



**Board of Trustees - Regular Meeting
Tuesday, November 17, 2015 6:00 PM
Moreno Valley College, Student Academic
Services General Assembly Room #121
16130 Lasselle Street, Moreno Valley, CA 92551**

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 October 6, 2015](#)

Recommend approving the October 6, 2015 Board of Trustees Regular/Committee meeting minutes as prepared.

B. [Minutes of the Board of Trustees Regular Meeting of October 20, 2015.](#)

Recommend approving the October 20, 2015 Board of Trustees Regular meeting minutes as prepared.

III. PUBLIC HEARING (NONE)

IV. CHANCELLOR'S REPORTS

A. [Chancellor's Communications](#)

Information Only

B. [Moreno Valley College Student Presentation - Upward Bound Math & Science Program \("STEM"ulate Your Mind\)](#)

Information Only

C. [Student Presentation - Associated Students Trip \(HACU\) October 9, 2015](#)

Information Only

D. [Five to Thrive Presentation Led by Mr. Mike Colucci, Associate Faculty, Business Department](#)

Information Only

- E. [RCCD Sunshine Notice of 2015/2016 RCCD Faculty Association CCA/CTA/NEA Proposal for a Supplemental Early Retirement Program \(SERP\)](#)
Recommend accepting notice of the proposal in the interest of commencing negotiations with the Faculty Association beginning January 2016.
 - F. [RCCD Sunshine Notice of 2015/2016 RCCD CSEA, Chapter 535, Proposal for a Golden Handshake for Represented Classified Employees](#)
Recommend accepting notice of the proposal in the interest of commencing negotiations with CSEA, Chapter 535, beginning January 2016.
 - G. [Reorganization of Risk Management Function to include Safety and Police Services and Change Name to the Department of Risk Management, Safety, and Police Services](#)
Recommend accepting the proposed reorganization of the Risk Management Function to the Department of Risk Management, Safety, and Police Services, effective 12/01/2015.
 - H. [Update on Silver Centennial Celebration](#)
Information Only
 - I. [Healthcare Update](#)
Information Only
 - J. [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 \$9,598,592 and District Warrant Claims totaling \$12,228,215.
 - 2. Budget Adjustments
 - a. [Budget Adjustments](#)
Recommend approving the budget transfers as presented.
 - 3. Resolution(s) to Amend Budget
 - a. [Resolution No. 16-15/16 – 2015-2016 Non-Traditional Employment for Women \(NEW\) Grant](#)
Recommend adding the revenue and expenditures of \$7,000 to the budget.
 - b. [Resolution No. 17-15/16 – 2015-2016 Foster Parent Pre-Training Grant](#)
Recommend adding the revenue and expenditures of \$12,775 to the budget.
 - c. [Resolution No. 18-15/16 – 2015-2016 College Connection II Grant](#)
Recommend adding the revenue and expenditures of \$4,105 to the budget.

- d. [Resolution No. 19-15/16 – 2015-2016 Student Equity Program](#)
Recommend adding the revenue and expenditures of \$1,991,518 to the budget.
- e. [Resolution No. 20-15/16 – 2015-2016 Commercial Sexual Exploitation of Children \(CSEC\) Grant](#)
Recommend adding the revenue and expenditures of \$3,750 to the budget.
- f. [Resolution No. 21-15/16 – 2015-2016 Student Success and Support Program](#)
Recommend adding the revenue and expenditures of \$2,423,991 to the budget.
- g. [Resolution No. 22-15/16 – 2015-2016 Puente Project Grant](#)
Recommend adding the revenue and expenditures of \$1,500 to the budget.
- 4. Contingency Budget Adjustments (None)
- 5. Bid Awards
 - a. [Bid Award for the District-Wide Heating, Ventilation and Air Conditioning \(HVAC\) Five-Year Maintenance Service Agreement](#)
Recommend awarding Bid Number 2015/16-05, District-Wide HVAC Maintenance Services Contract in the total amount of \$929,865.82 to Johnson Controls, Inc.
 - b. [Purchase of Performing Arts, Apparel, Instruments and Equipment Utilizing The Cooperative Purchasing Network \(TCPN\) Contract](#)
Recommend approving the purchase of performing arts apparel, instruments, and equipment from Wenger Corporation, utilizing The Cooperative Purchasing Network (TCPN) Contract No. R140804 through September 30, 2017.
 - c. [Bid Award for the Reverse Osmosis System Upgrade Project](#)
Recommend awarding Bid Number 2015/16-06, Reverse Osmosis System Upgrade Project in the total amount of \$176,000 to Inland Mechanical Construction, Inc.
- 6. Grants, Contracts and Agreements
 - a. [Contracts and Agreements Report Less than \\$86,000 – All District Resources](#)
Recommend ratifying contracts totaling \$493,274.
 - b. [Contract for Evaluation Services with The Buros Center for Testing at the University of Nebraska-Lincoln](#)
Recommend approving the contract for the period October 1, 2015 through September 30, 2016 in the amount of \$171,415.
 - c. [Contract for Financial Aid Default Prevention Program with Parker, Pierson and Associates](#)
Recommend approving the contract for the period of July 9, 2015 through July 8, 2016 in the amount of \$145,882.
- 7. [Out-of-State Travel](#)
Recommend approving out-of-state travel.
- 8. Other Items
 - a. [Notices of Completion](#)
Recommend accepting the projects listed on the attachment as complete, and accepting the execution of the Notices of Completion (under Civil Code Section 3093 – Public Works).
 - b. [Surplus Property](#)
Recommend declaring the property on the attached list to be surplus; finding the property does not exceed the total value of \$5,000; and authorizing the property to be consigned to The Liquidation Company to be sold on behalf of the District.

- c. [Surplus Property - Donation](#)
Recommend declaring the property on the attached list to be surplus; finding the property does not exceed the total value of \$5,000; and authorizing the property to be donated to Norco High School to meet their instructional needs.
- d. [Destruction of Records](#)
Recommend approving the destruction of the records on the attached listing.

