$ 25,035
Intrafund Transfer from				
General Operating (Resource 1000)	99,373	110,900	110,900	83,175
Total Revenues	<u>\$ 124,473</u>	<u>\$ 136,000</u>	<u>\$ 136,000</u>	<u>\$ 108,210</u>
Expenditures				
Classified Salaries	\$ 36,390	\$ 74,875	\$ 74,875	\$ 68,636
Employee Benefits	21,635	42,414	42,414	36,004
Materials & Supplies	1,385	1,100	1,100	944
Services	34,511	38,136	35,261	33,049
Capital Outlay	926	0	2,875	2,875
Total Expenditures	<u>\$ 94,847</u>	<u>\$ 156,525</u>	<u>\$ 156,525</u>	<u>\$ 141,508</u>
Revenues Over (Under) Expenditures	\$ 29,626	\$ (20,525)	\$ (20,525)	\$ (33,298)
Beginning Fund Balance	<u>(5,383)</u>	<u>24,243</u>	<u>24,243</u>	<u>24,243</u>
Ending Fund Balance	<u>\$ 24,243</u>	<u>\$ 3,718</u>	<u>\$ 3,718</u>	<u>\$ (9,055)</u>
Ending Cash Balance				<u>\$ (7,900)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MAY 31, 2015**

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 7-1-13 to 6-30-14	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 665,622	\$ 1,103,060	\$ 1,852,976	\$ 505,811
Expenditures				
Academic Salaries	\$ 44,971	\$ 77,603	\$ 38,868	\$ 19,153
Classified Salaries	123,073	144,187	145,162	131,382
Employee Benefits	59,241	75,536	69,890	58,257
Materials & Supplies	10,713	158,183	161,038	5,388
Services	505,269	600,426	1,358,893	456,136
Capital Outlay	0	500	32,500	0
Intrafund Transfer For:				
General Fund (Resource 1000)	14,124	53,283	53,283	0
Total Expenditures	\$ 757,391	\$ 1,109,718	\$ 1,859,634	\$ 670,316
Revenues Over (Under) Expenditures	\$ (91,769)	\$ (6,658)	\$ (6,658)	\$ (164,505)
Beginning Fund Balance	92,346	577	577	577
Ending Fund Balance	\$ 577	\$ (6,081)	\$ (6,081)	\$ (163,928)
Ending Cash Balance				\$ (158,216)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MAY 31, 2015**

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

Fund 12, Resource 1180 - Redevelopment Pass-Through

	Prior Year Actuals <u>7-1-13 to 6-30-14</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,544,508	\$ 1,431,800	\$ 1,431,800	\$ 835,393
Expenditures				
Materials & Supplies	\$ 5,275	\$ -	\$ 2,800	\$ 5,217
Services	231,767	324,207	326,105	218,300
Capital Outlay	<u>365,718</u>	<u>6,751,547</u>	<u>6,746,849</u>	<u>468,458</u>
Total Expenditures	<u>\$ 602,760</u>	<u>\$ 7,075,754</u>	<u>\$ 7,075,754</u>	<u>\$ 691,975</u>
Revenues Over (Under) Expenditures	\$ 941,748	\$ (5,643,954)	\$ (5,643,954)	\$ 143,418
Beginning Fund Balance	<u>7,410,310</u>	<u>8,352,058</u>	<u>8,352,058</u>	<u>8,352,058</u>
Ending Fund Balance	<u>\$ 8,352,058</u>	<u>\$ 2,708,104</u>	<u>\$ 2,708,104</u>	<u>\$ 8,495,476</u>
Ending Cash Balance				<u>\$ 8,495,476</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED MAY 31, 2015**

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

Fund 12, Resource 1190 - Grants and Categorical Programs

	Prior Year Actuals <u>7-1-13 to 6-30-14</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 25,532,151	\$ 29,444,265	\$ 43,623,036	\$ 27,243,730
Intrafund Transfers from				
General Operating (Resource 1000)				
For DSP&S	858,796	665,157	665,157	498,870
For Federal Work Study	299,354	327,494	327,494	195,992
For Middle College High School	106,480	0	0	0
For Veteran Services	4,842	4,842	4,842	4,842
Total Revenues	<u>\$ 26,801,623</u>	<u>\$ 30,441,758</u>	<u>\$ 44,620,529</u>	<u>\$ 27,943,434</u>
Expenditures				
Academic Salaries	\$ 3,610,039	\$ 3,877,572	\$ 5,999,849	\$ 3,573,798
Classified Salaries	9,034,592	9,578,468	11,936,411	8,962,082
Employee Benefits	3,525,752	4,149,583	5,506,055	3,397,817
Materials & Supplies	1,598,058	2,440,308	2,775,829	1,025,716
Services	4,125,649	6,351,246	10,138,772	3,604,984
Capital Outlay	3,974,075	2,895,822	6,952,758	2,510,274
Student Grants (Financial, Book, Meal, Transportation)	933,458	1,148,759	1,310,855	510,864
Total Expenditures	<u>\$ 26,801,623</u>	<u>\$ 30,441,758</u>	<u>\$ 44,620,529</u>	<u>\$ 23,585,535</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 4,357,899
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>\$ 4,357,899</u>
Ending Cash Balance				<u><u>\$ 4,362,920</u></u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MAY 31, 2015**

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 7-1-13 to 6-30-14	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 2,151,728	\$ 2,214,681	\$ 2,410,681	\$ 2,210,871
Interfund Transfers from Contractor-Operated Bookstore (Resource 1110)	483,843	256,503	256,503	192,377
Total Revenues	<u>\$ 2,635,571</u>	<u>\$ 2,471,184</u>	<u>\$ 2,667,184</u>	<u>\$ 2,403,248</u>
Expenditures				
Classified Salaries	\$ 830,381	\$ 893,621	\$ 938,825	\$ 831,962
Employee Benefits	302,670	321,430	326,604	287,605
Materials & Supplies	999,770	1,033,272	1,179,611	1,030,544
Services	165,725	188,160	197,211	161,058
Capital Outlay	28,989	73,483	63,715	22,059
Total Expenditures	<u>\$ 2,327,535</u>	<u>\$ 2,509,966</u>	<u>\$ 2,705,966</u>	<u>\$ 2,333,228</u>
Revenues Over (Under) Expenditures	\$ 308,036	\$ (38,782)	\$ (38,782)	\$ 70,020
Beginning Fund Balance	<u>371,990</u>	<u>680,026</u>	<u>680,026</u>	<u>680,026</u>
Ending Fund Balance	<u>\$ 680,026</u>	<u>\$ 641,244</u>	<u>\$ 641,244</u>	<u>\$ 750,046</u>
Ending Cash Balance				<u>\$ 738,295</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MAY 31, 2015**

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 7-1-13 to 6-30-14	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,062,929	\$ 1,107,592	\$ 1,107,592	\$ 927,889
Interfund Transfer from Contractor-Operated Bookstore (Resource 1110)	0	99,903	99,903	74,927
Total Revenues	\$ 1,062,929	\$ 1,207,495	\$ 1,207,495	\$ 1,002,816
Expenditures				
Academic Salaries	\$ 590,109	\$ 607,128	\$ 585,128	\$ 459,234
Classified Salaries	213,259	182,990	204,990	153,535
Employee Benefits	116,681	129,786	129,786	89,912
Materials & Supplies	37,278	39,400	42,366	27,840
Services	39,828	68,517	75,551	36,955
Capital Outlay	26,607	42,304	32,304	34,510
Total Expenditures	\$ 1,023,762	\$ 1,070,125	\$ 1,070,125	\$ 801,986
Revenues Over (Under) Expenditures	\$ 39,167	\$ 137,370	\$ 137,370	\$ 200,830
Beginning Fund Balance	153,179	192,346	192,346	192,346
Ending Fund Balance	\$ 192,346	\$ 329,716	\$ 329,716	\$ 393,176
Ending Cash Balance				\$ 412,335

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
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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 7-1-13 to 6-30-14	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 3,875,979	\$ 4,786,737	\$ 4,190,807	\$ 4,188,795
Intrafund Transfer from General Obligation Bond Funded Projects (Resource 4170)	98,675	214,875	214,875	214,875
Total Revenues	\$ 3,974,654	\$ 5,001,612	\$ 4,405,682	\$ 4,403,670
Expenditures				
Classified Salaries	\$ 0	\$ 0	\$ 0	\$ 793
Employee Benefits	0	0	0	78
Services	0	0	0	9
Capital Outlay	3,974,654	5,001,612	4,405,682	1,658,945
Total Expenditures	\$ 3,974,654	\$ 5,001,612	\$ 4,405,682	\$ 1,659,825
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 2,743,845
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	\$ 0	\$ 0	\$ 0	\$ 2,743,845
Ending Cash Balance				\$ 2,743,845

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MAY 31, 2015**

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 7-1-13 to 6-30-14	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 22,428	\$ 20,000	\$ 20,000	\$ 14,669
Inter/Intrafund Transfer from General Operating (Resource 1000)	1,270,000	1,270,000	1,270,000	952,500
Total Revenues	<u>\$ 1,292,428</u>	<u>\$ 1,290,000</u>	<u>\$ 1,290,000</u>	<u>\$ 967,169</u>
Expenditures				
Services	\$ 1,112	\$ 0	\$ 0	\$ 0
Capital Outlay	0	8,494,601	8,494,601	608,960
Total Expenditures	<u>\$ 1,112</u>	<u>\$ 8,494,601</u>	<u>\$ 8,494,601</u>	<u>\$ 608,960</u>
Revenues Over (Under) Expenditures	\$ 1,291,316	\$ (7,204,601)	\$ (7,204,601)	\$ 358,209
Beginning Fund Balance	5,913,285	7,204,601	7,204,601	7,204,601
Ending Fund Balance	<u>\$ 7,204,601</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 7,562,810</u>
Ending Cash Balance				<u>\$ 7,562,810</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MAY 31, 2015**

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 7-1-13 to 6-30-14	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 16,569	\$ 15,000	\$ 15,000	\$ 6,513
Expenditures				
Classified Salaries	\$ 323,007	\$ 624,550	\$ 624,550	\$ 262,879
Employee Benefits	134,574	312,891	312,891	117,506
Materials & Supplies	0	0	0	450
Services	521,016	305,849	305,849	165,807
Capital Outlay	792,434	4,757,652	4,757,652	2,174,798
Intrafund Transfer For:				
State Construction & Scheduled Maintenance (Resource 4100)	98,675	214,875	214,875	214,875
Total Expenditures	\$ 1,869,706	\$ 6,215,817	\$ 6,215,817	\$ 2,936,315
Revenues Over (Under) Expenditures	\$ (1,853,137)	\$ (6,200,817)	\$ (6,200,817)	\$ (2,929,802)
Beginning Fund Balance	6,594,474	4,741,337	4,741,337	4,741,337
Ending Fund Balance	\$ 4,741,337	\$ (1,459,480)	\$ (1,459,480)	\$ 1,811,535
Ending Cash Balance				\$ 1,818,917

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED MAY 31, 2015**

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 <u>7-1-13 to 6-30-14</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 346,616	\$ 1,217,138	\$ 1,217,138	\$ 485,121
Expenditures				
Classified Salaries	\$ 9,201	\$ 0	\$ 0	\$ 0
Employee Benefits	1,630	0	0	0
Materials & Supplies	8,506	0	124	123
Services	3,588	0	0	113,035
Capital Outlay	18,786,992	93,880,004	93,879,880	24,906,625
Total Expenditures	\$ 18,809,917	\$ 93,880,004	\$ 93,880,004	\$ 25,019,783
Revenues Over (Under) Expenditures	\$ (18,463,301)	\$ (92,662,866)	\$ (92,662,866)	\$ (24,534,662)
Beginning Fund Balance	53,895,652	35,432,351	35,432,351	35,432,351
Ending Fund Balance	<u>\$ 35,432,351</u>	<u>\$ (57,230,515)</u>	<u>\$ (57,230,515)</u>	<u>\$ 10,897,689</u>
Ending Cash Balance				<u>\$ 10,800,551</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MAY 31, 2015**

Self-Insured PPO Health Plan is used to account for the revenues and expenditures of the District's health self-insurance program.

Fund 61, Resource 6100 - Self-Insured PPO Health Plan

	Prior Year Actuals 7-1-13 to 6-30-14	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 4,548,876	\$ 4,978,000	\$ 4,978,000	\$ 5,254,102
Interfund transfer from General Operating (Resource 1000)	1,500,000	0	0	0
Total Revenue	<u>\$ 6,048,876</u>	<u>\$ 4,978,000</u>	<u>\$ 4,978,000</u>	<u>\$ 5,254,102</u>
Expenditures				
Academic Salaries	\$ 409	\$ 0	\$ 0	\$ 0
Classified Salaries	194,436	82,253	85,133	65,149
Employee Benefits	69,832	35,698	36,325	28,519
Materials & Supplies	3,310	-	-	1,804
Services	5,724,396	4,992,110	4,988,603	5,798,063
Capital Outlay	16,959	0	0	29,429
Total Expenditures	<u>\$ 6,008,933</u>	<u>\$ 5,110,061</u>	<u>\$ 5,110,061</u>	<u>\$ 5,922,964</u>
Revenues Over (Under) Expenditures	\$ 39,943	\$ (132,061)	\$ (132,061)	\$ (668,862)
Beginning Fund Balance	<u>460,042</u>	<u>374,682</u>	<u>374,682</u>	<u>374,682</u>
Ending Fund Balance	<u>\$ 499,985</u>	<u>\$ 242,621</u>	<u>\$ 242,621</u>	<u>\$ (294,180)</u>
Ending Cash Balance				<u>\$ 770,564</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MAY 31, 2015**

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

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

	Prior Year Actuals 7-1-13 to 6-30-14	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,526,037	\$ 2,552,847	\$ 2,552,847	\$ 2,373,933
Expenditures				
Academic Salaries	\$ 0	\$ 0	\$ 877	\$ 0
Classified Salaries	276,539	282,344	282,344	258,184
Employee Benefits	91,855	94,829	94,940	82,399
Materials & Supplies	2,834	6,000	12,000	1,671
Services	1,136,890	1,926,062	1,964,179	1,494,355
Capital Outlay	53,908	316,997	271,892	12,860
Total Expenditures	\$ 1,562,026	\$ 2,626,232	\$ 2,626,232	\$ 1,849,469
Revenues Over (Under) Expenditures	\$ 964,011	\$ (73,385)	\$ (73,385)	\$ 524,464
Beginning Fund Balance	2,831,950	3,795,961	3,795,961	3,795,961
Ending Fund Balance	\$ 3,795,961	\$ 3,722,576	\$ 3,722,576	\$ 4,320,425
Ending Cash Balance				\$ 5,824,912

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MAY 31, 2015**

Self-Insured General Liability is used to account for the revenues and expenditures of the District's general liability self-insurance program.

Fund 61, Resource 6120 - Self-Insured General Liability

	Prior Year Actuals 7-1-13 to 6-30-14	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 0	\$ 1,482,000	\$ 1,482,000	\$ 1,069,456
Expenditures				
Academic Salaries	\$ 0	\$ 0	\$ 877	\$ 0
Classified Salaries	0	108,594	108,594	100,198
Employee Benefits	0	36,473	36,584	31,781
Materials & Supplies	0	3,500	2,500	58
Services	0	1,118,866	1,233,378	779,654
Capital Outlay	0	117,500	3,000	27
Total Expenditures	\$ 0	\$ 1,384,933	\$ 1,384,933	\$ 911,718
Revenues Over (Under) Expenditures	\$ 0	\$ 97,067	\$ 97,067	\$ 157,738
Beginning Fund Balance	0	124,894	124,894	124,894
Ending Fund Balance	\$ 0	\$ 221,961	\$ 221,961	\$ 282,632
Ending Cash Balance				\$ 157,738

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MAY 31, 2015**

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>7-1-13 to 6-30-14</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 947,187	\$ 895,000	\$ 895,000	\$ 977,933
Expenditures				
Materials & Supplies	\$ 749,677	\$ 895,000	\$ 895,000	\$ 627,388
Total Expenditures	\$ 749,677	\$ 895,000	\$ 895,000	\$ 627,388
Revenues Over (Under) Expenditures	\$ 197,510	\$ 0	\$ 0	\$ 350,545
Beginning Fund Balance	805,722	1,003,232	1,003,232	1,003,232
Ending Fund Balance	<u>\$ 1,003,232</u>	<u>\$ 1,003,232</u>	<u>\$ 1,003,232</u>	<u>\$ 1,353,777</u>
ASRCCD Trust Fund Ending Balance				<u>\$ 1,406,203</u>
Ending Cash Balance				<u>\$ 2,745,117</u>

** Note: Ending Cash Balance includes both ASRCCD Funds and Trust Funds for College and Students Organizations

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MAY 31, 2015**

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 7-1-13 to 6-30-14	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 50,693,040	\$ 65,154,000	\$ 55,457,000	\$ 54,877,027
Expenditures				
Other				
Scholarships and Grant Reimbursements	\$ 50,666,043	\$ 65,154,000	\$ 55,457,000	\$ 54,436,010
Total Expenditures	\$ 50,666,043	\$ 65,154,000	\$ 55,457,000	\$ 54,436,010
Revenues Over (Under) Expenditures	\$ 26,997	\$ 0	\$ 0	\$ 441,017
Beginning Fund Balance	7,655	34,652	34,652	34,652
Ending Fund Balance	\$ 34,652	\$ 34,652	\$ 34,652	\$ 475,669
Ending Cash Balance				\$ 580,389

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED MAY 31, 2015**

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 7-1-13 to 6-30-14	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 8	\$ 0	\$ 0	\$ 8
Expenditures				
Services	\$ 0	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 0	\$ 0	\$ 0	\$ 0
Revenues Over (Under) Expenditures	\$ 8	\$ 0	\$ 0	\$ 8
Beginning Fund Balance	16,220	16,228	16,228	16,228
Ending Fund Balance	\$ 16,228	\$ 16,228	\$ 16,228	\$ 16,236
Ending Cash Balance				\$ 16,236

Agenda Item (VIII-A-1)

Meeting	6/16/2015 - Regular
Agenda Item	Committee - Governance (VIII-A-1)
Subject	Board Policies for Approval and Second Reading
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve Board Policies 3820, 4040, 5030, 5050, 5550, 5700, and 6700.

Background Narrative:

In keeping with our current process of updating our Board Policies, the items below come before the Board for second reading and approval:

General Information

Board Policy 3820 Gifts – This is a revision of the Policy that was last revised on September 18, 2012.

Academic Affairs

Board Policy 4040 Library and Learning Support Services – This is a revision of the Policy that was last revised on September 18, 2012.

Student Services

Board Policy 5030 Student Fees – This is a revision of the Policy that was last revised on August 21, 2007.

Board Policy 5050 Student Success and Support Program – This is a revision of the Policy that was last revised on November 18, 2008.

Board Policy 5550 Speech: Time, Place and Manner – This is a revision of the Policy that was last revised on January 25, 2011.

Board Policy 5700 Athletics – This is a revision of the Policy that was last revised on July 9, 2013.

Business and Fiscal Affairs

Board Policy 6700 – This is a revision of the Policy that was last revised on May 21, 2013.

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

Attachments:

Riverside Community College District Policy

No. 3820
General Institution

BP 3820 GIFTS

Reference:

Education Code Section 72205, 72670

The District is committed to accept gifts, grants, donations, **sponsorships**, and bequests for the benefit of the District. Acceptance of such gifts, grants, donations, **sponsorships**, and bequests will be through the Riverside Community College District Foundation Board of Directors and may be subject to such conditions or restrictions as they may prescribe. The Board of Directors reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.

A coordinated program of fund raising from governmental, business, **corporate, foundation, individual** and community sources to assist in supporting the District's goals and objectives will be pursued by the Foundation with the prior approval of the Board of Trustees and the Chancellor.

The District shall assume no responsibility for appraising the value of gifts made to the District.

Acceptance of a gift shall not be considered endorsement by the Foundation or the District of a product, enterprise, or entity.

In no event shall the Foundation Board of Directors accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, or physical or mental disability, **pregnancy, or military and veteran status**; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

Date Adopted: March 17, 2009

Revised: September 18, 2012

Revised:

(Replaces RCCD Policy 6140)

Riverside Community College District Policy

No. 4040

**Academic Affairs
CCLC Update**

**BP 4040 LIBRARY AND ~~LEARNING~~ OTHER INSTRUCTIONAL
SUPPORT SERVICES**

Reference:

Education Code Section 78100;
Civil Code Section 1798.90

The District shall have library ***and learning support*** services that are an integral part of the ***institution's*** educational program and will comply with the requirements of the Reader Privacy Act.

Date Adopted: May 15, 2007
Revised: September 18, 2012

Revised:
(Replaces Policy 7036)

Riverside Community College District Policy

No. 5030

Student Services DRAFT – CCLC UPDATES

BP 5030 STUDENT FEES

References:

Education Code Sections 76300 et seq. and other references cited below

The Board of Trustees authorizes the fees indicated below. The Chancellor shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the District's catalog, the schedule of classes and on the District's website (www.rccd.edu).

Enrollment Fee:

Each student shall be charged a fee for enrolling in credit courses as required by law.

Non resident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):

- All non resident students enrolling for 6 or fewer units;
- A student who is a citizen and resident of a foreign country who demonstrates financial need; or

Auditing Fees:

Persons auditing a course shall be charged a per unit, per semester fee, not to exceed the maximum fee allowed by Education Code, Section 76370. **The fee amount shall be adjusted proportionally based upon the term length.** Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Health Fee:

The District will charge the maximum allowable fee as approved by the State Chancellor's office in accordance with the Education Code, unless otherwise indicated by financial activity review or directed by the Board of Trustees. The Board of Trustees and the Associated Student Body government will be notified of changes in the maximum allowable fee prior to implementation.

Parking Fee:

Students shall be required to pay a fee for parking services, in an amount not to exceed the maximum allowable fee per semester or intersession, pursuant to Education Code, Section 76360(a)(1).

Instructional Materials:

Education Code and Title 5 Sections 59400 et seq.

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the

classroom and provided that such materials are not solely or exclusively available from the District.

Physical Education Facilities:

Education Code Section 76395

Where the District incurs additional expenses because a physical education course is required to use non-District facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

Transcript Fees:

Education Code Section 76223

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee, which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

International Students Application Processing Fee:

Education Code Section 76142

The District shall charge students who are both citizens and residents of a foreign country a fee to process his or her application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

Date Adopted: August 21, 2007

Revised:

Replaces Policy 6042

CCLC UPDATE

BP 5050 MATRICULATION STUDENT SUCCESS AND SUPPORT PROGRAM

References:

Education Code Sections 78210, et seq.;
Title 5 Section 55500, et seq.

The District, *through its Colleges*, shall provide **Student Success and Support Program** ~~matriculation~~ services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of **Student Success and Support Program services** ~~matriculation~~ is to bring the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements.

The Chancellor shall establish procedures to assure implementation of **Student Success and Support Program** ~~matriculation~~ services that comply with legal regulations.

Date Adopted: November 18, 2008

Revised:
(Replaces RCCD Policy 6091)

Riverside Community College District Policy

No. 5550

General Institution CCLC Update

BP 5550 SPEECH: TIME, PLACE, AND MANNER

References:

Education Code Sections 76120 and 66301

Students, employees and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this Policy and the corresponding Administrative Procedure.

The college(s) of the District is/are non-public forums, except for those areas that are designated public forums available for the exercise of expression by students, employees, and members of the public. The Chancellor shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the limited public forums.

The administrative procedures promulgated by the Chancellor shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards, the distribution of printed materials or petitions ~~in those parts of the District designated as areas generally available to students and the community~~, and the wearing of buttons, badges, or other insignia.

Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on district property or the violation of District policies or procedures, or the substantial disruption of the orderly operation of the District.

This Policy does not prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats or intimidation, unless such speech is constitutionally protected.

This Policy, relating to use of facilities, distribution and posting of literature, and preventing disruption of instructional and/or other District activities does not apply to student news media as provided for in Board Policy 4600, titled News Media.

Date Adopted: March 17, 2009
(Replaces RCCD Policy 5120)
Revised: January 25, 2011

Riverside Community College District Policy

No. 5700

**Student Services
CCLC Update**

BP 5700 ATHLETICS

References:

Education Code Sections 78223, 66271.6, 66271.8, and 67360 et seq.

The District shall maintain an organized program for men and women in intercollegiate athletics. The program shall not discriminate on the basis of gender in the availability of athletic opportunities. ***With regard to other forms of discrimination, please refer to Board Policy and Administrative Procedure 3410, titled Non-Discrimination.***

The Chancellor shall assure that the athletics program complies with the California Community College Athletic Association (CCCAA) and ***Sport Championship Handbooks Sports Guides***, and appropriate Conference Constitution regarding student athlete participation.

Date Adopted: March 17, 2009

Revised: July 9, 2013

Revised:

Riverside Community College District Policy

No. 6700

Business and Fiscal Affairs CCLC Update

BP 6700 USE OF FACILITIES

References:

Education Code Sections 82537 and 82542

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

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

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

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

Date Adopted: March 17, 2009

(Replaces RCCD Policy 8005)

Revised: January 25, 2011

Revised: May 21, 2013

Revised:

Agenda Item (VIII-B-1)

Meeting	6/16/2015 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-1)
Subject	Proposed Curricular Changes
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the proposed curricular changes for inclusion in the college catalog and in 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: Michael Reiner, Vice Chancellor, Educational Services
Sylvia Thomas, Interim Vice Chancellor, Diversity and Human Resources
Naomi Foley, Instructional Support Coordinator

Attachments:

[Proposed Curricular Changes June 2015_backup 060915.pdf](#)

Course	Title	Location
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1. Major Course Modifications:

The following courses are being modified to update the student learning outcomes (SLOs), course content and sample assignments to be C-ID compliant:

AMY-2A	Anatomy and Physiology I	MNR
AMY-2B	Anatomy and Physiology II	MNR

The following courses are being modified to update the course description, SLOs, course content, methods of instruction (MOI), methods of evaluation (MOE) , sample assignments and course materials:

COS-60A	Beginning Cosmetology	R
COS-60B	Level II Cosmetology Concepts	R
COS-60C	Level III Cosmetology Concepts	R
COS-60D	Level IV Cosmetology Concepts	R
COS-60E	Level V Cosmetology Concepts	R

The following course is being modified to change the laboratory hours from 144 to 135, update the SLOs, course content, MOI, MOE, course materials and add sample assignments:

DEH-10A	Pre-Clinical Dental Hygiene #1	M
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The following courses are being update the SLOs, course content, MOI, MOE, course materials and add sample assignments:

DEH-11	Principles of Dental Hygiene	M
DEH-12A	Principles of Oral Radiology	M
DEH-12B	Oral Radiology Laboratory	M
DEH-13	Infection Control in Dentistry	M
DEH-15	Head and Neck Anatomy	M

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

FIT-M1	Fire Management, 1 Management/Supervision for Company Officers	M
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The following course has been modified to update the SLOs, and course materials:

GUI-45	Introduction to College	MNR
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The following course has been modified to update the SLOs, and MOE:

GUI-46	Introduction to the Transfer Process	MNR
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The following courses have been modified to update the SLOs, and course materials:

GUI-47	Career Exploration and Life Planning	MNR
GUI-48	College Success Strategies	MNR

The following course is being modified to remove the limitation on enrollment of “student must be referred by an instructor or a counselor,” to update the course description, SLOs, course content, MOI, MOE, and sample assignments:

ILA-800	Supervised Tutoring	MR
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Course	Title	Location
The following course is being modified to update the course description, SLOs, course content, MOI, MOE, course materials and add sample assignments:		
MUS-93	The Business of Music	NR
The following course is being modified to update the SLOs, the course content, and sample assignments to align with the C-ID descriptor:		
SOC-20	Introduction to Criminology	MNR
The following course is being modified to update the SLOs, the course content, course materials and sample assignments:		
SOC-25	Introduction to Sociology of Sex and Gender	R

2. Course Exclusions:

The following course is no longer being offered:

ILA-800	Supervised Tutoring	N
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The following courses have never been offered at Moreno Valley College:

REA-87	Reading Clinic	M
REA-95	Special Topics in Reading	M
REA-887	Reading Clinic	M

3. Course Deletions:

The following course has never been offered at Moreno Valley College:

HIS-30	Introduction to Chicano Study	M
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4. New State /Locally Approved Degrees and Certificate:

Associate in Science in Biology for Transfer	M
Associate in Science in Chemistry for Transfer	N
Certificate in 3-D Mechanical Drafting	R

5. General Education Requirement Options:

The three College Curriculum committees, the District Curriculum committee, the three College Senates and the District Senate have approved two additional options for students to use in completing the general education component of associate degrees. In addition to the RCCD general education pattern, students may now use the California State University-General Education requirements or the Intersegmental General Education Transfer Curriculum. Students will continue to be required to complete the additional RCCD degree requirements of Health Education and Self-Development.

PROGRAM OUTLINE OF RECORD
New State Approved Degree

College: Moreno Valley

Associate in Science in Biology for Transfer

The Associate in Science in Biology for Transfer Degree (AS-T in Biology) introduces the concepts and principles upon which biologic knowledge is based including the biochemistry, structure and function, ecology and evolution of organisms, from the levels of cells through the biosphere. Students will develop skills for critical/analytical thinking, perceptive reading/observation and interpretation. The AS-T in Biology provides students with a core curriculum that will prepare them with the knowledge and skills required to succeed in the study of biology.

Program Learning Outcomes

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

- Be able to identify and explain fundamental biological concepts and principles on the molecular, cellular, organismal, population, ecological, environmental and evolutionary levels.
- Apply knowledge of biological concepts to formulate questions and hypotheses for research and demonstrate ability to find, read, understand, and critically evaluate scientific papers.
- Develop experimental skills and techniques used in laboratory and field research and use the scientific method to develop hypotheses, design and execute experiments.

Required Courses (32 units)		Units
BIO-11*/11H*	Introduction to Molecular and Cellular Biology/Honors	5
BIO-12*	Introduction to Organismal and Population Biology	5
CHE-1A*/1AH*	General Chemistry I	5
CHE-1B*/1BH*	General Chemistry II	5
MAT-1A*	Calculus I	4
PHY-4A*	Mechanics A	4
PHY-4B*	Electricity & Magnetism	4

*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC Stem pattern, please confer with a counselor.

Associate in Science for Transfer Degree

The Associate in Science in Biology 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) for STEM or California State University General Education (CSUGE) for STEM 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)

PROGRAM OUTLINE OF RECORD New State Approved Degree

Associate in Science in Chemistry for Transfer

College: Norco

The Associate in Science in Chemistry for Transfer Degree (AS-T in Chemistry) introduces the concepts and principles upon which chemical knowledge is based, including chemical structures and nomenclature, stoichiometry and solving of chemical equations, the thermodynamics of chemical reactions, and theories of chemical bonding. Students will develop skills for critical/analytical thinking, perceptive reading/observation and interpretation. The AS-T in Chemistry provides students with a core curriculum that will prepare them with the knowledge and skills required to succeed in the study of chemistry.

Program Learning Outcomes

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

- Master content in inorganic and organic chemistry by describing chemical and physical structures and nomenclature, stoichiometry and solving of chemical equations, and analyzing and describing the nature of chemical reactions and energy.
- Measure and characterize properties of matter using a variety of research-level chemical instrumentation, laboratory techniques, statistical and computational methods
- Display effective cooperation with others on projects and clearly communicate experimental results through oral and written means.
- Demonstrate professional integrity, safety, and environmental stewardship.

<u>Required Courses (36 Units)</u>		<u>Units</u>
CHE-1A*	General Chemistry I	5
CHE-1B*	General Chemistry II	5
CHE-12A*	Organic Chemistry I	5
CHE-12B*	Organic Chemistry II	5
PHY-4A*	Mechanics	4
PHY-4B*	Electricity and Magnetism	4
MAT-1A*	Calculus I	4
MAT-1B*	Calculus II	4

*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC STEM pattern, please confer with a counselor.

Associate in Science for Transfer Degree

The Associate in Science in Chemistry 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) for STEM or California State University General Education (CSUGE) for STEM 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)

Agenda Item (VIII-B-2)

Meeting	6/16/2015 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-2)
Subject	Memorandum of Understanding for Early College High School with Riverside Unified School District
College/District	Riverside
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees accept the Memorandum of Understanding for Early College High School with Riverside Unified School District.

Background Narrative:

The parties to this Memorandum of Understanding desire to establish an Early College High School, serving grades 9-12, and provide concurrent enrollment for academic dual credit courses for high school students pursuant to California Education Code section 11302. The Early College High School experience shall allow students who are eligible to earn both high school diploma and up to two (2) years of college credit toward an Associate degree; and shall prepare high school students for successful careers and educational futures through a full integration of high school, college, and career, in an effort to improve academic performance.

Prepared By: Michael Reiner, Vice Chancellor, Educational Services
Wolde-Ab Isaac, President, Riverside
Debbie McDowell, Administrative Assistant IV

Attachments:

[MOU for Early College High School](#)

PROGRAM OUTLINE OF RECORD
New Locally Approved Certificate

3D Mechanical Drafting

College: Norco

This certificate includes courses intended to help students qualify for an entry level CAD operator/drafter or help someone, already in industry, to update their skills. Students can expect an entry level position as a CAD operator, mechanical drafter, engineering assistant and engineering technician.

Program Learning Outcomes

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

- Demonstrate an understanding of 3D mechanical modeling so as to be able to capture design intent in a 3D model.
- Map out the most efficient path in 3D model creation.
- Reverse engineer existing parts and recreate them as 3D computer models.

Required Courses (9 units)		Units
ENE-21	Drafting	3
ENE-42	SolidWorks I	3
ENE-42B	SolidWorks II	3

EARLY COLLEGE HIGH SCHOOL MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is made by and between Riverside Community College District (hereinafter referred to as “RCCD”), on behalf of Riverside City College (hereinafter referred to as “RCC”), and Riverside Unified School District (hereinafter referred to as “RUSD”); collectively the parties.

BACKGROUND AND PURPOSE

WHEREAS, the parties to this Memorandum of Understanding desire to establish an *Early College High School*, serving grades 9-12, and provide concurrent enrollment for academic dual credit courses for high school students pursuant to California Education Code section 11302; and

WHEREAS, the *Early College High School* experience shall allow students who are eligible to earn both high school diploma and up to two (2) years of college credit toward an Associate degree; and

WHEREAS, the *Early College High School* shall prepare high school students for successful careers and educational futures through a full integration of high school, college, and career, in an effort to improve academic performance and self-concept, and increase high school and college/university completion rates; and

NOWHEREFORE, in collaboration, the Parties to this Memorandum of Understanding mutually agree as follows:

TERMS AND CONDITIONS

1. **GOVERNANCE**. The *Early College High School* pathways shall be shared and co-governed by RCC and RUSD and will be subject to the California Education Code, along with other state and federal policies and requirements. RUSD will identify an *Early College High School* Director/Coordinator and RCC will also identify a Coordinator. An advisory committee comprised of representatives of RCC and RUSD shall meet to evaluate instructional and programmatic activities, identify problems, issues and challenges that arise, and make recommendations regarding effective coordination and collaboration.
2. **PROVISION OF COURSES**. RCC shall provide college credit for high school courses for which Course Articulation Agreements have been approved. Such courses shall have been evaluated and approved through the official Riverside City College curriculum approval process. Additionally, RUSD shall provide high school credit for RCC courses.
3. **COURSE COMPLIANCE**. RCC is responsible for involving full-time college faculty teaching in the appropriate discipline in overseeing the RCC course selection and implementation in the high schools to ensure that student learning outcomes and standards are understood, that Course Outlines of Record (COR) are followed, and that the same standards of expectation and assessment are applied in all venues where RCC offers courses. RCC may designate personnel to monitor the quality of instruction in order to assure compliance with the Course Articulation Agreement(s) and the standards established by the

California Community College Chancellor's Office, Accrediting Commission for Community and Junior Colleges, RCC and RUSD.

4. **INSTRUCTORS**. All instructors must meet the RCC academic requirements. RUSD instructors who meet the qualifications may be eligible to teach and shall be designated as RCC associate faculty. RCC shall pay the salaries of the instructors who teach the RCC courses if outside of the K-12 school day. The parties agree and acknowledge that when RUSD instructors are providing services pursuant to this MOU, the instructors are not RUSD employees.
5. **FACILITIES**. Courses shall be conducted at facilities provided by RUSD and/or on RCC facilities. High school students and instructors shall have access to instructional and non-instructional resources available on the RCC campus. Students and instructors shall receive an RCC identification card.
6. **TUITION AND FEES**. RUSD shall be responsible for arranging payment of mandatory fees to RCCD. High school students are not required to pay enrollment fees. However, students taking courses are required to pay a Health Fee, Student Services Fee, and Transportation Fee during every term they attend.
7. **BOOKS AND SUPPLEMENTAL MATERIALS**. RCC approved textbooks, syllabi, and course outlines, applicable to the courses taught at RCC campus or other instructional venues, shall apply to the courses, and all students in the courses, when offered under the provisions of this MOU. All textbooks and supplemental materials required for classes, as determined by the Course Articulation Agreement(s), shall be the responsibility of RUSD.
8. **ENROLLMENT**. Upon mutual agreement, RCC shall assist RUSD with enrolling the *Early College High School* students in academic dual credit courses.
9. **INSTRUCTIONAL CALENDAR**. For RCC courses taken for credit at the RCC campus or RUSD facilities, the RCC instructional calendar shall be used.
10. **CONDUCT**. The RUSD students are required to adhere to RCC regulations regarding facilities and equipment usage, and RCC and RUSD codes of conduct, subject to appropriate action taken by RUSD and RCC.
11. **SAFETY**. If any high school student, instructors, or administrator should experience an accident or sudden illness while on the premises of RCC, the response to such incidents shall be based upon RCC policies, regulations, guidelines, and procedures.
12. **HOLD HARMLESS AND INDEMNIFICATION**.
 - A. RUSD shall defend, indemnify and hold RCCD, its officers, agents, and employees harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this MOU but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of RCCD, its officers, agents, or employees.