VII. CONSENT AGENDA INFORMATION

- A. [Monthly Financial Report for Month Ending – October 31, 2015](#)
Information Only
- B. [CCFS-311Q – Quarterly Financial Status Report for the 1st Quarter Ended](#)
Information Only

VIII. BOARD COMMITTEE REPORTS

- A. Governance (None)
- B. Teaching and Learning (None)
- C. Planning and Operations (None)
- D. Resources
 - 1. [FY 2014-2015 Proposition 39 Financial and Performance Audits](#)
Recommend receiving the Proposition 39 independent financial and performance audits of the District's Measure C general obligation bond for the year ended June 30, 2015 for the permanent file of the District.
 - 2. [Establishment of Other Post-Employment Benefits \(OPEB\) Irrevocable Trust – Approval of Agreement with CalPERS, Delegation of Authority to Request Disbursements, and Resolution No. 15-15/16 – Establishment of a New Internal Service Fund](#)
Recommend approving the following: 1) approve the agreement with CalPERS - California Employers' Retiree Benefit Trust to administer the District's Other Post-Employment Benefits irrevocable trust; 2) approve the Delegation of Authority to request disbursements from the irrevocable trust; and 3) approve the resolution to establish a new Internal Service Fund to account for financial activity associated with the District's OPEB Obligation Funding Plan.
 - 3. [Allocation of \\$309,328 for additional small wares and equipment costs \(Groups I and II\) for the Culinary Arts Academy project.](#)
Recommend approving allocation of the additional funds to the project budget in the amount of \$309,328 for additional small wares and equipment costs (Groups I and II) for the Culinary Arts Academy project.

- E. Facilities (None)

IX. ADMINISTRATIVE REPORTS

- A. Vice Chancellors
 - 1. [2015-2016 Holiday Schedule](#)
Recommend approving the fiscal year 2015-2016 holiday schedule for classified, confidential, and management employees (Subject to ratification by CSEA).
- B. Presidents

- X. ACADEMIC SENATE REPORTS
 - A. Moreno Valley College
 - B. Norco College/Riverside Community College District
 - C. Riverside City College
- XI. BARGAINING UNIT REPORTS
 - A. CTA - California Teachers Association
 - B. CSEA - California School Employees Association
- XII. BUSINESS FROM BOARD MEMBERS
 - A. [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. [Conference with Labor Negotiators Pursuant to Government Code Section 54957.6, District Representatives: Bradley Neufeld of Gresham Savage, Employee Organization: California School Employees Association](#)
Recommended Action to be Determined
 - C. [Conference with Legal Counsel - Existing Litigation Paragraph \(1\) of subdivision \(d\) of Section 54956.9\) - California School Employees Association, Chapter No. 535 v. Riverside Community College District](#)
Recommended Action to be Determined.
- XIV. ADJOURNMENT

Agenda Item (II-A)

Meeting	11/17/2015 - Regular
Agenda Item	Approval of Minutes (II-A)
Subject	Minutes of the Board of Trustees Regular/Committee Meeting of October 6, 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 October 6, 2015 Board of Trustees Regular/Committee meeting minutes as prepared.

Prepared By: Michael Burke, Ph.D., Chancellor
Heidi Gonsier, Executive Administrative Assistant

Attachments:

[100615](#)

MINUTES OF THE BOARD OF TRUSTEES REGULAR
AND COMMITTEE MEETINGS OF THE GOVERNANCE,
TEACHING AND LEARNING, PLANNING AND OPERATIONS,
RESOURCES, AND FACILITIES COMMITTEES
OF OCTOBER 6, 2015

President Blumenthal called the Board of Trustees meeting to order at 6:00 p.m. in the O.W. Noble Administrative Center, Board Room AD 122, Riverside City College, 4800 Magnolia Avenue, Riverside, California 92506

CALL TO ORDER

Trustees Present

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

Trustees Absent

Mary Figueroa

Staff Present

Michael L. Burke, Ph.D., Chancellor (via teleconference at 6:00 p.m.)
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services
Ms. Terri Hampton, Vice Chancellor, Human Resources and Employee Relations
Dr. Wolde-Ab Isaac, President, Riverside City College
Ms. Chris Carlson, Chief of Staff and Facilities Development
Mr. Norm Godin, Vice President, Moreno Valley College
Ms. Beth Gomez, Vice President, Norco College
Mr. Jim Miyashiro, Chief, College Safety and Police
Mr. Richard Keeler, Dean, Grants
Ms. MaryAnn Doherty, Director, Grants

Ryan Rudolph led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

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

Trustee Absence

Neighboring homeowners, Vivian Moreno and Jason Hunter addressed the Board on the upcoming City meeting to discuss removing street parking on Bandini. They support students being allowed to park on the street and requested the college become involved.

PUBLIC COMMENT

The Committee Chair Tracey Vackar convened the meeting at 6:11 p.m. Committee members in attendance: Michael L. Burke, Ph.D., Chancellor; Academic Senate Representatives: Ms. LaTonya Parker (Moreno Valley College), Ms. Peggy Campo (Norco College/RCCD) and

TEACHING & LEARNING
COMMITTEE

Dr. Mark Sellick (Riverside City College); CTA
Representative: Ms. Rhonda Taube; and Confidential
Representative: Ms. Michelle Davila.

The annual Clery report for Riverside Community College
District was presented by Police Chief Jim Miyashiro.
Discussion followed.

Presentation of the Annual Clery
Report for 2015

Mr. Keeler and Ms. Doherty presented the Grants Office
Fall 2015 Report. Discussion followed.

Grants Office Fall 2015 Report

The Committee adjourned the meeting at 6:33 p.m.

Adjourned

The Board adjourned the meeting at 6:34 p.m.

ADJOURNMENT

Agenda Item (II-B)

Meeting	11/17/2015 - Regular
Agenda Item	Approval of Minutes (II-B)
Subject	Minutes of the Board of Trustees Regular Meeting of October 20, 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 October 20, 2015 Board of Trustees Regular meeting minutes as prepared.

Prepared By: Michael Burke, Ph.D., Chancellor
Heidi Gonsier, Executive Administrative Assistant

Attachments:

[102015_min](#)

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OF OCTOBER 20, 2015

President Blumenthal called the Board of Trustees meeting to order at 6:00 p.m. in the O.W. Noble Administrative Center, Board Room AD 122, Riverside City College, 4800 Magnolia Avenue, Riverside, California 92506

CALL TO ORDER

Trustees Present

Virginia Blumenthal, President
Janet Green, Vice President
Nathan Miller, Secretary
Mary Figueroa, Board Member
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. Terri Hampton, Vice Chancellor, Human Resources and Employee Relations
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
Ms. Peggy Cartwright, Associate Vice Chancellor, Strategic Communications and Institutional Advancement
Ms. LaTonya Parker, Academic Senate Representative, Moreno Valley College
Ms. Peggy Campo, Academic Senate Representative, District/Norco College
Dr. Mark Sellick, Academic Senate Representative, Riverside City College

Guests Present

Dr. Virginia White, Associate Professor, Biology, Riverside City College
Mr. Jeff Kraus, Citizens' Bond Oversight Committee Member
Ms. Joan Roberts, RCCD Foundation President
Mr. Al Lopez, Western Municipal Water District, Board of Directors
Mr. Tom Evans, Western Municipal Water District, Board of Directors

Student Trustee Ryan Rudolph led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Green/Vackar moved that the Board of Trustees approve amending the agenda to move Business From Board Members Item XII-A "Presentation of 2014-15 Annual Report by Measure C Citizens' Bond Oversight Committee" to be heard prior to Approval of Minutes. Motion carried.
(5 ayes)

AMEND AGENDA

BUSINESS FROM BOARD MEMBERS

Mr. Kraus presented the annual report by the Measure C Citizens' Bond Oversight Committee to Board Members.

Presentation of 2014-15 Annual Report by Measure C Citizens' Bond Oversight Committee

RCCD Employees, Linda Arellanes, Gary Snyder, Andy Aldasoro, Susan Clark, Jim Hwang, Louis McCarthy, James Beckham, Akia Marshall, Natalie Halsell, Andrew Graham, Jennifer Lawson, Ruth Jones, Sandy Isaacs, Skip Berry, Joyce Whalen, Rebecca Crippin, Sandy Hathay, Cynthia Acosta, Diana Thursby and Delores Burke, Corona-Norco USD Employee; Nina Moore, Riverside USD Employee; and Cheryl Carter, parent of a special needs student, spoke regarding the CSEA contract negotiations.

COMMENTS FROM THE PUBLIC

Miller/Green moved that the Board of Trustees approve the minutes of the Board of Trustees Regular/Committee Meeting of September 1, 2015. Motion carried.
(5 ayes)

MINUTES OF THE BOARD OF TRUSTEES REGULAR/COMMITTEE MEETING OF SEPTEMBER 1, 2015

Miller/Green moved that the Board of Trustees approve the minutes of the Board of Trustees Regular Meeting of September 15, 2015. Motion carried
(5 ayes)

MINUTES OF THE BOARD OF TRUSTEES REGULAR MEETING OF SEPTEMBER 15, 2015

CHANCELLOR'S REPORTS

Dr. White gave a presentation on the regional field study research project RCC students participated in on the Galapagos Islands and Ecuador.

Five to Thrive Presentation Led by Professor Virginia White

Mr. Lopez and Mr. Evans, Western Municipal Water District Board of Directors presented a \$20,000 gift to Ms. Roberts, RCCD Foundation President, to endow a scholarship that will support students at Norco College and Riverside City College who are pursuing a career in water management, water policy, water conservation, or public administration.

Presentation of Western Municipal Water District Endowed Scholarship

Ms. Cartwright gave a summary of the events scheduled since her last update.

Update on Silver Centennial Celebration

Ms. Hampton provided an update and reported that a decision has been reached on the Stop Gap parity; working on the compliance of the Affordable Care Act and the reporting requirements; and there are member claims being handled.

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 REPORT

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.

CONSENT ITEMS

Action

Figueroa/Miller moved that the Board of Trustees:

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

Academic Personnel

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

Classified Personnel

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

Other Personnel

Approve/ratify the Purchase Orders and Purchase Order Additions totaling \$3,523,670 and District Warrant Claims totaling \$9,759,267;

Purchase Order and Warrant Report
– All District Resources

Approve the budget transfers as presented;

Budget Adjustments

Approve adding the revenue and expenditures of \$5,625 to the budget;

Resolution No. 05-15/16 – 2015-2016 Child Development Training Consortium Grant

Approve adding the revenue and expenditures of \$3,269 to the budget;

Resolution No. 06-15/16 – 2015-2016 Bulletproof Vest Partnership

Approve adding the revenue and expenditures of \$9,708 to the budget;

Resolution No. 07-15/16 – 2015-2016 GO-Biz Grant

Approve adding the revenue and expenditures of \$842,400 to the budget;

Resolution No. 08-15/16 – 2015-2016 Full Time Student Success Grant

Approve adding the revenue and expenditures of \$249,999 to the budget;

Resolution No. 09-15/16 – 2015-2016 Flying with Swallows: A Project to Improve STEM Education at Moreno Valley College and Beyond

Approve adding the revenue and expenditures of \$361,489 to the budget;

Resolution No. 10-15/16 – 2015-2016 Title V Corrections Scenario Training Project

Approve adding revenue and expenditures of \$8,000 to the budget;

Resolution No. 11-15/16 – 2015-2016 Non-Traditional Employment for Women (NEW) Grant

Approve adding revenue and expenditures of \$525,000 to the budget;

Resolution No. 12/15-15 – 2015-2016 Title V Accelerating Pathways to Graduation and Transfer Grant

Approve adding revenue and expenditures of \$10,000 to the budget;

Resolution No. 14-15/16 – 2015-2016 Alliance for Allied Health Professionals

Approve awarding alternates #1 and #3 for the LED Lighting Retrofit Project in the amount of \$57,242 to J. Kim Electric, Inc.

Approval to Award Alternate #1 and #3 for the LED Lighting Retrofit Project

Ratify contracts totaling \$720,915 for the period of September 1, 2015 through September 30, 2015;

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

Approve the out-of-state travel;

Out-of-State Travel

Approve Terri L. Hampton, Vice Chancellor, Human Resources and Employee Relations, to sign vendor warrant orders, salary payment orders, notices of employment, bank checks, purchase orders, and grant documents;

Signature Authorization

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

Notice of Completion

Motion carried (5 ayes)

Information

The Board received the annual financial status report for the year ended June 30, 2015.

2014-2015 CCFS-311-Annual Financial and Budget Report

ADMINISTRATIVE REPORTS

Vice Chancellors

Green/Vackar moved that the Board of Trustees approve the District Academic Calendar for 2016-2017. Motion carried (5 ayes)

District Academic Calendar for 2016-2017

Green/Miller moved that the Board of Trustee approve Resolution 13-15/16, authorizing the Chancellor, or Designee, of the District to layoff and reduce hours of the classified service and send the appropriate notification. Motion carried (5 ayes)

Resolution 13-15/16 Authorizing the Chancellor, or Designee, of the District to Layoff and Reduce Hours of the Classified Service

ACADEMIC SENATE REPORTS

Ms. LaTonya Parker presented the report on behalf of Moreno Valley College.

Moreno Valley College

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

Norco College/District

Dr. Mark Sellick presented the report on behalf of Riverside City College.