- B. RCCD shall defend, indemnify and hold RUSD, its officers, agents, and employees harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this MOU but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of RUSD, its officers, agents, or employees.
13. **INSURANCE**. Each party, at its sole cost and expense, shall insure its activities in connection with this MOU by maintaining programs of self-insurance as follows:
- A. General Liability, (including broad form property damage and contractual liability): One Million Dollars (\$1,000,000) each occurrence, Two Million Dollars (\$2,000,000) aggregate.
- B. Workers' Compensation, as required under California State law.
- C. Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of RUSD and RCC against other insurable risks relating to performance of this MOU.
- D. It should be expressly understood, however, that the coverages and limits required under this Section shall not in any way limit the liability of either party.
- E. Additional insured endorsements are required for general, property damage, sexual abuse and automobile liability policy coverage. Such a provision, however, shall only apply in proportion to and to the extent of the negligent acts or omissions of the other party, its officers, agents, or employees. Each party, upon the execution of this MOU, shall furnish the other party with Certificates of Insurance evidencing compliance with all requirements. Certificates shall provide for thirty (30) days advance written notice to RUSD of any material modifications, change or cancellation of the above insurance coverages.
14. **RELATIONSHIP OF THE PARTIES**. None of the provisions of this MOU are intended to create, nor shall be deemed or construed to create, any employment relationship between any instructors providing services pursuant to this MOU and RUSD. RUSD, on one hand, and RCC and RCCD, on the other hand, are not, and shall not be construed to be in a relationship of joint venture, partnership or employer-employee. RCC and RCCD are not, and shall ensure that each of its instructors, does not, hold itself, himself or herself out as an officer, agent or employee of RUSD when performing services pursuant to this MOU, or incur any contractual or financial obligation on behalf of RUSD, without RUSD's prior written consent. RCCD retains full control over the employment status, compensation, and discharge of RUSD instructors hired to perform work pursuant to this MOU, including hiring, discipline, and termination, while performing the obligations and services under the terms of this MOU.

15. **TERM**. The term of this MOU shall commence August 31, 2015 and shall continue until such time that either party gives the other party written notice of its intent to terminate this MOU, pursuant to section 16 (below).
16. **AMENDMENT AND TERMINATION**. This MOU may be amended by mutual written agreement of both parties. Either party may terminate this MOU upon service of written notice to the other party 180 days prior to the date of termination. In this event, the date of termination will be the day after the end of the semester during which the 180 day period expires.
17. **INTEGRATION CLAUSE**. This MOU contains the entire agreement between the parties relating to the transactions contemplated hereby and all prior or contemporaneous agreements, understandings, representations, and statements, whether oral or written, are merged herein. No modification, waiver, amendment, discharge, or change to the agreement shall be valid unless the same is in writing and signed by the party against which the enforcement of such modification, waiver, amendment, discharge, or change is or may be sought.
18. **COUNTERPARTS**. This MOU may be executed in counterparts and each counterpart, when executed, shall have the efficacy of a second original. Photographic or facsimile copies of any such signed counterparts may be used in lieu of the original for any purpose.
19. **NOTICE**. Any notice required hereunder shall be in writing, addressed as follows:

RCC:	<u>Riverside City College</u> <u>Attn: President</u> <u>4800 Magnolia Avenue</u> <u>Riverside, California 92506</u>
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RUSD:	<u>Riverside Unified School District</u> <u>Attn: Deputy Superintendent</u> <u>3380 Fourteenth Street</u> <u>Riverside, California 92501</u>
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20. **ASSIGNMENT**. This MOU is not assignable and any attempt by either party to assign any of its interests herein shall immediately terminate this MOU.
21. **APPLICABLE LAW**. This MOU shall be governed by the laws of the State of California.
22. **WARRANTY OF AUTHORITY**. The persons whose signatures appear below warrant they are duly authorized to execute this MOU on behalf of RUSD and RCC, respectively.

The conditions in this Memorandum of Understanding are hereby accepted.

RIVERSIDE UNIFIED SCHOOL DISTRICT

**RIVERSIDE COMMUNITY COLLEGE
DISTRICT on behalf of RIVERSIDE CITY
COLLEGE**

Signature
Michael H. Fine

Print Name
Deputy Superintendent

Title

Date

Signature
Wolde-Ab Isaac, Ph.D.

Print Name
President

Title

Date

Agenda Item (VIII-B-3)

Meeting	6/16/2015 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-3)
Subject	Goals Framework and Indicators for Institutional Effectiveness
College/District	District
Funding	Grant
Recommended Action	It is recommended that the Board of Trustees approve the Goals Framework and Indicators established for FY 15-16 by the District and each of its colleges designed to measure the ongoing condition of Riverside Community College District's operational environment.

Background Narrative:

Presented for the Board's review and adoption is the goals framework pursuant to the requirements of Education Code section 84754.6, which was included in the 2014-15 Higher Education Trailer bill. State statute related to SSSP funding, and under the auspices of the Institutional Effectiveness Partnership Initiative (IEPI), requires that a district and its colleges receiving SSSP funds report their goals and results on metrics to the Institutional Effectiveness website of the California Community College Chancellor's Office. The Framework has 18 indicators involving College reports related to Student Performance and Outcomes, and Accreditation Status, as well as District reports concerning Fiscal Viability and Programmatic Compliance with State and Federal Guidelines. Statute requires "goal setting" on only four indicators for FY 15-16 by June 30, 2015 and their publication in the California Community Colleges Chancellor's Office Institutional Effectiveness website. In the future, other indicators will require goals and data.

Prepared By: Michael Reiner, Vice Chancellor, Educational Services
Debbie McDowell, Administrative Assistant IV

Attachments:

[Presentation Goals Framework and Indicators](#)

Institutional Effectiveness: Framework of Indicators

*Pursuant to the Requirements of Education Code 84754.6 within
Senate Bill 860, 2014-15 Higher Education Trailer Bill*

Recommendation:

- 1. BOT adopts current version of CCC Indicators of Institutional Effectiveness**

18 Indicators with metrics related to:

College - Student Performance & Outcomes; Accreditation Status
District - Fiscal Viability; Compliance with State and Federal Guidelines

- 2. College & District Goals Set for FY15-16**

College - Successful Course Completion Rate; Accreditation Status
District - Fund Balance; Audit Findings

Institutional Effectiveness Partnership Initiative Advisory Committee

Framework of Indicators

College/District Indicator	Brief Definition
Student performance and outcomes	
Completion Rate (Scorecard):	Percentage of degree, certificate and/or transfer-seeking students starting first time in 2008-09 tracked for six years through 2013-14 who completed a degree, certificate or transfer-related outcomes.
· College-Prepared	Student's lowest course attempted in Math and/or English was college level
· Unprepared for College	Student's lowest course attempted in Math and/or English was pre-collegiate level
· Overall	Student attempted any level of Math or English in the first three years
Remedial rate (Scorecard):	Percentage of credit students tracked for six years through 2013-14 who started first time in 2008-09 below transfer level in English, mathematics, and/or ESL and completed a college-level course in the same discipline
· Math	See above
· English	See above
· ESL	See above
	Percentage of students tracked for six years through 2013-14 who started first time in

ESL	See above
Career Technical Education Rate (Scorecard)	Percentage of students tracked for six years through 2013-14 who started first time in 2008-09 and completed more than eight units in courses classified as career technical education in a single discipline and completed a degree, certificate or transferred
Successful course completion (Datamart)	Percentage of students who earn a grade of "C" or better or "credit" in 2013-14.
Completion of degrees (Datamart)	Number of associate degrees completed in 2013-14
Completion of certificates (Datamart)	Number of Chancellor's Office-approved certificates completed in 2013-14
Number of students who transfer to 4-year institutions (Datamart)	Number of students who transfer to a four-year institution, including CSU, UC, or private university in 2013-14. ¹

Accreditation Status

Accreditation status	<p>Latest ACCJC action:</p> <ul style="list-style-type: none"> Reaffirmed Warning Probation Show Cause Restoration
Date of next visit	Informational item - no target collected.

Fiscal viability and programmatic compliance with state and federal guidelines

year institutions (Datamart)

private university in 2013-14. *

Accreditation Status

Accreditation status

Latest ACCJC action:

Reaffirmed

Warning

Probation

Show Cause

Restoration

Date of next visit

Informational item - no target collected.

Fiscal viability and programmatic compliance with state and federal guidelines

Salary and Benefits

Salaries and benefits as a percentage of unrestricted general fund expenditures, excluding other outgoing expenditures

Full-Time Equivalent Students

Annual number of full-time equivalent students

Annual Operating Excess/(Deficiency)

Net increase or decrease in unrestricted general fund balance

Fund Balance

Ending unrestricted general fund balance as a percentage of total expenditures

Cash Balance

Unrestricted and restricted general fund cash balance, excluding investments

Audit Findings

Modified opinion, material weaknesses, or significant deficiencies as identified in an annual independent audited financial statement

Institutional Effectiveness: Framework of Indicators

Senate Bill 860, 2014-15 Higher Education Trailer Bill

2015-2016 Goal Setting

DISTRICT

Fund Balance

Audit Finding

COLLEGES

Successful Course Completion Rate

Accreditation Status



2015-2016 Institutional Effectiveness Goals

Fiscal Viability

- **Fund Balance**

- *Ending unrestricted general fund balance as a percentage of total expenditures. This indicator demonstrates the district's ability to maintain solvency and adjust to unforeseen circumstances.*

Board Policy 6200 - Budget Preparation

- “The District shall employ the concept of a fund balance target in the annual budget development process. The fund balance target concept shall apply to the Unrestricted General Fund budget and shall be equal to a minimum of 5.0 percent of the sum of the projected beginning fund balance for a particular fiscal year and the estimated revenues for that year. The fund balance target amount shall be the first item funded in the budget for any fiscal year”

Recommendation

- The District's Board Policy 6200 as it relates to establishing a fund balance target is a more conservative approach than the fund balance fiscal indicator under the Institutional Effectiveness Initiative. Therefore, it is recommended that the Board of Trustees approve adoption of the minimum 5.0 percent unrestricted general fund balance target as described in Board Policy 6200 as the fiscal viability goal for FY 2015-2016 under the Institutional Effectiveness Initiative.



2015-2016 Institutional Effectiveness Goals

Compliance with State/Federal Guidelines

- ***Overall Audit Opinions***

- *Qualified opinion, modified opinion, material weaknesses, or significant deficiencies as identified in the annual independent audited financial statements. This indicator demonstrates the district's internal control structure and their ability to operate within state and federal program guidelines.*

District Audited Financial Statements

- Historically the District has instituted strong internal control procedures to safeguard public funds, provided fiscal accountability, and to ensure fiscal viability for the institution. Adherence to these ethos and practices have been demonstrated over time by the issuance of unmodified or “clean” opinions and the lack of audit findings in the District’s annual independent audit reports.

Recommendation

- It is recommended that the Board of Trustees approve adoption of an unmodified opinion as the goal for compliance with state/federal guidelines for FY 2015-2016 under the Institutional Effectiveness Initiative.

IEPI Course Completion Metric

- ACCJC-reported Institution-set Standard for successful student course completion is 66.0%
 - Level that the College does not want to go below
 - Based on a 5 year average of Fall terms

Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	<i>Average</i>
67.4%	66.0%	66.8%	66.9%	66.0%	66.6%

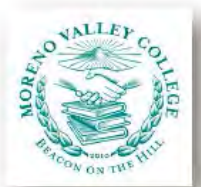
- Strategic Plan Goal
 - Increase overall course success rate by 1% per year each year
 - Fall 2015 Goal will be 67%

NORCO COLLEGE: SUCCESSFUL COURSE COMPLETION GOAL

- Aligned with Strategic Planning Goal 1.6: Increase Success and Retention Rates.
- 5-year goal for annual success rate is 73% (to be achieved by 2017-18).
- Baseline was 69.5% in 2012-13 assumes a 0.7% increase each year.
- To align with Goal 1.6, we have set our 2015-16 target at **71.6%**.

Moreno Valley College Institution-Set Standard & Goal: Overall Successful Course Completion

- Standard: 73.3%
- Goal: 75.3%
 - 73.3% for 2013-2014
 - 73.3% for 2014-2015
 - 73.7% for 2015-2016
 - 74.5% for 2016-2017
 - 75.3% for 2017-2018
- Methodology: based on 5 year average (2008-09 through 2012-13)
- Review: Standards and goals were vetted through Town Hall Meeting, Academic Senate, Mission & Institutional Effectiveness Committee (Stand. I), Student Learning & Support Services (Stand II), Strategic Planning Council, President's Cabinet.



Agenda Item (VIII-B-4)

Meeting	6/16/2015 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-4)
Subject	Accreditation Follow-up Report for Moreno Valley College
College/District	Moreno Valley
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees review and accept the Accreditation Follow-up Report for Moreno Valley College.

Background Narrative:

Presented for the Board's review and consideration is the Accreditation Follow-up Report for Moreno Valley College (MVC) resulting from the Accrediting Commission of Community and Junior Colleges' (ACCJC) March 3-7, 2014 Team Visit. MVC's Follow-up Report may undergo slight refinement and editing prior to being finalized. It will be submitted to the ACCJC on or before the due date of October 15, 2015.

Prepared By: Michael Reiner, Vice Chancellor, Educational Services
Robin Steinback, Interim Vice Chancellor, Ed. Svcs., Workforce Dev. and Planning
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Attachments:

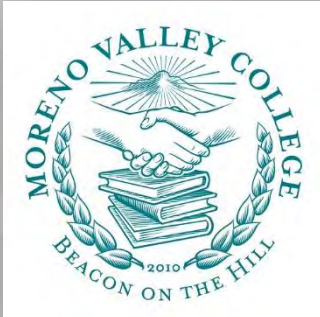
[Presentation MVC Follow-up Report](#)
[MVC Accreditation Follow-up Report](#)

Moreno Valley College

Accreditation Follow-Up Report

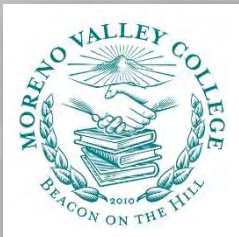
Presentation to Board of Trustees

June 2, 2015



Recommendation 1: Articulate Goals and Objectives in Measureable Terms, Assess Progress Regularly

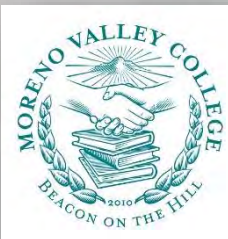
- Revised Integrated Strategic Plan, 2015-2018
 - Goals developed and articulated in measureable terms
 - Framework for annual assessment has been established
- Thoughtful Review and Discussion of Data Trends (College and State-wide):
 - Comprehensive Master Plan Data
 - ScoreCard Multi-Year Trend Data
 - Established baseline for Institution-Set Standards and Goals for course completion, degrees & certificates, transfers, certification exam pass rates, job placement
 - Conducted Gap Analyses to inform Strategic-, Student Success- and Equity Plans
 - California Community College System Goals and Metrics
- SWOT Analyses of 2010-2015 Strategic Plan (Revised)
- Inclusive Process for Review: Strategic Plan 2015-2018



Recommendation 2:

Assess planning and program review processes, ensure systematic cycle, integrated planning, resource allocation, implementation, re-evaluation

- Implemented Integrated Planning & Resource Allocation Model
 - Directly Linked Course, Program/Service Area Outcome Assessment & Program Review with TracDat
 - Web-based Resource Tool that connects resource requests to strategic goals
 - Leverage multiple funding streams for multiple years to resource college in short-, mid- and long-range plans
- Based upon robust assessment of workflow, focus-group and peer-feedback previous processes:
 - Transformed Organizational Structure: all areas of college represented on Program Review Committee
 - Streamlined workflow and forms
 - Data readily available and inserted directly into program review
- Established Office of Institutional Effectiveness (Dean)
- “Assessment Fests”, Program Review Workshops, Data Workshops & Coaching Sessions

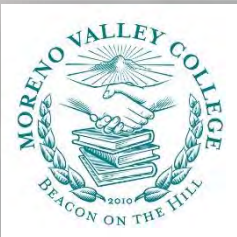


Recommendation 3: Regularly assess learning outcomes, incorporate analyses into planning processes

- Annual program review objectives linked to Strategic Goals and resource allocation prioritized according to other college plans:
 - Comprehensive Master Plan
 - Integrated Strategic Plan (Goals)
 - Basic Skills Plan
 - Student Equity Plan
 - Student Success Plan
 - Technology Plan
 - Human Resource Plan
- Program outcomes have been mapped, entered into TracDat and currently being assessed in most CTE programs
- Spring 2015 begun initial steps for mapping and measuring program outcomes for Area of Emphasis Degrees

Recommendation 4: Currency CTE Course Outlines, Cycle for Review

- Curricular Review has been high priority in 2014-2015:
 - Master list of courses in need of review distributed to all department chairs
 - Curricular review conducted by discipline faculty, including part-time faculty ;
 - Advisory committees for CTE programs were consulted
 - Course revisions, course deactivations, new courses
- College prioritized new faculty hires for ADJ-Law and Fire Technology
- Revised administrative support for CTE programs (Dean, CTE & Dean, Public Safety Education & Training)



Recommendation 5:

Develop long-term financial plans (enrollment, capital replacement, staffing, facility and technology) used in short-term financial & programmatic decisions

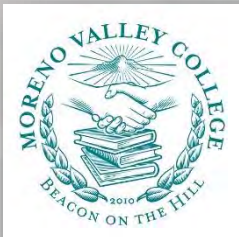
- Track and Leverage multiple funding streams over multiple-years with Integrated Resource Planning Allocation Model,
- Implementing Comprehensive Master Plan
 - Metrics used for prioritizing new faculty positions;
 - Inform Annual 5-Year Construction & 5-Year Scheduled Maintenance Plans
- Technology plan informed classroom and office technology refresh
- Human Resources and Staffing Plan based upon annual program review;
- Planning for institutionalization of grant activities



Recommendation 6:

Analyze data for all programs, integrate into program review and planning cycle to ensure all students receive equitable services

- Links to Comprehensive Master Plan, Student Equity data, Student Achievement data embedded in Annual Program Review template;
- Disaggregated data to focus action plans on narrowing equity gaps;
- Service gap analysis resulting in improved outreach plan, student success workshops, study skills workshops, education planning, classroom-based presentations;
- Data mining to target and personal approach for contacting students to develop Student Educational Plans;
- Development of FYE based on CCCSSE, Equity and Student Achievement Data
- Increased accelerated courses in English and Math based on evaluation of prior results
- Exploring alternate placement using multiple measures for English and Math



Moreno Valley College

Follow-Up Report



Submitted by:

Moreno Valley College
16130 Lasselle Street
Moreno Valley, CA 92551

To:

Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges
October 2015

Follow-Up Report – Certification Page

To: Accrediting Commission for Community and Junior Colleges,
Western Association of Schools and Colleges

From: Dr. Sandra L. Mayo
Moreno Valley College
16130 Lasselle Street
Moreno Valley, CA 92551

I certify there was broad participation by the campus community and believe this Report accurately reflects the nature and substance of this institution.

Signatures:

Sandra L. Mayo, Ed.D., President (Chief Executive Officer)

Virginia Blumenthal President, Board of Trustees, Riverside Community College District

Michael L. Burke, Ph.D., Chancellor, Riverside Community College District

Robin L. Steinback, Ph.D., Vice President of Academic Affairs

Travis Gibbs, Ph.D., President, Academic Senate

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Report Preparation

Following receipt of ACCJC's action letter reaffirming accreditation for Moreno Valley College, the Interim Vice President of Academic Affairs was charged with leading the effort to ensure the college's compliance with six recommendations to resolve deficiencies identified in the External Evaluation Report resulting from the March 2014 visit.

The Interim VPAA created a timeline, a plan to work on deficiencies identified in the recommendations, and teams that would accomplish the tasks to necessary for college compliance with the recommendations. Next, the Interim VPAA, in consultation with the President of the Academic Senate, identified a faculty member who would co-chair the accreditation follow-up report team. The faculty co-chair began work with Interim VPAA at the start of the Fall 2014 semester. Upon the VPAA's return to her position at the college in January 2015, the VPAA continued regular meetings with the faculty co-chair.

Through faculty and administrative cooperative leadership for addressing and writing about solutions to the identified deficiencies, the college used its existing governance committees to assure a fully participatory process. The Academic Senate; MVC Strategic Planning Council, co-chaired by one member each from both the staff and the faculty; the Curriculum Committee; the Assessment Committee, working in collaboration with the Interim Dean of Institutional Effectiveness; the Instructional Program Review Committee; administrative, faculty, and staff leaders of Strategic Planning Subcommittees, such as the Resources Subcommittee and the Student Services Subcommittee; all three VPs; various directors: all contributed to an engaged, participatory process.

The faculty and administrative co-chairs met regularly to discuss progress toward resolving deficiencies, identifying work that needed to be accomplished and communicating with the stakeholders most able to address deficiencies. The co-chairs presented progress reports to the Academic Senate and to the Strategic Planning Council in November and December 2014. They continued work toward addressing deficiencies during the Winter Term, completing a first rough draft in February 2015. After feedback from the Academic Senate, the Strategic Planning Council (and its various Subcommittees), the Executive Cabinet, advisory groups for the vice presidents of student services and business services, a second draft was presented to the same shared governance committees for another review in April 2015. The co-chairs presented this fully vetted draft to the Board of Trustees at a meeting of the Teach and Learn Committee on June 2, 2015, and to the full Board of Trustees at the June 16, 2015 meeting.

Progress was made through, and evidence is drawn from, the cooperative efforts of management, faculty, staff, and students.

Response to the Commission Action Letter

Recommendation 1:

In order to meet the Standards, the team recommends that the College further articulate its goals and objectives in measurable terms, and assess progress toward achieving its goals systematically and on a regular cycle. (Standards I.B.2, I.B.3)

Response

Moreno Valley College has resolved Recommendation 1. Since the commission's action letter to reaffirm accreditation, dated July 3, 2014, Moreno Valley College has defined goals and objectives in measurable terms, set up a cycle to assess progress toward those goals, and begun the process of assessing that progress. The college's work this year to articulate goals in the Integrated Strategic Plan, the Student Equity Plan, and the Student Services and Success Program Plan resulted from robust assessment of existing plans, programs, and operations. Moreover, the cyclical nature of reporting on student equity and SSSP, and their integration with the Integrated Strategic Plan, assure regular and cyclical assessment of college goals.

The Strategic Planning Council (SPC), for example, has reviewed the college's Integrated Strategic Plan 2010-2015 (Revised), led the college through a college-wide process to define new goals, and established a cycle for the regular evaluation of those goals. SPC held a retreat during the summer of 2014 to begin evaluation of the Integrated Strategic Plan 2010-2015 (Revised) and to review models of successful ISPs from other California Community Colleges ([Integrated Strategic Plan 2010-2015 \(Revised\)](#); [SPC Retreat Agenda, 19 August 14](#)). Three workgroups were formed to evaluate the plan and then met regularly during Fall 2014 Semester, writing summary reports of their work (). At the September 24, 2014, SPC meeting, these workgroups presented their evaluative reports as well as their respective recommendations for new Themes, Goals, and Planning processes ([SPC Meeting, Minutes, 24 September 2014](#); [SPC Review of Goals, September 2014](#); [SPC Review of Themes, September 2014](#); [SPC Review of Planning and Reporting Process, September 2014](#)). SPC presented progress on the workgroups' recommendations to the Academic Senate on October 20, 2014 ([Academic Senate Meeting, Minutes, 20 Oct 2014](#)). Evaluations of the ISP 2010-2015 (Revised) revealed that many goals were not measurable. Moreover, the college has matured since that ISP was drafted and revised, and fall workgroup reviews revealed that many faculty, staff, and administrators felt it was time to take a fresh approach.

Review of the ISP 2010-2015 (Revised) continued throughout the fall, culminating in a summary report presented at a second SPC retreat ([SPC Summary Report, ISP Process](#)), held January 28-29, 2015, at which a draft of a new ISP was begun. The January SPC retreat involved students, staff, faculty, and administrators in the process of defining, drafting, and debating new college goals, strategies for achieving those goals, and actions for fulfilling the strategies.

The retreat began with a presentation by the VPAA about the goals and metrics of the California Community College system, recently adopted the California Community College Board of Governors on July 7, 2014 (Dr. Steinback's PPT; [System Goals CCC 7 July 2014](#)). The presentation also included summary of RP group's "Practically Speaking," to create

opportunities for the participants to reflect on how the college's goals can align with system-wide goals and so that the college can define goals that support the growing body of research on the factors which contribute to student success. The Interim Dean of IE later presented information about who all of the stakeholders at MVC are to encourage reflection on specifying the college's goals to the Moreno Valley College community ([SPC Retreat Presentation examination of who we are](#)).

The SPC leadership team designed the retreat for participants to brainstorm and draft new goals, rather than simply rolling over goals from the ISP ending in 2015. After interactive presentations on understanding the differences between goals and objectives, strategies and actions, and resources needed for achieving goals, led primarily by the SPC co-chairs, participants were divided into diverse groups of students, staff, faculty, and administrators. In drafting goals, strategies, and actions, each team was asked to identify how a goal would be measured, who the responsible parties would be for each action, and when actions should be expected to be completed. Throughout the two-day retreat, SPC co-chairs solicited informal and formal feedback to evaluate the effectiveness of the sessions ([SPC Retreat, Day 1 Survey](#); [SPC Retreat, Day 2, Survey](#)).

The workgroup teams met periodically throughout the Spring 2015 semester. At these meetings, workgroups reviewed goals, strategies, and actions for alignment with other important plans the college makes, including the Student Success and Support Program Plan (SSSPP), the Student Equity Plan (SEP), the Facility Plan, the Technology Plan, and the Comprehensive Master Plan, among others; each workgroup was presented with the appropriate sections of these plans to consider alignment. Drafts of goals from each team, including strategies, actions, resources needed, and timeline for work, were given to the SPC co-chairs by February 19, at which point they were compiled and organized into one coherent document to be reviewed by each SPC Subcommittee and the SPC as a whole. The first review of the newly drafted goals took place on February, 20, 2015 ([SPC Meeting, Minutes, 26 Feb 2015](#)). MVC agreed with the other two colleges in RCCD to write or revise new Integrated Strategic Plans with ending dates of 2018 so that all of the colleges and the district have the same ending date for their current strategic plans for future integration (DSPC January or Feb minutes 2014 needed as evidence).

Drafts of the 2015-2018 ISP were shared widely throughout spring 2015 for feedback and evaluation, and workgroups continued to meet to review and revise goals, actions, and strategies through March and April. SPC and Academic Senate endorsed the goals in Spring 2015 (minutes needed as evidence).

After revisions by the SPC team, a new draft was circulated in May. The SPC team worked during summer 2015 on the timeline for implementation of measurable actions of the ISP 2015-18, with assignments of responsible parties for each measurable action. The full plan, inclusive of the measurable actions, responsible parties for actions, and timeline for self-evaluation, will be presented to college constituents during Fall Flex Days in August, following which the plan is to be approved by the Board of Trustees. As well as establishing a thorough review of drafts for widespread college input, his thorough vetting process also functions to educate institutional members on the goals that are being drafted and formalized so that institutional members

completing program reviews understand how their action plans and requests relate to a variety of college goals.

On June 2, the three VPs established the first annual MVC Public Forum to report on progress toward ISP 2010-15 (Revised) goals and on resource requests that were filled through evaluation of Program Review documents and the Integrated Resource and Planning Allocation report, or IRPA (see response to Recommendations 2 and 5 for more information about IRPA).

All actions supporting achievement of MVC goals in the ISP 2015-2018 include identification of responsible parties. SPC Co-Chairs, working with the VPAA as the administrative support for the SPC, will regularly seek updates from responsible parties for itemized actions. In this way, progress toward college goals will be standing agenda items for SPC meetings. The Office of Institutional Effectiveness will be consulted as appropriate to measure progress and report such progress toward goals to the SPC. Ultimately, responsibility for assessing results of actions related to goals in the ISP rests with the groups responsible for carrying out the actions—specific units in Student Services, discipline faculty, and appropriate deans or vice presidents.

As well as leading the college through a fully participatory and self-reflective process to create the 2015-2018 ISP, the SPC also approved several important measures for articulating and assessing goals. At the August 29, 2014, meeting, the SPC unanimously approved new Institutional Set Standards ([SPC Meeting, Minutes 28 Aug 2014](#)). At the October 23, 2014, SPC meeting, moreover, a motion to approve a new Resource Allocation Flowchart was accepted and approved unanimously ([SPC Motion 2014-8](#); [Resource Allocation Flowchart Final](#)). Initially, the Resources Subcommittee had thought to create two separate flowcharts, one for physical, technological, and non-faculty personnel and a second for faculty personnel requests. As a result, SPC first passed the Non-Personnel Resource Allocation Flowchart at the May 9, 2014, SPC meeting ([Non-Personnel Resource Allocation Flowchart](#)). In drafting the Faculty Personnel Resource Allocation Flowchart, Resources Subcommittee members realized that they could easily adapt the Non-Personnel Resources Allocation Flowchart to include personnel decisions, but it required the Academic Planning Council, or APC, which is comprised of chairs of the academic departments, to participate in the review process for non-personnel resource requests. Once the APC accepted this responsibility, adopting one flowchart for resource decisions was simplified. This process of evaluating the first document through shared governance procedures that clarified APC's role in resource allocation processes demonstrated the college's capacity to assess and adapt its processes for short and long-term decision making.

To address concerns that institutional research efforts are not being evaluated, to integrate the research office into program review processes, and to systematize a cyclical process for evaluating program review and resource allocation processes, MVC established an Office of Institutional Effectiveness, which is managed by a newly hired Interim Dean of Institutional Effectiveness. This dean reported on progress toward Institution-Set Standards and Goals in spring 2014 and again in spring 2015 ([Summary of Institution-Set Standards and Goals SPR 14](#); [Summary of Institution-Set Standards and Goals SPR 15](#)). The interim dean has worked with faculty to write and revise goals in Annual Program Reviews, using measurable objectives. The dean has offered several training sessions to provide specific suggestions. (See also Responses to Recommendation 2 and 5 for thorough descriptions of how annual program review process

integrates long-term planning as well as annual resource allocation, for description of the faculty hiring prioritization, and for the college's development of human resource, technology, and maintenance and facilities plans.)

Throughout the fall of 2014, the Student Equity Committee (SEC) met regularly to draft a report, set goals for addressing the inequities the college discovered through rigorous research and assessment, and develop a timeline to implement the actions for achieving the goals identified in the Student Equity Plan ([Student Equity Plan](#)). The SEP was a team effort of the Student Equity Committee, with research compiled and interpreted by the Institutional Researcher, the Interim Dean of Institutional Effectiveness, the Interim VPAA, and faculty members on the committee. Grounded in analysis of data from CCCSE, CCCFE, Fact Book, and Scorecard, the report identifies inequities at Moreno Valley College and goals to address those inequities. Immediately upon completion of the report, workgroups were organized during the Winter Term, 2015, to research best practices in the two areas identified in the plan to address inequities: First Year Experience programs and acceleration of students through math and English pipelines. The workgroups met weekly to discuss research findings and potential actions the college can take in these two areas. Their work culminated in two research-based reports of recommendations.

The First Year Experience workgroup presented their recommendations at the February 19, 2015, meeting of the SEC ([SEC Recommendations from FYE Workgroup](#)). The Acceleration workgroup presented their recommendations to the SEC at the March 3, 2015, SEC meeting ([SEC Recommendations from Acceleration Workgroup](#)). The SEC accepted the recommendations and, through consultation among Academic, Business, and Student Services, decided which actions the college would take. MVC will be implementing a First Year Experience program, assessing and evaluating its implementation, as well as making additions and revisions to the college's accelerated course offerings. The SEC proposed an initial timeline of actions to meet goals identified in the workgroups' recommendations and a budget for implementing those goals ([SEC Recommendations Timeline 2015-16, 15.03.24revised](#); [SEC Budget Overview Spr 2015](#); [SEC Proposed Budget Allocation 2015-16](#); [SEC Revised Budget Allocation 2015-16](#)). The Office of Institutional Effectiveness is responsible for measuring progress toward goals. To date, the SEC has regularly reviewed its timeline to check progress toward goals. The first efforts have involved expanding accelerated course offerings. Fall 2015 accelerated course offerings are double the number offered in Fall 2014.

The college also wrote and submitted the Student Success & Support Programs Plan (SSSP). This report too, while mostly directed from Student Services, involved a diverse spectrum of college faculty, staff, and administrators. Based in analysis of data from CCCSE, CCCFE, Fact Book, and Scorecard, the SSSP Plan details current services, identifies needs, and establishes goals. The SSSP Advisory Group began meeting in December 2014 and meets once each month for two hours. The group created a tracker to mark progress toward and achievement of goals and approved a set of bylaws to determine structure of the advisory group, including the establishment of several workgroups—assessment, budget, orientation, counseling, at-risk students, and data—in order to ensure work toward goals progresses (evidence: [SSSP Goals Tracker](#); [SSSP Bylaws](#)). Each workgroup reported on progress toward 2014-15 goals in spring 2015 meetings of the SSSP Advisory group ([SSSP Advisory Group Meeting, Minutes, 25 Mar 2015](#)). The Budget workgroup, for example, reviewed the personnel and resources needed to

fulfill future goals of the 2014-15 plan and recommended six new positions to support student success at MVC (evidence forthcoming: approved SSSP Advisory Group Meeting, Minutes, 25 Apr 2015) These reports assess current efforts in order to start creating goals and actions for the 2015-16 plan (evidence forthcoming: SSSP Advisory Group Meeting, Minutes or Agenda, 27 May 2015).

During the spring of 2015, the SSSP, the SEC, and the Basic Skills Committee agreed to hold meetings with representatives of each committee to explore streamlining shared efforts, thus avoiding committees working in silos, duplication of efforts, and meeting fatigue. The coordination of efforts among disparate, yet overlapping, committees will help clarify institutional goals and priorities related to student success and establish clearer responsibility for assessment and evaluation of efforts ([Student Success Alignment Memo 22 Apr 15](#); [Aligning Student Success Meeting, Agenda, 13 May 15](#)).

Conclusion

Moreno Valley College has resolved Recommendation 1. Moreno Valley College has always evaluated program reviews annually, determining priorities of resource requests, and following a process for funding those requests. Based upon self-evaluation, the college has evolved its processes to account for long-term planning. The college completed an evaluation of the ISP 2010-15 (Revised), and it developed and institutionalized new goals in the ISP 2015-18 to align it with the RCCD Strategic Plan. The establishment of an annual forum for reporting on progress toward goals in various plans, the cyclical nature of SSSP and SEP reporting, and the integration of MVC's plans assure regular and cyclical assessment and evaluation of college goals.

Recommendation 2:

In order to meet the Standards, the team recommends that the College assess its planning and program review processes to ensure an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. (Standards I.B.6, I.B.7, III.A.6, III.B.2.b, III.C.2, III.D.4)

Response

Moreno Valley College has resolved Recommendation 2. MVC assesses its planning and program review processes through an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. Since the commission's action in 2014, the college has evolved and improved processes to create cycles of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. Based upon evaluation of processes from the previous year, Annual Program Review forms were changed, and TracDat was implemented for all departments in the college. The implementation of the Integrated Resource and Planning Allocation report (IRPA), which links all resource requests to budget categories, identifies the college goals each request supports, and records which requests have been funded, has allowed the college to transform its allocation of resources. Rather than each unit operating in a silo on a year-to-year basis, the IRPA allowed the college to see all resource requests for multiple years and all available budget categories at once. As a result, the college was able to leverage funds to fill resource requests not just for the 2014-15 year, but also for the 2015-16 year by June 30, 2015.

In September 2014, through consultation between the Academic Senate and the Academic Planning Council (APC), faculty leaders, based on assessment of workflow and peer feedback, streamlined existing program review processes by combining what had been separate committees for annual and comprehensive program reviews into a newly constituted Instructional Program Review Committee (IPRC). The IPRC evolved from the previous committee structure guiding the college through academic program reviews and was approved by the Academic Senate in October 2014 ([APC Meeting, Minutes, 11 Sept 2014](#); and [Academic Senate Meeting, Minutes, 20 Oct 2014](#)). The IPRC evolved to remove redundancy in having separate committees for Comprehensive Program Review and for Annual Program Review and to clarify roles of review and evaluation which were being shared by APC and the separate program review committees.

The evolution in the structure of the committees and of the Program Review forms and processes resulted from robust self-assessment of the 2013-14 Program Review Process. A faculty focus group meeting was held on February 20, 2014, to solicit and formalize feedback that faculty had been providing to the APR committee members and to department chairs ([APR Evaluation Spring 2014](#)). Throughout March of 2014, after having evaluated and discussed the rubric for evaluating the Program Review forms, the APC reviewed discipline Program Review documents to evaluate the Program Review forms. Chief among the realizations was that faculty in some disciplines may not be fully aware of responsibilities for ongoing curricular, SLO, and goal assessment and evaluation. Finally, in culling responses from APC members who used the rubric to evaluate the PR forms, the APR Committee noted that APC scorers of PR forms did not receive enough training or norming on evaluating the forms; just as there was disparity among

disciplines in analyzing relevant data on PR forms, there was disparity in the extent of detail scorers provided in evaluating the forms. As well as adapting the forms, the APR Committee recommended more training for scorers in the future.