Riverside City College

BARGAINING UNIT REPORTS

Dr. Rhonda Taube, Riverside Vice President, CTA, presented the report on behalf of the CTA.

CTA – California Teachers Association

BUSINESS FROM BOARD MEMBERS

Trustee Vackar congratulated Trustee Figueroa on her UCR Alumni Service Award and encouraged others to attend an upcoming solar project event in Moreno Valley.

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

Trustee Figueroa conveyed her appreciation to the students who are involved in extracurricular activities and community service along with their studies; congratulated Dr. Isaac on his investiture; commented on her involvement on the ACCT Board; recent campus violence on several community colleges and our need for emergency preparedness; excitement about the recent HSI grant and requested a report on the ethnic breakdown of district staff.

Trustee Miller noted the various events he attended, including the Norco College State of the College

event and Job Fair and Dr. Isaac's investiture; congratulated Trustee Figueroa on her award; and suggested Student Trustee Rudolph be included in the legislative visits.

Trustee Green congratulated Dr. Isaac on his investiture and his presentation at the ACCT conference; commented on the various events she recently attended.

Trustee Blumenthal congratulated Dr. Isaac on his investiture, Trustee Figueroa on her well-deserved award and the committee that presented at the ACCT conference; commented on the various events she recently attended.

The Board adjourned to closed session at 8:20 p.m. and reconvened at 9:44 p.m. after considering the following closed sessions items:

The Board announced no action was taken.

The Board announced no action was taken.

The Board adjourned the meeting at 9:45 p.m.

ADJOURNED TO CLOSED
SESSION/RECONVENED

Conference with Labor Negotiators
Pursuant to Government Code
Section 54957.6, District
Representatives: Bradley Neufeld
of Gresham Savage, Employee
Organization: California School
Employees Association

Pursuant to Government Code
Section 54956.8, Conference with
Real Property Negotiator; Property
known as APN 249-120-020;
Agency Negotiator: Chris Carlson

ADJOURNED

Agenda Item (IV-A)

Meeting 11/17/2015 - 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
Heidi Gonsier, Executive Administrative Assistant

Attachments:

Agenda Item (IV-B)

Meeting 11/17/2015 - Regular

Agenda Item Chancellor's Reports (IV-B)

Subject Moreno Valley College Student Presentation - Upward Bound Math & Science Program ("STEM"ulate Your Mind)

College/District Moreno Valley

Information Only

Background Narrative:

In October 2012, Moreno Valley College received a grant from the U.S. Department of Education for Upward Bound Math and Science Program (UBMS). The 5 year grant was funded for \$1.25 million to motivate students to pursue postsecondary educational and career opportunities in science, technology, engineering, and math (STEM). The program is under the direction and supervision of Ms. Micki Clowney and assisted by Ms. Angel Orta-Perez. The presentation will provide a summary of the program's partnership with the Moreno Valley Unified School District and the cohort of 60 students from Vista Del Lago High School. The presentation will review highlights of various components of the program, which includes its purpose, services, benefits, academic performance, etc.

Prepared By:

Attachments:

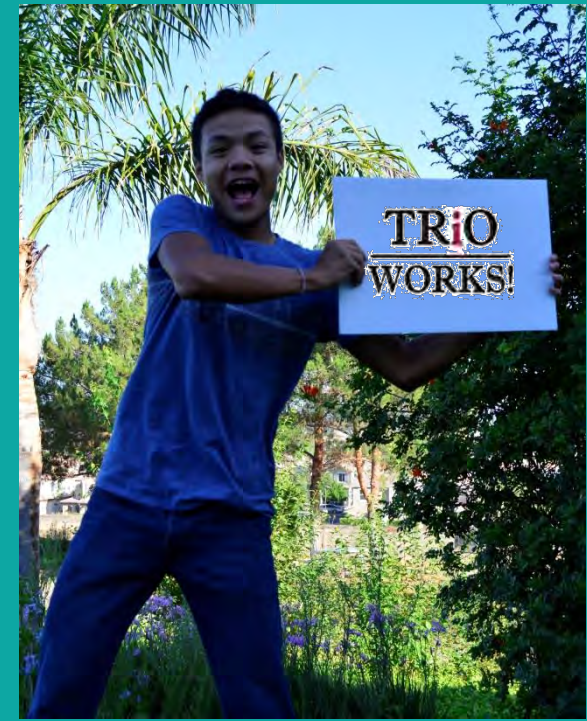
[MV College Student Presentation - UBMS \(11-17-15 Board Meeting\)](#)




Upward Bound Math and Science Program

“STEM”ulate Your Mind

***Micki Poole Clowney, Director
Angel Orta-Perez, Outreach Specialist***



A young woman with dark hair tied back, wearing a black and white patterned shirt and light blue nitrile gloves, is focused on examining a small glass beaker containing a yellow liquid. She is holding the beaker with both hands, looking down at it intently. In the background, another person is visible from behind, and the setting appears to be a laboratory or classroom with various equipment and a wooden counter.

STEM is one of the fastest-growing industries of the 21st century.

MORENO VALLEY COLLEGE



MORENO VALLEY: College gets Upward Bound grant

**funded
\$1.25
million,**

five year grant
by the U.S.
Department of
Education



/FILE PHOTO

Vista Del Lago High School graduates make their way onto the football field in 2009. Moreno Valley College was awarded a grant to start an Upward Bound program to convince students from the high school to graduate and go to college.

MORENO VALLEY COLLEGE



PARTIAL LIST OF ADDITIONAL UBMS PARTNERS



PURPOSE

- designed to **strengthen** the math and science skills of participating students.
- help students recognize and **develop** their potential to excel in math and science
- **encourage** students to pursue postsecondary degrees in math and science, and ultimately careers in science, technology, engineering, and math **(STEM)**.

MORENO VALLEY COLLEGE



The logo for Moreno Valley College, featuring the letters 'M', 'V', and 'C' in a stylized, overlapping arrangement. The word 'MORENO' is positioned above 'VALLEY', and 'COLLEGE' is below 'VALLEY'.

MORENO
VALLEY
COLLEGE



UPWARD BOUND MATH AND SCIENCE (UBMS) PROGRAM

- Partnership between Moreno Valley College and Moreno Valley Unified School District
- **Serves 60 students** from Vista Del Lago High School





JPL
SPACE FLIGHT OPERATIONS FACILITY



Jet Propulsion Laboratory
California Institute of Technology



TRiO
WORKS!