In response to APC and faculty recommendations to simplify the process to assure faculty the work going into program reviews was meaningful and, consequently, easily accessed and evaluated for resource allocation decisions, the college implemented TracDat in Spring 2015 for program review in all departments in order to link course and unit assessment with program review. A faculty assessment leader and the Interim Dean of Institutional Effectiveness, Co-Chairs of the Assessment Committee, have been regularly offering TracDat trainings to implement its use in documenting assessment of Student Learning Outcomes. TracDat trainings for assessment were offered throughout fall 2014, winter 2015, and spring 2015; while TracDat for Program Review training sessions were offered throughout spring 2015. The Assessment Committee also organized several “assessment fests” to encourage completion of course assessment projects and use of TracDat.

One of the transformations in the comprehensive (four-year) program review process is that each unit writes measurable objectives that support strategic goals to support student learning. Annual program reviews were redesigned to be updates on the progress toward achieving those measurable objectives outlined in the four-year reviews. Since there are annual updates and more extensive cyclical program reviews, college processes are evaluated both annually and cyclically through the resource allocation process. In fact, rather than viewing program review as a once-a-year activity, it is now a regular process that can be updated and evaluated whenever a unit conducts an assessment. Program Review annual updates and comprehensive program reviews, completed every four years, therefore, will be linked directly to assessment of student learning. The revised Resource Allocation Flowchart which was formally adopted by the SPC on October 23, 2014, charts the connections among assessment, planning, resource requests, and resource allocation. TracDat allows course assessment information to be embedded in the program review process; since resource requests are linked to action plans made in program review, the college’s evolved processes and tools link course assessment, program review, and resource allocation.

TracDat links the ongoing assessment activities of each unit to action plans supporting various college goals. Through a form embedded in TracDat, all units are able to request specific resources that are necessary to support their action plans. The resource requests are then transferred electronically to the Integrated Resource Planning and Allocation report (IRPA). Since units are able to request resources up to five years in advance, faculty and staff conducting program reviews can anticipate future needs and alert their respective vice presidents of mid- and long-range needs, as well as annual needs. The IRPA is reviewed by each area’s planning council or management team, and then the Vice President of Business Services consults with the other vice presidents to match resource needs with the multitude of budget sources to maximize resource allocation effectiveness. With improved processes, the college now integrates its annual and long-term planning through a program review and resource allocation process that positions the college to achieve its strategic goals as well as meet immediate needs.

After faculty response to the 2013-14 program review process, the IPR Committee and TracDat experts worked closely with Librarians to pilot the use of TracDat in program review as they

completed Comprehensive Program Review during 2014-15. As questions arose, local TracDat experts could make live-time changes to the tool, and Librarians received one-to-one attention in using the new tool.

In the spring of 2015, all MVC disciplines and programs participated in the revised Annual Program Review process, incorporating TracDat into the process so that Annual Program Reviews (APRs) will be living processes. In other words, APR updates will not require repetition of information every year since all assessment and data is already housed in TracDat; as a result, annual reports are updates to ongoing assessments and action plans. Every fourth year, additional information, including evaluation of revised Course Outlines of Record and new COR dates, will comprise more comprehensive program reviews, essentially a compilation of APRs with additional data. Through TracDat, each program or discipline has one ongoing, continually living report that is amended each year with updates. In consultation with the VP of Business Services to create accurate dropdown menus, resource request fields for both personnel and non-personnel items were added to TracDat.

One-year Program Reviews are due at the end of each spring semester, and most were submitted on May 18, marking the start of the second year of MVC's new cycle which includes completing annual updates to program reviews each May.

Assessment and evaluation of the use of TracDat is a regular, integrated part of assessment and Program Review. Links to questionnaires are embedded in TracDat to get regular feedback on user comfort with TracDat. As faculty and staff have learned and begun to use TracDat, the TracDat trainers at the college have regularly updated and adapted user interfaces ([TracDat version_5 Training Manual 7 Apr 2015](#); [TracDat version_5 Training Manual v.3\(4\) 8 May 2015](#)).

MVC's institutional researcher prepared data for all seventeen disciplines/programs which will be going through Comprehensive Program Review during 2015-16. In response to feedback provided by faculty during focus group sessions that data needed for program review was difficult to find and use, that data was embedded into TracDat in order to simplify the process. Embedding the data also serves to make the same kinds of data available to all disciplines/programs. By insuring this regularity of data, comparison of requests by disciplines and programs is both transparent and objective.

In the fall of 2014, moreover, the APC engaged in robust, data-informed decision making to create a list prioritizing new faculty hiring needs. Only programs and disciplines requesting a new faculty position in Annual Program Reviews completed in June 2014 could be prioritized. There were thirty-three requested positions. The new Program Review process which was used for the first time in 2013-14 required that departments requesting positions consider a variety of metrics in requesting the position, including student retention, student success, efficiency, number of full-time faculty, total staffing load (FTEF) of full-time faculty, percentage of FTEF full-time contract, percentage of FTEF part-time, percentage of courses assessed, among others. The Interim VP of Academic Affairs, the Dean of Instruction, and the Interim Dean of Institutional Effectiveness consulted with the chairs to determine which data were most relevant to making informed decisions about college needs for new faculty and then provided that data to

the APC members. Chairs considered the data, produced their own prioritized lists, and met to discuss and vote on a list APC then sent forward to the Moreno Valley College President. At the meeting, it was clear that there were seventeen positions that met a higher standard of need. The chairs took those seventeen, discussed them through the lenses of the provided data and the departmental reasoning for requesting them in the first place, and then voted on positions. Positions receiving tie votes were examined and voted on separately to determine their precise order. Through this process, the APC produced a list prioritizing these seventeen positions. They later reviewed data and requests before ranking the remaining sixteen of the thirty-three requests.

The prioritized list was forwarded to the Academic Senate which forwarded it to the President. After reviewing the college budget and consulting with the Executive Cabinet and the District Chancellor's Cabinet, the President sent her revision of APC's rankings back to APC via the Academic Senate President, and at the Spring Semester FLEX event on February 6, 2015, the President announced she would await Senate and APC consideration before directing the college to proceed with hiring processes. In her announcement, the President clarified the number of new tenure-track faculty hires for the college; she also announced that there were categorical funds to hire two full-time, non-tenure track counselors to meet student needs for academic advising in completing Student Educational Plans and to fulfill goals in the SSSP. After APC and Academic Senate review and affirmation of the President's revision, the President authorized that search committees be formed to begin the hiring process for the faculty positions. After following the College's hiring process for starting the job process, job announcements were posted on 2 April 2015.

The college used its planning and review processes to re-evaluate its administrative support team for CTE programs. After an evaluation of strengths and weaknesses of having just one dean for all CTE programs and examining the successes of CTE programs when there were two deans, to better support all CTE programs at MVC, the college restored a previous organizational structure of having two deans for CTE programs: one for CTE programs on the Moreno Valley campus and one for the programs at BCTC ([Restoration of MVC Management Structure 20 Nov 2014](#)).

To address concern that some data elements are not analyzed in a manner that supports the college's integrated planning and improvement efforts, the college prioritized the hiring of a Dean of Institutional Effectiveness. An Interim Dean was hired on a two-year contract to establish stability to start the Office of Institutional Effectiveness. The Interim Dean has conducted data gap analyses necessary to produce the Student Equity Plan and consulted on the Student Success and Support Program Plan. She also conducted studies of the math and English pipelines, resulting in changes to course scheduling and the expansion of acceleration efforts specifically.

Ongoing and systematic evaluation is now part of the governance processes and is documented in The Governance Handbook. The MVC Academic Senate approved The Governance Handbook on December 1, 2014, after the SPC had approved it on October 22, 2014 (evidence: minutes for December 1 Acad Senate; evidence need: motion 2014-11 shows it went forward but no SPC minutes show vote of whole SPC). This handbook documents MVC's participatory governance structure and decision-making processes. The handbook was approved by both the

SPC and the Senate as a fluid document, intended to be updated as changes occur. As such, it is constantly evaluated to ensure accuracy of the document.

Conclusion

Moreno Valley College has fully resolved Recommendation 2. The college has evaluated, refined, and implemented program review and resource allocation processes to ensure ongoing and systematic cycles of integrated planning, resource allocation, and evaluation.

Recommendation 3:

In order to meet the Standards, the team recommends that the College regularly assess learning outcomes for all courses and programs and include analysis of learning outcomes results in institutional planning processes. (Standards II.A.2.a, II.A.2.b, II.A.2.e, II.A.2.f)

Response

MVC has made rapid improvement in assessing course outcomes and using those assessments for planning. With the use of TracDat, assessment of course outcomes are linked to program review because Annual Program Reviews completed in TracDat must account for course-level assessments which are also completed in TracDat. As a result, assessment and other relevant data must be accounted for in disciplinary and programmatic requests linked to institutional plans. The plans in the Integrated Strategic Plan and the Student Equity Plan, moreover, often require assessment of learning outcomes to gauge progress toward goals.

Moreno Valley College currently offers 515 active courses (i.e., courses that have been offered at least one semester between Summer 2012 and Fall 2014). Of these 515 courses, 340 (66%) have had at least one SLO assessed (See Table 1). Courses with assessment methods and results are referred to as courses with complete assessments. A total of 124 courses (24%) have completely assessed all SLOs at least once; 13 courses (3%) have completely assessed between 75% and 100% of their SLOs and 37 courses (7%) have completely assessed between 50% and 75% of their SLOs (See Table 2).

Faculty are asked to work within their discipline to set performance targets for course outcome attainment and are directed to form an action plan whenever performance targets are not met. Course action plan reports will be available as part of the program review process to drive the formation of program objectives and program action plans. Program review for instructional areas is being implemented in TracDat for annual program reviews starting in May 2015. TracDat will allow course assessment information to be embedded in the program review process, and resource requests will be directly linked to action plans, thus forming direct links between course assessment, program review, and resource allocation. The resource allocation requests will be prioritized according to institutional objectives and plans, such as the Integrated Strategic Plan, the Student Equity Plan, the Student Support Services Program Plan, the Basic Skills Plan, and the Comprehensive Master Plan.

Program learning outcomes (PLOs) have been mapped to course SLOs for all CTE programs at Moreno Valley College, where faculty are asked if topics are introduced, developed or mastered. Program leaders are being asked to answer a set of questions based on their responses in the mapping exercise, as part of the program review process (evidence link to questions). The Moreno Valley Assessment Committee began mapping of PLOs for Area of Emphasis (AOE) degrees in Spring 2015. To clarify and simplify the assessment of PLOs, PLOs were entered into TracDat so that links between course and program outcomes are clear. (EVIDENCE NEEDED of PLO alignment)

Table 1: Courses having at least one assessment method recorded

MVC Active Course¹ Assessment Progress		
	Number	Percent
Courses having at least one assessment method²	340	66%
Course having no assessment	175	34%
Total	515	100%

Table 2: Courses with complete SLO assessment

MVC Active Courses with Complete Assessments³		
	Number of Courses	Percent
More than 100% of SLOs completely assessed	53	10.3%
100% of SLOs completely assessed	69	13.4%
75% ≤ SLOs completely assessed < 100%	13	2.5%
50% ≤ SLOs completely assessed < 75%	37	7.2%
25% ≤ SLOs completely assessed < 50%	41	8.0%
Fewer than 25% of SLOs completely assessed	302	58.6%
Total	515	100.0%

Table 3: Course SLO to ILO/GE SLO maps

MVC Active Courses with SLOs Mapped to Institutional Learning Outcomes/General Education SLOs⁴		
	Total Number of Courses Mapped	Total Number of SLOs mapped
Communication	57	95
Critical Thinking	81	199
Information Competency and Technology Literacy	22	48
Integrated and Applied Learning	40	107
Self-development and Global Awareness	36	70

¹ Active courses are those courses offered at MVC from Summer 2012 to Fall 2014

² Assessment methods have been entered for the course on either TracDat or the Assessment SharePoint site between December 2012 and April 3, 2015

³ Complete assessment indicates that the course has a method of assessment and assessment results recorded. Time frame for complete assessments is December 2012 through April 3, 2015

⁴ RCCD's GE SLOs are Communication, Critical Thinking, Information Competency and Technology Literacy, and Self-Development and Global Awareness. MVC's ILOs are the four GE SLOs, plus Integrated and Applied Learning

Conclusion

The college recognizes we do not have evidence of assessment of all SLOs for active classes and programs. While we have made great strides in building a culture of assessment which leads to planning, we know we have more work to do. We have established a calendar with due dates for course and program assessments, organized a team of experts to work with faculty, and conducted coaching sessions. These efforts are slowly achieving better results, and we accept the work that we have yet to do.

Recommendation 4:

In order to meet the Standard, the team recommends that course outlines of record for CTE courses be made current and a process be developed to ensure a continuous cycle of review for relevance, appropriateness, and currency. (Standard II.A.2.e)

Response

As of September 8, 2015, ___ CTE Course Outlines of Record have been updated or deactivated. ___ CORs still need to be updated or deactivated. To assure CTE programs at Moreno Valley College will maintain compliance with regular updates to CORs, the college restored a two dean structure for management of CTE programs. The college also prioritized the hiring of full-time faculty in Fire Technology and Administration of Justice, the two disciplines with the most courses in the College Catalog, comprising approximately 20% of the college's active courses in 2014-15.

Throughout the 2014-15 Academic Year, the Curriculum Committee maintained regular dialogue about expectations for CTE course revisions ([Curriculum Committee Meeting, Minutes, 14 October 2014](#) and [28 October 2014](#)). During fall 2014, the Curriculum Committee Chair and the Interim VPAA worked with CTE faculty to update CORs and to create a plan for cyclical evaluation and updating. The Curriculum Committee chair provided updates on outdated CORs throughout the fall semester at Curriculum Committee meetings, reported on courses needing updated CORs at Academic Senate meetings during the fall, and provided an update on out-of-date CORs at the March 10, 2015, Curriculum Committee meeting ([Curriculum Committee Meeting, Agenda, 10 Mar 2015](#)). The list of outdated CORs on the March 10, 2015, Curriculum Committee Agenda, which was generated from a review of CurricUNET on January 8, 2015, revealed a significant reduction in the number of courses with outdated CORs from the fall reports. In disciplines where there are no regular faculty, MVC created special projects for adjunct faculty to update CORs. For example, in Fire Technology, CORs were updated as a result of hiring an adjunct to work on CORs in consultation with the Curriculum Committee Chair. At the November 12, 2014, Fire Technology Advisory Meeting, moreover, the committee voted to remove from the College Catalog thirty-four out-of-date course that are no longer needed for the program. As part of the process, the Advisory Committee has taken on the role of assuring CORs will be reviewed for currency and programmatic needs every two years, and they now keep a spreadsheet of all courses with the date the COR was updated and the semester the course was last taught in order to maintain COR updates as a regular agenda item for advisory group meetings ([Fire Technology Advisory Meeting, Minutes, 12 Nov 2014](#); [FIT CORs April 2015](#)).

MVC's shared governance process also prioritized faculty hiring in Fire and Administration of Justice (see also response to Recommendation 2). These two programs have traditionally struggled most with keeping CORs up-to-date because there has never been a full-time, regular faculty member in ADJ, and the college has been without a regular faculty member in Fire for two years. MVC's commitment to the programs at Ben Clark Training Center resulted in prioritizing Fire and ADJ first and second for new positions starting Fall 2015, which are currently in recruitment. To better support all CTE programs at MVC, the college also restored a

previous organizational structure of having two deans for CTE programs: one for CTE programs on the Moreno Valley campus and one for the programs at BCTC. These commitments of institutional support represent important steps to ongoing assurance that CTE CORs will be reviewed for updates on two-year cycles.

Many of the outdated course outlines are being revised as part of the Comprehensive Instructional Program Review (CIPR) process for CIPRs due in fall of 2015.. For example, the Dental Hygiene program began revisions of thirty-six CORs in Fall 2014. As a result of the curriculum revision process, the CORs required further revision by the RCCD Tech Review Committee and were completed during late spring 2015. The CORs for the Administration of Justice courses have lagged because of the lack of full-time faculty in that discipline. With the hiring of the new Dean of PSET programs at BCTC in April 2015, the ADJ program has embarked on revising its CORs. In June, MVC hired a new faculty member in ADJ who will be responsible for completing the COR updates and ensuring future programmatic compliance with COR updates. The PSET Department receives 1.0 reassigned time for chairing duties; half of this goes to the chair, but the other half will be shared by the new hires in ADJ and FIT to assist with COR updates, assessment, and other essential administrative functions for the continual evaluation of programs.

As an additional planning mechanism to facilitate regular updates of CORs, faculty are required to report the date of each COR in TracDat as part of completing instructional program reviews. Faculty will thus be reminded annually, at a minimum, of the dates of CORs in their disciplines. The Office of Institutional Effectiveness, moreover, can run a report in TracDat to track outdated CORs and thus to remind programs/disciplines to update them.

Conclusion

While we recognize that ___ CTE CORs are still in need of updates, the plan for ___ of these is already underway and will be complete by ___. As a result, the college feels it has resolved this recommendation. A process has been developed that ensures a continuous cycle of review and systematic updating of CTE CORs.

Recommendation 5:

In order to meet the Standards, the team recommends that the College develop long-term financial plans that take into account enrollment management plans, capital replacement schedules, human resources staffing plans, and existing facilities and technology master plans, and consider these when making short-term financial and programmatic decisions. (Standards III.A.2, III.B.2.a, III.C.2, III.D.1.a, III.D.1.c)

Summary Response:

Moreno Valley College has resolved Recommendation 5. In 2014-15, MVC created its Integrated Resource Planning and Allocation report to record short- and long-term resource requests and to track all requests submitted via the program review process, the prioritization of these requests, and the extent to which requests were funded (evidence: IRPA, date). In addition to tracking specific resource requests; the IRPA links requests to SLOs and SAOs, both of which are developed as a result of data analysis, alignment with and support of college goals and long-term plans. IRPA also tracks request prioritization by the department/program, respective planning council, and respective VP. The report records the intended source of funding, which is determined by appropriate VPs based on area of the request, consultation of all plans, and the availability and source type of funding. All of this information is subsequently provided to the President as part of resource allocation recommendations. The President finalizes decisions and reports back to the college. As such, the IRPA functions as a multi-year, multi-budget source financial planning tool.

The decision to create the IRPA resulted from MVC's evaluation of the Program Review to include more specific reporting of human, physical, and technical resource requirements. Over the last eighteen months, the college revised the process so that programs and departments can identify resource requirements not only for annual updates to program reviews but also for planning up to five program review cycles ahead. Throughout 2014-15, due to the infusion of SSSP, instructional equipment, and categorical funds, the college has employed its Resource Allocation Process to prioritize requests for 2014-15 as well as for 2015-16 ([Resource Allocation Flowchart](#)).

Disciplines and programs are able to link specific resource requirements to student learning and service area outcomes. Requests can also be linked to annual enrollment targets and to long-term plans such as the facility plan, the technology plan, and plans to institutionalize successful aspects of grants.

To date enrollment management targets are established annually. Based on district-agreed upon targets, MVC received two full-time faculty positions and will receive an increase of \$___ to provide additional associate faculty in 2015-16. During 2014-15 the college completed a physical inventory of all technology connected to the network and developed a prioritized replacement plan based on technology standards contained in the MVC Technology Plan. The Technology Inventory Database, an appendix of the MVC Technology Plan, is designed to track movement of technology, acquisitions, and disposal.

III.A Human Resources

MVC's Human Resources Plan, which was begun in 2013-14 and completed in fall of 2015, guides college areas and units on how to make human resource requests and how to evaluate such requests (evidence needed when the plan is complete: Human Resources Plan). Depending on the unit or area making the request through Program Review, justification for specific human resource requests requires consideration of varying combinations of labor standards, institutional goals, and data. One of three councils—Academic Planning Council (a sub-committee of the Academic Senate) for faculty positions; Student Services Council for student services personnel; and Business Services Council for personnel reporting through business services—reviews and prioritizes requests before the respective vice president of these areas provides personnel recommendations related their areas to the President. Concurrently, the Academic Senate advises the President on faculty positions, based on prioritization completed by the APC. Based on new funding available and/or reallocation of existing funding, the President authorizes recruitment and recommends appointments to the Board of Trustees through the Chancellor.

As stated under the response to Recommendation 2, MVC followed this process successfully in 2014-15 to determine both how many new positions the college could afford, which programs new faculty would be hired for, and even how to leverage categorical funds to add four full-time, non-tenure-track counselors for 2015-16. The evaluation of the request for a new position, including the prioritization process and funding decisions, is a component of the annual program review process; by storing all requests, TracDat will allow the college to review past requests, helping to make transparent decisions the college makes related to human resource requirements. Since units update their program reviews each year, the process is cyclical: assessment leads to plans; plans lead to requests; decisions are grounded in the information provided in program review; decisions are communicated; and program reviews are updated again. In short, the process is dynamic: in comparison to our old process, dependent upon paper documents and viewed as once-a-year projects, the new process allows both for improved short-term responses to unexpected changes to human resources within a planning a cycle and for clearer long-term planning.

The Human Resources Plan, which is informed by Board Policies and Administrative Procedures, Employee Demographic Data, Comprehensive Master Plan, Employee Prioritization Lists, and Collective Bargaining Agreements, in turn, informs the college about employee and service area demographic data. The plan contains compliance information and pertinent labor standards, such as FON and Maintenance & Operation Labor Standards, among others. To assist with course and program assessment, the plan recommends that all disciplines offering their own programs or certificates have a minimum of one full time faculty member. The plan also outlines the employee recruitment process as well as professional development opportunities and processes to report unlawful behavior by employees. As a result, the Human Resources Plan guides human resource planning in conjunction with human resource requests made through program review.

To address the concern about the comparative experience and perceptions of students and employees, the Diversity Committee, an advisory committee to the President on Human Resources issues, , the Diversity Committee discussed results and planned future initiatives

based on the results following the 2013 Diversity Climate Survey. Among the committee's conclusions, in consultation with the President, were that too few students responded to the survey to gain statistically meaningful results. Part of the problem was that the survey may have been too long ([Diversity Committee Meeting, Notes, 28 Oct. 2013](#)). During the fall of 2013 and spring of 2014, however, the committee discussed specific responses, noting that LGBT students felt the campus climate was less supportive of them than faculty and staff perceived. To address this potential disparity in perception, the RCCD Diversity and Human Resources Director organized a webinar on Gay, Lesbian, and Transgender Students for April 1, 2014 ([Webinar, Gay, Lesbian and Transgender Students: Legal and Practical Guidance for Colleges](#)). Three members of the MVC Diversity Committee participated in the Webinar, following which one of them reported on the Webinar at the April 23 meeting of the Diversity Committee ([Diversity Committee Meeting, Notes, 23 Apr 2014](#)).

The Diversity Committee also facilitated and planned future events for addressing questions about the support that transgendered students at the college feel. On Monday and Tuesday, November 18 and 19, 2013, ALLY hosted a movie night showing the first episode of Stephen Fry's "Out There," followed by discussion of the episode. The two events were identical but offered twice to capture students, staff, and faculty who may have had conflicts with only one airing of the episode. Two ALLY trainings were offered in Spring 2015, the first being the traditional ALLY training and the second, designed specifically for supporting transgendered students, occurring on April 24, 2015. ALLY continues to offer at least one ALLY training each semester, and MVC is planning a Diversity Summit for fall semester 2015.

III.B Physical Resources

Driven by planning activities and data components in the Educational Plan that included enrollment projections, a vehicle and pedestrian study, and the Ben Clark Training Center Master Plan, MVC updated its Facility Plan, a component of MVC's Comprehensive Master Plan, in spring 2015 (evidence: Comprehensive Master Plan). Although the Facility Plan is long term by nature, it nonetheless guides the College's short-term facility decisions. For example, through recommendations from the Physical Resources Advisory Group and Resources Subcommittee, the Strategic Planning Council approved two important facility improvement projects: renovation of the Student Services Building and improvements to safety at the college ([SPC Motion 2015-3](#); [SPC Motion 2015-4](#); SPC Meeting, Minutes, 26 Mar 2015).

At its March meeting, the Physical Resources Advisory Group (PRAG), the Resources Subcommittee (RSC), and the Strategic Planning Committee (SPC) reviewed and accepted the facility plan component of the Comprehensive Master Plan (CMP). Additionally, the same committees affirmed the Five-Year Construction Plan that are annually approved by the Board of Trustees and submitted to the State Chancellor's Office each June. The CMP acknowledges the intent to construct dedicated college facilities at the Ben Clark Training Center (BCTC) to support the college's PSET programs at BCTC by improving appropriate data connectivity, enhancing student service operations, and improving access to instructional support such as computer labs and food service. Construction is expected to begin at the BCTC when the College receives Center status.

The provision of facility maintenance remains an important objective of the college. Each year the PRAG and the Resources Subcommittee (RSC) endorse the Five-Year Scheduled Maintenance Plan which is funded by local and state resources ([SPC Motion 2015-3, Scheduled Maintenance Five-Year Plan](#)). Repairs and scheduled maintenance at BCTC are conducted within the provisions set out in the facility use agreement with Riverside County ([RCCD and Cty of Riverside License Agreement](#)). Additionally, during 2014-15 the college's vice president of business services and the director of facilities collaborated with their colleagues from the RCCD's other two colleges and with district personnel to develop a Total Cost of Ownership (TCO) model to enhance the scheduled maintenance and building modernization planning process. This plan for TCO is particularly important to the college since its Phase I and II buildings approach the quarter century mark and thus end of life for many of the building's systems.

Anticipated Student Growth and Facility Expansion:

The external scan completed for the Comprehensive Master Plan (CMP) predicts 3 percent annual growth of full time equivalent students (FTES); however, such growth is limited by 'Access' apportionment funds that RCCD receives from the State and passes on to the College through its traditional budgeting formula for the colleges. During a District Enrollment Management Committee on February 4, 2015, MVC representatives encouraged, among other recommendations, the development of an enrollment management model that mirrors the State's proposed growth formula based on five factors: Educational Attainment, Unemployment, Pell (Poverty Factor), Participation Rate, and Unfunded FTES ([DEMC Meeting, Minutes, 4 Feb. 2015](#)). Although a change in the manner in which FTES are distributed within the district will not be considered for 2015-16 academic year, there is recognition that an alternate model be considered for budget planning in 2016-17. Despite the restricted growth of FTES, MVC continues to implement its facility plan. Consistent with the CMP, the college administration is working closely with RCCD administrators to advance a Student Services Building Renovation Project as well as a Site Safety & Improvement Project, which were approved by the college through the strategic planning process and submitted to the Department of State Architects during spring 2015. Further, two new buildings, Library & Learning Resources and Natural Sciences, remain the top priorities, respectively, upon receipt of bond funds from the State.

Student Services Building Renovation Project

The Student Services building is not currently able to accommodate front-end services or provide adequate space for counseling services. The California Community College System's commitment to student success and student equity resulted in the restoration and expansion of student support service funding. A large percentage of the additional SSSP and SE budgets will support new staff, management, and counseling positions to support student services. The renovation will re-purpose existing space to provide additional dedicated space to student services. The Student Services Renovation Project will be funded by the college's allocation from Measure C, a local bond. Future expansion of student service space is planned as part of the Library secondary effects project to occur after the construction of a proposed Library & Learning Resources building which is awaiting State Bond approval. Existing spaces in Park

Side Complex are being considered for reallocation of space in order to facilitate the expansion of Student Services.

Site Safety & Improvement Project

The Site Safety & Improvement Project will address inadequate parking, vehicle and pedestrian safety issues, and ADA compliance. For the Comprehensive Master Plan, vehicular and pedestrian traffic on campus was assessed, confirming student, faculty, and staff perceptions that MVC must eliminate unsafe conditions for pedestrians forced to share roadways with moving vehicles or to cross such roadways. The project will provide additional sidewalks and replace interior roadways with expanded perimeter roadway to minimize the pedestrian traffic crossings.

III C - Technology:

Moreno Valley College regularly updates the MVC Technology Plan, and, as such, it is used as a living document, continually re-evaluated and updated to remain flexible with rapid technological changes while still providing long-term guidance for strategic decisions related to technology infrastructure and use at all MVC-related sites ([MVC Technology Plan](#)). The Technology Resources Advisory Group (TRAG) to the Resources Subcommittee receives agenda items for discussion on all technology-related issues related to the college, forwards recommendations related to technology to the Resources Subcommittee as part of the Strategic Planning Process, and serves as a college-wide resource on technology-related issues.

The MVC Technology Plan contains two main sections: the overall plan that aligns with other college plans and goals, providing a roadmap for continuous improvement in technology use, and an appendix section that functions as the college's assessment of all of its current technology, providing regularly updated details on the status of ongoing projects. In other words, the Appendix documents hardware upgrades, current standards for desktop and audio-visual use, current inventory of audio-visual and desktop hardware, a new and stable wireless network available to all users, status of the RCCD Student Portal project, video conferencing resources at MVC, policies and procedures for web development, and technology survey results.

The MVC Technology Plan, moreover, is aligned with the RCCD Strategic Technology Plan (DSTP), which was drafted through active participation of the Information Technology Strategy Council and the technology advisory groups from all three colleges in RCCD ([RCCD Strategic Technology Plan](#)). Begun in 2014, the DSTP represents a macro-view of RCCD's technology needs, and the budget forecast to fulfill those needs, to anticipate emerging technological needs of all three colleges and the district in support of instruction and student services. MVC's TRAG accepted a draft of the DSTP at its April 7, 2015, meeting, and a motion form was submitted to the Strategic Planning Council for approval ([TRAG Meeting, Minutes, 7 Apr 2015](#); [Motion 2015-2](#)). The Information Technology Strategy Council, a district-wide collaborative advisory group to the Chancellor's Cabinet and the District Strategic Planning Council (DSPC), presented the RCCD Strategic Technology Plan to the DSPC for approval and recommendation to the Board of Trustees.

In recent years, both RCCD and MVC assessed the inventory and delivery of technology infrastructure, applications, and support ([RCCD IT Audit, V. 1](#); see also the District's follow-up response to District Recommendation 1). MVC engaged WaveGuide to evaluate and assess the availability, effectiveness, and delivery of end-user technology. The college, moreover, conducts an annual Technology Survey, the results of which inform updates to the MVC Technology Plan. The college further conducted its own physical inventory of end user hardware and software to determine which equipment and software needed replacement or upgrade to MVC-adopted standards. The results were also necessary to create a long-term technology replacement plan (see appendix to the MVC Technology Plan). This data, and its analysis enable the college to determine technology gaps and to inform program reviews with results and to document requests and fulfillment of requests in the Integrated Resource Planning and Allocation report.

In spring 2014, the college offered Technology Visioning Sessions, under the guidance of WaveGuide, an IT Professional Consultant, for all constituencies to evaluate the effectiveness of technology and its support through the Technology Visioning Sessions ([Technology Visioning Sessions Summary](#)). Furthermore, TRAG and the Office of Institutional Effectiveness collaborated to interview and survey faculty, students, staff, and management in order to create a plan for how technology can enable the future of learning at MVC ([Technology Survey 2014-Faculty](#); [Technology Survey 2014-Staff and Management](#); [Technology Survey 2014-ECAR Study of Students](#); [Technology Survey 2014-Associated Students of MVC](#)). Results were shared with faculty groups, such as the Faculty Development Committee and the Distance Education Committee, as well as with the college more broadly.

Through review and discussion of the surveys, TRAG concluded that the surveys and interviews revealed the following about the state of technology at MVC:

- obsolete equipment didn't support current software applications;
- inadequate technology in classrooms was impairing the ability to provide relevant instruction;
- a realignment of human resources was needed to properly support technology services;
- a replacement cycle to keep technology up to date was needed;
- technology standards needed to be at the same or higher level as similar public institutions;
- procedures for web development needed to be developed.

Based on the responses, TRAG recommended many changes in the areas to the infrastructure and hardware at the College ([SPC Motion 2014-3](#); [SPC Motion 2014-5](#)). Since many of the needs were operational and many had been previously identified by units within the college, the college made immediate progress on a number of fronts, including the following:

- Creating a comprehensive and detailed "technology refresh" plan, in other words, an inventory of all IT equipment on campus, including end-users' devices and equipment in classrooms, to serve as the main source to plan for the replacement cycle of equipment, total cost, and current status of technology. It establishes timelines, required costs, and identifies equipment needing updates for maintaining technology currency and stability;
- Updating computing hardware and software resources in fifty-five classrooms previously identified in Program Reviews and submitting through program review a

list of devices that still need to be replaced ([Technology Instructional Support Services Program Review](#));

- Creating a set of audio/visual standards for classroom use, based on feedback from end-users utilized for planning the Student Academic Services Building ([MVC SAS Classroom AV Standards](#));
- Creating a seamless network access for mobile device ([MVC Wireless Network](#));
- Implementing policies and guidelines for web development and social media communication ([Web Development Policies and Procedures, MVC](#); [Social Media Guidelines, RCCD](#); [Web Policies and Procedures Manual, RCCD](#));
- Creating standards for wireless devices to display audio visual content in classrooms;
- Planning a one-stop support system (like a “Genius Bar”) for students and faculty to ask questions and get help related to learning technology;
- Building a redundant connection to high-speed Internet access: the Network Operations Center (NOC) is currently being built and is expected to be complete by the fall 2015; this new structure will allow for a centralized location to house all resources needed to support the IT infrastructure.

The TRAG recommendation to merge web development, instructional media center, and microcomputer support into one department, Technology Support Services, instead of having separate departments working in silos, in July 2014, will be completed July 1, 2015.

Specifics about disaster recovery and a backup strategy are addressed in the “Technology Continuity Plan” section of RCCD’s Strategic Technology Plan, currently “Appendix 2,” which outlines strategies, operation, and plans for disaster recovery and backup. The district, in fact, has already begun support of several aspects of the “continuity plan,” including providing for an uninterruptable power supply (UPS), a generator, A/C, fire protection, redundancy, and load balancing in the Network Operation Centers (NOCs) throughout the District. Construction on MVC’s NOC is underway and is scheduled to be operational by early fall 2015; the addition of a NOC at MVC will provide extra layers of support for both MVC and the entire district to protect against potential loss of data in case of a disaster; it will also consolidate IT infrastructure and house IT personnel. The district is also improving bandwidth and internet connectivity, including intrusion protection. As well as regular backups, applying patches to applications, balancing loads of servers, RCCD and MVC are exploring and prioritizing work on restoration of data, such as Return Point of Operations (RPO) and Return Time to Operations (RTO), an active directory for redundancy and data protection, cloud backup for mobile devices. ITSC is in the process of getting vendor quotes for offsite data storage as well as replication of data between college NOCs for internal redundancy. Projects are being completed to ensure connectivity redundancies across the district which will be outlined in this section as well. Appendix 2 will be updated with these specifics by the end of June 2015.

RCCD’s Open Campus, the district unit responsible for training faculty in distance education tools, self-assesses all training sessions. The RCCD Director of Distance Education/Open Campus maintains all comments from training sessions and workshops and sends them to trainers and presenters quarterly for review and self-evaluation ([Online Blackboard Academy Survey](#)).

III D Financial Resources

The college's annual financial planning process, which covers short-term and mid-range planning of one to five years, continues to evolve. The Business Services office developed the Integrated Resource Planning and Allocation (IRPA) in 2014 in order to integrate short-term decisions with long-term planning in a financial planning tool and assessed its use in 2015 (Evidence needed from Carolyn Q: IPRC Meeting, Notes, 25 Feb. 2015). While the IRPA tracks all requests, the requests themselves emanated from multiple areas of the program review templates. In order to concentrate the requests in one place, make the links between analysis of data and resource requests more transparent, a new form was developed for implementation in the Program Reviews to be completed in May 2015 for 2016-17 resource allocation.

The Annual Program Review process was revised to better integrate data into the planning and assessment process. Implementation of TracDat facilitates linking resource requests to action plans, permitting programs and units to submit resource requests up to five years in advance (Evidence needed: "four-column report from TracDat" one from each division-instruction, student services, and business services). Program and unit planning is informed by district-level enrollment management targets, MVC's Integrated Strategic Plan, MVC's technology replacement plan, MVC's human resource plan containing labor standards, MVC's and district's technology plans, MVC's Student Support & Success Plan, MVC's Student Equity Plan, and MVC's facilities plan, which is a component of the Comprehensive Master Plan that was approved by the Board of Trustees on May 19, 2015. Resource requests that are supported by assessment outcomes based on the college goals are entered into the Integrated Resource Planning and Allocation (IRPA) report which considers all major sources of funds. The IRPA for each division (academic affairs, student services, administrative/business services) tracks how requests are prioritized, whether or not the request was funded, and which source funded the request ([Resource Allocation Flowchart](#); and still need: Resource request Form & Instructions, IRPA). The IRPA also tracks the applicable fund source for a particular item that had been requested, prioritized, and approved, allow the college to leverage allocation from a diversity of funding sources, including the general fund—the Student Success and Support Program, Student Equity, federal and state grants, categorical funding—to execute the actions and plans determined by college objectives and goals.

Prioritized faculty and non-teaching lists are an appendix to the Human Resources Plan. Faculty generate requests through Program Review which are then prioritized by the Academic Planning Council (APC), reviewed and endorsed by the Academic Senate, and ultimately forwarded to the President for consideration. Non-teaching position requests are also made through program reviews, and then they are prioritized by the respective planning council, respective vice president, and finally the Cabinet which submits prioritized requests to the President for final consideration.

Similarly, requests for technology resources originate in Program Review and should align with the Technology Plan. The review and prioritization process begins at the program/unit level and progresses to the respective planning council and respective vice president before the Cabinet submits recommendations to the President.

The annual Five-Year Construction and Five-Year Scheduled Maintenance Plans are informed by the Comprehensive Master Plan which contains the long-range facility plan. These plans are prepared for review and recommendation by the Physical Resources Advisory Group of the Resources Subcommittee of the Strategic Planning Committee. The PRAG's recommendation was approved by the Resources Subcommittee and the SPC before moving forward as a recommendation to the President ([SPC Motion 2015-3 Scheduled Maintenance Five-Year Plan](#); [SPC Motion 2015-4 Five-Year Capital Construction Plan](#)). The Total Cost of Ownership model recently developed by the vice presidents of business services, the facilities directors at all three colleges, and district facilities managers, enhances the data used in the Five-Year Scheduled Maintenance Plan requests and reporting and may demonstrate the need for another local capital bond.

Conclusion

Moreno Valley College has resolved Recommendation 5. The MVC financial planning process is fully integrated and is both tactical and strategic in nature. The planning and resource allocation process is informed by college goals, major planning outcomes, and is inclusive, integrated, and transparent.

Recommendation 6:

In order to increase effectiveness, the team recommends that the College analyze available data for all programs and integrate this analysis into their program review and systematic planning cycle to ensure that all students receive equitable services. (Standards II.B.1, II.B.3, II.B.4)

Response

Moreno Valley College has resolved Recommendation 6. The college is regularly analyzing data, and with the hiring of the Vice President of Student Services, who started in January 2015, and a new Dean of Student Services, Counseling, who started in spring 2015, the college has stable leadership in Student Services to set up a clear cycle requiring all units in students services to complete program reviews which integrate analysis of data to ensure all students receive equitable services ([SS Program Review Planning for units](#)).

MVC's recent development of the Student Equity Plan and Student Success and Support Program Plan (SEP and SSSP) relied on the institution's ability to analyze data, assess services, and develop strategies to address disparities in equity and to enhance student success. The Student Equity Plan, for example, included a review of data reporting proportionality indices and success rates for various demographic subgroups of the college's student population; this analysis led to preparing goals, activities, and outcomes for the plan. The ESL and Basic Skills indicator contained the highest number of disproportionately impacted groups, and, as a result, the plan proposes the development of both a First Year Experience Program and increases in offerings of accelerated courses to improve basic skills course and course-sequence completion outcomes. With this data, the Student Equity Committee (SEC) also considered data obtained from the 2013 CCSSE survey results regarding full-time students significantly outperforming part-time students on five key benchmark scores—Active and Collaborative Learning, Student Effort, Academic Challenge, Student-Faculty Interaction, and Support for Learners. Since 75.1 percent (fall 2013) of students are “less than full-time,” the SEP recommends that students entering the FYE program be required to enroll full-time. At the same time, the college must examine enrollment management trends so that it can offer courses that will support and meet the student's course scheduling needs. By addressing this disparity, and by increasing the number of students who enroll full-time, the college is expecting an increase in student success outcomes.

To further ensure equitable services to students and to increase effectiveness, the college has/will be hiring of a number of positions (which are integrated and aligned with the personnel needs identified through program review, the SSSP plan, and the Student Equity plan), to enhance the quality of services for students and to reduce inequities. These positions include:

- Two general counselors hired in 2014-15
- Director, First Year Experience
- Counselor/Coordinator, Career & Transfer Center
- Counselor/Coordinator, Renaissance Scholars Program
- Administrative Assistant III (Dean, Counseling)
- Academic Evaluations Specialist
- Counseling Clerk I

- Educational Advisor
- Customer Service Clerk, Student Financial Services
- Foster Youth Specialist
- Assessment Specialist (.475 FTE)

The prioritization of these positions and the decision to hire these positions were based on data documented in program reviews, the SEP, and the SSSP. As an example, student equity data was used to determine the need for a full time counselor/coordinator for Renaissance Scholars Program (RSP); the mission of the program, which falls under the umbrella of the Umoja project, is to educate African American and other students about African cultural heritage in order to promote and uplift an African American centered consciousness while enhancing student success. Although the program serves majority of African American students by way of an adjunct faculty member, African American students have been identified as the sub group that has most consistently shown outcomes that fall below the equity range on numerous student success indicators including: Basic Skills completion, Remedial Math, Credit Course completion, and Transfer level course completion. By supporting the program with a full-time counselor/coordinator, additional counseling hours will be provided as well as educational programs and activities. A full-time counselor/coordinator will also have the time to develop and coordinate learning communities and a summer bridge component for the program, which are critical high impact practices that have been linked to increased student success outcomes. In addition, Foster Youth is another subpopulation that performs low on a number of indices including, credit course completion rates. The college currently has one staff member who provides services to Foster Youth, however the staff member can only allocate approximately 6 hours a week because of his assigned 15% load to Foster Youth. Based on the data that reflects a lack of success for this subpopulation, the college will be committing to a full-time specialist to serve Foster Youth.

In accordance with the Student Success Act, concerted efforts have been made at MVC during 2014-15 to develop comprehensive student educational plans (SEPs) with all students. In the 2013-14 academic year, there were 2,177 completed SEPs. In spring 2015, a data workgroup was created as a subcommittee of the Student Success and Support Program (SSSP), the purpose of which is to review and analyze data as it relates to the implementation of the SSSP Plan ([SSSP 2015 Mid-Year Update](#)). The following data was reviewed, analyzed and discussed. Of the 6,704 students currently enrolled at MVC during spring 2015, with MVC identified as their home college:

- 3,143 students currently enrolled at MVC during spring 2015 have a comprehensive SEP on file;
- 2,362 students currently enrolled at MVC during spring 2015 do not have a comprehensive SEP on file;
- the remaining 1,199 students are exempt from an MVC SEP.

Based on this data, a subcommittee of the SSSP Counseling and Data Workgroups developed a number of actions, including: sending an e-mail to students to remind them to schedule an

appointment to see a counselor to complete an SEP; modifying counselors schedules to ensure that there is availability to accommodate same-day SEP appointments; providing student success workshops and group counseling for students within the same major; funding additional counseling hours; making follow-up phone calls for students who did not respond to the initial email request. Counselors in special/categorical programs will contact the students in their programs directly who have not completed an SEP. Personalized letters to the students' homes proved to be the most effective method to which students responded ([Letter to Students that need SEPs SPR 15](#)). Counselors in special/categorical programs contacted the students in their programs directly in order to schedule meetings to complete their SEPs. The increase in students who have completed their comprehensive SEPs resulted from using data to identify gaps in completion of SEPs, and subsequently taking actions to improve equitable access to services. The units taking these actions will continue to monitor student completion of SEPs and assess these efforts to determine future adaptations and revisions which the college hopes will continue to increase the numbers of students completing comprehensive SEPs.

As a part of the annual program review process, additional initiatives were developed to address service gaps and student needs. As a result of program assessment, moreover, in 2014-15 the counseling department developed the following action items with effective results:

- An improved website with pictures of counseling staff and the services that are offered;
- An improved outreach plan including marketing on campus;
- An evaluation of the number of students seeking appointments before and after the early alert process to support success;
- Additional student success workshops offered throughout the fall and spring terms to reach more students on topics such as Study Skills, note taking, and time management;
- Additional workshops to increase the number of student educational plans completed;
- Increase in the number of basic skills class room presentations;
- Hiring of two additional adjunct counselors and two additional full-time counselors to meet the mandates of the Student Success Act; the two additional full-time counselors will be hired in spring 2015 as non-tenured, categorically funded, on-going positions.

In addition, MVC's fall to spring persistence rates have been steady between 61.5 percent and nearly 63.0 percent for the last three years ([Fall to Spring Persistence Rates, 2008-2013](#)). In an effort to increase persistence rates, the college will initiate a Transition to Success Program for new, incoming students in summer 2015. The Transition to Success Extended Orientation Program (T2S) is designed to help first time college students make a successful transition to college ([T2S Program Plan for Summer 2015](#)). All first time incoming (new) Moreno Valley College students will be invited to attend a half-day workshop that will include an extended orientation, strategies for success workshops, guided course registration by a peer, peer mentor support system, and a college tour. Ten half-day workshops will be hosted during the months of July and August for students that intend to enroll for fall 2015. The program will serve up to 1,000. Students will be incentivized to participate by providing them early registration and

scholarships opportunities. The program will conclude with a New Student Welcome Day Event for students and their families prior to the start of the fall semester. Anticipating actions to address goals outlined in the draft of the ISP 2015-18, moreover, student services personnel recognized that the college can greatly impact new, incoming students regarding the expectations of completing a comprehensive SEP. As a result, the Transition for Success Extended Orientation program for summer 2015 will also require students who attend the summer program to schedule a face-to-face appointment with a counselor for the fall semester to complete their comprehensive SEPs.

The college believes that by providing students with a solid foundation of important information (beyond the standard content offered during orientation) and numerous campus connections, including peers, as they enter the institution, it may help increase rates of persistence for new students. The program will include the assessment of student learning outcomes and the cohort of students participating in summer 2015 will be tracked to determine rates of persistence.

Student Services areas conduct program reviews annually, in which units review data and assess outcomes in order to make resource requests for positions and equipment in both instructional and non-instructional units of Student Services. Existing data is often incorporated into the program review process as a means to demonstrate student success and/or to justify resource request.

For example, during 2014-15, student services administrators reviewed and analyzed the existing spring 2010 and spring 2011 student satisfaction surveys ([MVC Student Satisfaction Survey Report 2010](#); [MVC 2011 SSS CCSSE Results](#)). Surveys indicated high satisfaction responses across most student services areas; however, data revealed concern regarding long lines, particularly in Student Financial Services. As a result, Student Financial Services reviewed practices to reduce student lines and wait times ([Student Financial Services PR – Unit Assessment Report](#)). To provide stability and staff expertise at the front counter, Student Financial Services requested a full-time customer service clerk through the 2014-15 program review resource allocation process, a position which was filled in spring 2015; SFS will continue to monitor and evaluate student wait times for services to ensure ongoing support for student access to services.

In addition, the counseling department collects and reviews data through the software it uses for scheduling of appointments, SARS (Scheduling and Reporting System); SARS data is reviewed regularly by the counseling department administration, faculty, and staff to determine if the department is meeting students' needs. Based on a review of the data, it counseling staff and faculty discovered that there is the low show rate for online counseling appointments compared to face-to-face counseling appointments ([Appointment Attendance, SARS Report](#)); as a result, during 2014-15, the counseling department put strategies in place to improve the show rate for online counseling appointments. The strategies included improved timeline and turn-around time from request to scheduled appointment, phone contact to verify appointment, and more counselors trained to provide service. Counseling will continue to use these strategies for online counseling appointments as well as acquire Preptalk, a "face time" technology that provides online one-on-one counseling sessions and group events. The counselors will use and create online appointments and workshops utilizing this technology. PrepTalk was implemented in

spring 2015 to increase the access and retention of the online appointments and to further meet the needs of our students by ensuring that students receive equitable services.

MVC also employs an early alert system to identify students in need of support. Faculty participation in Early Alert has increased to nearly 74 percent in spring 2013, up from 22 percent three semesters ago. The college has subsequently identified the need for new processes to improve timely notification to students and to counselors to ensure that the service works as it should. The assessment plan for Early Alert for 2015-16 includes implementing a process to track students who utilize services to which they were referred (i.e. counseling, tutoring). This data allows the college to determine the number and types of Early Alert interventions.

Changes in assessment also result from program review. During the spring 2014 a total of 332 high school seniors were assessed at their high school sites ([Assessment Center PR – Unit Assessment Report](#)), which was a 12 percent increase from the prior year. High school seniors were expected to complete the Assessment, Orientation, Counseling (AOC) process before the priority deadline. The Assessment Center staff conducted an internal, non-published study which determined a fall 2014 enrollment rate of 62 percent from Moreno Valley Unified high school seniors that participated in these pre-enrollment services and a fall enrollment rate of 51 percent for Val Verde Unified high school seniors ([Assessment Center – Onsite High School Seniors Stats](#)). To further provide critical support and aid in the transition period, MVC Student Services Departments initiated and implemented a pilot “Transition to Success” event last summer that drew 77 high school seniors. In an attempt to increase enrollment rates of our local, feeder high schools, student services is modifying the pre-enrollment process to better facilitate college student’s success. Currently, new student orientations are strictly offered only on-line, as part of the matriculation process. In summer 2015, the college is institutionalizing the Transition to Success sessions that will assist students in completing the AOC pre-enrollment process, promote early registration, provide face-to-face orientations, and provide sessions that focus on strategies for success in college and career exploration. The purpose of these sessions is to promote connections and engagement among new, incoming students. These sessions will be assessed and student evaluations will be used to enhance future programs ([Program Review, Assessment, 21 May 15](#)).

The plans forming the core of MVC’s efforts to provide equitable services to all students are driven both by analysis of data and by evaluations of the student services programs necessary to provide those services for students.

Conclusion

Moreno Valley College has resolved Recommendation 6. The college has evolved its culture of assessment to include analysis of data to drive decision-making and planning in order to ensure all students receive equitable services.

District Recommendation #1

Technology Planning

In order to meet standards, compile the various completed elements of technology planning into an integrated, comprehensive district technology plan that is accessible and transparent, including a disaster recovery plan and a plan to refresh aging and outdated technologies. Insure that the district technology plan is based on input from the colleges and is in alignment with college planning processes. (Standards I.B.6 and III.C.2)

Response

The 2014 district visiting team acknowledged, in its External Evaluation Report, that the district “has undergone a substantial amount of planning to address the technology needs of the District and the prioritization of technology resources.” The team also acknowledged that the district “has conducted a technology audit and prioritized Information Services for the District in addition to completing a detailed District Administrative Unit Program Review and Assessment of Information Technology and Learning Services.” However, the team also “noted that the various elements of technology planning have not yet been incorporated into a district-wide technology planning document to provide an overarching framework for the evolving college technology plans. The visiting team also stated that the district “lacks a comprehensive disaster recovery plan, and could benefit from a plan that addresses the need to refresh aging and outdated technologies.”

To address the recommendations from the 2014 visiting team, the Information Technology Strategic Council (ITSC), which consists of the co-chairs of the college technology advisory groups and district Information Technology Services personnel, began a series of meetings to implement components of the District Technology Audit ([RCCD IT Audit Report](#)) and to develop a District Technology Plan ([see minutes of the ITSC meetings 2014-15 dealing with the District Technology Plan](#)). The co-chairs of the college technology groups worked to ensure that the new district plan aligns with and supports each college’s technology plan. In addition, the ITSC updated and created an IT Audit Recommendation Project Status Summary that outlines the progress the district has made to address the concerns identified in the IT Audit ([Review the IT Audit Recommendation Project Status Summary](#)). The new District Technology Plan assesses the district’s technology environment, provides the basic principles and purpose of the plan, and aligns the district’s technology goals with each college’s technology plan and with the strategic themes in the RCCD Strategic Plan ([Review the District Technology Plan](#)). Moreover, the new District Technology Plan includes a Disaster Recovery Plan and a Technology Refresh Plan ([See appendices to the District Technology Plan](#)).

The District Technology Plan has been reviewed and approved by the college technology advisory groups and has gone through the shared governance approval process. The ITSC has begun the process of working with each college’s vice president of business and the Vice Chancellor of Business and Financial Services to determine the financial sustainability of the plans as the district and colleges implement their technology plans.

District Recommendation #2 OPEB Obligation

In order to meet the standard, implement a plan to fund contributions to the District's other post-employment benefits (OPEB) obligation. (Standard III.D.3.c)

Response

The District's medical plan, a single-employer defined benefit healthcare plan, is administered by the District. The plan provides a paid medical insurance benefit to eligible retired academic, classified, confidential, and management employees and one dependent until age 65 ([BP/AP 7380 Retiree Health Benefits](#)). Eligibility is available to all retirees who have a minimum of 10 years of service with the district and who have reached the age of 55.

On July 1, 2014, an actuarial valuation was performed to determine the District's liability for its post-employment benefits. Currently, the district utilizes the pay-as-you-go method to finance its OPEB contributions ([RCCD Actuarial Loss Reserve Review 30 June 2013](#)).

The net OPEB obligations for each of the fiscal years 2010 through 2014, ending June 30, are as follows:

Year	Annual OPEB Cost	Actual Contributions	Percentage Contributed	Net OPEB Obligation
2010	\$1,462,715	\$ 766,350	52%	\$1,653,090
2011	\$2,262,462	\$ 577,224	26%	\$3,338,328
2012	\$2,242,316	\$1,199,115	53%	\$4,381,529
2013	\$2,872,832	\$1,209,729	42%	\$6,044,632
2014	\$2,960,168	\$1,159,902	39%	\$7,844,898

To date, the district has partially allocated resources to support future liabilities related to post-employment benefits, leave time, and other related obligations. Leave balances are paid when used through existing resources, and the District finances its current post-employment benefit obligations annually. The district's annual required contribution is \$3,041,672, and the annual OPEB cost is \$2,960,168 based on the FY 2013-14 Annual Audit ([RCCD Audit Report 2009-10](#); [RCCD Audit Report 2010-11](#); [RCCD Audit Report 2011-12](#); [RCCD Audit Report 2012-13](#); [RCCD Audit Report 2013-14](#)). (III.D.3.c, III.D.3)

All audits of the institution have been unqualified. The district plans for and, to date, has used a "pay-as-you-go" methodology to allocate appropriate resources for the payment of liabilities and future obligations, including other post-employment benefits (OPEB), compensated absences, and other employee related obligations as disclosed in all annual audits. However, the District has not funded the future cost of the Annual Required Contribution (ARC).

In addressing the Commission's district recommendation, the district considered a number of options to address the OPEB liability. These included the formation of an irrevocable trust, the establishment of a restricted fund, the issuance of OPEB bonds, or the initiation of a self-

assessment. The District has historically maintained a “pay-as-you-go” methodology and, since the inception of Governmental Accounting Standard Board Statement No. 45 – Accounting and Financial Reporting by Employers for Post-Employment Benefits Other than Pensions (GASB 45), has not funded the future cost of the ARC. Annual “pay-as-you-go” costs of the ARC approximate \$1.2 million. The most recent actuarial valuation puts the annual funding of the future cost of the ARC at approximately \$1.2 million. Therefore, to fund the GASB 45 liability completely, additional annual contributions of between \$.80 million and \$1.0 million (the remaining portion would presumably be from investment earnings) would be necessary. To address the recommendation, a funding plan has been developed to respond to the accreditation recommendation. The plan consists of the following:

1. Effective July 1, 2015, establish an irrevocable trust to pay current retiree health costs and to accumulate funds for future costs to offset the OPEB liability;
2. Develop a rate to apply to every dollar of payroll, in all Resources that have payroll, to cover the annual current cost (“pay-as-you-go”) plus a minimum of \$250,000 annually to begin providing for future retiree health costs, including application of the rate to grant and categorical programs in accordance with OMB Circular A-21 and the State Chancellor’s Accounting Advisory – GASB 45 Accounting for Other Post-Employment Benefits;
3. Investment earnings over time will contribute to the reduction of the outstanding OPEB liability, so the total amount of funds set-aside by the District and accumulated to pay for future retiree health costs will be limited to a maximum of 50% of the outstanding OPEB liability.
4. At least annually, transfer all funds provided by the retiree healthcare rate to the irrevocable trust;
5. Pay all retiree healthcare costs out of the irrevocable trust;

This proposal, discussed with the District Budget Advisory Council (DBAC) on January 23, 2015 and on February 27, 2015 ([DBAC Minutes, 23 Jan 2015 and 27 Feb 2015](#)), was also vetted through each of the college’s shared governance processes and has been reviewed by both the District Strategic Planning Committee ([RCCD DSPC Meeting Minutes 30 Jan 2015](#) and [13 Mar 2015](#)) and the Chancellor’s cabinet (March 30, 2015). The final proposal was presented and discussed at the April 7, 2015 Resource Committee meeting. The Board approved the proposal at its April 21, 2015 meeting ([BOT Committee and Regular Meeting Minutes, 21 Apr 2015](#)).

Agenda Item (VIII-B-5)

Meeting	6/16/2015 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-5)
Subject	Accreditation Follow-up Report for Norco College
College/District	Norco
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees review and accept the Accreditation Follow-up Report for Norco College.

Background Narrative:

Presented for the Board's review and consideration is the Accreditation Follow-up Report for Norco College (NC) resulting from the Accrediting Commission of Community and Junior Colleges' (ACCJC) March 3-7, 2014 Team Visit. NC's Follow-up Report may undergo slight refinement and editing prior to being finalized. It will be submitted to the ACCJC on or before the due date of October 15, 2015.

Prepared By: Michael Reiner, Vice Chancellor, Educational Services
Diane Dieckmeyer, Vice President, Academic Affairs
Debbie McDowell, Administrative Assistant IV

Attachments:

[Presentation for Norco's Follow-up Report](#)
[Norco Accreditation Follow-up Report](#)

NORCO COLLEGE

Norco College Follow-Up Report

Presentation to the Board of Trustees

June 2, 2015

Recommendation 1:

Evaluation of Strategic Planning Processes

2014-15 actions and activities to meet recommendation:

- Developed and posted evaluation timeline on Strategic Planning website.
- Half-day retreat (December 3, 2014) at which 30+ faculty, staff, and administrators assessed the effectiveness of evaluation methods.
- Reviewed data gathered at retreat during ISPC meetings in spring 2015.
- Re-evaluated Institution-Set Standard methodology
- Standardized evaluation naming protocols to ensure clarity.
- Standardized evaluation instrument used by all standing committees involved in strategic planning.
- Created and published the first of a biannual newsletter devoted to strategic planning, with particular emphasis on evaluation mechanisms.

Recommendation 2:

Student Learning Outcomes and Assessment

2014-15 actions and activities to meet recommendation:

- Created system for ensuring accurate transfer of SLOs from CORs to course syllabi (to go into effect fall 2015).
- Completed initial assessment of all program-level outcomes, including General Education.
- Developed an annual “Key Indicators Analysis” mechanism to evaluate all parts of student learning process regularly and systematically.
- Developed plan to hold an annual assessment retreat each fall beginning in 2015 to evaluate the evaluation process.
- Implemented TracDat assessment software to store and assist in analyzing outcomes assessment data.

Recommendation 3

Assessing Service Area Outcomes in Business Services

2014-15 actions and activities to meet recommendation:

- Held two workshops on service area outcome (SAO) development and assessment (November 2014, June 2015).
- Annual program reviews in business services areas have documented (and will continue to document) assessment activities by these units.
- Assessment results used for improvement by a number of units, including maintenance, custodial, and food services.
- Assessment workshop planned for managers in the summer, to be led by faculty assessment coordinator.

Recommendation 4

Technology Resources

2014-15 actions and activities to meet recommendation:

- *Norco College Replacement of Technology and Equipment Plan* developed, approved, and implemented.
- *Technology Total Cost of Ownership (TCO)* developed, approved, and implemented.
- Technology use, resources, and needs assessed annually at the college by means of survey of students, faculty, and staff (2015 survey recently administered; results pending).
- Evaluation results have been used for improvement in a number of areas (e.g., better access to RCCD wireless network, changes in program review technology request procedures, purchase of Lynda.com to facilitate technology training).

Accreditation Follow-Up Report October 2015



Submitted to:

Accrediting Commission for Community and Junior Colleges

Western Association of Schools and Colleges

Submitted by:

Norco College
2001 Third Street
Norco CA 92860

Certification of Institutional Follow-Up Report

August 28, 2015

To: Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

From: Paul Parnell, President
Norco College
2001 Third Street
Norco, CA 92860-2600

We certify there was broad participation by the campus community in the development of this report, and we believe it accurately reflects the nature and substance of this institution.

Paul Parnell, President
Norco College

Virginia Blumenthal, President
RCCD Board of Trustees

Michael Burke, Chancellor
Riverside Community College District

Diane Dieckmeyer
Vice President, Academic Affairs/ALO

Arend Flick, Professor of English
Accreditation Co-Chair and Editor

Peggy Campo, President
Norco College Academic Senate

Collin Pacillo, President
Norco College Associated Students

Gustavo Segura
California Schools Employees Association

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Statement on Report Preparation

At its meeting on June 4-6, 2014, the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC) reaffirmed Norco College's accreditation but required a Follow-Up Report to be submitted by October 15, 2015. Work on the Follow-Up Report began shortly after receipt of the action letter, which contained two District recommendations (one involving technology planning, the other related to implementing a plan to fund its other post-employment benefits (OPEB) obligation) and four College recommendations (1. the evaluation of strategic planning processes, 2. outcomes assessment, 3. assessing of service area outcomes in Business Services, and 4. planning for technology replacement).

Over the course of the past year, Norco College used its existing governance and planning committees and councils to develop and implement policies and procedures to ensure that these recommendations were fully acted upon. The Institutional Strategic Planning Council (ISPC) was largely responsible for the work related to College Recommendation 1; the Norco Assessment Committee (NAC) provided leadership in ensuring compliance with College Recommendation 2; the Business and Facilities Planning Council (BFPC), and particularly the Vice President for Business Services, developed strategies related to meeting College Recommendation 3; and the College's Technology Committee was charged with responding fully to Recommendation 4. Work on the District Recommendations was overseen by the appropriate District wide committees: the Information Technology Strategic Council (ITSC) for District Recommendation 1 and the District Budget Advisory Council (DBAC) for District Recommendation 2. Coordinating these efforts and the writing of the report itself at the College were the Vice President of Academic Affairs, who is also the College's Accreditation Liaison Officer; and the faculty accreditation co-chair, who also edited the report.

The draft report was widely reviewed prior to submission to the Governing Board for approval on June 2, 2015. In early March, 2015, an initial draft was read and discussed at meetings of the Academic Senate, ISPC, and Committee of the Whole (COTW). The draft was also circulated to the entire college community on the nor-all distribution list. The document was revised in late March and April, 2015, in response to suggestions made by a number of individuals, and the final draft was approved by the Senate on May 4, by the ISPC on May 6, and the COTW on May 7.

Norco College is grateful for the dedicated work of its faculty, staff, and administrators not only on the Follow-Up Report itself but also on the development and implementation of plans and processes that provide ample evidence accreditation standards are fully met.

The Institutional Strategic Planning Council

Diane Dieckmeyer (Administrative Tri-Chair), Vice President, Academic Affairs
Ruth Leal (Staff Tri-Chair), Instructional Production Specialist

Melissa Bader (Faculty Tri-Chair), Associate Professor, English
Natalie Aceves, Educational Advisor
Greg Aycock, Dean of Student Success
Celia Brockenbrough, Professor of Library Services
Peggy Campo, President, Academic Senate; Associate Professor, Anatomy/Physiology
Mark DeAsis, Director of Enrollment Services
Beth Gomez, Vice President, Business Services
Monica Green, Vice President, Student Services
Ruth Jones-Santos, College Receptionist, Student Activities
Ana Molina, Administrative Assistant II
Barbara Moore, Associate Professor, Biology
Collin Pacillo, ASNC president
Jason Parks, Associate Professor, Mathematics
Jim Thomas, Associate Professor, Construction Technology
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Norco College Follow-Up Report Team

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Diane Dieckmeyer, Vice President of Academic Affairs and Accreditation Liaison Officer
Arend Flick, Professor of English and Faculty Accreditation Co-Chair
Beth Gomez, Vice President of Business Services
Ruth Leal, Instructional Production Specialist and Co-Chair, Technology Committee
Damon Nance, Dean, Technology and Learning Resources

District Follow-Up Report Team

Aaron Brown, Vice Chancellor, Business & Financial Services
Rick Herman, Associate Vice Chancellor, Information Technology & Learning Services
Sylvia Thomas, Interim Vice Chancellor, Diversity & Human Resources

District Recommendation 1

In order to meet standards, compile the various completed elements of technology planning into an integrated, comprehensive district technology plan that is accessible and transparent, including a disaster recovery plan and a plan to refresh aging and outdated technologies. Insure that the district technology plan is based on input from the colleges and is in alignment with college planning processes.

The 2014 District visiting team acknowledged, in its External Evaluation Report, that the District “has undergone a substantial amount of planning to address the technology needs of the District and the prioritization of technology resources.” The team also acknowledged that the District “has conducted a technology audit and prioritized Information Services for the District in addition to completing a detailed District Administrative Unit Program Review and Assessment of Information Technology and Learning Services.” However, the team noted that the various elements of technology planning have not yet been incorporated into a district wide technology planning document to provide an overarching framework for the evolving college technology plans. The visiting team also stated that the District “lacks a comprehensive disaster recovery plan, and could benefit from a plan that addresses the need to refresh aging and outdated technologies.”

To address the recommendations from the 2014 visiting team, the Information Technology Strategic Council (ITSC), which consists of the co-chairs of the college technology advisory groups and district Information Technology Services personnel, began a series of meetings to implement components of the [District Technology Audit](#) and to develop a District Technology Plan. The co-chairs of the college technology groups worked to ensure that the new district plan aligns with and supports each college’s technology plan. In addition, the ITSC updated and created an [IT Audit Recommendation Project Status Summary](#) that outlines the progress the District has made to address the concerns identified in the IT Audit. The new District Technology Plan assesses the District’s technology environment, provides the basic principles and purpose of the plan, and aligns the District’s technology goals with each college’s technology plan and with the strategic themes in the [RCCD Strategic Plan](#). Moreover, the new District Technology Plan includes a Disaster Recovery Plan and a Technology Refresh Plan.

The District Technology Plan has been reviewed and approved by the college technology advisory groups and has gone through the shared governance approval process. The ITSC has begun the process of working with each college’s vice president of business and the Vice Chancellor of Business Services to determine the financial sustainability of the plans as the District and colleges implement their technology plans.

Evidence for District Recommendation 1

DR1.1 Information Technology Audit Status Report, 1 March 2014
<http://www.rccd.edu/administration/information/services/Documents/IT%20Audit%20Status%20Report%20-%203.1.14.pdf>

DR1.2 District Technology Plan

DR1.3 IT Audit Recommendation Project Status Summary

<http://www.rccd.edu/administration/information/services/Documents/IT%20Audit%20Project%20Summary.pdf>

DR1.4 RCCD Centennial Strategic Plan 2013-2016

<http://www.rccd.edu/administration/educationalservices/ineffectiveness/Documents/RCCD%20Centennial%20Strategic%20Plan%202013-16%20final.pdf>

District Recommendation 2

In order to meet Standards, implement a plan to fund contributions to the District's other post-employment benefits (OPEB) obligation.

The District's medical plan, a single-employer defined benefit healthcare plan, is administered by the District. The plan provides a paid medical insurance benefit to eligible retired academic, classified, confidential, and management employee and one dependent until age 65 ([BP/AP 7380](#)). Eligibility is available to all retirees who have a minimum of 10 years of service with the District and who have reached the age of 55.

On July 1, 2014, an [actuarial valuation](#) was performed to determine the District's liability for its post-employment benefits. Currently, the District utilizes the pay-as-you-go method to finance its OPEB contributions.

The net OPEB obligations for each of the fiscal years 2010 through 2014, ending June 30, are as follows:

Year	Annual OPEB Cost	Actual Contributions	Percentage Contributed	Net OPEB Obligation
2010	\$1,462,715	\$ 766,350	52%	\$1,653,090
2011	\$2,262,462	\$ 577,224	26%	\$3,338,328
2012	\$2,242,316	\$1,199,115	53%	\$4,381,529
2013	\$2,872,832	\$1,209,729	42%	\$6,044,632
2014	\$2,960,168	\$1,159,902	39%	\$7,844,898

To date, the District has partially allocated resources to support future liabilities related to post-employment benefits, leave time, and other related obligations. Leave balances are paid when used through existing resources, and the District finances its current post-employment benefit obligations annually. The District's annual required contribution is \$3,041,672 and annual OPEB cost is \$2,960,168 based on the [FY 2013-14 Annual Audit](#).

All audits of the institution have been unqualified. The District plans for and, to date, has used a "pay-as-you-go" methodology to allocate appropriate resources for the payment of liabilities and future obligations, including other post-employment benefits (OPEB),

compensated absences, and other employee related obligations as disclosed in all annual audits. However, the District has not funded the future cost of the Annual Required Contribution (ARC).

In addressing the Commission’s recommendation regarding OPEB liability, the District considered a number of options. These included the formation of an irrevocable trust, the establishment of a restricted fund, the issuance of OPEB bonds, or the initiation of a self-assessment. The District has historically maintained a “pay-as-you-go” methodology and, since the inception of Governmental Accounting Standard Board Statement No. 45—Accounting and Financial Reporting by Employers for Post-Employment Benefits Other than Pensions ([GASB 45](#))—has not funded the future cost of the ARC. Annual “pay-as-you-go” costs of the ARC approximate \$1.2 million. The most recent actuarial valuation puts the annual funding of the future cost of the ARC at approximately \$1.2 million. Therefore, to fund the GASB 45 liability completely, additional annual contributions of between \$.80 million and \$1.0 million (the remaining portion would presumably be from investment earnings) would be necessary. To address the recommendation, a funding plan has been developed. The plan consists of the following:

1. Effective July 1, 2015, establish an irrevocable trust to pay current retiree health costs and to accumulate funds for future costs to offset the OPEB liability;
2. Develop a rate to apply to every dollar of payroll, in all Resources that have payroll, to cover the annual current cost (“pay-as-you-go”) plus a minimum of \$250,000 annually to begin providing for future retiree health costs, including application of the rate to grant and categorical programs in accordance with the federal government’s [OMB Circular A-21](#) and the State Chancellor’s Accounting Advisory—GASB 45 Accounting for Other Post-Employment Benefits;
3. Investment earnings over time will contribute to the reduction of the outstanding OPEB liability, so the total amount of funds set aside by the District and accumulated to pay for future retiree health costs will be limited to a maximum of 50% of the outstanding OPEB liability.
4. At least annually, transfer all funds provided by the retiree healthcare rate to the irrevocable trust;
5. Pay all retiree healthcare costs out of the irrevocable trust.

This proposal, discussed with the District Budget Advisory Council (DBAC) on [January 23, 2015](#) and on [February 27, 2015](#), was also vetted through each of the colleges’ shared governance processes and has been reviewed by both the District Strategic Planning Council ([January 30, 2015](#) and [March 13, 2015](#)) and the Chancellor’s cabinet (March 30, 2015). The final proposal was presented and discussed at the [April 7, 2015 Resource Committee meeting](#). The Board approved the proposal at its April 21, 2015 meeting.

Evidence for District Recommendation 2

- DR2.1 Board of Trustees BP/AP 7380 Retiree Health Benefits
<http://www.rccd.edu/administration/board/New%20Board%20Policies/7380BPAP.pdf>
- DR2.2 Actuarial Valuation for Post-Employment Benefits, 2013-2014
<http://www.rccd.edu/administration/adminfinance/Documents/GASB%2045%20Valuation%20Reports/RCCD%20FY%202013-2014%20GASB%2045%20Valuation%20Report.pdf>
- DR2.3 Fiscal Year 2013-2014 Annual Audit
<http://www.rccd.edu/administration/adminfinance/Documents/Audit%20Reports/District/District%20Audit%202013-2014.pdf>
- DR2.4 GASB-45
<http://www.gasb.org/st/summary/gstsm45.html>
- DR2.5 OMB Circular A-21
https://www.whitehouse.gov/omb/circulars_a021_2004/
- DR2.6 DBAC Minutes, 23 January 2015
http://www.rccd.edu/administration/adminfinance/Documents/BAM_DBAC/Meeting%20Minutes%20and%20Agendas/2015/01-23-15%20DBAC%20Agenda_Backup.pdf
- DR2.7 DBAC Minutes, 27 February 2015
http://www.rccd.edu/administration/adminfinance/Documents/BAM_DBAC/Meeting%20Minutes%20and%20Agendas/2015/DBAC%20Agenda_Backup%2002-27-15w.pdf
- DR2.8 DSPC Minutes, 30 January 2015
<http://www.rccd.edu/administration/educationalservices/ieffectiveness/Pages/dspc.aspx>
- DR2.9 DSPC Minutes, 13 March 2015
<http://www.rccd.edu/administration/educationalservices/ieffectiveness/Pages/dspc.aspx>
- DR2.10 Resource Committee Minutes, 7 April 2015
http://www.rccdistrict.net/eb/PDF%20Conversions/April_7_2015_Complete.pdf
- DR2.11 Board of Trustees Minutes, 21 April 2015

College Recommendation 1

In order to meet the Standards, the team recommends that the College consistently evaluate all parts of the planning and resource allocation cycle; develop a standard assessment instrument for all participatory governance committees; develop a process to assess the evaluation mechanisms used in integrated planning and resource allocation to ensure that those evaluations are effective in improving programs, processes, and decision-making structures; and develop strategies to broadly communicate the results of these evaluations to the entire College community.

This recommendation has four parts that are addressed separately below:

1. Consistently evaluate all parts of the planning and resource allocation cycle

[Norco College Strategic Planning Committee Policy 2010-01](#) (revised in December 2011) established an evaluation process for the College planning and resource allocation cycle. During the revision of the College strategic planning process, the policy was further modified and can be found in the [Norco College Strategic Plan and Process 2013 – 2018](#). Evaluation of the planning and resource allocation cycle has (until recent changes) consisted of eight components, referred to in the policy as Evaluation Procedures:

1. [Annual Survey of Effectiveness of the Planning Councils: Academic Planning Council, Business and Facilities Planning Council and Student Services Planning Council](#) is conducted each year in late November. It asks members of each of the three planning councils to indicate their degree of satisfaction with committee-level planning, program review, and resource allocation and decision-making processes. Members also evaluate the criteria by which they rank resource requests and indicate the degree to which they think these processes are effective.
2. [Annual Survey of Effectiveness of Academic Senate and Senate Standing Committees](#) requires that each standing committee and the Academic Senate will survey its membership each fall and participate in dialogue sessions to evaluate the effectiveness of their planning and decision-making processes during the previous academic year. The Academic Senate receives an executive summary from each standing committee for review and discussion, and it makes recommendations to and receives recommendations from each of the committees based on the results of the evaluation and discussion.
3. [Memorandum from College President to Norco College](#) is sent as an e-mail to the nor-all distribution list annually in June. It identifies which faculty and staff positions (identified in the previous year's program review and prioritized by the planning councils) will be recommended for funding. As an accountability measure, it contributes to the process by which planning is evaluated.
4. [Annual Progress Report on Educational Master Plan Goals, Objectives and "Dashboard Indicators,"](#) produced annually in mid-November by the Office of Institutional Effectiveness, is presented to both Institutional Strategic Planning Council (ISPC) and the Committee of the Whole (COTW). This report reviews progress made toward achieving the seven goals and objectives in the strategic plan 2013-18.
5. [Survey of Committee of the Whole Membership](#) is conducted at the last COTW each spring, with a report compiled by the Office of Institutional

Effectiveness and placed on its website each fall. Members of the COTW (constituting all College faculty, staff, students, and administrators) are asked to indicate their degree of satisfaction with College planning processes as well as their perceptions regarding the degree to which these processes are effectively linked.