MORENO VALLEY COLLEGE



MORENO VALLEY COLLEGE
25 YEARS

BEACON ON THE HILL
1991 - 2016



SERVICES and BENEFITS

- Academic Support and Tutoring
- Mentoring
- Academic Advising
- Hands-on STEM experiences
- 6 week Summer STEM Academy
- Saturday Academy





MORENO VALLEY COLLEGE



- Assistance in completing college, financial aid, and scholarship applications
- SAT/ACT/Test Prep
- Family Workshops
- Field experiences
- Speaker Series





ACADEMIC PERFORMANCE - GPA

- At least 60% (36) UBMS students will demonstrate satisfactory academic progress by achieving a term and/or cumulative GPA of 2.5 or higher.

 **GOAL MET:**

- **80%** of cumulative GPA of **2.5 or higher**
- **69% at 3.0 or higher**

RETENTION/GRADUATION RATES

- At least 80% (48) UBMS participants served during the project year will continue in school for the next academic year, at the next grade level, or will have graduated from secondary school with a regular secondary high school diploma.

GOAL MET:

- **100%** retained
- **100% graduated**



POSTSECONDARY ENROLLMENT

At least 75% of UBMS high school graduates will enroll in college by fall immediately following graduation.



GOAL MET:

- **92%** of UBMS graduates **enrolled** in 2 year or 4 year **postsecondary** program by fall 2015

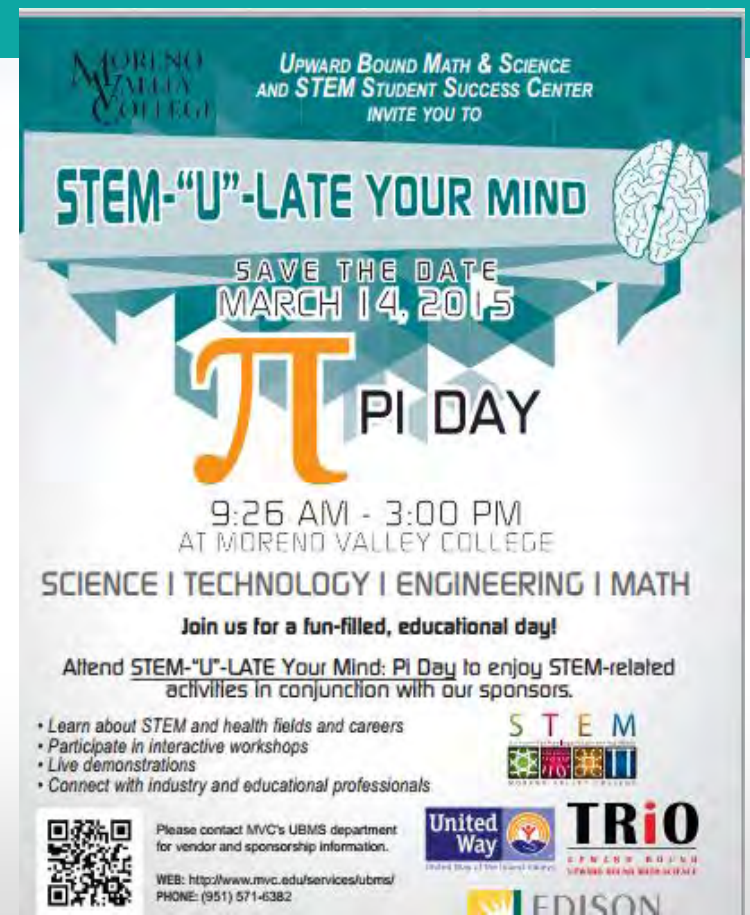


WHERE UBMS STUDENTS ATTEND

Moreno Valley College	Hampton University
University of California, San Diego	California State University, San Bernardino
University of California, Santa Cruz	California State University, San Jose
University of California, Merced	California State University, San Marcos
California Baptist University	Bethune Cookman College
Mount San Jacinto College	Central State University, Ohio

INCREASE STEM AWARENESS

- HOSTED LARGE OUTREACH PROGRAM
- Pi Day – 3.14.15 @9:26am
- **500** families



MORENO VALLEY COLLEGE
UPWARD BOUND MATH & SCIENCE
AND STEM STUDENT SUCCESS CENTER
INVITE YOU TO

STEM-"U"-LATE YOUR MIND

SAVE THE DATE
MARCH 14, 2015

PI DAY

9:26 AM - 3:00 PM
AT MORENO VALLEY COLLEGE

SCIENCE | TECHNOLOGY | ENGINEERING | MATH

Join us for a fun-filled, educational day!

Attend STEM-"U"-LATE Your Mind: Pi Day to enjoy STEM-related activities in conjunction with our sponsors.

- Learn about STEM and health fields and careers
- Participate in interactive workshops
- Live demonstrations
- Connect with industry and educational professionals

STEM

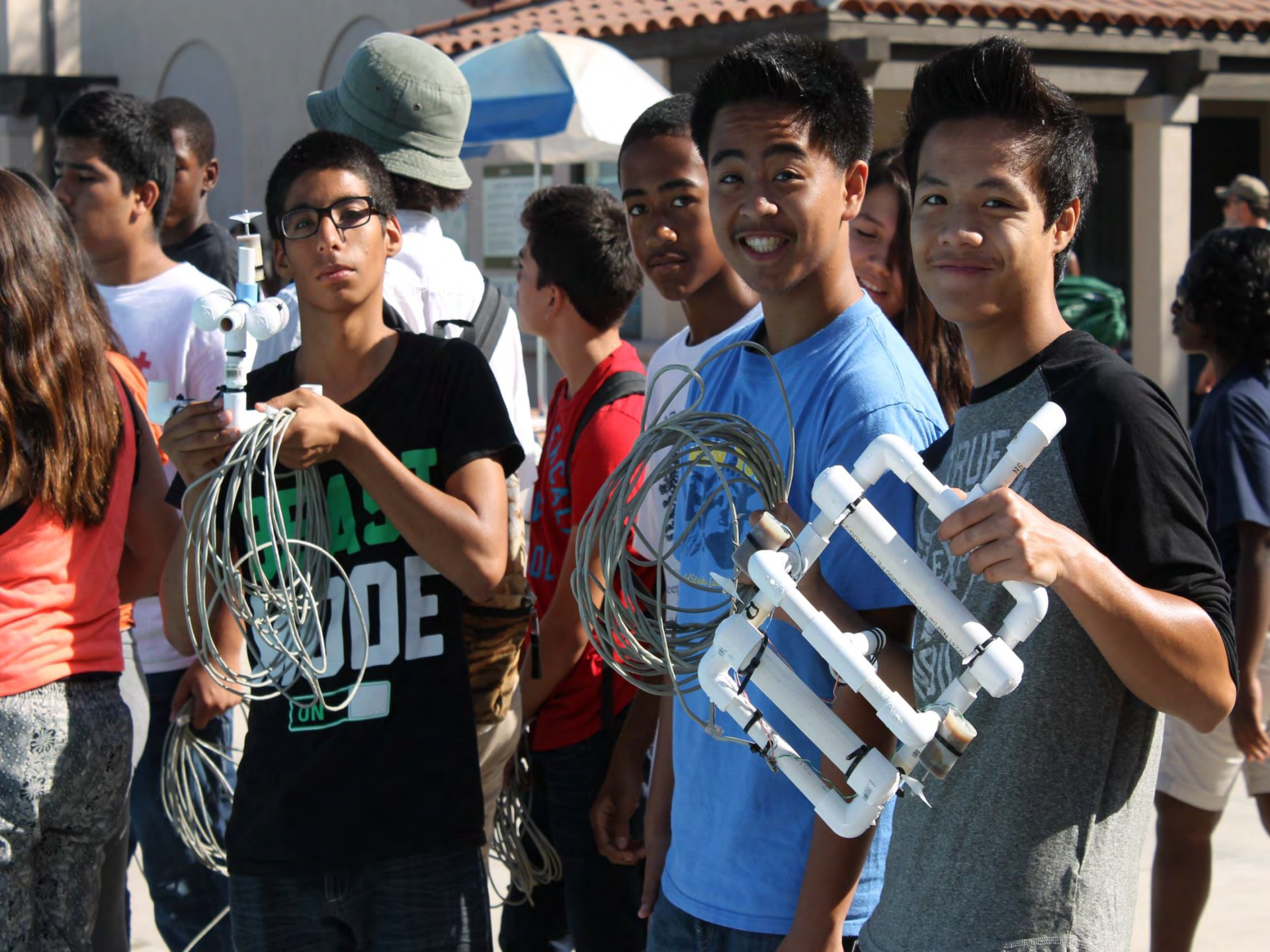
United Way
TRIO
EDISON

Please contact MVC's UBMS department for vendor and sponsorship information.
WEB: <http://www.mvc.edu/services/ubms/>
PHONE: (951) 571-6382



MORENO VALLEY COLLEGE









INCREASE FINANCIAL AID/FINANCIAL LITERACY AWARENESS

- Strategies for Paying for College Workshops
- **Over 225** families attended **Cash for College Workshops** in partnership with Moreno Valley College and Vista del Lago High School
- **46** completed Financial Literacy Training Series in partnership with Junior Achievement Financial Park

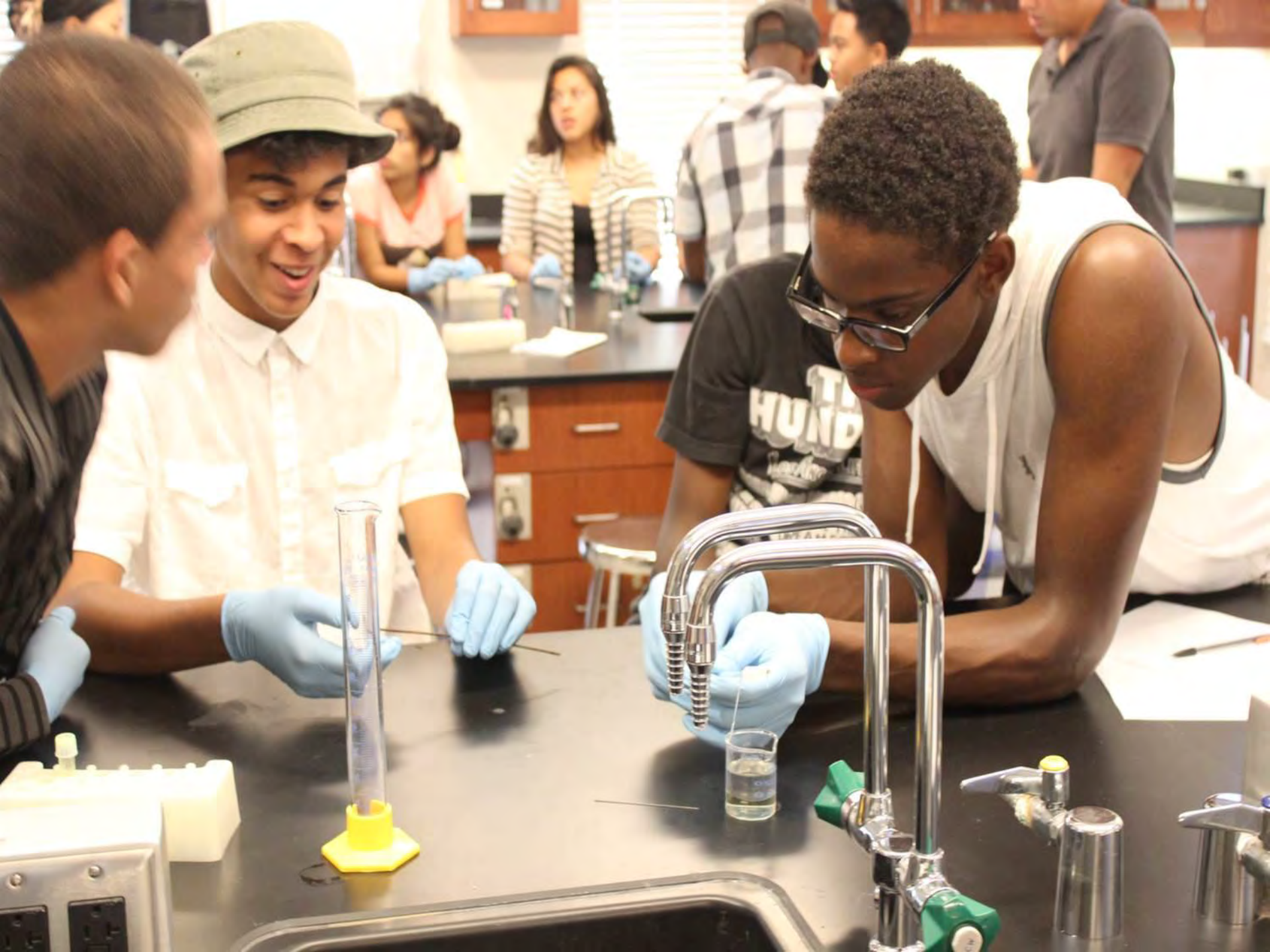




INCREASE COLLEGE PREPARATION AWARENESS

- UC College Information Night
- Increased 200 to over **500 families**
- U Can Go to College Night – **600 families**
- CSU College Application Night – Over **125 families**











QUESTIONS?