6. [Report of Resource Allocation](#), produced by the Vice President of Business Services annually in mid-fall (after board of trustees approval of the budget), is transmitted to the COTW membership, providing the committee with ample opportunity for institution-wide dialogue on budget decisions that impact the College and District.
7. [Annual Open Dialogue Session](#), conducted annually in late spring, provides all College stakeholders an opportunity to discuss their views about the extent to which planning processes contribute to the achievement of course-, program-, and institutional-level student learning outcomes. A report summarizing the discussion is produced by the Office of Institutional Effectiveness and posted on its website.
8. [Annual Evaluation Report](#), produced by the Office of Institutional Effectiveness annually in early fall and placed on the IR website, summarizes the findings contained in the other seven evaluation components. It is transmitted to the ISPC each fall. The ISPC uses the report to assess the overall efficacy of the planning process and makes recommendations for revising procedures and processes as warranted, which (if approved by the College president) are incorporated into the next year's cycle.

Since the current revision of the planning evaluation process was first implemented in 2012, every report, session, memorandum, and survey has been completed consistently as scheduled. (One of the standing committees of the Academic Senate did not complete its survey in 2012 during a transitional period in its leadership. Steps have been taken to ensure this problem—noted by the visiting team in its report—does not happen again.) The team also noted that it had difficulty verifying in some instances whether an annual report had been produced or not because the College sometimes changes the name of a particular annual report over time. The College has worked to ensure greater consistency in naming protocols, most recently by placing a [“Strategic Planning Timeline”](#) on the Strategic Planning website that clarifies the names of all evaluation procedures. The eight evaluation procedures listed above are named in ways that are consistent with planning document 2010-01 and with “Norco College Strategic Plan and Process 2013 – 2018.” In addition, the strategic planning website was reorganized and now contains a specific page referred to as [“Evaluation Procedures,”](#) which enable readers to more clearly find and identify the reports and documents associated with each of the eight procedures.

In sum, the College can provide ample evidence that it consistently evaluates all parts of its planning and resource allocation cycle.

2. Develop a standard assessment instrument for all participatory governance committees

Norco College has three distinct types of participatory governance committees included in its strategic planning process: 1) standing committees of the Academic Senate (the assessment committee, the program review committee, professional development committee, library committee, curriculum committee, and distance education committee; 2) standing committees that are not associated with the Academic Senate (the student success committee, the grants committee, the technology committee, the legacy committee, the safety committee, and the Associated Students of Norco College); and 3) three planning councils (academic, business and facilities, and student services). (The Academic Planning Council is a standing committee of the senate.) The councils are tasked with (among other things) evaluating and prioritizing resource requests in their various areas. The work of the planning councils and the standing committees which are not associated with the academic senate is coordinated by the Institutional Strategic Planning Council, which ensures that all phases of planning and resource allocation at the College emanate from program review, have improvement of student learning as the highest priority, and are driven by the College Mission and the Educational Master Plan.

Since 2013, the College has employed a standard evaluation instrument for the standing committees of the academic senate and a slightly different evaluation instrument for both the planning councils and the other strategic planning committees. This variance is because the responsibilities of the councils are somewhat different from that of the committees. Each October, the standing committees of the senate complete the “Academic Senate Standing Committee Survey of Effectiveness” (an online survey using SurveyMonkey) and discuss the survey results at a meeting later in the semester. The chair of each committee sends an executive summary of the survey results and the committee’s analysis of those results to the Academic Senate, which reviews and discusses the summaries at the last senate meeting in November. The Academic Senate makes recommendations to and receives recommendations from each of the standing committees based on this information. The senate president reports on these evaluations to the ISPC, and [a summary of the results](#) is posted on the Institutional Research and Strategic Planning websites.

In response to the recommendation to standardize assessment instruments for all participatory governance structures, the other standing committees within the strategic planning process now use the same standard evaluation instrument employed by the standing committees of the academic senate. Led by their respective chairs, those committees similarly review and respond to the survey

results. However, those committees report their findings directly to the Institutional Strategic Planning Council rather than to the academic senate.

The Planning Councils complete a similar survey each November, also through SurveyMonkey, to determine their degree of satisfaction with committee-level planning, program review, resource allocation, and decision-making processes. They also evaluate the criteria used in evaluating resource requests as well as the degree to which these processes are effective and linked at the planning council level. These evaluations are also reviewed by the ISPC, and [a summary of the results](#) is posted on the Institutional Research website.

3. Develop a process to assess the evaluation mechanisms used in integrated planning and resource allocation

Between 2010 and 2013, evaluation mechanisms for planning and resource allocation at the College were assessed regularly but in an ad hoc way, with the various planning councils and committees making suggestions for altering the evaluation mechanisms as or after they were employed. Improvement in the evaluation mechanisms is manifested in their modifications over these years and in alterations in the strategic plan itself from its first iteration in 2010 to Norco College Strategic Plan and Process 2013 – 2018. The College also added several evaluation mechanisms for its strategic planning process during this time, specifically the academic senate / standing committees survey and the resource allocation report.

As a result of the visiting team's recommendation that suggests the College institute a more formal process for assessing its evaluation of planning and resource allocation efforts, Norco College determined to hold an annual strategic planning retreat in late fall, for the primary purpose of assessing its evaluation mechanisms. The first of these annual retreats occurred on [3 December 2014](#) and brought together all of the co-chairs of the standing committees and planning councils, the full membership of the Institutional Strategic Planning Council, the College president, and additional guests totaling some 30 faculty, staff, administrators, and students to consider whether, and to what extent, the eight evaluation procedures impact College programs, processes, and decision-making structures.

Initial public discussion of these questions produced widespread consensus that programs have been impacted by evaluation procedures 4 and 6 (as numbered above); processes have been impacted by procedures 1, 2, 4, and 6; and decision making has been impacted by procedures 1, 2, 3, 4, and 6. In order to generate more detailed data, electronic clickers were distributed to participants, who were asked to rate (using a 10-point scale, with one indicating not at all effective and 10 indicating very effective) how effective they would judge the impact of those

evaluation procedures on programs, processes, and decision making. The table below shows the mean scores for each of the mechanisms:

Mechanism	Programs	Processes	Decision Making
1/Annual Survey of Effectiveness of Planning Councils		6.41	6.57
2/Annual Survey of Effectiveness of Academic Senate and Senate Committees		6.67	6.18
3/Memorandum from College President to Norco College			6.91
4/Annual Progress Report on EMP Goals, Objectives, and Dashboard Indicators	6.04	5.83	6.27
5/Survey of COTW Membership			
6/Report on Resource Allocation	6.38	6.55	6.84
7/Annual Open Dialogue Session			
8/Annual Evaluation Report			

As part of the process to assess the effectiveness of the evaluation mechanisms, the retreat itself and the data it generated were analyzed and discussed by the ISPC at its [March 4, 2015](#), April 1, 2015, April 22, 2015, and May 6, 2015 meetings, and modifications were made to several of the evaluation mechanisms, with one eliminated entirely. An extensive review and discussion of Evaluation Procedure #5, Survey of COTW Membership, at the [April 1 meeting](#) led to a motion to modify the questions of the survey and to include all College stakeholders in future surveys, not just COTW. Retreat results were also included in the Annual Evaluation Report in fall 2015. Discussion at the April 22 ISPC meeting focused on Evaluation Procedure #7, the Annual Open Dialogue Session. There was widespread agreement that the session has been a valuable activity, but not one that contributes effectively to the evaluation of strategic planning processes. A review of attendance histories also revealed that staff have not been participating in the session in significant numbers. Accordingly, ISPC voted 1) to incorporate the session into the existing COTW structure (where staff regularly attend) in order to provide opportunities for broader input from the entire College community, and 2) to eliminate it from the list of formal evaluation mechanisms. These changes will take effect beginning fall 2015. At its May 6, 2015 meeting, ISPC assessed the Annual Evaluation Report as a strategic planning evaluation mechanism. It was agreed that while the report largely serves the purpose of collecting and summarizing information contained in the other evaluation mechanisms, it could become even more useful if ISPC devoted one meeting early in fall semester to reviewing its contents. It was also noted that more rigorous efforts to review the Annual Evaluation Report could act as an additional method of evaluating the effectiveness of the overall evaluation process. At the time of this writing, the College expects to employ annually a process very similar to this to systematically assess its strategic planning evaluation mechanisms.

The College is confident that its approach to assessing its strategic planning evaluation mechanisms is sound, and especially appropriate to its own particular culture. The approach has its foundation in John Dewey's influential theory of reflective practice. In his influential 1933 book *How We Think*, Dewey defined reflective practice, and specifically reflective thought, as the "active, persistent, and careful consideration of any belief or supposed form of knowledge in light of the grounds that support it and the further conclusions to which it tends." For Dewey, reflective or evaluative dialogue is best engaged in by practitioners themselves, whose experiences can (with training) produce the best judgments about the value of any practice. Norco College aspires to put Dewey's theories into practice in its assessment of strategic planning evaluation.

4. Strategies to broadly communicate evaluation results

Results of evaluation mechanisms have been communicated to the College community in various ways over the past four years. Evaluation results are shared in ISPC and COTW meetings, and they are often a central topic of department, governance committee, president's cabinet, and staff meetings. The reports and findings for each of the eight evaluation procedures are now posted to the newly created Evaluation Procedures strategic planning webpage. Six of the eight evaluation procedures are posted to the Institutional Research website, and a seventh—the Memorandum from the College President—is sent directly to the entire nor-all College community in an annual e-mail. In the College's [2013 Accreditation Survey](#), only two (1.5%) of the 132 faculty, staff, administrator, and student respondents disagreed with the statement "Norco College strategic planning goals are regularly assessed and results shared with campus constituencies."

The visiting team's recommendation that the College needs to further improve and systematize its communication methods has led to an additional way of keeping the College community informed about evaluation results: the creation of a biannual newsletter, published in late fall and spring and distributed throughout the College both electronically and in hard copy, with the first newsletter launched in spring 2015. The newsletter provides updates for the College community on all aspects of planning and resource allocation, with a particular emphasis on improvements in the process that have been generated by the application of the evaluation procedures.

Evidence for College Recommendation 1

CR1.1 Norco College Strategic Planning Committee Policy 2010-01
[http://www.norcocollege.edu/about/president/strategic-planning/Documents/PlanningDocs/NSPC%20Policy%202010-01\(2\).pdf](http://www.norcocollege.edu/about/president/strategic-planning/Documents/PlanningDocs/NSPC%20Policy%202010-01(2).pdf)

CR1.2 Norco College Strategic Plan and Process 2013 – 2018
<http://www.norcocollege.edu/about/president/strategic-planning/documents/norco%20strategic%20plan%202013-2018.pdf>

- CR1.3 Annual Survey of Effectiveness of Planning Councils
<http://www.norcocollege.edu/about/academic-affairs/Documents/SS-Research/Planning%20Councils%20Survey%20Summary-2013-14.pdf>
- CR1.4 Annual Survey of Effectiveness of Academic Senate and Senate Standing Committees
<http://www.norcocollege.edu/about/academic-affairs/Documents/SS-Research/AS%20Standing%20Committee%20Evaluation%20of%20Effectiveness%20013-14.pdf>
- CR1.5 Memorandum from College President to Norco College
http://www.norcocollege.edu/about/president/strategic-planning/programreview/Documents/adminunit/2014/Custodial_AUPR_2014.pdf
- CR1.6 Annual Progress Report on Educational Master Plan Goals, Objectives and “Dashboard Indicators”
<http://www.norcocollege.edu/about/academic-affairs/Documents/SS-Research/Annual%20Progress%20Report%20on%20EMP%20Goals%20Objectives%20and%20Dashboard%20Indicators%202013-14.pdf>
- CR1.7 Survey of Committee of the Whole Membership
<http://www.norcocollege.edu/about/academic-affairs/Documents/SS-Research/COTW%20Survey%20Summary-2014.pdf>
- CR1.8 Report on Resource Allocation
<http://www.norcocollege.edu/about/business-services/Documents/BudgetPresentations/2014-15%20Budget%20Presentation.pdf>
- CR1.9 Annual Open Dialogue Session
<http://www.norcocollege.edu/about/academic-affairs/Documents/SS-Research/Open%20Dialogue%20Executive%20Summary-2014.pdf>
- CR1.10 Annual Evaluation Report
<http://www.norcocollege.edu/about/academic-affairs/Documents/SS-Research/Annual%20Evaluation%20Report%202013-14.pdf>
- CR1.11 “Strategic Planning Timeline”
<http://www.norcocollege.edu/about/president/strategic-planning/Documents/PlanningDocs/Norco%20College%20Strategic%20Planning%20Timeline-2.pdf>
- CR1.12 “Evaluation Procedures”
<http://www.norcocollege.edu/about/president/strategic-planning/Pages/Evaluation-Procedures.aspx>

- CR1.13 Summary of Academic Senate Survey of Effectiveness
<http://www.norcocollege.edu/about/academic-affairs/Documents/SS-Research/AS%20Standing%20Committee%20Evaluation%20of%20Effectiveness%202013-14.pdf>
- CR1.14 Summary of Planning Councils Survey of Effectiveness
<http://www.norcocollege.edu/about/academic-affairs/Documents/SS-Research/Planning%20Councils%20Survey%20Summary-2013-14.pdf>
- CR1.15 ISPC Minutes, 3 Dec 2014
<http://www.norcocollege.edu/about/president/strategic-planning/Documents/ispc/2014-15/2014-12-03-ISPC-minutes.pdf>
- CR1.16 ISPC Minutes, 4 March 2015
<http://www.norcocollege.edu/about/president/strategic-planning/Documents/ispc/2014-15/2015-03-04-ISPC-minutes.pdf>
- CR1.17 ISPC Minutes, 1 April 2015
<http://www.norcocollege.edu/about/president/strategic-planning/Documents/ispc/2014-15/2015-04-01-ISPC-minutes.pdf>
- CR1.18 ISPC Minutes, 22 April 2015
- CR1.19 ISPC Minutes, 6 May 2015
- CR1.20 2013 Accreditation Survey
<http://www.norcocollege.edu/about/academic-affairs/Documents/SS-Research/Accreditation%20Survey%20Report%202013.pdf>

College Recommendation 2

In order to meet the Standards, the team recommends that the College create a system to ensure consistency in transferring student learning outcomes on official course outlines of record to course syllabi, implement more direct assessment of student learning at the program level; complete its cycle of evaluation for all general education outcomes; and develop, implement, and assess an evaluative mechanism to review all parts of the student learning outcomes process in an ongoing and systematic way.

This recommendation has four parts that are addressed separately below:

1. Creation of a system to ensure consistency in transferring student learning outcomes on official course outlines of record to course syllabi.

Student learning outcomes have been a required component of course syllabi for many years at Norco College. All syllabi must be submitted to the Office of the Dean of

Instruction, where they are archived in a syllabus repository accessible through a shared administrative file. Syllabi are also examined as part of the Improvement of Instruction process. During its 2014 visit, the accreditation team noticed some inconsistencies in the Student Learning Outcomes (SLOs) that appeared in different sections of the same course, as well as SLOs being different from the Course Outlines of Record (COR). This problem has been traced to multiple factors such as confusion in using CurricUNET as well as the ongoing struggle to communicate curriculum updates to associate faculty. Steps have been taken to ensure the SLOs as worded in the most recently approved COR are used by each faculty member when constructing a syllabus. Specifically, a District employee now provides the approved COR directly to the College, which then makes it available to individual faculty.

To further ensure that correct SLOs appear in each course syllabus, the College has developed a standardized course syllabus shell for use by full- and part-time faculty. The syllabus shell provides information to students in areas that are not instructor-specific (e.g., disability resources, learning resources, etc.) but is also provided to faculty with the SLOs for each course already pre-loaded. It was approved by the Academic Planning Council on [November 14, 2014](#) and its use piloted in mathematics and communication courses during spring 2015. On [March 2, 2015](#), The College Academic Senate voted to endorse the shell, and the process for full implementation is scheduled to occur in fall 2015.

2. Direct assessment of program-level student learning outcomes.

The program-level [assessment cycle at the College](#) is developed and periodically modified by the Norco College Assessment Committee (NAC); it may be accessed at the Resources section of the NAC website. It calls for three-year cycles for assessing all interdisciplinary areas of emphasis (AOE) programs and associate degree for transfer (ADT) programs, three-year cycles for assessing all career technical education (CTE) programs, and a four-year cycle for assessing general education (GE). As specified in the recently created program assessment guidelines, direct assessment methods must be employed in each program assessment project, though in some instances they may be supplemented with the additional use of indirect methods (e.g., student learning gains or satisfaction surveys, focus groups). Using both direct and indirect methods can provide the kind of multiple assessment measures that ensures evaluative validity.

Areas of Emphasis Programs

The seven AOE majors were introduced in fall 2008. Since then, more than 80% of Norco College A.A. or A.S. graduates have received an AOE degree, a percentage that has held steady from year to year. After having assessed these programs with learning gains surveys for several years, the College implemented a comprehensive plan to assess all of them by direct methods in 2013. Faculty leaders for each program

identified specific courses that a significant number of degree-seeking students were likely to take. Instructors of these classes were then recruited to evaluate a late-term assignment against a rubric developed by the faculty leaders, with results forwarded to the Office of the Dean of Institutional Effectiveness for analysis. Student identification numbers were provided for each score. Data were disaggregated according to how many courses within the major the student had taken previously, with student performance also broken down by ethnicity to permit consideration of equity issues related to student learning. The results of this project, which led to the identification of a number of areas in which the programs could be improved, were reported in the "[Areas of Emphasis Assessment Report 2013](#)" and further summarized in the "[Norco College Assessment Report: 2013-2014](#)." In spring 2014, a loop-closing assessment of the Humanities, Philosophy, and History program was undertaken, also employing direct assessment methods, and [a report](#) completed and posted in November 2014. The other six AOE programs are scheduled for follow-up assessment projects in 2015 and 2016, all employing direct assessment methods.

Associate Degrees for Transfer Programs

As of fall 2015, the College has 14 approved ADT programs. Direct assessment of these very new programs began during the 2013-14 academic year, with assessment projects developed and reports completed in summer 2014 for the English and Early Childhood Education ADTs. It is expected that these projects will become models for assessing the other ADTs, scheduled for initial assessment in 2015 – 2017.

The [English ADT assessment project](#) looked at work by students who self-identified as English majors (or probable English majors) in the two literature courses offered at the college in spring 2014: English 7 (British Literature Survey II) and English 30 (Children's Literature). All of these students demonstrated competency in written expression and critical thinking about literature, though writing skills were markedly superior to critical thinking skills. Recommendations were made on the basis of the study to modify the program itself by adding some classes and deleting others.

The [Early Childhood Education ADT project](#) also employed direct assessment methods and demonstrated to faculty satisfaction that the program was preparing students to be successful in their internships and eventually as preschool teachers. The assessment data also suggested that Ear-19 needed to be made a prerequisite for EAR-30 and that a third course, EAR-28, needed to be reexamined, with SLOs perhaps revised and assignments reworked.

Career Technical Education Programs

All of the CTE programs have been assessed using direct methods, using methods ranging from eportfolios to capstone courses. The Rotation Plan for Outcomes Assessment at Norco College divides the 29 CTE programs into three groups, with

Group A scheduled for a second round of direct assessment in 2014-15, Group B scheduled for 2015-16, and Group C scheduled for 2016-17.

Direct assessment of Norco College programs has been aided greatly by the purchase and implementation of TracDat software. This permits the College to aggregate course-level assessment data provided by individual instructors for program assessment purposes. In sum, the College is systematically employing direct assessment methods to evaluate all of its programs and using the information it gathers to improve those programs.

3. Completion of general education assessment cycle.

The Riverside Community College District has a common curriculum and a common general education program. The program was assessed through the use of learning gains surveys in the period between 2009 and 2013 as well as by means of several forms of direct assessment, many of which focused on “quasi-capstone” GE courses like English 1A. GE competencies like written communication skills, critical thinking, and information competency were assessed directly at both the District and the College level during this period on multiple occasions. One of the significant results of this work was the modification and simplification of the existing GE outcomes by a District wide GE work group. The new GE SLOs were approved by the Board of Trustees on [September 18, 2012](#).

The revised GE outcomes comprise four broad learning domains: 1) critical thinking, 2) information competency and technology literacy, 3) communication, and 4) self-development and global awareness. In fall 2013, the Norco College Assessment Committee (NAC) agreed on a plan to assess each of the outcomes cyclically, in successive years. Since critical thinking and communication skills had been emphasized in [prior assessments](#), NAC decided to begin with an assessment of self-development and global awareness. Information competency and technical literacy was then assessed in 2014-15, with critical thinking and communication skills the focus in each of the next two years. It is expected that the College will continue to assess each outcome quadrennially.

For the self-development / global awareness assessment project (begun in fall 2013 and completed in spring 2014, with a [comprehensive report](#) filed in fall 2014), the College asked instructors from six multi-section courses with SLOs that map to this GE outcome to assess late-term work by their students against a common rubric. Students were also surveyed on their perception of the extent to which they achieved these outcomes in these classes, and faculty were surveyed about their practices as teachers of self-development or global awareness. Instructor scores correlated, for the most part, with number of units of GE the student had completed, thereby providing some evidence that the program as a whole contributes to student achievement of this outcome. Similarly, the great majority of students (85%) said in their survey responses

that the course had helped them achieve the GE SLO; 78% said that their other coursework at the college had also contributed. Of the more than 1200 students surveyed, 36% were very confident their other coursework helped them achieve the GE SLO and another 42% were somewhat confident.

A similar approach was used in fall 2014 to assess information competency and technology literacy, though with a particular focus on English 1A, the only required course in the RCCD GE program. (Sections of Philosophy 11, Critical Thinking, were also included in the project.) A report on that project was completed in August 2015.

At the District level, a reconfigured General Education workgroup began discussions in spring 2015 to modify the existing GE program in light of these assessment data and the expectations for GE as defined in California Ed Code and the new ACCJC accreditation standards. Thus, an initial cycle of direct GE assessment at the College is well underway for the revised GE SLOs.

4. Developing, implementing, and assessing an evaluation mechanism to assess all parts of the student learning process in an ongoing and systematic way.

As mentioned previously, Norco College first began developing a college-specific student learning outcomes process in 2010, when it was accredited as a separate institution. The process has been evaluated and modified in a number of ways during the period between 2010 and 2014. For example, the assessment section of the annual program review template was changed as a result of faculty input in 2011. The assessment committee (NAC) routinely assesses and tries to improve its performance through annual anonymous surveys of its membership. Changes in the College's approach to assessment methodology have also been driven by evaluative mechanisms: the purchase of TracDat software for gathering and analyzing assessment data was the result of an evaluation that the existing CurricUNET software was deficient for this purpose. Additional examples of evaluative efforts regarding the assessment process are detailed in the [2013-14 Norco College Assessment Report](#).

The primary evaluative mechanism for assessment has been the [annual report](#) itself, which contains data (much of it longitudinal to permit the tracking of trends) regarding number of course assessment reports received in the past year, number of programs assessed, performance of individual instructional disciplines in assessing learning in the discipline as measured by an analytic rubric, etc. The report also contains information on academic unit, student services, and institution-level assessment. However, in response to the ACCJC visiting team's recommendation that the College develop and implement an "evaluation mechanism" to evaluate "all parts of the student learning outcomes process," the College has—under the leadership of NAC—developed a comprehensive "Key Indicators Analysis" process that provides even more systematic evaluation of the state of assessment at the College. As part of this process, the

assessment section of the Annual Program Review (APR) template was further revised to request more detailed information from instructional units regarding which courses (and course SLOs) underwent initial assessment in the previous year, which courses (and course SLOs) were or were not improved as a result of assessment data in the previous year, etc. The Key Indicators for assessment include a number of criteria, not only performance data on instructional unit assessment but also on non-instructional assessment and the degree to which assessment is linked to resource allocation and planning. The Norco College Assessment Coordinator develops the list of Key Indicators each summer with the help of the office of institutional effectiveness, and it is discussed and analyzed by NAC each fall with an eye toward using the indicators to improve outcomes assessment at the College.

The recommendation also called for the College to assess this evaluation process. To that end, the College decided to hold an “assessment retreat” in fall 2015 to review all parts of the Key Indicators process, including the list of indicators themselves, the assessment portion of the APR template, and the rubric by which instructional units are evaluated for their work in outcomes assessment. The retreat will bring together members of the College assessment committee along with other interested parties, including faculty, staff, managers, and students. It is expected that the assessment retreat will be institutionalized as a permanent mechanism by which to assess the College’s assessment evaluation process.

Evidence for College Recommendation 2

CR2.1 Academic Planning Council Minutes, 14 November 2014

<http://www.norcollege.edu/about/president/strategic-planning/Documents/apc/2014-15/2014-11-14-APC-Minutes.pdf>

CR2.2 Academic Senate Minutes, 2 March 2015

<http://www.norcollege.edu/academicsenate/Documents/2014-15/2015-03-02-NAS-Minutes.pdf>

CR2.3 Norco College Assessment Cycle

<http://www.norcollege.edu/employees/faculty/Documents/OutcomesAssessment/Rotation%20Plan%20for%20Outcomes%20Assessment%20at%20Norco%20College%209-25-14.pdf>

CR2.4 Program Assessment Guidelines

CR2.5 Areas of Emphasis Assessment Report 2013

<http://www.norcollege.edu/employees/faculty/Documents/OutcomesAssessment/Area%20of%20Emphasis%20Assessment%20Report%202013.pdf>

CR2.6 Norco College Assessment Report 2013-2014

<http://www.norcollege.edu/employees/faculty/Documents/OutcomesAssessment/2013-2014-APR-Report.pdf>

3-14%20Norco%20College%20Assessment%20Report.pdf

CR2.7 Area of Emphasis Report 2014—Humanities, Philosophy, and Art
<http://www.norcollege.edu/employees/faculty/Documents/OutcomesAssessment/HPA%20program%20assessment%20report.pdf>

CR2.8 English ADT assessment report
<http://www.norcollege.edu/employees/faculty/Documents/OutcomesAssessment/English%20ADT%20assessment%20report%202014.pdf>

CR2.9 Early Childhood Studies ADT assessment report
<http://www.norcollege.edu/employees/faculty/Documents/OutcomesAssessment/Associated%20Degree%20for%20Transfer%20ADT%20Report%20-%20ECE%202014.pdf>

CR2.10 Board of Trustees Minutes, 18 September 2012
<http://www.rccdistrict.net/eb/Attachments/091812MIN.pdf>

CR2.11 Follow-Up Report on English 1A Assessment for General Education Outcomes: Spring 2012
<http://www.norcollege.edu/employees/faculty/Documents/OutcomesAssessment/English%201A%20assessment%20report%202012.pdf>

CR2.12 General Education Assessment Report 2013-2014
<http://www.norcollege.edu/employees/faculty/Documents/OutcomesAssessment/GE%20Assessment%20Report-Self%20Development%20Global%20Awareness%202014.pdf>

CR2.13 General Education Assessment Report 2014-2015

College Recommendation 3

In order to meet the Standards, the team recommends that service area outcomes are systematically assessed for all areas in Business Services and the results of the evaluation are used to make improvements.

This recommendation has two parts that are addressed separately below:

1. Systematic assessment of service area outcomes in Business Services

The visiting team found that the Business Services division began creating service outcomes several years ago, but consistent follow-through on assessment of outcomes was lacking in the area of facilities and maintenance.

The Vice President of Business Services leads the effort in ensure that service area outcomes are defined and assessed in Business Services.

Ongoing assessment exists in every department of the Business Services area. External and internal assessment is extensively performed on the facilities, food services, and police areas. Inspections and compliance audits are the major tools which are regularly used to assess the facilities of the College. Inventory and financial reports are assessed daily, weekly, and monthly in the food services area. Police services are assessed by reports in the area of parking and Clery Reports.

Periodic (annual) assessment takes place in the program review cycle. In the 2013-14 cycle of program review, a variety of assessment measures were reported as having been used, with many of the Business Services units administering surveys to gauge the extent to which they were achieving the SAO and/or to determine a benchmark for future improvements. For example, in a [survey of 47 faculty, administrators, and staff](#), the maintenance department determined that while more than half of respondents rated the department as outstanding for courtesy and professionalism, less than half did so for quality of work done. There were also concerns expressed by more than half of the respondents about promptness in response to maintenance requests. These will be areas that the unit targets for improvement in 2014-15. Similarly, the [custodial unit](#) received a total of 47 responses to its survey about the cleanliness of bathrooms, classrooms, and public areas. Although more than half of the respondents agreed that these areas were well maintained, the unit now has benchmarks enabling it to gauge its improvement from year to year.

Business Services is also working with all staff to improve its process of evaluating service area outcomes. On 7 November 2014 Business Services held a staff retreat at which a significant portion of the time was spent on SAO assessment. The retreat, facilitated by the Norco College Vice President of Business Services and the East Los Angeles College Vice President of Administrative Services, focused on outcomes and assessment. In summer 2015, the dean of institutional effectiveness and the College assessment coordinator facilitated a managers' retreat that focused on SAO development.

Norco College Business Services is committed to the process of defining measurable service area outcomes, evaluating the extent to which they are achieved, and using results to improve. This process will continue to be refined and documented in the annual program reviews.

2. Use of assessment results for improvement

The 2013-14 APRs for Business Services identify a number of areas where assessment results are being used or have been used for improvement. For example, the maintenance and operations department employed surveys to measure the services they provide. Areas assessed centered around efficiency, safety, and quality of work performed. As a result of the survey feedback, additional positions in the areas of

custodial and grounds were prioritized at the highest level during the resource allocations process and additional new positions were subsequently funded and filled. In addition, a number of other units made improvements in 2014 based on the previous year's assessments. For example, [Business Services \(General\)](#) was able to realize its goal of adding additional classroom space for students by successfully negotiating for the transfer of modular title from RCOE. Buildings were remodeled and additional classroom space added in spring 2015. Similarly, the [Facilities Department \(Administrative Support\)](#) increased efficiency levels of footprint work orders by means of regularly update of its work order system. Finally, [Food Services](#) set up mobile locations (one at the new STEM center) to relieve long lines at the Corral, the main food service venue, thus leading to increased customer satisfaction. In all of these areas (and further examples could be supplied), Business Services is using SAO assessment results to improve.

Evidence for College Recommendation 3

CR3.1 Maintenance Department APR 2013-2014

http://www.norcocollege.edu/about/president/strategic-planning/programreview/Documents/adminunit/2014/Maintenance_AUPR_2014.pdf

CR3.2 Custodial APR 2013-2014

http://www.norcocollege.edu/about/president/strategic-planning/programreview/Documents/adminunit/2014/Custodial_AUPR_2014.pdf

CR3.3 Business Services Staff Retreat, 7 November 2014

CR3.4 Business Services (General) APR 2013-14

http://www.norcocollege.edu/about/president/strategic-planning/programreview/Documents/adminunit/2014/Bus_Srv_AUPR_2014.pdf

CR3.5 Facilities Department (Administrative Support) APR 2013-2014

http://www.norcocollege.edu/about/president/strategic-planning/programreview/Documents/adminunit/2014/Facilities_Admin_AUPR_2014.pdf

CR3.6 Food Services APR 2-13-2014

http://www.norcocollege.edu/about/president/strategic-planning/programreview/Documents/adminunit/2014/Food_Services_AUPR_2014.pdf

College Recommendation 4

In order to meet the Standards, the team recommends that the College systematically plan for the replacement of technology infrastructure and equipment, reflect projections of total cost of ownership for new equipment, systematically assess the effective use of technology resources, and use the results of evaluation as the basis for improvement.

This recommendation has four parts that are addressed separately below:

1. A systematic plan for the replacement of technology infrastructure and equipment.

As detailed in the *Norco College Technology Principles and Guidelines*, Norco College systematically plans for the replacement of technology and equipment. The College's Technology Committee coordinates with the District's Microcomputer support staff and its own Instructional Media Center to plan for replacement, reassignment, and evaluation of technology resources.

In 2013-14, this committee developed a [Norco College Replacement of Technology Infrastructure and Equipment Plan](#), which was approved by the Business and Facilities Planning Council, the Institutional Strategic Planning Council, and the Committee of the Whole. The technology replacement plan calls for the replacement of all standard office technology (e.g., faculty and staff workstations, laptops, and tablets, etc.) every four years; the replacement of special use items like large screen multimedia computers, internet servers and switches, projectors, and video displays on a case-by-case basis (a life cycle of three – five years is expected); and replacement of out-of-cycle technology as warranted.

As a way of controlling costs and minimizing disruption of College operations, the technology replacement plan calls for a staggered replacement cycle in which a portion of the computer inventory (approximately 25%) is recommended for replacement each year. Equipment will be replaced based on age and programmatic needs. The plan further mandates that all replaced technology be returned to College microcomputer support staff for evaluation of remaining life and possible reassignment. An annual inventory of College technology is also mandated, with custodial records of all technology equipment maintained by College technology services and reviewed by the Technology Committee for evaluation of technology resources on campus. The annual inventory will be used to determine the technology-related items that will be placed on the recommended list as part of the staggered replacement.

2. Total cost of ownership for new equipment.

The Norco College Technology Principles and Guidelines, approved by the Technology Committee on August 28, 2014, defines Technology Total Cost of Ownership (TCO) as “a structured approach to calculating the full costs associated with buying and using a technology asset or acquisition over its entire life cycle. Technology TCO takes the purchase cost of an item into account, . . . but also considers infrastructure, installation maintenance, repairs, training, and support as well as the future replacement of the item.”

The College developed a total cost of ownership process for technology requests that was implemented in 2014-15. Units requesting technology resources as part of their annual program reviews must first complete a “Technology Request Form.” This form was developed and approved by the Technology Committee as well as by the District Information Technology Strategy Council. Requests for technology equipment must first be approved by the appropriate department chair, dean, or vice president and are then forwarded to the College’s technology departments (Microcomputer Support / Instructional Media Center / Software) for evaluation/review of technical specifications and costs associated with the equipment. The completed request form is then forwarded to the Technology Committee for review and comments as well as inventory purposes. The total cost of ownership for the item is calculated on the basis of the information provided in the form, which is returned to the requesting unit. In submitting its annual program review, the unit attaches a “Technology Total Cost of Ownership Form” and provides specific TCO data in the section of the program review that lists resource requests. The form contains sections detailing the initial cost of the resource as well as the total operating costs for the item. This enables the College to make informed decisions about whether or not to grant particular requests.

The process provides a path for the cyclical refurbishment of technology on campus. Besides disclosing the initial as well as the operating costs of a technology item, the process assists the College in determining how well the item fits the needs of the unit and the College, how fully it meets industry standards, and how competitive it is in the educational marketplace. This is the technology Total Cost of Ownership model.

While the College is optimistic that this process will be effective in projecting TCO for new equipment in a way that will facilitate sound resource allocation decisions, the process will be evaluated annually by the Technology Committee and modified as necessary. The Request Form will also be reviewed annually with input from the College’s technology departments regarding user satisfaction and effectiveness. The TCO Spreadsheet has been added to the Program Review section of the College website to provide accessibility and support during the Program Review process.

3. Assessing the effective use of technology resources.

An annual survey of College students, faculty, and staff was conducted in spring 2014 to assess technology use, resources, and needs. The results of the technology survey were evaluated by the Technology Committee in fall 2014 and the committee used the data from the 147 responses for decision-making and improvement regarding future technology workshops, equipment recommendations in the program review process, and proposals for technology resources. In its

review of the survey, the Technology committee also considered such issues as its timeliness, the number of the questions contained in the survey, and the focus of the questions. The committee determined that the 2015 survey would be conducted in early spring. It also developed a series of specific questions for the purpose of evaluating technology on campus and the College's use of resources. Finally, it decided to eliminate some questions to better facilitate completion.

4. Using the results of evaluation as the basis for improvement.

As part of the creation of the [Norco College Technology Strategic Plan 2013-2016](#), the Technology Plan Task Force mapped the current state of the College technology environment, expressed in seven comprehensive planning assumptions. It also conducted a series of focus group meetings related to technology on campus, and it surveyed students and associate faculty on their technology needs, habits, and concerns. Analysis of these assessments led to the identification of nine distinct challenge areas having to do with the use of technology on campus (e.g., the difficulty of accessing the campus network from off campus, the absence of a technology help desk for students), listed in the Strategic Plan itself. The Technology committee addressed these findings in its 2013 -2014 and 2014-15 meetings and forwarded feedback to the Information Technology Strategy Council for District consideration. For example, the committee discussed wi-fi access for students and the cumbersome process of signing up that delays access by weeks. Changes in the process of uploading student email addresses to the District's authentication servers have allowed much simpler and more immediate access to the RCCD_Inet wireless network. These changes to the wi-fi access have resolved two identified student concerns regarding technology on campus.