**MORENO
VALLEY
COLLEGE**



Micki R. Clowney, Director

micki.clowney@mvc.edu

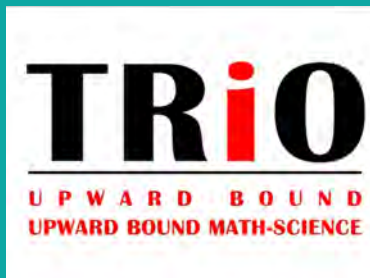
(951) 571-6382 or (951) 233-3719

or

Angel Orta-Perez, Outreach Specialist

angel.orta-perez@mvc.edu

(951) 571-6379 or (951) 235-6240



THANK YOU



Agenda Item (IV-C)

Meeting 11/17/2015 - Regular
Agenda Item Chancellor's Reports (IV-C)
Subject Student Presentation - Associated Students Trip (HACU) October 9, 2015
College/District Moreno Valley
Information Only

Background Narrative:

The Associated Students of Moreno Valley College Conference Presentation:

The weekend of October 9, 2015, eight (8) Associated Students of Moreno Valley College (ASMVC) and their Faculty Advisor, Ms. Frankie Moore, traveled to Miami, Florida, to attend the Hispanic Association of Colleges and Universities (HACU) 29th Annual Conference, "Championing Hispanic Higher Education Success: Empowering Students Enhancing Collaboration." This was a first for the student leadership team from Moreno Valley College, and they were given a charge by Trustee Figueroa to report back their experiences and implement what was learned at the conference with their peers.

The conference consisted of various programming and approximately 54 workshops, including a Town Hall addressing the topic, "DREAMs Deferred but not Forgone: The Imperative of Immigration Reform."

The students in attendance have suggested that the 2015-2016 student leadership team participate in next year's HACU conference scheduled to occur in San Antonio, Texas!

Prepared By: Sandra Mayo, President, Moreno Valley College

Attachments:

[Student Presentation - Associated Students Trip \(11-17-15 Board Mtg.\)](#)

Hispanic Association of Colleges & Universities

29th Annual Conference

October 10-12, 2015





Championing Hispanic Higher Education Success:
Empowering Students, Enhancing Collaboration



ASMVC Getting Ready To Experience Everything HACU Has To Offer

D. Guzman, D. Hernandez,
J. Pena, A. Johnson,
T. Macedon, A. Garcia,
K. Flores, and D. Hatton



A Few HACU Photo Moments:

With President Antonio Flores



With Gaby Pacheco & Helen Aguirre Ferre, Senator Flores Office



With Mr. Jesus Holguin



At HACU Business Meeting with Associate Dean, Rubalcaba and Advisor Moore



What we are going to do...

- ▶ **Bring awareness about HACU to our fellow students;**
- ▶ **Planning Workshops on how to apply for internships including but not limited to the HACU National Internship Program;**
- ▶ **Initiated the discussion and advocated for a DREAM Center on campus as a part of the Student Equity Plan.**

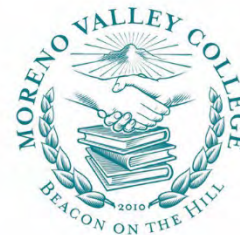
What we learned...

- ▶ **What is a HSI**
- ▶ **HACU National Internship Program**
- ▶ **Graduate School Opportunities**
- ▶ **Making Your Personal Brand**
- ▶ **What Type of Leader Are You**
- ▶ **Advocacy 101**



“Congratulations”

Kellogg's



DAVID HERNANDEZ

The Original & Best

“There’s never been
a better time to achieve
more from your career
in a thriving culture of teamwork.”



We are so very proud of you!

Agenda Item (IV-D)

Meeting 11/17/2015 - Regular

Agenda Item Chancellor's Reports (IV-D)

Subject Five to Thrive Presentation Led by Mr. Mike Colucci, Associate Faculty, Business Department

College/District District

Information Only

Background Narrative:

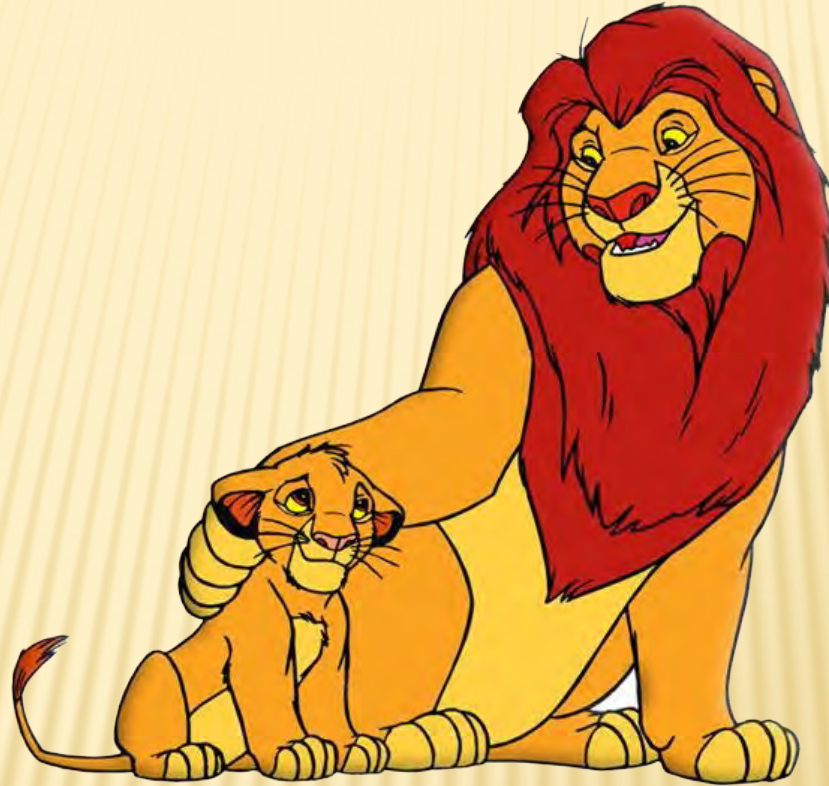
Each month, a faculty member is invited through the Academic Senate to present on teaching and programs from the classroom that distinguish RCCD and its faculty and colleges. This month the presentation will be from Mr. Mike Colucci, Associate Faculty, Business Department.

Prepared By: Michael Burke, Ph.D., Chancellor

Attachments:

[111715_Five to Thrive](#)

THE KEEPERS OF THE COMMUNITY



Mike Colucci - Associate Faculty Member

KEEPERS OF THE COMMUNITY

- ✘ This is best illustrated by using The Lion King as a reference.



Why?

1. We have a College to be proud of!
2. It is easily seen from the mountains surrounding Moreno Valley College



WHAT WOULD MUFASA TELL SIMBA?

1. Past Achievements, Current Projects, and an Exciting Future
2. Cooperation that leads to long term solutions



CONTINUE TO BE VISIONARIES



Agenda Item (IV-E)

Meeting	11/17/2015 - Regular
Agenda Item	Chancellor's Reports (IV-E)
Subject	RCCD Sunshine Notice of 2015/2016 RCCD Faculty Association CCA/CTA/NEA Proposal for a Supplemental Early Retirement Program (SERP)
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees accept notice of the proposal in the interest of commencing negotiations with the Faculty Association beginning January 2016.

Background Narrative:

On October 27, 2015, the RCCD Faculty Association forwarded its intent to negotiate a supplemental early retirement program for bargaining unit members. The District acknowledges receipt of the Association's proposal.

Prepared By: Michael Burke, Ph.D., Chancellor
Terri Hampton, Vice Chancellor, HR and Employee Relations

Attachments:

[20151117_FA Intent to Negotiate SERP 11-02-15_Backup](#)

*Riverside Community College District
Faculty Association
RCCD/FA/CCA/NEA*

TO: Riverside Community College Board of Trustees

FROM: Dariush Haghghat, Ph.D.
Faculty Association President

DATE: October 27, 2015

SUBJECT: Negotiation of an Early Retirement Incentive for Unit Members

The Riverside Community College District Faculty Association/CCA/CTA/NEA is proposing a negotiation of an early retirement incentive for unit members as required by Government Code Section 3547. The parties' initial proposals must be presented at a public meeting of the Board of Trustees and the public has to be given a chance to comment on the proposal. Therefore, the Riverside Community College District Faculty Association/CCA/CTA/NEA submits the following topic to the Board of Trustees for inclusion at their next regularly scheduled meeting: Negotiation of an early retirement incentive for unit members.

Dr. Dariush Haghghat
President: RCCDFA/CTA/CCA/NEA

Agenda Item (IV-F)

Meeting 11/17/2015 - Regular

Agenda Item Chancellor's Reports (IV-F)

Subject RCCD Sunshine Notice of 2015/2016 RCCD CSEA, Chapter 535, Proposal for a Golden Handshake for Represented Classified Employees

College/District District

Funding

Recommended Action It is recommended that the Board of Trustees accept notice of the proposal in the interest of commencing negotiations with CSEA, Chapter 535, beginning January 2016.

Background Narrative:

On November 10, 2015, RCCD CSEA, Chapter 535, forwarded its intent to negotiate a golden handshake for classified bargaining unit members. The District acknowledges receipt of the union's proposal.

Prepared By: Michael Burke, Ph.D., Chancellor
Terri Hampton, Vice Chancellor, HR and Employee Relations

Attachments:

[20151117_RCCD CSEA Chapter 535 Golden Handshake Proposal](#)

November 9, 2015

Terri L. Hampton
Vice Chancellor – Human Resources & Employee Relations
Riverside Community College District
450 E. Alessandro Blvd.
Riverside, CA 92508

Re: Golden Handshake Negotiations

Dear Ms. Hampton,

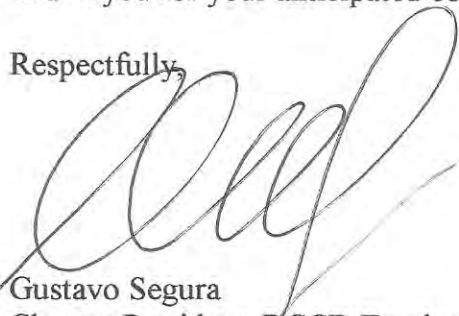
In accordance with the Educational Employment Relations Act (EERA), Section 3543.7 the California School Employees Association and its Chapter 535 (CSEA), requests the Riverside Community College District (District) submit to the Board of Trustees the attached initial bargaining proposal. Once public notice requirements are fulfilled under the government code 3543.7 CSEA requests initiate negotiations over the scope of bargaining item.

- Golden Handshake

Kindly provide the District's availability subsequent to fulfilling the sunshining notice.

Thank you for your anticipated cooperation.

Respectfully,



Gustavo Segura
Chapter President, RCCD Employees Chapter 535
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Agenda Item (IV-G)

Meeting	11/17/2015 - Regular
Agenda Item	Chancellor's Reports (IV-G)
Subject	Reorganization of Risk Management Function to include Safety and Police Services and Change Name to the Department of Risk Management, Safety, and Police Services
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees review and accept the proposed reorganization of the Risk Management Function to the Department of Risk Management, Safety, and Police Services, effective 12/01/2015.

Background Narrative:

As the organization continues its maturation into that of a three-college District, the need to realign structure in order to better fit the overall charge of the organization will, from time-to-time, arise. Brought forward for your consideration is the Chancellor's request to consider the reorganization of Risk Management and Safety and Police Services functions into a single department, the Department of Risk Management, Safety, and Police Services.

Currently, the Safety and Police Services function is housed within Educational Services. However, given the nature of the work performed within Safety and Police Services, the function is more closely aligned with the mission and goals of the Risk Management function. Consequently, from an organizational efficiency and effectiveness standpoint, it is reasonable to have both activities under the authority of a single functional area.

In order to effectuate the proposed realignment, the Safety and Police Services function would be moved under Business and Financial Services within the Risk Management function. And, while the proposed recommendation would not include additional staffing, it would include costs associated with compensating the Director for the additional duties that would result from the approval of this recommendation. Consequently, because the Director of Risk Management would then be responsible for an additional work unit, requiring a different level of responsibility, knowledge, and experience, it is also recommended that said position be reclassified to that of Director, Risk Management, Safety, and Police Services.

The proposed changes to the affected jobs descriptions have been forwarded to the Classification Review Committee for consideration of anticipated impact on the grading, for salary purposes, of the Director of Risk Management, Safety, and Police Services. Finally, proposed changes to the Chief of Police job description have also been forwarded to the committee for consideration.

Prepared By: Michael Burke, Ph.D., Chancellor
Terri Hampton, Vice Chancellor, HR and Employee Relations