One example of the College's use of evaluation results for improvement in the area of technology is the Technology Committee's recommendations to the planning councils regarding technology requests from program review. Based on the information received from the *Technology Request Form* for each technology request, the Technology Committee uses the criteria stated in the [Replacement of Technology Infrastructure and Equipment Plan](#) to evaluate the requests and determine priority level (high, medium, low) and recommended action, such as replacing with an item in inventory or notification of grant funding to meet a particular need. This is a new process, documented in the Technology Principles and Guidelines, and implemented in the fall 2014 program review process. The recommendations were accepted by the Business and Facilities Planning Council. In winter-spring 2015, the recommendations were acted upon in some cases by funding the items identified as being high priority and in other cases by approving the replacement of old equipment with newer existing inventory.

Assessment of technology resources through such instruments as the spring annual *Technology Survey 2014* also led to the discovery that faculty, staff, and students

desired access to more technology training than the College had been offering and for it to be offered online as well as face-to-face. Accordingly, the Technology Committee (with support from the Associated Students of Norco College, the District Education Committee, and the Professional Development Committee) made a recommendation for online training via Lynda.com (a leading online learning site that provides videos and tutorials in the use of classroom technology, pedagogy, learning techniques, and other educational tools). This recommendation was formalized as a resource request by the Library discipline in its annual program review. The request was evaluated by the planning councils and given a high priority in the annual ranking of resource requests. As a result, The College purchased a one-year license to Lynda.com, widely publicized its existence, conducted training in the use of the site for the entire campus community, and made it available free of charge to students, staff, and faculty.

The use of Lynda.com itself will be evaluated during the 2014-15 academic year to ensure that it is effectively meeting the needs that earlier technology assessments had identified. The Technology Committee will also monitor the number of registered users to assess the effectiveness of marketing Lynda.com, and it will monitor the number of active users to determine the extent to which the entire online training site is used. At the start of the winter session, sixty percent of full-time faculty and sixty-five percent of staff were registered users of Lynda.com. Of those registered, forty-two percent of faculty and forty-four percent of staff were actively using Lynda.com for technology training. These assessment tools will be used to evaluate the continued purchase of Lynda.com as a technology training tool for the College.

The Technology Committee developed and scheduled three technology training workshops in the fall 2014 that were held as part of the response to the feedback from the Technology Survey. The topics were identified using the results from the Technology Survey 2014, taking into consideration which courses were available via online tutoring at Lynda.com. The committee plans to conduct three workshops per term in fall and spring targeted to faculty and staff. The workshops in fall of 2014 were well attended with over fifty attendees; spring 2015 workshop had XX attendees.

Evidence for College Recommendation 4

CR4.1 Norco College Technology Principles and Guidelines

CR4.2 Norco College Replacement of Technology Infrastructure and Replacement Plan
<http://www.norcocollege.edu/about/president/strategic-planning/Documents/technology/Replacement%20of%20Technology%20Infrastructure%20Equipment%20Plan.pdf>

CR4.3 Technology Committee Minutes, 28 August 2014

CR4.4 Technology Request Form

CR4.5 Technology Total Cost of Ownership Form

CR4.6 Annual Technology Survey 2014

CR4.7 Norco College Technology Strategic Plan 2013-2016

<http://www.norcocollege.edu/about/president/strategic-planning/Documents/PlanningDocs/Norco%20Technology%20Plan%2013-16.pdf>

Comprehensive Evidence List

2013 Accreditation Survey
Academic Planning Council Minutes, 14 November 2014
Academic Senate Minutes, 2 March 2015
Actuarial Valuation for Post-Employment Benefits, 2013-2014
Annual Evaluation Report
Annual Open Dialogue Session
Annual Progress Report on Educational Master Plan Goals, Objectives and “Dashboard Indicators”
Annual Survey of Effectiveness of Academic Senate and Senate Standing Committees
Annual Survey of Effectiveness of Planning Councils
Annual Technology Survey 2014
Area of Emphasis Report 2014—Humanities, Philosophy, and Art
Areas of Emphasis Assessment Report 2013
Board of Trustees BP/AP 7380 Retiree Health Benefits
Board of Trustees Minutes, 18 September 2012
Board of Trustees Minutes, 21 April 2015
Business Services (General) APR 2013-14
Business Services Staff Retreat, 7 November 2014
Custodial APR 2013-2014
DBAC Minutes, 23 January 2015
DBAC Minutes, 27 February 2015
District Technology Plan
DSPC Minutes, 13 March 2015
DSPC Minutes, 30 January 2015
Early Childhood Studies ADT assessment report
English ADT assessment report
“Evaluation Procedures”
Facilities Department (Administrative Support) APR 2013-2014
Fiscal Year 2013-2014 Annual Audit
Follow-Up Report on English 1A Assessment for General Education Outcomes: Spring 2012
Food Services APR 2-13-2014
GASB-45
General Education Assessment Report 2013-2014
General Education Assessment Report 2014-2015
Information Technology Audit Status Report, 1 March 2014
ISPC Minutes, 3 Dec 2014
ISPC Minutes, 4 March 2015
ISPC Minutes, 1 April 2015
ISPC Minutes, 22 April 2015
ISPC Minutes, 6 May 2015
IT Audit Recommendation Project Status Summary

Maintenance Department APR 2013-2014
Memorandum from College President to Norco College
Norco College Assessment Cycle
Norco College Assessment Report 2013-2014
Norco College Replacement of Technology Infrastructure and Replacement Plan
Norco College Strategic Plan and Process 2013 – 2018
Norco College Strategic Planning Committee Policy 2010-01
Norco College Technology Principles and Guidelines
Norco College Technology Strategic Plan 2013-2016
OMB Circular A-21
Program Assessment Guidelines
RCCD Centennial Strategic Plan 2013-2016
Report on Resource Allocation
Resource Committee Minutes, 7 April 2015
“Strategic Planning Timeline”
Summary of Academic Senate Survey of Effectiveness
Summary of Planning Councils Survey of Effectiveness
Survey of Committee of the Whole Membership
Technology Committee Minutes, 28 August 2014
Technology Request Form
Technology Total Cost of Ownership Form

Agenda Item (VIII-B-6)

Meeting	6/16/2015 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-6)
Subject	Accreditation Follow-up Report for Riverside City College
College/District	Riverside
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees review and accept the Accreditation Follow-up Report for Riverside City College

Background Narrative:

Presented for the Board's review and consideration is the Accreditation Follow-up Report for Riverside City College (RCC) resulting from the Accrediting Commission of Community and Junior Colleges' (ACCJC) March 3-7, 2014 Team Visit. RCC's Follow-up Report may undergo slight refinement and editing prior to being finalized. It will be submitted to the ACCJC on or before the due date of October 15, 2015.

Prepared By: Michael Reiner, Vice Chancellor, Educational Services
Susan Mills, Interim Vice President, Academic Affairs (Riverside)
Debbie McDowell, Administrative Assistant IV

Attachments:

[Presentation of RCC Accreditation Follow-up Report](#)
[RCC Accreditation Follow-up Report](#)

Riverside City College

Follow-up Report

Presentation to the Board of Trustees

June 2, 2015

RCC Recommendation #1: Evaluate processes including evaluation processes regularly

2014-15 actions and activities to meet recommendation:

- Assessed Strategic Planning flowchart and decision-making rubrics used to allocate resources (Oct. 2014)
 - Analyses indicated planning process needed to be more efficient
 - Rubrics needed to be linked more closely to college goals and student success
 - Program review process needed to be better aligned to college goals and student success
- Revised College goals to:
 - Student Success
 - Student Access
 - Institutional Effectiveness
 - Resource and Learning Environment Development
 - Community Engagement
- Clear, reasonable, & measurable targets



RCC Recommendation #1: Evaluate processes including evaluation processes regularly

2014-15 actions and activities to meet recommendation:

- Integrated Implementation Plans
 - Enrollment Management
 - Student Equity
 - Student Success and Support Plan
 - Student Success Pathways Initiative
 - Staffing Plan
 - Organizational Management Plan
 - Finance Plan
 - Technology Plan
 - Educational Master Plan
 - Facilities Plan
 - Community Engagement Plan
- More systematic and structured blueprints for monitoring, evaluation, and assessing plans
- Better coordination and alignment of committees and councils
- Program review and unit planning processes revised to better reflect goals and to provide better planning and assessment



RCC Recommendation #2: Evaluate all SLOs in a timely manner

2014-15 actions and activities to meet recommendation:

- TracDat is being utilized to plan and monitor assessment of course and program SLOs
- SLOs not assessed in past four years identified
- Schedules developed to assess all SLOs over next four years
- Schedules developed to meet with CTE Advisory groups to ensure SLOs reflect workforce needs.



RCC Recommendation #3: Total Cost of Ownership

2014-15 actions and activities to meet recommendation:

- College and District developed a revised TCO template
- Tested accuracy and usefulness of template by applying it to the Math/Science and Nursing buildings
- Applied TCO template to Student Services/Administration Building and Coil School for the Arts/Culinary Building
- Revised program review process better integrates facilities planning with resource allocation



Riverside City College
Follow-Up Report

Submitted
by
Riverside City College
4800 Magnolia Avenue
Riverside, California 92506

Submitted
to
Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

October 15, 2015

Certification Page

To: Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

From: Wolde-Ab Isaac, PhD.
President
Riverside City College
4800 Magnolia Avenue
Riverside, California 92506

I certify there was broad participation by the campus community and believe this Report accurately reflects the nature and substance of the institution.

Michael Burke, PhD., Chancellor, Riverside Community College District Date

Virginia Blumenthal, President, RCCD Board of Trustees Date

Wolde-Ab Isaac, PhD., President, Riverside City College Date

Lee Nelson, President, Riverside City College Academic Senate Date

Darius Haghghat, PhD., President, RCCD Faculty Association Date

Gustavo Segura, President, California Schools Employee Association Date

Raymondo Orozco, President, Riverside City College Associated Students Date

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Introduction

The college has engaged in a collective effort to integrate the Actionable Improvement Plans identified in the 2014 Institutional Self Evaluation Report as well as the recommendations suggested by the 2014 Visiting Team into the strategic planning process. In addition to the Actionable Improvement Plans and the specific actions to address the recommendations, the Fall 2014 college assessment of the Strategic Plan indicated that the rubrics used to guide decision making were not properly designed and did not align with the college goals and thus had minimal contribution to furthering student success and completion. Moreover, as a result of its ongoing assessment activities, the college has also implemented comprehensive measures to refresh its Educational Master Plan, its Facilities Master Plan, its Technology Plan, its Program Review Process, its Equity Plan, and its Strategic Plan. The college has also created a Student Success Plan, a Human Resources Plan, and a college Finance Plan that reflect the collective efforts to make the planning processes more efficient and more integrated. The college's Strategic Planning Leadership Councils, which have representation from all constituency groups, have divided these tasks and have created workgroups of faculty, staff, students, and administrators to complete the work needed for this more efficient and effective planning process. Although this Follow-Up Report addresses the specific concerns that the visiting team noted, the report does not reflect the magnitude of the collective efforts made during the 2014-15 academic year, and continue to be made, to improve student success and completion.

Report Preparation

Dr. Wolde-Ab Isaac asked Tom Allen, Associate Professor of English, to draft the initial report using the collective work of the various strategic planning leadership councils and their workgroups. The strategic planning councils and workgroups conceptualized and completed the necessary tasks to address the recommendations. They also provided all of the evidence and strategies to ensure that the college meets and sustains the accreditation standards. After Professor Allen drafted the responses, each council or workgroup reviewed the responses for accuracy and suggested changes to the draft.

After the Accreditation Steering Committee reviewed the draft, it was distributed to the college community for review. The Riverside City College Strategic Planning Executive Committee, the Riverside City College Academic Senate, the Riverside City College Associated Students, the leadership of CSEA, the President's Leadership Council, and the Riverside City College Faculty Association reviewed and had an opportunity to comment on the draft. The draft report was also posted on the accreditation website. Once each of the college constituency groups had reviewed the draft, the final draft was approved by the Riverside City College Accreditation Steering Committee.

The final draft was distributed to the District Strategic Planning Committee as well as to the Chancellor's cabinet before it was accepted by the Riverside Community College Board of Trustees.

Responses to Commission Action Letter

College Recommendation #1

Evaluate processes including evaluation processes regularly.

In order to meet the standards the College should systematically assess and use assessment results for improvement in the following areas:

- a. Assessing its evaluation mechanisms; (I.B.6, I.B.7)
- b. All resource areas including human, physical, technology, and financial; (III.A.6, III.B.2.b, III.C.2, III.D.3.h)
- c. Role delineation, decision-making structures and resources. (IV.A.5, IV.B.3.g)

Response

At the Riverside City College strategic planning retreat on October 17, 2014, the Strategic Planning Executive Committee invited members from all strategic planning leadership councils, the Riverside City College Academic Senate, the Riverside City College Associated Students, department chairs, and any interested faculty and staff to review the most recent Environmental Scan, which focuses on Riverside City College, and to assess the strategic planning flowchart and the decision-making rubrics used to allocate resources.¹ The college used the SWOT (strengths, weaknesses, opportunities, and threats) analysis template for each assessment. The participants divided into four groups. Each group assessed the strategic planning flowchart and then each group assessed a particular rubric used to make resource decisions. The results of the assessments of the rubrics and strategic planning flow chart indicated that the college's strategic planning process needs to be more efficient and more effective. Also, the assessment clearly indicates that the decision-making rubrics need to be more closely linked to the college goals and have a direct connection to student success and completion.² This assessment also served as a catalyst to revise the Program Review template so that it better reflects alignment to the college goals and student success initiatives.

These assessments provided concrete data to guide the college in its efforts to refresh its 2009-2014 Strategic Plan. As a result of these assessments, the college has embarked on a comprehensive and integrated planning process that provides a framework for and advances a culture of planning across all units, departments, and divisions of the college. The strategic plan includes five major goals: (1) Student Access, (2) Student Success, (3) Institutional Effectiveness, (4) Resource and Learning Environment Development, and (5) Community Engagement. These goals have clear, reasonable, and measurable targets. These assessments, in addition to the analysis of the institution from the 2014 Institutional Self Evaluation Report, have also resulted in the development of a number of integrated implementation plans, each of which have at their core an emphasis on student success and completion. These plans include the Enrollment Management Plan, the Student Equity Plan, the Student Success Pathways Initiative, the Student Success plan, the Human Resources Plan, the Organizational Management Plan, the Finance Plan, and the Institutional Partnership Plan.³ The strategic plan has also propelled the refreshing of the Education, Facilities, and Technology long-range master plans. The Strategic Planning Constitution and Bylaws was also revised to empower the councils to monitor the progress of the implementation timelines, to evaluate the effectiveness and impact of the plans, and to assess the process of the integration and alignment of the plans. This has resulted in the

development of a more systematic and structured blueprints for monitoring, evaluation, and assessment processes.

In an effort to integrate the various college committees into the strategic planning process and to better delineate the decision-making roles and structure to allocate resources, the Riverside City College Academic Senate convened a Strategic Planning Taskforce to revise the college's Strategic Plan. One of the principal efforts of this group involved eliminating many committees and placing all college committees, including the Academic Senate committees, under one of the Strategic Planning Leadership Councils to ensure that all planning and budget allocations are coordinated by one or more of the leadership councils.⁴ This structure allows the Academic Senate committees to collaborate with and to be integrated into the strategic planning process.

Program review is the principal planning and evaluation mechanism that the college uses to assess the effectiveness of and to improve instructional programs, student services, and library and other learning support services.

In fall 2014, the college performed a SWOT (Strengths, Weakness, Opportunities, and Threats) analysis of its strategic planning process, including comprehensive program review and unit planning. Four major weaknesses were identified for program review and unit planning:

- 1) The comprehensive instructional program review process, as its title implies, is performed by instructional units only and is a reporting rather than a planning document;
- 2) Unit plans for instruction, student services, and administrative services use different templates, rubrics, and timelines—which limits its usefulness in college planning;
- 3) Program review and unit plans need to be better aligned to college goals and strategies; and
- 4) Measurable targets in alignment with overall institutional targets need to be established by units for strategies/activities in program reviews.

To address these weaknesses, a program review workgroup of the Institutional Effectiveness Leadership Council met over winter 2015 to revise the program review and unit planning processes. A comprehensive program review template was developed that all units—instructional, student services, or administrative services—will complete.⁵ The timelines for all units were aligned so that program reviews will be written and submitted in fall semesters to better link program review, planning, and resource allocation.

The unit planning process was revised to be an annual implementation plan of the comprehensive program reviews and also to serve as an assessment mechanism for the previous year and as a tool to refine and to update of the activities and targets for the upcoming year. The revised program review template clearly links unit strategies, activities, and targets to those of the college.

College Recommendation #2

Evaluate all SLOs in a timely manner.

In order to meet the standard, the College should evaluate all courses and programs in a manner that ensures a comprehensive and timely assessment of course and program SLOs is completed in all disciplines, so that the assessment of all SLOs can be included in curriculum review for maintaining relevant, current and responsive courses and programs, especially those that experience rapid changes in workforce competencies. (II.A.2.e)

Response

The Office of Institutional Effectiveness, the Riverside Assessment Committee, and Institutional Effectiveness Leadership Council have developed a new means to track the assessment of student learning outcomes (SLOs) for all courses and programs.⁶ Although the 2014 visiting team acknowledged that the college assesses the SLOs of its courses on a four-year cycle, the team noted that “not all SLOs are assessed on the four-year cycle; and therefore, it is possible for the same SLO to be assessed repeatedly every four years while other SLOs for a course or program might not be assessed.” The visiting team suggested that the college “needs to increase assessments to include all SLOs at appropriate intervals to ensure complete assessment results are used when courses are reviewed systematically for relevance, appropriateness of learning outcomes currency and future needs and plans. Because not all SLOs are reviewed in the standard program review cycle, the College does not meet the requirements of Standard II.A.2.e.”

To address the suggestions by the 2014 visiting team, the Riverside Assessment Committee, working with the Office of Institutional Effectiveness and the Institutional Effectiveness Leadership Council, has elected to use TracDat to monitor and to plan the assessment of course and program SLOs.⁷ In order to sustain the five-year assessment cycle (changed from four to five years in order to align with the program review and strategic planning cycle) and, at the same time, ensure that all SLOs of a course or program have undergone assessment in the cycle, each academic discipline has listed the specific SLOs that were assessed in the previous four-year cycle (the last three years and the current year), has identified those SLOs that were not assessed, and has scheduled assessment of SLOs to ensure that all course and program SLOs will be assessed in the next five-year cycle (current year and three years into the future). Most CTE programs, however, assess SLOs every two years, sometimes more frequently, and have developed a regular schedule to meet with CTE Advisory Groups to ensure that the CTE SLOs reflect work force needs.⁸ TracDat also allows the academic disciplines and the college to develop reports to assist the assessment of program and general education SLOs. Each of the course SLOs is linked to both program and general education SLOs in the system. The TracDat system offers a means to generate assessment program and general education reports based on this linkage.⁹ This system should greatly enhance the ability of the college to assess student learning outcomes at all levels of assessment and provides a more systematic means to evaluate the effectiveness of the college’s instructional efforts.¹⁰

To assist academic disciplines, the Dean of Institutional Effectiveness and the faculty co-chairs of the Riverside Assessment Committee have provided one-on-one TracDat training to discipline faculty responsible for inputting the schedule of assessment into the system. The revised

Comprehensive Program Review templates require disciplines to evaluate the course and program assessment results as part of the program-review cycle and to ensure that suggested changes and requests for additional resources reflect current and relevant curriculum that enhances student success and completion.

College Recommendation #3

Total Cost of Ownership

In order to meet standards, the College should develop and implement a total cost of ownership methodology that can be included in the long-range capital plans. (III.B.2.a)

Response

In its 2014 Self Evaluation Report, Riverside City College identified a need to refresh its Facilities Master Plan and its Five-Year Capital Construction Plan. Also, the college indicated that the template for calculating the total cost of ownership, which was part of the 2008-2024 Educational Master Plan, needed to be revised. In fact, the college developed an Actionable Improvement Plan in the 2014 Self Evaluation Report and included the revision of the total cost of ownership template in its Strategic Planning Integrated Action Plans prior to the 2014 team visit.

The 2014 visiting team noted that, “although total cost of ownership is a factor in the District Five-Year Capital Construction Plan, a complete life cycle cost analysis was not part of the planning process either at the district or at the college and accordingly does not meet the requirements of Standard III.B.2.a” In addition, the visiting team noted that “the college has performed various facility related studies but some have not been completely analyzed for proper implementation or design [sic] a plan to perform them in a timely manner. The facilities department should use its program review assessments of facilities to develop improvement plans and develop funding requests. The college does not meet the requirement of Standard III.B.2.b.”

In an effort to address Actionable Improvement Plan on the total cost of ownership template (TCO) in the 2014 Self Evaluation Report and to address the recommendation by the 2014 visiting team, the college, under the leadership of the Vice President of Business Services and the Resource Development Leadership Council, the Physical Resources Advisory Group began the process to revise the template in the 2008-2024 Educational Master Plan. Working with the District Facilities Planning and Development, specifically the “Facility Working Group,” the college and district began a series of meetings.¹¹ The college and the district developed a revised TCO template and tested the accuracy and usefulness of the template by applying the template to the Math/Science and Nursing buildings, which became operational in 2012.¹² After the Resource Development Resource Council evaluated the effectiveness of the new template to determine the initial cost and life cycle analysis of the previously constructed buildings, the college applied the revised template to the two new buildings under construction (the Student Services Administration building and the School for the Arts/Culinary building).¹³

As part of the assessment conducted to develop the TCO template and to apply the template to the buildings currently being constructed, the Vice President of Business Services and the Resources Development Council, through its Facilities Advisory Group, have begun the process of revising the Comprehensive Program Review template (for instruction, student services, and administration) to include a facilities request component that better integrates facilities planning with resource allocation.¹⁴ Also, in spring 2015 Facilities Advisory Group have begun to refresh and assess the Facilities Master Plan and the college's Five-Year Capital Construction Plan to provide more up-to-date capacity/load ratios (need some specifics here to address III.B.2.b.) and to plan scheduled maintenance for existing facilities. (What else is part of the normal facilities planning? Evidence?)

District Recommendation #1 Technology Planning

In order to meet standards, compile the various completed elements of technology planning into an integrated, comprehensive district technology plan that is accessible and transparent, including a disaster recovery plan and a plan to refresh aging and outdated technologies. Insure that the district technology plan is based on input from the colleges and is in alignment with college planning processes. (Standards I.B.6 and III.C.2)

Response

The 2014 district visiting team acknowledged, in its External Evaluation Report, that the district “has undergone a substantial amount of planning to address the technology needs of the District and the prioritization of technology resources.” The team also acknowledged that the district “has conducted a technology audit and prioritized Information Services for the District in addition to completing a detailed District Administrative Unit Program Review and Assessment of Information Technology and Learning Services.” However, the team also “noted that the various elements of technology planning have not yet been incorporated into a district-wide technology planning document to provide an overarching framework for the evolving college technology plans. The visiting team also stated that the district “lacks a comprehensive disaster recovery plan, and could benefit from a plan that addresses the need to refresh aging and outdated technologies.”

To address the recommendations from the 2014 visiting team, the Information Technology Strategic Council (ITSC), which consists of the co-chairs of the college technology advisory groups and district Information Technology Services personnel, began a series of meetings to implement components of the District Technology Audit¹⁵ and to develop a District Technology Plan.¹⁶ The co-chairs of the college technology groups worked to ensure that the new district plan aligns with and supports each college's technology plan. In addition, the ITSC updated and created an IT Audit Recommendation Project Status Summary that outlines the progress the district has made to address the concerns identified in the IT Audit.¹⁷ The new District Technology Plan assesses the district's technology environment, provides the basic principles and purpose of the plan, and aligns the district's technology goals with each college's technology plan and with the strategic themes in the RCCD Strategic Plan.¹⁸ Moreover, the new District Technology Plan includes a Disaster Recovery Plan and a Technology Refresh Plan.¹⁹

The District Technology Plan has been reviewed and approved by the college technology advisory groups and has gone through the shared governance approval process. The ITSC has begun the process of working with each college’s vice president of business and the Vice Chancellor of Business Services to determine the financial sustainability of the plans as the district and colleges implement their technology plans.

District Recommendation #2

OPEB Obligation

In order to meet the standard, implement a plan to fund contributions to the District’s other post-employment benefits (OPEB) obligation. (Standard III.D.3.c)

Response

The district’s medical plan, a single-employer defined benefit healthcare plan, is administered by the district. The plan provides medical and dental insurance benefits to eligible retired academic, classified, confidential, and management employees and one dependent until age 65 (BP/AP 7380). Eligibility is available to all retirees who have a minimum of 10 years of service with the district and who have reached the age of 55.²⁰

On July 1, 2014, an actuarial valuation was performed to determine the District’s liability for its post-employment benefits. Currently, the district utilizes the pay-as-you-go method to finance its OPEB contributions.²¹

The net OPEB obligations for each of the fiscal years 2010 through 2014, ending June 30, are as follows:

Year	Annual OPEB Cost	Actual Contributions	Percentage Contributed	Net OPEB Obligation
2010	\$1,462,715	\$ 766,350	52%	\$1,653,090
2011	\$2,262,462	\$ 577,224	26%	\$3,338,328
2012	\$2,242,316	\$1,199,115	53%	\$4,381,529
2013	\$2,872,832	\$1,209,729	42%	\$6,044,632
2014	\$2,960,168	\$1,159,902	39%	\$7,844,898

To date, the district has partially allocated resources to support future liabilities related to post-employment benefits, leave time, and other related obligations. Leave balances are paid when used through existing resources, and the District finances its current post-employment benefit obligations annually. The district’s annual required contribution is \$3,041,672, and the annual OPEB cost is \$2,960,168 based on the FY 2013-14 Annual Audit. (III.D.3.c, III.D.3)²²

All audits of the institution have been unqualified. The district plans for and, to date, has used a “pay-as-you-go” methodology to allocate appropriate resources for the payment of liabilities and future obligations, including other post-employment benefits (OPEB), compensated absences, and other employee related obligations as disclosed in all annual audits. However, the District has not funded the future cost of the Annual Required Contribution (ARC).

In addressing the Commission’s district recommendation, the district considered a number of options to address the OPEB liability. These included the formation of an irrevocable trust, the establishment of a restricted fund, the issuance of OPEB bonds, or the initiation of a self-assessment. The District has historically maintained a “pay-as-you-go” methodology and, since the inception of Government Accounting Standards Board Statement (GASB) 45, has not funded the future cost of the ARC. Annual “pay-as-you-go” costs of the ARC approximate \$1.2 million. The most recent actuarial valuation puts the annual funding of the future cost of the ARC at approximately \$1.2 million. Therefore, to fund the GASB 45 liability completely, additional annual contributions of between \$.80 million and \$1.0 million (the remaining portion would presumably be from investment earnings) would be necessary. To address the recommendation, a funding plan proposal has been developed to respond to the accreditation recommendation. The plan consists of the following:

1. Effective July 1, 2015, establish a new irrevocable trust to pay current retiree health costs and to accumulate funds for future costs to offset the OPEB liability;
2. Develop a rate to apply to every dollar of payroll, in all Resources that have payroll, to cover the annual current cost (“pay-as-you-go”) plus a minimum of \$250,000 annually to begin providing for future retiree health costs, including application of the rate to grant and categorical programs in accordance with OMB Circular A-21 and the State Chancellor’s Accounting Advisory—GASB 45 Accounting for Other Post-Employment Benefits;
3. Investment earnings over time will contribute to the reduction of the outstanding OPEB liability, so the total amount of funds set-aside by the District and accumulated to pay for future retiree health costs will be limited to a maximum of 50% of the outstanding OPEB liability;
4. At least annually, transfer all funds provided by the retiree healthcare rate to the irrevocable trust;
5. Pay all retiree healthcare costs out of the irrevocable trust.

This proposal, discussed with the District Budget Advisory Council (DBAC) on January 23, 2015,²³ was also vetted through each of the college’s shared governance processes and has been reviewed by both the District Strategic Planning Committee (January 30, 2015, and March 12, 2015) and the Chancellor’s cabinet (March 30, 2015).²⁴ The final proposal was presented and discussed at the April 7, 2015 Resource Committee meeting. The Board approved the proposal at its April 21, 2015 meeting.²⁵

Evidence

-
- ¹ Review the minutes and the results of the SWOT analysis conducted at the retreat.
 - ² See the SWOT Summary from the 17 October 2014 retreat.
 - ³ Review the revised and refreshed long-term planning documents.
 - ⁴ Review the refreshed Riverside City College Strategic Planning flowchart, the Riverside City College Strategic Planning Constitution and Bylaws, and the Riverside City College Strategic Plan 2015-2020.
 - ⁵ See revised program-review templates and timelines.
 - ⁶ See minutes for the Riverside Assessment Committee.
 - ⁷ Review Tracdat schedule of assessment activities.
 - ⁸ See schedule of CTE Advisory Group meetings.
 - ⁹ Review the Tracdat system and the correlation of course and program SLOs.
 - ¹⁰ See the Riverside City College Assessment Plan.
 - ¹¹ See minutes of the Facilities Planning and Develop on the TCO
 - ¹² See application of template to the Math/Science and Nursing buildings.
 - ¹³ See the TCO analysis for the two new buildings.
 - ¹⁴ See revised Comprehensive Program Review template.
 - ¹⁵ See District IT Audit Report
 - ¹⁶ See minutes of the ITSC meetings dealing with the District Technology Plan
 - ¹⁷ Review the IT Audit Recommendation Project Status Summary
 - ¹⁸ Review the District Technology Plan.
 - ¹⁹ See appendices to the District Technology Plan.
 - ²⁰ BP/AP 7380, Retiree Health Benefits.
 - ²¹ Review district 2014 Actuarial Study.
 - ²² See Audit Reports 2010-2014.
 - ²³ See minutes for January 23, 2015
 - ²⁴ See DSPC minutes for January 30, 2015
 - ²⁵ See Board of Trustee committee and regular meeting minutes for April 2015.

Agenda Item (VIII-B-7)

Meeting	6/16/2015 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-7)
Subject	Accreditation Responses for Riverside Community College District
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees review and accept the District's Responses to the recommendation from the Accrediting Commission for Community and Junior Colleges.

Background Narrative:

Presented for the Board's review and consideration is the District's response to two recommendations from the Accrediting Commission for Community and Junior College (ACCJC) resulting from the March 3-7, 2014 Team Visit. The District's response may undergo slight refinement and editing prior to being finalized. It will be submitted to the ACCJC as part of each college's follow-up report which is due on or before October 15, 2015.

Prepared By: Michael Reiner, Vice Chancellor, Educational Services
Sylvia Thomas, Associate Vice Chancellor Ed Services
Aaron Brown, Vice Chancellor, Business and Financial Services
Rick Herman, Associate Vice Chancellor, Information Technology & Learning SVS
Debbie McDowell, Administrative Assistant IV

Attachments:

[Accreditation Responses for RCCD](#)

District Recommendation #1 Technology Planning

In order to meet standards, compile the various completed elements of technology planning into an integrated, comprehensive district technology plan that is accessible and transparent, including a disaster recovery plan and a plan to refresh aging and outdated technologies. Insure that the district technology plan is based on input from the colleges and is in alignment with college planning processes. (Standards I.B.6 and III.C.2)

Response

The 2014 district visiting team acknowledged, in its External Evaluation Report, that the district “has undergone a substantial amount of planning to address the technology needs of the District and the prioritization of technology resources.” The team also acknowledged that the district “has conducted a technology audit and prioritized Information Services for the District in addition to completing a detailed District Administrative Unit Program Review and Assessment of Information Technology and Learning Services.” However, the team also “noted that the various elements of technology planning have not yet been incorporated into a district-wide technology planning document to provide an overarching framework for the evolving college technology plans. The visiting team also stated that the district “lacks a comprehensive disaster recovery plan, and could benefit from a plan that addresses the need to refresh aging and outdated technologies.”

To address the recommendations from the 2014 visiting team, the Information Technology Strategic Council (ITSC), which consists of the co-chairs of the college technology advisory groups and district Information Technology Services personnel, began a series of meetings to implement components of the District Technology Auditⁱ and to develop a District Technology Plan.ⁱⁱ The co-chairs of the college technology groups worked to ensure that the new district plan aligns with and supports each college’s technology plan. In addition, the ITSC updated and created an IT Audit Recommendation Project Status Summary that outlines the progress the district has made to address the concerns identified in the IT Audit.ⁱⁱⁱ The new District Technology Plan assesses the district’s technology environment, provides the basic principles and purpose of the plan, and aligns the district’s technology goals with each college’s technology plan and with the strategic themes in the RCCD Strategic Plan.^{iv} Moreover, the new District Technology Plan includes a Disaster Recovery Plan and a Technology Refresh Plan.^v

The District Technology Plan has been reviewed and approved by the college technology advisory groups and has gone through the shared governance approval process. The ITSC has begun the process of working with each college’s vice president of business and the Vice Chancellor of Business Services to determine the financial sustainability of the plans as the district and colleges implement their technology plans.

ⁱ See District IT Audit Report

ⁱⁱ See minutes of the ITSC meetings dealing with the District Technology Plan

ⁱⁱⁱ Review the IT Audit Recommendation Project Status Summary

^{iv} Review the District Technology Plan.

^v See appendices to the District Technology Plan.

District Recommendation #2 OPEB Obligation

In order to meet the standard, implement a plan to fund contributions to the District's other post-employment benefits (OPEB) obligation. (Standard III.D.3.c)

Response

The District's medical plan, a single-employer defined benefit healthcare plan, is administered by the District. The plan provides a paid medical insurance benefit to eligible retired academic, classified, confidential, and management employees and one dependent until age 65 (BP/AP 7380). Eligibility is available to all retirees who have a minimum of 10 years of service with the district and who have reached the age of 55.^{vi}

On July 1, 2014, an actuarial valuation was performed to determine the District's liability for its post-employment benefits. Currently, the district utilizes the pay-as-you-go method to finance its OPEB contributions.^{vii}

The net OPEB obligations for each of the fiscal years 2010 through 2014, ending June 30, are as follows:

Year	Annual OPEB Cost	Actual Contributions	Percentage Contributed	Net OPEB Obligation
2010	\$1,462,715	\$ 766,350	52%	\$1,653,090
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To date, the district has partially allocated resources to support future liabilities related to post-employment benefits, leave time, and other related obligations. Leave balances are paid when used through existing resources, and the District finances its current post-employment benefit obligations annually. The district's annual required contribution is \$3,041,672, and the annual OPEB cost is \$2,960,168 based on the FY 2013-14 Annual Audit. (III.D.3.c, III.D.3)^{viii}

All audits of the institution have been unqualified. The district plans for and, to date, has used a "pay-as-you-go" methodology to allocate appropriate resources for the payment of liabilities and future obligations, including other post-employment benefits (OPEB), compensated absences,

^{vi} BP/AP 7380, Retiree Health Benefits.

^{vii} Review district 2014 Actuarial Study.

^{viii} See Audit Reports 2010-2014.

and other employee related obligations as disclosed in all annual audits. However, the District has not funded the future cost of the Annual Required Contribution (ARC).

In addressing the Commission's district recommendation, the district considered a number of options to address the OPEB liability. These included the formation of an irrevocable trust, the establishment of a restricted fund, the issuance of OPEB bonds, or the initiation of a self-assessment. The District has historically maintained a "pay-as-you-go" methodology and, since the inception of Governmental Accounting Standard Board Statement No. 45 – Accounting and Financial Reporting by Employers for Post-Employment Benefits Other than Pensions (GASB 45), has not funded the future cost of the ARC. Annual "pay-as-you-go" costs of the ARC approximate \$1.2 million. The most recent actuarial valuation puts the annual funding of the future cost of the ARC at approximately \$1.2 million. Therefore, to fund the GASB 45 liability completely, additional annual contributions of between \$.80 million and \$1.0 million (the remaining portion would presumably be from investment earnings) would be necessary. To address the recommendation, a funding plan has been developed to respond to the accreditation recommendation. The plan consists of the following:

1. Effective July 1, 2015, establish an irrevocable trust to pay current retiree health costs and to accumulate funds for future costs to offset the OPEB liability;
2. Develop a rate to apply to every dollar of payroll, in all Resources that have payroll, to cover the annual current cost ("pay-as-you-go") plus a minimum of \$250,000 annually to begin providing for future retiree health costs, including application of the rate to grant and categorical programs in accordance with OMB Circular A-21 and the State Chancellor's Accounting Advisory – GASB 45 Accounting for Other Post-Employment Benefits;
3. Investment earnings over time will contribute to the reduction of the outstanding OPEB liability, so the total amount of funds set-aside by the District and accumulated to pay for future retiree health costs will be limited to a maximum of 50% of the outstanding OPEB liability.
4. At least annually, transfer all funds provided by the retiree healthcare rate to the irrevocable trust;
5. Pay all retiree healthcare costs out of the irrevocable trust;

This proposal, discussed with the District Budget Advisory Council (DBAC) on January 23, 2015 and on February 27, 2015^{ix}, was also vetted through each of the college's shared governance processes and has been reviewed by both the District Strategic Planning Committee (January 30, 2015 and March 13, 2015) and the Chancellor's cabinet (March 30, 2015).^x The final proposal was presented and discussed at the April 7, 2015 Resource Committee meeting. The Board approved the proposal at its April 21, 2015 meeting.^{xi}

^{ix} See DBAC minutes for January and February 2015.

^x See DSPC minutes for January and March 2015.

^{xi} See Board of Trustees committee and regular meeting minutes for April 2015.

Agenda Item (VIII-C-1)

Meeting	6/16/2015 - Regular
Agenda Item	Committee - Planning and Operations (VIII-C-1)
Subject	2017-2021 Five Year Capital Construction Plan and Initial Project Proposals
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve: 1) 2017-2021 Five-Year Capital Construction Plan; 2) the Initial Project Proposals for Natural Science Building (Moreno Valley College), Center for Human Performance (Moreno Valley College), Library/Learning Resource Center (Norco College), Center for Human Performance and Kinesiology (Norco College) and Cosmetology Building (Riverside City College).

Background Narrative:

The California Community College Chancellor's Office requires each Community College District to submit annually a Five-Year Capital Construction Plan, proposed Initial Project Proposals (IPPs), and Final Project Proposals (FPPs) for state funding.

Previously Approved Final Project Proposals (still viable):

1. Moreno Valley College – Library Learning Center
2. Norco College – Multimedia and Arts Center
3. Riverside City College – Life Science/Physical Science Reconstruction

Provided for the Board's review and approval is Riverside Community College District's 2017-2021 Five-Year Capital Construction Plan. The following Initial Project Proposals are:

Initial Project Proposals:

1. Moreno Valley College – Natural Science Building; Center for Human Performance
2. Norco College – Library/Learning Resource Center; Center for Human Performance and Kinesiology
3. Riverside City College – Cosmetology Building

The 2017-2021 Five-Year Capital Construction Plan District Project Priority Order list is attached for the Board's review (Exhibit I).

Prepared By: Sandra Mayo, President, Moreno Valley College
Paul Parnell, President, Norco College
Wolde-Ab Isaac, President, Riverside
Norm Godin, Vice President, Business Services, MVC
Beth Gomez, Vice President, Business Services (Norco)
Mazie Brewington, Vice President, Business Services (Riv)
Chris Carlson, Chief of Staff & Facilities Development
Laurens Thurman, District Consultant

Attachments:

[2017-2021 Five Year Capital Construction Plan District Projects Priority Order](#)

Exhibit I

Calif. Comm. Colleges

Five Year Construction Plan

5/2/2015

District Projects Priority Order

Riverside CCD

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No.	Project	Occupancy	Source	Schedule of Funds								
				2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022		
1	WHEELOCK GYMNASIUM, SEISMIC RE 0	2011/2012	Riverside City College									
		\$9,165,000	State									
		\$7,450,000	NonState									
2	NURSING / SCIENCE BUILDING 2011/2012		Riverside City College									
		\$44,895,000	State									
		\$11,945,000	NonState									
3	PH III-STUDENT ACADEMIC SERVICES 2013/2014		Moreno Valley College									
		\$14,036,000	State									
		\$5,473,000	NonState									
4	NETWORK OPERATIONS CENTER (NO 1,500	2015/2016	Moreno Valley College									
		\$3,524,000	NonState									
5	CULINARY ARTS ACADEMY & DISTRIC 12,476	2015/2016	Riverside City College (E)									
		\$34,048,761	NonState	\$2,535,425								
6	STUDENT SERVICES/ADMINISTRATIO 15,678	2016/2017	Riverside City College									
		\$25,925,000	NonState									
7	COIL SCHOOL FOR THE ARTS 18,902	2016/2017	Riverside City College									
		\$43,088,000	NonState									
8	LIBRARY LEARNING CENTER (LLC) 17,049	2020/2021	Moreno Valley College									
		\$29,595,000	State			(P)(W) \$2,087,000	(C)(E) \$27,508,000					
9	MULTIMEDIA AND ARTS CENTER (MA 82,776	2020/2021	Norco College									
		\$79,085,000	State			(P)(W) \$5,285,000	(C)(E) \$73,800,000					
		\$1,984,000	NonState			\$138,000	\$1,846,000					
10	MAC SECONDARY EFFECTS -87	2020/2021	Norco College									
		\$200,000	NonState					(P)(W)	(C)(E) \$200,000			
11	BUSINESS EDUCATION REPURPOSE -7,176	2021/2022	Riverside City College									
		\$5,294,000	NonState					(P)(W) \$463,000	(C)(E) \$4,831,000			
12	LIFE SCIENCE/PHYSICAL SCIENCE RE 470	2021/2022	Riverside City College									
		\$31,564,000	State			(P)(W) \$1,313,000	(C)(E) \$30,251,000					
		\$4,478,000	NonState			\$1,312,000	\$3,166,000					
13	LIBRARY/LEARNING RESOURCE CENT 19,272	2021/2022	Norco College									
		\$22,421,000	State					(P)(W) \$1,648,000	(C)(E) \$20,773,000			

District Projects Priority Order

Riverside CCD

No.	Project	Occupancy	Source	Schedule of Funds						
				2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
14	COSMETOLOGY BUILDING			Riverside City College						
	14,335	2022/2023					(P)(W)	(C)	(E)	
		\$19,150,000	State				\$841,000	\$17,786,000	\$523,000	
		\$1,592,000	NonState				\$800,000	\$292,000	\$500,000	
15	NATURAL SCIENCE BUILDING			Moreno Valley College						
	25,213	2022/2023					(P)(W)	(C)(E)		
		\$31,514,000	State				\$2,312,000	\$29,202,000		
16	CENTER FOR HUMAN PERFORMANCE			Moreno Valley College						
	41,319	2022/2023					(P)(W)	(C)(E)		
		\$26,213,000	State				\$2,333,000	\$23,880,000		
		\$1,081,000	NonState				\$91,000	\$990,000		
17	CENTER FOR HUMAN PERFORMANCE			Norco College						
	29,847	2022/2023					(P)(W)	(C)(E)		
		\$23,419,000	State				\$1,930,000	\$21,489,000		
18	STUDENT SERVICES REMODEL FOR E			Norco College						
	9,558	2022/2023						(P)(W)	(C)(E)	
		\$4,974,000	State					\$491,000	\$4,483,000	
19	CENTER FOR HUMAN PERFORMANCE			Norco College						
	1,600	2022/2023						(P)(W)	(C)(E)	
		\$7,646,000	State					\$632,000	\$7,014,000	
20	BEN CLARK PUBLIC SAFETY TRAINING			Moreno Valley College						
	11,187	2022/2023						(P)(W)	(C)(E)	
		\$10,999,000	NonState					\$939,000	\$10,060,000	

Agenda Item (VIII-D-1)

Meeting	6/16/2015 - Regular
Agenda Item	Committee - Resources (VIII-D-1)
Subject	Tentative Budget for 2015-2016 and Notice of Public Hearing on the 2015-2016 Final Budget
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the 2015 - 2016 Tentative Budget, as presented, which consists of the funds and accounts noted therein, and authorize staff to forward a copy to the Riverside County Superintendent of Schools. It is also recommended that the Board of Trustees announce that: 1) the proposed 2015 - 2016 Final Budget will be available for public inspection beginning September 10, 2015, at the Office of the Vice Chancellor, Business and Financial Services; and 2) the public hearing will be held at 6:00 p.m. at a Board meeting on September 15, 2015, to be followed by the adoption of the 2015 - 2016 Final Budget.

Background Narrative:

On or before the first day of July, the District is required to develop a Tentative Budget for the ensuing fiscal year and to forward a copy to the Riverside County Superintendent of Schools. The Tentative Budget for FY 2015 - 2016 is attached for the Board's review and consideration. Changes to this budget will be reflected in the Final Budget which will be submitted in September for Board approval.

The essential purpose of the Tentative Budget is to establish spending authority for the District from July 1st until such time as the Final Budget is adopted by the Board of Trustees in September. This two-part budget process is necessary due to uncertainties associated with: the State's as yet to be adopted budget for the coming fiscal year; the State's unissued "Second Principal Apportionment (P2)" report for the current fiscal year, and; the District's year-end closing process which will be completed in August 2015.

It should be observed that the Riverside Community College District has adopted an approach to the Tentative Budget which yields a modified, continuing resolution budget. Thus, the Tentative Budget for fiscal 2016 reflects a continuation of the adopted FY 2014-2015 Budget, albeit, with certain modifications as described in the attachment.

The FY 2015 - 2016 Tentative Budget takes into consideration the Governor's January budget proposal and the modifications thereto described in the Governor's "May Revise" budget proposal.

Additionally, in accordance with Title 5, Section 58300, the Tentative Budget must indicate the date, time and location at which the Board will hold a public hearing concerning the Final Budget proposal. The staff recommends that the Board set September 15, 2015 as the date for the public hearing. Also, and pursuant to Title 5, Section 58301, the Final Budget proposal must be made available for inspection a minimum of three (3) days prior to the public hearing. We plan to use the Office of the Vice Chancellor, Business and Financial Services, for this purpose. Finally, we will publish this information in The Press Enterprise.

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

Attachments:

06162015_FY 2015-2016 Tentative Base Budget - Resource 1000

06162015_FY 2015-2016 Tentative Budget - Presentation

06162015_FY 2015-2016 Tentative Budget - All Resources

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 SIGNIFICANT ASSUMPTIONS FOR FY 2015-2016 TENTATIVE BASE BUDGET
 RESOURCE 1000
 (in millions)

1. FY 2014-2015 Ending Balance Projection:	
a. FY 2012-2013 adjustments include:	
i. No audit adjustments	\$ -
ii. P1 apportionment recalculation	\$.22
b. FY 2013-2014 adjustments include:	
i. No Audit Adjustment	\$ -
ii. P1 apportionment recalculation	\$ (.04)
c. FY 2014-2015 adjustments include:	
i. Additional growth funding (383 FTES) and other	\$ 1.05
ii. Projected salary, benefits and operating cost savings	\$ 5.10
2. FY 2015-2016 Base Revenue Budget Adjustments Include:	
a. COLA at 1.02%	\$ 1.46
b. Student Access FTES at 3.93% for FY 2015-16 and FY 2014-15 Increase (Net)	\$ 5.71
c. Increased Basic Allocation	\$ 5.97
d. State Mandate Block Grant (One-time)	\$ 14.54
e. New Full-Time Faculty Positions Allocation	\$ 1.88
f. Other	\$.28
3. FY 2015-2016 Base Expenditure Budget Adjustments Include:	
a. COLA Pass-Thru	\$ 1.01
b. Full-time step/column/growth/placement/classification	\$.43
c. New Full-Time Faculty Positions (20)	\$ 2.48
d. Health Benefits and Fixed Charges, Exclusive of PERS and STRS	\$ 2.59
e. Collective Bargaining Set-aside	\$ 4.33
f. Set-aside for FY 2016-17 and FY 2017-18	\$ 15.17
g. Part-Time Faculty Hourly Salary Schedule Adjustment (1.0%)	\$.31
h. Enrollment management increase	\$ 1.94
i. PERS	\$.07
j. STRS	\$ 1.26
k. Increases to contracts/agreements	\$.20
l. Election Cost	\$ (.60)
m. Utilities increase	\$.30
n. Legal	\$.30
o. Indirect Cost Reimbursement	\$.30
p. New Facilities Operating Costs (CAADO/CSA)	\$.50
q. PARS – Early Retirement Cost	\$ (.44)
r. Other	\$ (.22)
s. Budget Reduction Strategy	\$ (1.68)
t. OPEB Liability	\$.29

RCCD

RIVERSIDE COMMUNITY
COLLEGE DISTRICT



FY 2015-2016 TENTATIVE BUDGET

June 2, 2015



Riverside Community College District 2015-2016 Tentative Budget

Riverside Community College District has adopted an approach to the Tentative Budget which yields a modified, continuing resolution budget. Thus, the Tentative Budget for fiscal 2016 reflects a continuation of the adopted FY 2014-2015 Budget, albeit, with certain modifications as described on subsequent pages.



**GOVERNOR'S BUDGET PROPOSAL
COMMUNITY COLLEGE SYSTEM
AND
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AS OF
"MAY REVISE"**



FY 2015-2016 Governor's Budget Proposal

(In Millions)

Unrestricted Ongoing Revenues

	<u>State</u>	<u>RCCD</u>
Growth/Access (3.0%/3.93 %)	\$ 156.5	\$ 5.0
COLA (1.02%)	61.1	1.5
Basic Allocation Increase	266.7	6.0
Full-Time Faculty Hiring	<u>75.0</u>	<u>1.9</u>
Total Unrestricted Ongoing Revenues	<u>\$ 559.3</u>	<u>\$ 14.4</u>

Unrestricted One-Time Revenues

State Mandate Block Grant	<u>\$ 626.0</u>	<u>\$ 15.7</u>
Total Unrestricted Revenues	<u><u>\$ 1,185.3</u></u>	<u><u>\$ 30.1</u></u>



FY 2015-2016 Governor's Budget Proposal

(In Millions)

<u>Restricted Revenues</u>	<u>State</u>	<u>RCCD</u>
Student Success and Student Equity	\$ 215.0	\$ 5.4
Deferred Maintenance and Instructional Equipment	148.0	3.7
Proposition 39 - Energy Revenues	38.8	0.7
Total Restricted Revenues	<u>\$ 401.8</u>	<u>\$ 9.8</u>

Other

Basic Skills and Student Outcomes Transformation Program	\$ 60.0
Career Technical Education	48.0
Adult Education	500.0
Apprenticeship	29.1
Apportionment Deferral Retirement	94.5



FY 2015-2016 Governor's Budget Proposal

(In Millions)

Other (continued)

Enhanced Non-Credit Rate Equalization	49.0
Institutional Effectiveness Partnership Initiative	15.0
COLA for Categorical Programs	2.5
Basic Skills Collaboration Pilot Program	2.0
Awards in Innovation in Higher Education	25.0
Total Other	<u>\$ 825.1</u>



FY 2014-2015 ENDING BALANCE ESTIMATE



FY 2014–15 Credit FTES Projections

Base FTES	25,652.36
Growth/Access at P1 (Planned 882.24 at 3.43%; Actual 4.93%)	<u>1,264.82</u>
Total Funded FTES	26,917.18
Actual FTES (Educational Services as of P2)	<u>27,582.97</u>
Total Unfunded FTES	<u>(665.79)</u>
Unfunded FTES %	<u>2.47%</u>



(In Millions)

FY 2014-15 Revenues

Adopted Budget	<u>\$ 146.27</u>
FY 2012-13 Apportionment Adjustment	\$ 0.22
FY 2013-14 Apportionment Adjustment	(0.04)
FY 2014-15 Additional Access Funding*	1.52
Other	<u>(0.47)</u>
Total Revenue Adjustments	<u>\$ 1.23</u>
Net Revenues	<u>\$ 147.50</u>

*NOTE - Softening enrollment demand within the system has resulted in additional FTES to redistribute to districts that have unfunded FTES. At P1, the District received funding for an additional 382.58 credit FTES.



(In Millions)

FY 2014-15 Expenditures

Adopted Budget	<u>\$ 151.21</u>
Estimated Budget Savings:	
Salaries and Benefits	\$ 1.16
Supplies and Services	3.36
Capital Outlay	<u>0.58</u>
Total Expenditure Budget Savings	<u>\$ 5.10</u>
Net Expenditures	<u>\$ 146.11</u>
Net Current Year Estimated Surplus	\$ 1.39
Beginning Balance at July 1, 2014	<u>12.74</u>
Estimated Ending Balance at June 30, 2015	<u>\$ 14.13</u>
Estimated Ending Balance Percentage	<u><u>8.82%</u></u>



As of the first principle apportionment measurement period (P1), the Chancellor's Office has applied a system wide deficit of 1.63% against apportionment. This equates to \$87 million for the system and \$2.2 million for RCCD. This is primarily a result of county property tax estimates in April 2015. Over the past several years, and since the dissolution of Redevelopment Agencies, deficits estimated by the Chancellor's Office have been higher at P1. They are subsequently reduced at P2, and at the recalculation dates as property taxes are collected and reported. For purposes of the Tentative Budget, .55% has been used as an estimated deficit factor. This is the same deficit factor used by the Chancellor's Office in the Advanced Apportionment and approximates the final deficit percentage for FY 2013-14.



FY 2015-2016 TENTATIVE BUDGET



FY 2015–16 Credit FTES Projections

Base FTES	26,917.18
Growth/Access (System 3.0%; RCCD 3.93%)*	<u>1,057.85</u>
Total Funded FTES	27,975.03
Unfunded FTES (1.75%)	<u>490.61</u>
FTES Ceiling	<u><u>28,465.64</u></u>
FY 2014-15 Actual FTES (Educational Services as of P2)	<u><u>27,582.97</u></u>
FTES Needed to Achieve FY 2015-16 Ceiling	<u><u>882.67</u></u>
FTES Needed to Achieve FY 2015-16 Funded FTES	<u><u>392.06</u></u>

* A new growth formula will be implemented by the State Chancellor's Office in FY 2015-16. Preliminarily, the District's growth percentage under the new growth formula is 3.93%.



(In Millions)

FY 2015-16 Ongoing Revenue Budget

Beginning Revenue Budget	\$ 145.13
FY 2014-15 Apportionment Increase	1.53
FY 2015-16 Apportionment:	
COLA (1.02%)	1.46
Access (3.93%)	5.00
Deficit (.55%)	(0.82)
Basic Allocation	5.97
Full-Time Faculty Hiring	1.88
Other	0.28
	<hr/>
Total Ongoing Revenue Budget	<u>\$ 160.43</u>



(In Millions)

FY 2015-16 Ongoing Expenditure Budget

Beginning Expenditure Budget	<u>\$ 151.21</u>
Compensation Adjustments:	
COLA Pass-Through for Salaries (1.02%)	\$ 1.01
Step/Column/Growth/Placement/Classification	0.43
Employee Benefits	3.92
Full-Time Faculty Positions (8)	0.99
State Full-Time Faculty Hiring Program (12)	1.49
Enrollment Management Increase	1.94
Part-Time Faculty Hourly Salary	0.31
Schedule Adjustment (1.00%)	
Contracts and Agreements	0.20



(In Millions)

FY 2015-16 Ongoing Expenditure Budget (continued)

Collective Bargaining Set-Aside	4.33
Budget Reduction Strategy	(1.68)
Utilities	0.30
PARS Early Retirement Incentive Payoff	(0.44)
New Facilities Operating Costs (CAADO/CSA)	0.50
Legal Expense	0.30
OPEB Liability	0.29
Election Cost	(0.60)
Indirect Cost Reimbursement	0.30
Other	(0.22)
Total Ongoing Expenditure Budget Adjustments	<u>\$ 13.37</u>
Total Ongoing Expenditure Budget	<u>\$ 164.58</u>
Net Ongoing Budget Shortfall	<u><u>\$ (4.15)</u></u>



(In Millions)

FY 2015-16 One-Time Revenue Budget

Beginning Revenue Budget	\$ 1.14
FY 2014-2015 State Mandate Block Grant Elimination	(1.14)
FY 2015-2016 State Mandate Block Grant	<u>15.65</u>
Total One-Time Revenue Budget	<u>\$ 15.65</u>

FY 2015-16 One-Time Expenditure Budget

Beginning Expenditure Budget	\$ -
FY 2015-2016 State Mandate Block Grant:	
Set-aside for FY 2016-17 and FY 2017-18	<u>15.17</u>
Total One-Time Expenditure Budget	<u>\$ 15.17</u>
Net One-Time Budget Surplus	<u><u>\$ 0.48</u></u>



(In Millions)

Summary

Net Ongoing Budget Shortfall	\$ (4.15)
Net One-Time Budget Surplus	<u>0.48</u>
Total Revenue and Expenditure Difference	\$ (3.67)
Estimated Beginning Balance at July 1, 2015	<u>14.13</u>
Total Available Funds	\$ 10.46
Less, 5% Ending Balance Target	<u>(10.46)</u>
Unallocated Amount	<u><u>\$ -</u></u>



FY 2015-2016 BUDGET DEVELOPMENT ISSUES



FY 2015-16 Budget Development Issues

- ❑ **Governor's Budget Proposal/May Revise**
 - Will it hold or will there be changes?
- ❑ **New Growth Funding Formula**
 - Will enrollment demand be sustained?
- ❑ **FY 2014-15 Results**
 - Will we receive additional apportionment funding?
 - Will we realize projected budget savings?



FY 2015-16 Budget Development Issues

(continued)

❑ Ongoing Budget Shortfall

- The year-over-year ongoing budget shortfall still persists, wherein ongoing expenditures exceed ongoing revenues.

❑ One-Time Funds – State Mandate Block Grant

- Will the proposed funding level be sustained?
- Will this funding source remain unrestricted?



FY 2016-17 AND FY 2017-18 BUDGET PROJECTIONS



Projections

	<u>FY 2016-17</u>	<u>FY 2017-18</u>
Revenues	\$ 166.59	\$ 173.04
Expenditures	<u>(174.64)</u>	<u>(184.49)</u>
Net Budget Shortfall	\$ (8.05)	\$ (11.45)
Beginning Balance	<u>25.63</u>	<u>17.58</u>
Ending Balance	\$ 17.58	\$ 6.13
5% Ending Balance Requirement	<u>(10.57)</u>	<u>(10.48)</u>
Remaining Budget Excess (Shortfall)	<u><u>\$ 7.01</u></u>	<u><u>\$ (4.35)</u></u>

Assumptions

- Growth (3.93%)
- COLA (1.0%)
- No One-Time Funds
- Compensation Increases – Similar to FY 2015-16
- Enrollment Mgmt. Increase – Similar to FY 2015-16
- Budget Reduction Strategy – Similar to FY 2015-16



HISTORICAL BUDGET INFORMATION



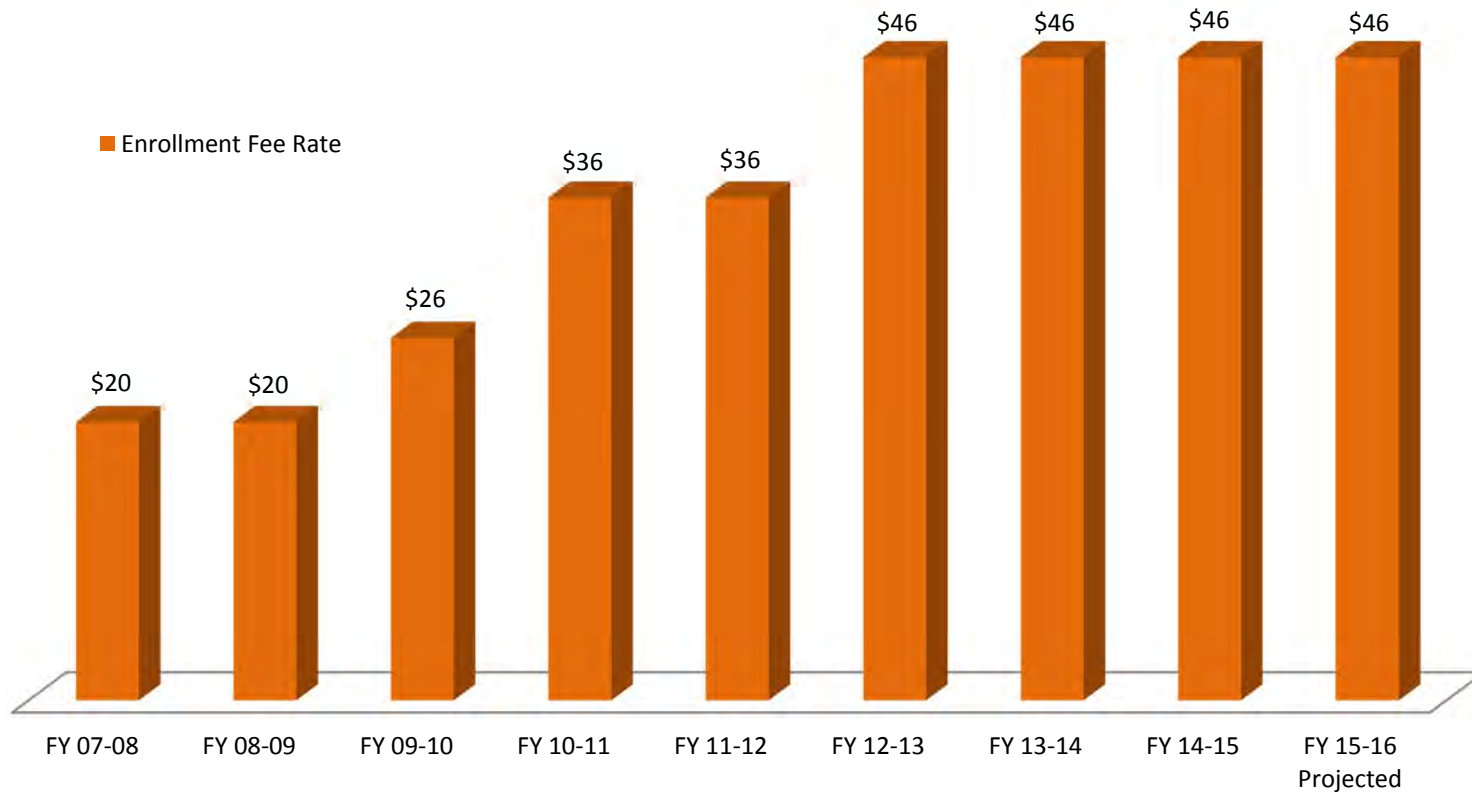
Contingency History

FY	Adopted Contingency Balance	% of Avaliable Funds	Ending Fund Balance	% of Avaliable Funds
2014-15*	7,801,811	4.28%	14,131,331	8.82%
2013-14	6,358,532	4.23%	12,743,536	7.65%
2012-13	4,560,030	3.23%	11,407,409	7.95%
2011-12	5,840,447	3.94%	6,805,919	4.73%
2010-11	8,729,056	5.60%	13,217,249	8.48%
2009-10	8,391,878	5.50%	11,253,316	7.22%
2008-09	12,566,801	7.68%	13,903,627	8.74%
2007-08	9,423,484	6.14%	19,259,076	12.37%

*Estimate

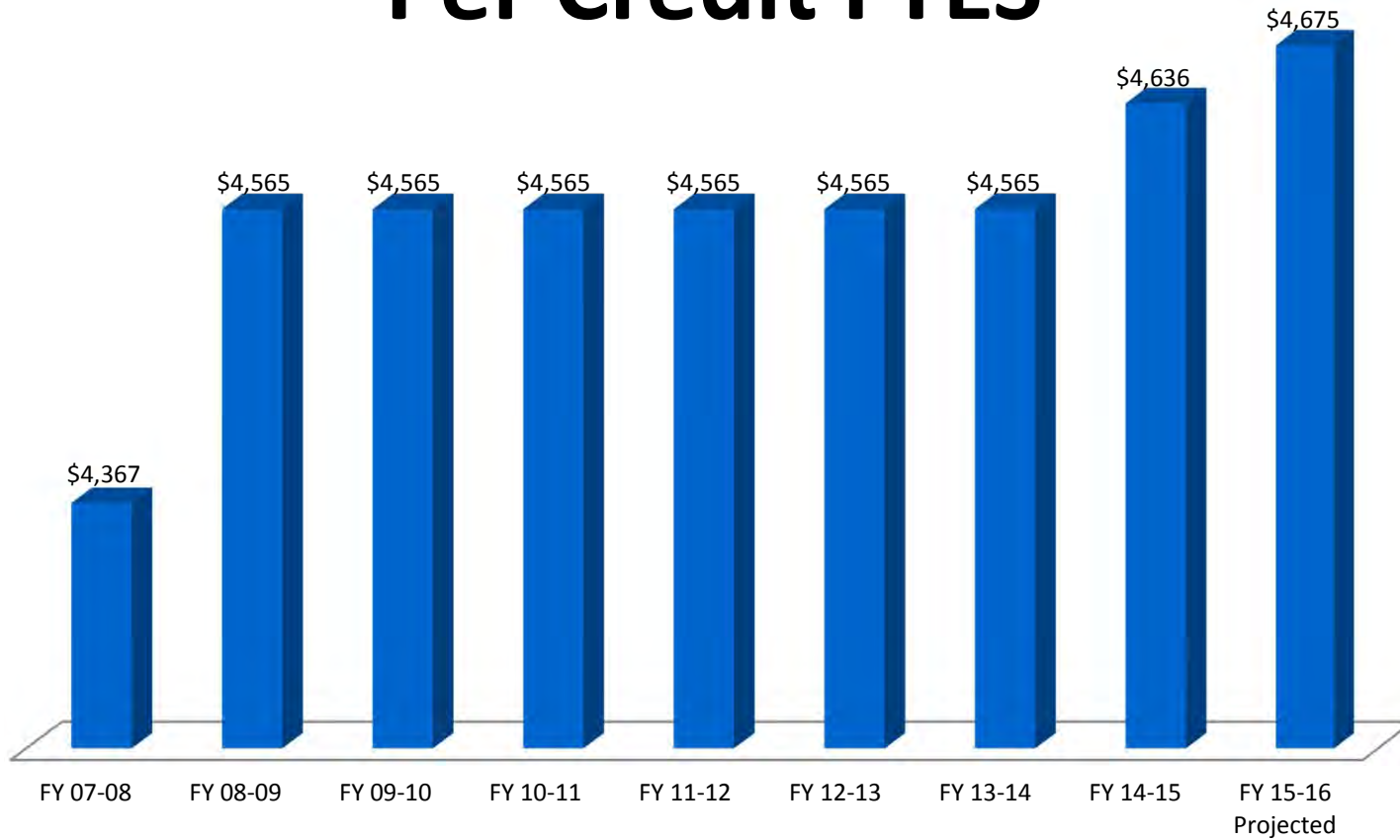


Enrollment Fee Rate Per Unit



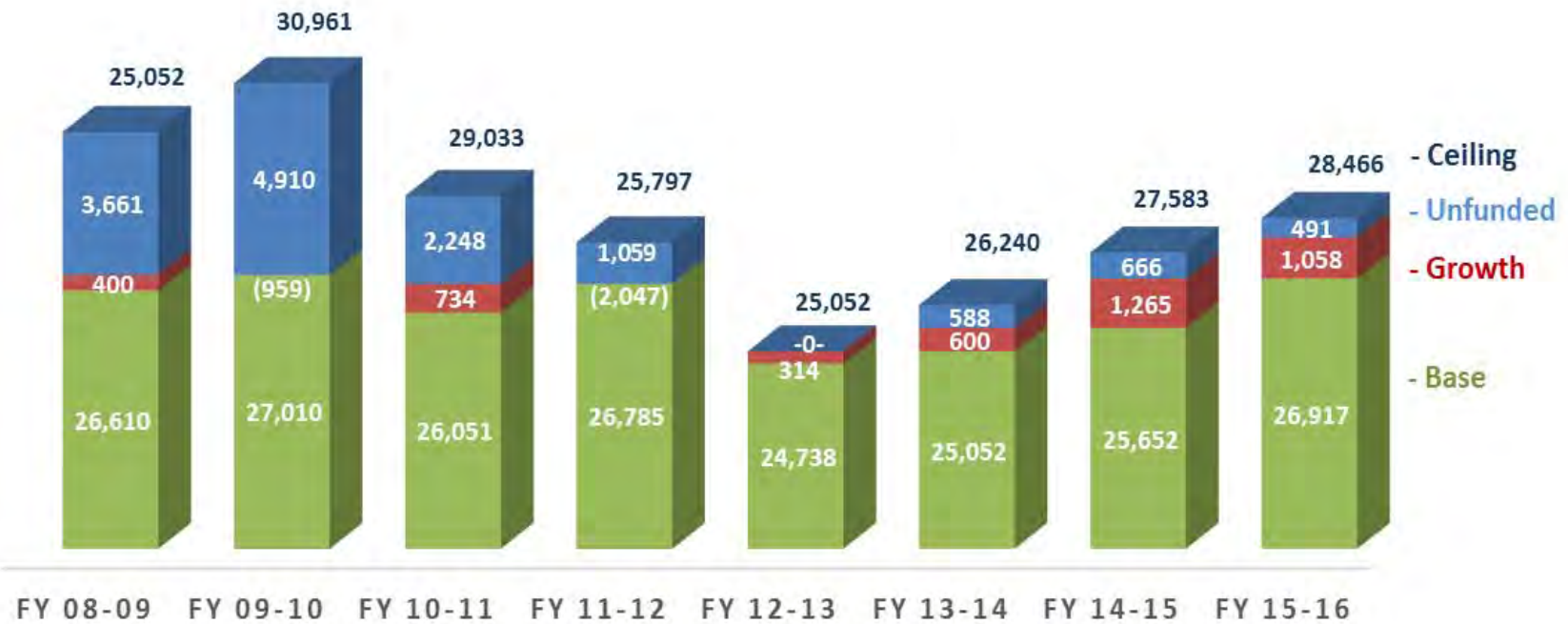


CCC Base Funding Rate Per Credit FTES



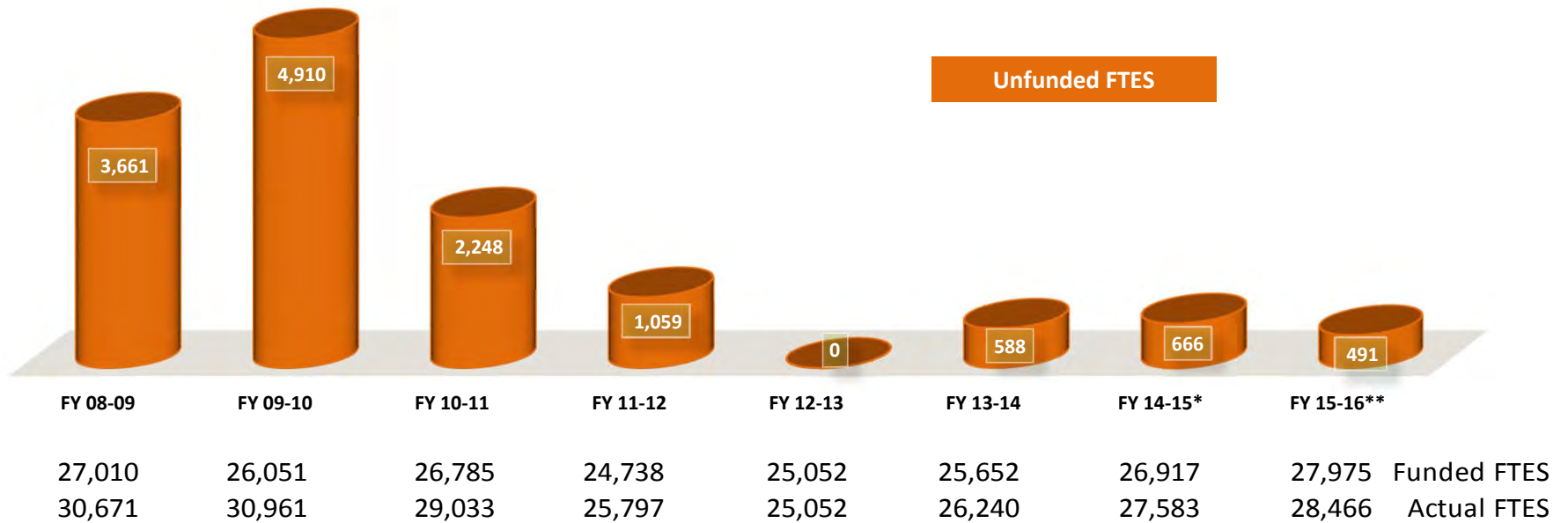


Credit FTES Composition





Unfunded Credit FTES



* As of P2

** Based on Governor's Budget Proposal using new growth formula

RCCD

RIVERSIDE COMMUNITY
COLLEGE DISTRICT



FY 2015-2016 BUDGET DEVELOPMENT TIMELINE



➤ **June**

- Tentative RCCD Budget to Resources Committee
- Second Principal Apportionment Report
- Tentative RCCD Budget to Board of Trustees on June 16, 2015

➤ **July**

- New Fiscal Year Begins on July 1, 2015

➤ **August**

- State Budget Workshops/Advance Apportionment
- RCCD Year-End Closing
- Final RCCD Budget Completed

➤ **September**

- Final RCCD Budget to Resources Committee
- Final RCCD Budget to Board of Trustees on or before September 15, 2015

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET

FISCAL YEAR 2015-2016

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 TENTATIVE BUDGET FUND / ACCOUNT SUMMARY - TOTAL AVAILABLE FUNDS
 2015-2016

<u>Fund / Resource</u>	<u>Fund Name</u>	<u>Adopted Budget 2014-2015</u>	<u>Tentative Budget 2015-2016</u>
	<u>District</u>		
<u>General Funds</u>			
<u>Unrestricted - Fund 11</u>			
<u>Resource</u>			
1000	General Operating	\$ 159,012,783	\$ 190,212,200
1080	Community Education	(54,568)	(70,436)
1090	Performance Riverside	(176,563)	(196,251)
1110	Bookstore (Contract-Operated)	1,116,094	1,147,994
1170	Customized Solutions	<u>1,103,637</u>	<u>1,182,729</u>
	Total Unrestricted General Funds	<u>161,001,383</u>	<u>192,276,236</u>
<u>Restricted - Fund 12</u>			
<u>Resource</u>			
1050	Parking	3,148,824	3,043,177
1070	Student Health	3,445,182	3,528,013
1120	Center for Social Justice and Civil Liberties	160,343	163,671
1180	Redevelopment Pass-Through	9,783,858	8,726,377
1190	Grants and Categorical Programs	<u>30,441,758</u>	<u>38,700,564</u>
	Total Restricted General Funds	<u>46,979,965</u>	<u>54,161,802</u>
	Total General Funds	<u>207,981,348</u>	<u>246,438,038</u>
<u>Special Revenue - Funds 32 & 33</u>			
<u>Resource</u>			
3200	Food Services	3,151,210	3,471,286
3300	Child Care	<u>1,399,841</u>	<u>1,585,255</u>
	Total Special Revenue Funds	<u>4,551,051</u>	<u>5,056,541</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET FUND / ACCOUNT SUMMARY - TOTAL AVAILABLE FUNDS
2015-2016

<u>Fund / Resource</u>	<u>Fund Name</u>	<u>Adopted Budget 2014-2015</u>	<u>Tentative Budget 2015-2016</u>
<u>Capital Projects - Fund 41</u>			
<u>Resource</u>			
4100	State Construction & Scheduled Maintenance	5,001,612	3,531,719
4130	La Sierra Capital	8,494,601	8,876,519
4170	2010D Captial Appreciation Bonds	4,756,337	2,180,839
4180	2010D Build America Bonds	36,649,489	14,756,702
4190	2015E Capital Appreciation Bonds	-	44,788,378
	Total Capital Projects Funds	<u>54,902,039</u>	<u>29,345,779</u>
<u>Internal Service - Fund 61</u>			
<u>Resource</u>			
6100	Self-Insured PPO Health Plan	5,352,682	6,151,981
6110	Self-Insured Workers' Compensation	6,348,808	6,864,757
6120	Self-Insured General Liability	<u>1,606,894</u>	<u>1,752,335</u>
	Total Internal Service Funds	<u>13,308,384</u>	<u>14,769,073</u>
	Total District Funds	<u>\$ 280,742,822</u>	<u>\$ 295,609,431</u>
<u>Expendable Trust and Agency</u>			
<u>Student Financial Aid Accounts</u>			
	Student Federal Grants	\$ 62,024,000	\$ 65,530,000
	State of California Student Grants	3,130,000	3,790,000
	Local Scholarships Student Grants	-	534,652
	Total Student Financial Aid Accounts	<u>65,154,000</u>	<u>69,854,652</u>
<u>Other Account</u>			
	Associated Students of RCC	<u>1,902,392</u>	<u>2,511,654</u>
	Total Expendable Trust and Agency	<u>\$ 67,056,392</u>	<u>\$ 72,366,306</u>
	Grand Total	<u>\$ 347,799,214</u>	<u>\$ 367,975,737</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FUND 11, RESOURCE 1000 - UNRESTRICTED GENERAL FUND - INCOME

TENTATIVE OPERATING BUDGET
 2015-2016

Estimated Beginning Balance, July 1		\$ 14,131,331
Federal Income		
Student Financial Aid Adm. Fees	\$ 188,321	
Total Federal Income		188,321
State General Apportionment		95,326,859
Other State Income		
Enrollment Fee Waiver Administration	404,511	
Education Protection Account	19,548,536	
Homeowner's Prop Tax Exemption	450,000	
Lottery	3,775,000	
Part-Time Faculty Compensation	630,940	
State Mandated Costs	15,650,000	
Total Other State Income		40,458,987
Local Income		
Property Taxes	26,533,830	
Food Sales / Commissions	81,000	
State Dated Checks (Resource 0800)	60,000	
Interest	250,000	
Enrollment Fees	8,637,656	
Nonresident Student Fees	2,935,079	
Transcript / Late Application Fees	133,000	
Other Student Fees	115,583	
Cosmetology / Dental Hygiene / Other Sales	74,500	
Leases and Rental Income	687,763	
Donations	5,617	
Miscellaneous Local Income	226,544	
Total Local Income		39,740,572
Other/Incoming Transfers		
Sales - Obsolete Equipment	8,800	
Indirect Costs Recovery	357,330	
Total Other/Incoming Transfers		366,130
Total Income		\$ 176,080,869
Total Available Funds		\$ 190,212,200

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FUND 11, RESOURCE 1000 - UNRESTRICTED GENERAL FUND - EXPENDITURES

TENTATIVE OPERATING BUDGET
 2015-2016

Object Code

1100	Regular Full-Time Teaching	\$ 29,645,920	
1200	Regular Full-Time Non-Teaching	12,696,798	
1300	Part-Time Hourly Teaching and Overload	26,357,554	
1400	Part-Time Hourly Non-Teaching	<u>1,464,759</u>	
	Total Academic Salaries		\$ 70,165,031
2100	Regular Full-Time and Part-Time Classified	26,112,960	
2200	Regular Full-Time Instructional aides	2,069,696	
2300	Student Help Non-Instructional and Classified Overtime	1,267,486	
2400	Student Help Instructional Aides	<u>420,072</u>	
	Total Classified Salaries		29,870,214
3000	Employee Benefits		37,513,429
4000	Books and Supplies		2,205,878
5000	Services and Operating Expenditures		37,127,392
6000	Capital Outlay		952,452
7300	Interfund Transfers		
	To Resource 4130	<u>1,270,000</u>	
	Total Interfund Transfers		1,270,000
8999	Intrafund Transfers		
	Bookstore (Resource 1110)	(429,923)	
	Center for Social Justice (Resource 1120)	137,524	
	Customized Solutions (Resource 1170)	(53,283)	
	College Work Study (Resource 1190)	327,494	
	DSP&S (Resource 1190)	665,157	
	Veterans Education (Resource 1190)	<u>4,842</u>	
	Total Intrafund Transfers		<u>651,811</u>
	Total Resource 1000 Expenditures Excluding Contingency		\$ 179,756,207
7900	Contingency / Reserve		<u>10,455,993</u>
	Total Resource 1000 Expenditures Including Contingency / Reserves		<u>\$ 190,212,200</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 12, RESOURCE 1050 - PARKING

TENTATIVE OPERATING BUDGET
2015-2016

INCOME

Estimated Beginning Balance, July 1		\$ 57,528
Local Income		
Interest	\$ 1,234	
Rents and Leases	1,864	
Parking Permits/Fines	<u>2,982,551</u>	
Total Local Income		<u>2,985,649</u>
Total Available Funds (TAF)		<u>\$ 3,043,177</u>

EXPENDITURES

Object Code

2000	Classified Salaries	\$ 1,551,017
3000	Employee Benefits	614,268
4000	Book and Supplies	49,712
5000	Services and Operating Expenditures	677,272
6000	Capital Outlay	<u>237,277</u>
	Total Expenditures	3,129,546
7900	Contingency/Reserve/(Deficit)	<u>(86,369)</u>
	Total Resource 1050 Expenditures Including Contingency/Reserves	<u>\$ 3,043,177</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FUND 12, RESOURCE 1070 - STUDENT HEALTH

TENTATIVE OPERATING BUDGET
 2015-2016

INCOME

Estimated Beginning Balance, July 1		\$ 2,131,667
Local Income		
Health Fees	\$ 1,341,700	
Interest	7,546	
Other	<u>47,100</u>	
Total Local Income		<u>1,396,346</u>
Total Available Funds (TAF)		<u>\$ 3,528,013</u>

EXPENDITURES

Object Code

1000	Academic Salaries	\$ 425,622
2000	Classified Salaries	652,633
3000	Employee Benefits	308,169
4000	Book and Supplies	94,850
5000	Services and Operating Expenditures	302,595
6000	Capital Outlay	<u>82,786</u>
	Total Expenditures	1,866,655
7900	* Contingency/Reserves	<u>1,661,358</u>
	Total Resource 1070 Expenditures Including Contingency/Reserves	<u>\$ 3,528,013</u>

* 5% Contingency reserve calculated from TAF equals \$176,401

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 11, RESOURCE 1080 - COMMUNITY EDUCATION

TENTATIVE OPERATING BUDGET
2015-2016

INCOME

Estimated Beginning Balance, July 1	\$ (248,242)
Local Income	<u>177,806</u>
Total Available Funds (TAF)	<u>\$ (70,436)</u>

EXPENDITURES

Object Code

1000	Academic Salaries	\$ 4,272
2000	Classified Salaries	99,977
3000	Employee Benefits	25,075
4000	Book and Supplies	1,200
5000	Services and Operating Expenditures	<u>98,043</u>
	Total Expenditures	228,567
7900	Contingency/Reserves/(Deficit)	<u>(299,003)</u>
	Total Resource 1080 Expenditures Including Contingency/Reserves	<u>\$ (70,436)</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FUND 11, RESOURCE 1090 - PERFORMANCE RIVERSIDE

TENTATIVE OPERATING BUDGET
 2015-2016

INCOME

Estimated Beginning Balance, July 1		\$ (820,173)
Local Income		
Donations	\$	62,000
Box Office Receipts		250,000
Interest Income		20
Other Local Income		36,902
Intrafund Transfers from Resource 1110		<u>275,000</u>
Total Income		<u>623,922</u>
Total Available Funds (TAF)		<u>\$ (196,251)</u>

EXPENDITURES

Object Code

1000	Academic Salaries	\$	8,025
2000	Classified Salaries		166,016
3000	Employee Benefits		73,097
4000	Book and Supplies		11,163
5000	Services and Operating Expenditures		<u>211,315</u>
	Total Expenditures		469,616
7900	Contingency/Reserves/(Deficit)		<u>(665,867)</u>
Total Resource 1090 Expenditures Including Contingency/Reserves			<u>\$ (196,251)</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 11, RESOURCE 1110 - BOOKSTORE (CONTRACTOR-OPERATED)

TENTATIVE OPERATING BUDGET
2015-2016

INCOME

Estimated Beginning Balance, July 1		\$	48,495
Local Income			
Commissions	\$	1,099,276	
Interest		<u>223</u>	
Total Local Income			<u>1,099,499</u>
Total Available Funds (TAF)		\$	<u>1,147,994</u>

EXPENDITURES

Object Code

5000	Services and Operating Expenditures	\$	43,600
7390	Interfund Transfer to Resource 3200		356,406
8999	Intrafund Transfer to Resource 1000		429,923
8999	Intrafund Transfer to Resource 1090		<u>275,000</u>
	Total Expenditures		1,104,929
7900	* Contingency/Reserves		<u>43,065</u>
	Total Resource 1110 Expenditures Including Contingency/Reserves	\$	<u>1,147,994</u>

* 5% Contingency reserve calculated from TAF equals \$57,400

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 12, RESOURCE 1120 - CENTER FOR SOCIAL JUSTICE AND CIVIL LIBERTIES

TENTATIVE OPERATING BUDGET
2015-2016

INCOME

Estimated Beginning Balance, July 1		\$	1,047
Local Income			
Interest	\$	100	
Other Local Income		<u>25,000</u>	
Total Local Income			25,100
Intrafund Transfer From Resource 1000 - General Fund			<u>137,524</u>
Total Income			<u>162,624</u>
Total Available Funds (TAF)		\$	<u>163,671</u>

EXPENDITURES

Object Code

2000	Classified Salaries	\$	78,650
3000	Employee Benefits		43,234
4000	Book and Supplies		1,100
5000	Services and Operating Expenditures		<u>39,687</u>
	Total Expenditures		162,671
7900	* Contingency/Reserves		<u>1,000</u>
	Total Resource 1120 Expenditures Including Contingency/Reserves	\$	<u>163,671</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 11, RESOURCE 1170 - CUSTOMIZED SOLUTIONS

TENTATIVE OPERATING BUDGET
2015-2016

INCOME

Estimated Beginning Balance, July 1		\$	(84,486)
Local Income			
Interest	\$	300	
Contract Revenue		<u>1,266,915</u>	
Total Local Income			<u>1,267,215</u>
Total Available Funds (TAF)		\$	<u>1,182,729</u>

EXPENDITURES

Object Code

1000	Academic Salaries	\$	12,399
2000	Classified Salaries		144,785
3000	Employee Benefits		67,394
4000	Book and Supplies		156,127
5000	Services and Operating Expenditures		925,251
6000	Capital Outlay		32,500
8999	Intrafund Transfer to Resource 1000		<u>53,283</u>
	Total Expenditures		1,391,739
7900	Contingency/Reserves/(Deficit)		<u>(209,010)</u>
Total Resource 1170 Expenditures Including Contingency/Reserves		\$	<u>1,182,729</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FUND 12, RESOURCE 1180 - REDEVELOPMENT PASS-THROUGH

TENTATIVE OPERATING BUDGET
 2015-2016

INCOME

Estimated Beginning Balance, July 1		\$ 7,294,577
Local Income		
Rents and Leases	\$ 6,000	
Interest	30,300	
Redevelopment Agency Agreements	<u>1,395,500</u>	
Total Local Income		<u>1,431,800</u>
Total Available Funds (TAF)		<u>\$ 8,726,377</u>

EXPENDITURES

Object Code

5000	Services and Operating Expenditures	\$ 380,028
6000	Capital Outlay	<u>6,204,245</u>
	Total Expenditures	6,584,273
7900	* Contingency/Reserves	<u>2,142,104</u>
	Total Resource 1180 Expenditures Including Contingency/Reserves	<u>\$ 8,726,377</u>

* 5% Contingency reserve calculated from TAF equals \$436,319

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FUND 12, RESOURCE 1190 - GRANTS AND CATEGORICAL - INCOME

TENTATIVE OPERATING BUDGET
 2015-2016

Estimated Beginning Balance, July 1 \$ -

Federal Income

Bulletproof Vest Partnership	\$	51	
College Connection		97,608	
College Connection II		68,890	
Community Tech Ed Regional Consortia		220,000	
Community Tech Ed Transitions		135,357	
ECS Consortium Grant		18,750	
Federal and State Technology		10,941	
Federal Work Study		978,112	
Foster & Kinship Care		67,128	
Moreno Valley Project TAP		1,037,646	
NSF - Supply Chain Technology Education		594,740	
Perkins Title I-C		1,093,259	
Procurement Assistance		438,224	
Riverside Urban Area Security Initiative		2,275	
Student Support Services RISE Norco		106,700	
Student Support Services TRIO MV		251,201	
Student Support Services TRIO Norco		72,690	
Student Support Services TRIO Riverside		54,671	
TANF 50%		183,612	
Title V Answering the Call		139,877	
Title V HSI Coop Norco/CSUSB		205,480	
Title V HSI Pathways to Excellence		853,071	
Title V HSI STEM and Articulation		1,134,770	
Title V Norco Portal to Your Future		172,489	
Tri-Tech SBDC		467,179	
UCR/USDA Nano Water Research		26,548	
Trade Adjustment Assistance		2,529,301	
Upward Bound TRIO AUSD		508,858	
Upward Bound TRIO Centennial HS		393,767	
Upward Bound TRIO Corona HS		332,564	
Upward Bound TRIO Riverside		409,413	
Upward Bound TRIO Vista Del Lago HS		363,618	
Veterans Education		20,888	
Workability Grant		<u>290,060</u>	
Total Federal Income			13,279,738

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 12, RESOURCE 1190 - GRANTS AND CATEGORICAL - INCOME

TENTATIVE OPERATING BUDGET
2015-2016

State Income

AB 86 Adult Education Consortium Planning	182,666	
Basic Skills	799,595	
CalWorks	783,344	
CalWorks Set-Aside	80,000	
CTE Enhancement Fund	1,769,599	
Deputy Sector Navigator: Global Trade 14/15	135,328	
Deputy Sector Navigator: Global Trade 15/16	200,000	
DSP&S Allocation	2,939,741	
Enrollment Growth for ADN-RN 15/16	406,187	
EOPS - CARE	128,933	
EOPS Allocation	1,383,506	
Faculty and Staff Diversity	13,682	
First 5 Riverside Access & Quality Initiative	133,178	
Foster & Kinship Care Education	68,813	
Foster Paren Pre-Training	117,960	
GO-BIZ	7,040	
Instructional Equipment	1,456,213	
Lottery	858,597	
Middle College High School	90,000	
Sector Navigator: Global Trade & Logistics 15/16	372,500	
SFAA - Base	393,034	
SFAA - Capacity	892,347	
Song Brown PA #13-4212	119,146	
Song Brown PA #13-4199	22,597	
Song Brown RN 13/15	64,759	
Song Brown RN 14/16	179,114	
Song Brown RN 15/17	200,000	
Song Brown RN Special Programs 13/15	30,828	
Song Brown RN Special Programs 15/17	125,000	
Staff Development	2,789	
Student Equity	2,903,732	
Student Financial Assistance Program - Fiscal Coord	486,298	
Student Success & Support Program	<u>5,046,983</u>	
Total State Income		22,393,509

Local Income

4Faculty Web Services	8437	
CACT Seminars	23,432	
Career Ladders Program	934	
College Connection II	9,000	
Created Equal: America's Civil Rights Struggle	1,200	

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 12, RESOURCE 1190 - GRANTS AND CATEGORICAL - INCOME (continued)

TENTATIVE OPERATING BUDGET
2015-2016

Federal and State Technology Cash Match	27,809	
Foster Youth Advocacy Program	3,576	
Foster Youth Stuart Grant	56,585	
Foster Youth Support Services	80,877	
Gateway to College	255,864	
Higher One - Financial Literacy Counts	208	
Intr'l Student Capital Outlay Surcharge	736,536	
Kaiser Permanente MVC Dental Hygiene	21,250	
Leadership Academy	4,250	
Middle College High School - Val Verde	58,618	
Middle College High School - Moreno Valley	75,000	
Nuview USD Early College High School	279,624	
Procurement Assistance Center Income	10,066	
Regional Health Occupations	2,000	
Riverside County Board of Supervisors	5,507	
Sector Navigator Income	29,650	
Student Health Wellness Center	11,551	
Tri-Tech SBCD Cash Match	278,751	
Tri-Tech SBCD Seminars	2,706	
United Way - STEM "U" Late Your Mind	16,393	
Upward Bound Math & Science MVUSD	<u>30,000</u>	
Total Local Income		2,029,824
Interfund and Intrafund Transfers		
DSP&S Match/Over (from Resource 1000)	665,157	
Federal Work Study (from Resource 1000)	327,494	
Veterans Education	<u>4,842</u>	
Total Interfund and Intrafund Transfers		<u>997,493</u>
Total Income		<u>38,700,564</u>
Total Available Funds		<u>\$ 38,700,564</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 12, RESOURCE 1190 - GRANTS AND CATEGORICAL - EXPENDITURES

TENTATIVE OPERATING BUDGET
2015-2016

<u>Object Code</u>		<u>Expenditures</u>
1000	Academic Salaries	\$ 4,016,996
2000	Classified Salaries	9,878,025
3000	Employee Benefits	4,560,154
4000	Book and Supplies	6,672,792
5000	Services and Operating Expenditures	7,964,193
6000	Capital Outlay	4,897,587
7600	Book Grants / Bus Passes	710,817
7900	Contingency / Reserves	<u> -</u>
Total Resource 1190 Expenditures Including Contingency / Reserves		<u>\$ 38,700,564</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 32, RESOURCE 3200 - FOOD SERVICES

TENTATIVE OPERATING BUDGET
2015-2016

INCOME

Estimated Beginning Balance, July 1		<u>\$ 757,174</u>
Local Income		
Food Sales/Commissions	\$ 2,357,799	
Pepsi Sponsorship	97,685	
Interest	<u>2,125</u>	
Total Local Income		2,457,609
Interfund Transfer From Resource 1110 - Bookstore Fund		<u>256,503</u>
Total Income		<u>2,714,112</u>
Total Available Funds (TAF)		<u>\$ 3,471,286</u>

EXPENDITURES

Object Code

2000	Classified Salaries	\$ 965,898
3000	Employee Benefits	344,849
4000	Books and Supplies	1,147,947
5000	Services and Operating Expenditures	201,534
6000	Capital Outlay	<u>46,112</u>
	Total Expenditures	2,706,340
7900	* Contingency/Reserves	<u>764,946</u>
	Total Resource 3200 Expenditures Including Contingency/Reserves	<u>\$ 3,471,286</u>

* 5% Contingency reserve calculated from TAF equals \$173,564

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FUND 33, RESOURCE 3300 - CHILD CARE

TENTATIVE OPERATING BUDGET
 2015-2016

INCOME

Estimated Beginning Balance, July 1		\$ 332,760
Federal Income		
Lunch Program	\$ 50,500	
State Income		
Tax Bailout Funds	70,348	
Local Income		
Parent Fees	\$ 1,031,000	
Interest Income	680	
Other Local Revenue	<u>64</u>	
Total Local Income	<u>1,031,744</u>	
Interfund Transfer From Resource 1110 - Bookstore Fund		<u>99,903</u>
Total Income		<u>1,252,495</u>
Total Available Funds (TAF)		<u>\$ 1,585,255</u>

EXPENDITURES

Object Code

1000	Academic Salaries	\$ 671,528
2000	Classified Salaries	188,451
3000	Employee Benefits	139,138
4000	Books and Supplies	49,100
5000	Services and Operating Expenditures	74,005
6000	Capital Outlay	<u>48,530</u>
	Total Expenditures	1,170,752
7900	* Contingency/Reserves	<u>414,503</u>
	Total Resource 3300 Expenditures Including Contingency/Reserves	<u>\$ 1,585,255</u>

* 5% Contingency reserve calculated from TAF equals \$79,263

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 41, RESOURCE 4100 - STATE CONSTRUCTION/SCHEDULED MAINTENANCE

TENTATIVE OPERATING BUDGET
2015-2016

INCOME

Estimated Beginning Balance, July 1		\$	-
State Income	\$ 3,266,780		
Local Income	215,808		
Intrafund Transfer from Resource 4170	<u>49,131</u>		
Total Income			<u>3,531,719</u>
Total Available Funds (TAF)		\$	<u>3,531,719</u>

EXPENDITURES

Object Code

6000	Capital Outlay	\$	<u>3,531,719</u>
	Total Expenditures		3,531,719
7900	Contingency/Reserves		<u>-</u>
Total Resource 4100 Expenditures Including Contingency/Reserves		\$	<u>3,531,719</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 41, RESOURCE 4130 - LA SIERRA CAPITAL

TENTATIVE OPERATING BUDGET
2015-2016

INCOME

Estimated Beginning Balance, July 1		<u>\$ 7,586,519</u>
Local Income	\$ 20,000	
Interfund Transfer From Resource 1000 - General Fund	<u>1,270,000</u>	
Total Income		<u>1,290,000</u>
Total Available Funds (TAF)		<u>\$ 8,876,519</u>

EXPENDITURES

Object Code

6000	Capital Outlay	<u>\$ 8,876,519</u>
	Total Expenditures	8,876,519
7900	Contingency/Reserves	<u> -</u>
	Total Resource 4130 Expenditures Including Contingency/Reserves	<u>\$ 8,876,519</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 41, RESOURCE 4170 - 2010D CAPITAL APPRECIATION BONDS

TENTATIVE OPERATING BUDGET
2015-2016

INCOME

Estimated Beginning Balance, July 1	\$ 2,165,839
Local Income	<u>15,000</u>
Total Available Funds (TAF)	<u>\$ 2,180,839</u>

EXPENDITURES

Object Code

2000	Classified Salaries	\$ 625,563
3000	Employee Benefits	313,927
5000	Services and Operating Expenses	123,289
6000	Capital Outlay	1,886,607
8999	Intrafund Transfers to Resource 4100	<u>49,131</u>
	Total Expenditures	2,998,517
7900	Contingency/Reserve/(Deficit)	<u>(817,678)</u>
	Total Resource 4170 Expenditures Including Contingency/Reserves	<u>\$ 2,180,839</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 41, RESOURCE 4180 - 2010D BUILD AMERICA BONDS

TENTATIVE OPERATING BUDGET
2015-2016

INCOME

Estimated Beginning Balance, July 1	\$ 13,539,564
Local Income	<u>1,217,138</u>
Total Available Funds (TAF)	<u>\$ 14,756,702</u>

EXPENDITURES

Object Code

6000	Capital Outlay	<u>\$ 40,829,455</u>
	Total Expenditures	40,829,455
7900	Contingency/Reserves/(Deficit)	<u>(26,072,753)</u>
	Total Resource 4180 Expenditures Including Contingency/Reserves	<u>\$ 14,756,702</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 41, RESOURCE 4190 - 2015E CAPITAL APPRECIATION BONDS

TENTATIVE OPERATING BUDGET
2015-2016

INCOME

Estimated Beginning Balance, July 1	\$ -
Local Income	<u>44,788,378</u>
Total Available Funds (TAF)	<u>\$ 44,788,378</u>

EXPENDITURES

Object Code

6000	Capital Outlay	<u>\$ 44,788,378</u>
	Total Expenditures	44,788,378
7900	Contingency/Reserves	<u>-</u>
	Total Resource 4190 Expenditures Including Contingency/Reserves	<u>\$ 44,788,378</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 61, RESOURCE 6100 - SELF-INSURED PPO HEALTH PLAN

TENTATIVE OPERATING BUDGET
2015-2016

INCOME

Estimated Beginning Balance, July 1		\$	(51,019)
Local Income			
Interest	\$	3,000	
Self-Insurance Health Plan Assessments from other Funds		<u>6,200,000</u>	
Total Local Income			<u>6,203,000</u>
Total Available Funds (TAF)		\$	<u>6,151,981</u>

EXPENDITURES

Object Code

2000	Classified Salaries	\$	83,840
3000	Employee Benefits		36,060
5000	Services and Operating Expenditures		<u>4,988,795</u>
	Total Expenditures		5,108,695
7900	Contingency/Reserves		<u>1,043,286</u>
	Total Resource 6100 Expenditures Including Contingency/Reserves	\$	<u>6,151,981</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 61, RESOURCE 6110 - SELF-INSURED WORKERS' COMPENSATION

TENTATIVE OPERATING BUDGET
2015-2016

INCOME

Estimated Beginning Balance, July 1		\$ 4,626,910
Local Income		
Interest	\$ 20,000	
Insurance	32,847	
Workers Compensation Premium Assessments from other Funds	<u>2,185,000</u>	
Total Local Income		<u>2,237,847</u>
Total Available Funds (TAF)		<u>\$ 6,864,757</u>

EXPENDITURES

Object Code

2000	Classified Salaries	\$ 283,891
3000	Employee Benefits	95,333
4000	Books and Supplies	12,000
5000	Services and Operating Expenditures	1,964,897
6000	Capital Outlay	<u>271,892</u>
	Total Expenditures	2,628,013
7900	Contingency/Reserves	<u>4,236,744</u>
	Total Resource 6110 Expenditures Including Contingency/Reserves	<u>\$ 6,864,757</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FUND 61, RESOURCE 6120 - SELF-INSURED GENERAL LIABILITY

TENTATIVE OPERATING BUDGET
2015-2016

INCOME

Estimated Beginning Balance, July 1		\$ 270,335
Local Income		
Interest	\$ 2,000	
General Liability Premium Assessments from other Funds	<u>1,480,000</u>	
Total Local Income		<u>1,482,000</u>
Total Available Funds (TAF)		<u>\$ 1,752,335</u>

EXPENDITURES

Object Code

2000	Classified Salaries	\$ 109,189
3000	Employee Benefits	36,667
4000	Books and Supplies	2,500
5000	Services and Operating Expenditures	1,233,647
6000	Capital Outlay	<u>3,000</u>
	Total Expenditures	1,385,003
7900	Contingency/Reserves	<u>367,332</u>
	Total Resource 6120 Expenditures Including Contingency/Reserves	<u>\$ 1,752,335</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
STUDENT FEDERAL GRANTS

TENTATIVE OPERATING BUDGET
2015-2016

INCOME

Unaudited Beginning Balance, July 1		\$	-
Federal Income			
PELL Student Grants and Book Waivers	\$ 58,000,000		
FSEOG Student Grants and Book Waivers	1,185,000		
Federal Work Study	1,145,000		
Direct Loans	<u>5,200,000</u>		
Total Federal Income			<u>65,530,000</u>
Total Available Funds (TAF)			<u>\$ 65,530,000</u>

EXPENDITURES

Object Code

7520	Student Grants and Book Waivers		<u>\$ 65,530,000</u>
	Total Student Federal Grants		<u>\$ 65,530,000</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA STUDENT GRANTS

TENTATIVE OPERATING BUDGET
2015-2016

INCOME

Unaudited Beginning Balance, July 1	\$ -
State Income - Cal Grant B and C	<u>3,790,000</u>
Total Available Funds (TAF)	<u>\$ 3,790,000</u>

EXPENDITURES

Object Code

7520	Student Grants and Book Waivers	\$ <u>3,790,000</u>
	Total State of California Student Grants	<u>\$ 3,790,000</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
LOCAL SCHOLARSHIPS STUDENT GRANTS

TENTATIVE OPERATING BUDGET
2015-2016

INCOME

Unaudited Beginning Balance, July 1	\$ 34,652
Local Scholarships	<u>500,000</u>
Total Available Funds (TAF)	<u>\$ 534,652</u>

EXPENDITURES

Object Code

7510	Student Grants	\$ <u>534,652</u>
	Total Local Scholarships Student Grants	<u>\$ 534,652</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ASSOCIATED STUDENTS OF RCCD

TENTATIVE OPERATING BUDGET
2015-2016

INCOME

Unaudited Beginning Balance, July 1		\$ 1,468,254
Local Income		
Student Fees	\$ 1,000,000	
Interest	400	
Athletic Events	23,000	
Commissions	<u>20,000</u>	
Total Local Income		<u>1,043,400</u>
Total Available Funds (TAF)		<u>\$ 2,511,654</u>

EXPENDITURES

Account Code

905	Organizations Funding	\$ 135,400	
906	Athletics	221,100	
910	Associated Students of Riverside City College	213,385	
921	Associated Students of Norco College	135,500	
924	Norco - Organizations Funding	124,500	
930	Associated Students of Moreno Valley College	<u>279,786</u>	
	Total Expenditures		\$ 1,109,671
	Contingency		<u>1,401,983</u>
	Total ASRCC Accounts		<u>\$ 2,511,654</u>

Agenda Item (IX-A-1)

Meeting	6/16/2015 - Regular
Agenda Item	Administrative Reports (IX-A-1)
Subject	Increase of Salary Schedules for all Riverside Community College District Employees
College/District	District
Funding	
Recommended Action	It is recommended that the Board approve the salary increase of 3% + COLA to the extent funded by the State (hereinafter "COLA") for full-time faculty, confidential, staff, and managers and 4% + COLA for all part-time faculty.

Background Narrative:

As a result of the ratification of the Riverside Community College District Faculty Association, CCC/CTA/ NEA Agreement, a salary increase is being recommended. It has been the practice of the District to extend the salary increase to all employees; therefore, in addition to faculty, the increase will also be extended to confidential employees, staff, and managers. The increase will be 3% + COLA for full-time faculty, confidential, staff, and managers and 4% + COLA for part-time faculty. The increase for part-time faculty teaching during the summer intersession and full-time faculty teaching overload assignments in summer that are not part of a fall or spring contractual load becomes effective on June 22, 2015, the first day of summer intersession. The increase is effective on July 1, 2015 for all other full- and part-time faculty, confidential, staff, and managers.

Prepared By: Sylvia Thomas, Interim Vice Chancellor, Diversity and Human Resources

Attachments:

[20150616_Increase of Salary Schedules_Backup_MOUs](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
And
RIVERSIDE COMMUNITY COLLEGE DISTRICT FACULTY ASSOCIATION, CCC/CTA/NEA
MEMORANDUM OF UNDERSTANDING

Salary and Cost of Living
Adjustment (COLA)

This AGREEMENT is made and entered into on June 17, 2015 by and between Riverside Community College District (hereinafter called the “District”) and the Riverside Community College District FA/CCC/CTA/NEA (hereinafter called the “Association”).

The intent of this MOU is to provide faculty with an increase in salary which is the result of the state’s funded Cost of Living Adjustment (COLA) and memorialize the agreement for Article VII(c) of the new Collective Bargaining Agreement between the parties. The increase shall be 3% + COLA for full-time faculty in year one and 2% + COLA in years two and three; 4% + COLA for part-time faculty in year one and 2.5% + COLA in years two and three. This increase will be effective June 22, 2015 for all part-time faculty who are teaching summer session courses and all full-time faculty who are teaching summer session “overload” courses that are not part of a spring or fall contractual load assignment. For all other faculty, the increase will be effective July 1, 2015.

Dated: _____

Riverside Community College District

Michael Burke, Chancellor

Dated: _____

Riverside Community College District
Faculty Association/CCC/CTA/NEA

Dariush Haghghat, President

RIVERSIDE COMMUNITY COLLEGE DISTRICT
And
RIVERSIDE COMMUNITY COLLEGE DISTRICT CLASSIFIED SCHOOL EMPLOYEES
ASSOCIATION AND ITS CHAPTER 535

MEMORANDUM OF UNDERSTANDING

Salary and Cost of Living
Adjustment (COLA)

This AGREEMENT is made and entered into on June 17, 2015 by and between Riverside Community College District (hereinafter called the "District") and the Riverside Community College District Classified School Employees Association and its Chapter 535 (hereinafter called the "CSEA").

The intent of this MOU is to fully comply with the requirements of Article XIV Section (H) of the Collective Bargaining Agreement between the parties by providing classified staff with an increase in salary equal to 3% plus the state's funded Cost of Living Adjustment (COLA). This increase will be effective July 1, 2015 for all classified staff employees.

Dated: _____

Riverside Community College District

Michael Burke, Chancellor

Dated: _____

Riverside Community College District
Classified School Employees Association
Chapter 535

Gustavo Segura, President

Denise Williams, Labor Representative

Agenda Item (IX-B-1)

Meeting	6/16/2015 - Regular
Agenda Item	Administrative Reports (IX-B-1)
Subject	Moreno Valley College Catalog 2015-2016
College/District	Moreno Valley
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the Moreno Valley College Catalog 2015-2016.

Background Narrative:

The catalog has been revised and updated to incorporate changes in curriculum, as well as adoptions, deletions and revisions to courses and programs that reflect Board actions in the 2014-2015 academic year.

Prepared By: Sandra Mayo, President, Moreno Valley College
Sylvia Thomas, Associate Vice Chancellor Ed Services
Naomi Foley, Instructional Support Coordinator

Attachments:

[MVC_Catalog_2015-16.pdf](#)

Please click on the link below to access the Moreno Valley College Catalog 2015-2016:

[Moreno Valley College Catalog 2015-2016](#)

Agenda Item (IX-B-2)

Meeting	6/16/2015 - Regular
Agenda Item	Administrative Reports (IX-B-2)
Subject	Norco College Catalog 2015-2016
College/District	Norco
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the Norco College Catalog 2015-2016.

Background Narrative:

The catalog has been revised and updated to incorporate changes in curriculum, as well as adoptions, deletions and revisions to courses and programs that reflect Board actions in the 2014-2015 academic year.

Prepared By: Paul Parnell, President, Norco College
Sylvia Thomas, Associate Vice Chancellor Ed Services
Naomi Foley, Instructional Support Coordinator

Attachments:

[NC_Catalog_2015-16.pdf](#)

Please click on the link below to access the Norco College Catalog 2015-2016:

[Norco College Catalog 2015-2016](#)

Agenda Item (IX-B-3)

Meeting	6/16/2015 - Regular
Agenda Item	Administrative Reports (IX-B-3)
Subject	Riverside City College Catalog 2015-2016
College/District	Riverside
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve the Riverside City College Catalog 2015-2016.

Background Narrative:

The catalog has been revised and updated to incorporate changes in curriculum, as well as adoptions, deletions and revisions to courses and programs that reflect Board actions in the 2014-2015 academic year.

Prepared By: Wolde-Ab Isaac, President, Riverside
Sylvia Thomas, Associate Vice Chancellor Ed Services
Naomi Foley, Instructional Support Coordinator

Attachments:

[RCC_Catalog_2015-16.pdf](#)

Please click on the link below to access the Riverside City College Catalog 2015-2016:

[Riverside City College Catalog 2015-2016](#)

Agenda Item (XII-A)

Meeting	6/16/2015 - Regular
Agenda Item	Business From Board Members (XII-A)
Subject	Reporting Out of Board of Trustees Annual Self Evaluation for 2015
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees review and accept the goals for the next 12-month Board Self Evaluation period, as a means of reporting out from the 2014-15 Board Self Evaluation process.

Background Narrative:

At the May 2015 regular meeting of the Board of Trustees, the Board conducted their annual self-evaluation. Prior to the meeting, each Board member was provided with an evaluation packet that included BP 2745-Board Self Evaluation, a self-assessment tool, a compilation of Board resentations, and a summary of Board activities for the previous 12 months. Additionally, a summary and reporting of 2014 outcomes were included in the packet along with an overview of progress on the goals set for 2014.

The assessment tool and summary were categorized into the several dimensions of effectiveness contained within the Board's policy. The Chancellor's Office compiled an aggregated evaluation sheet with a summary of the aggregated findings, similar to what was conducted since 2009. Additionally, a comparative analysis over the past years was included, as the self assessment tool was the same one used in prior years, and provided a comparative analysis versus a differing position.

At the May 2015 Board of Trustees meeting, the Board discussed the board self-evaluation survey results, and reviewed what the Board determined to be their strengths as a board and discussed in detail areas of improvement and plans for achieving improvement as a Board. The Board also reviewed the goals from the prior year and progress achieved. This discussion was also held at a special May Board meeting with a facilitator. Feedback was provided and the goals and objectives of the Board for the upcoming year were drafted and prepared as part of the next 12-month period of Board's self-evaluation. The goals for 2015-2016 are attached.

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

Attachments:

[Goals for 2015 2016](#)

**GOALS/OBJECTIVES FOR 2015-2016
RIVERSIDE COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

The board identified the following priorities for 2015-2016:

1. Continue to review, discuss, and monitor student success, particularly related to equity outcomes.
2. Engage in setting expectations and policy direction for district-wide planning.
3. Support and monitor progress toward achieving a strong identity as a multi-college district, with a “college-centric” philosophy.
4. Ensure the Board has ample opportunity to discuss and make recommendations (if needed) on state and national policy and legislative issues.
5. Expect and monitor ongoing attention to leadership development, including succession planning.
6. Review fiscal policies and budget parameters to ensure long-term fiscal stability.
7. Participate as appropriate in the Centennial/25 year celebrations.
8. Expect, support, and monitor implementation of a capital campaign.

Agenda Item (XII-B)

Meeting 6/16/2015 - 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, Norco, and Riverside

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
Jeanie Fortin, Executive Administrative Assistant

Attachments:

Agenda Item (XIII-A)

Meeting	6/16/2015 - Regular
Agenda Item	Closed Session (XIII-A)
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: Michael Burke, Ph.D., Chancellor
Jeanie Fortin, Executive Administrative Assistant

Attachments:

Agenda Item (XIII-B)

Meeting	6/16/2015 - Regular
Agenda Item	Closed Session (XIII-B)
Subject	Pursuant to Government Code Section 54957, Public Employee Performance Evaluation, Title: Chancellor
College/District	District
Funding	n/a
Recommended Action	To Be Determined

Background Narrative:

None

Prepared By: Michael Burke, Ph.D., Chancellor

Attachments: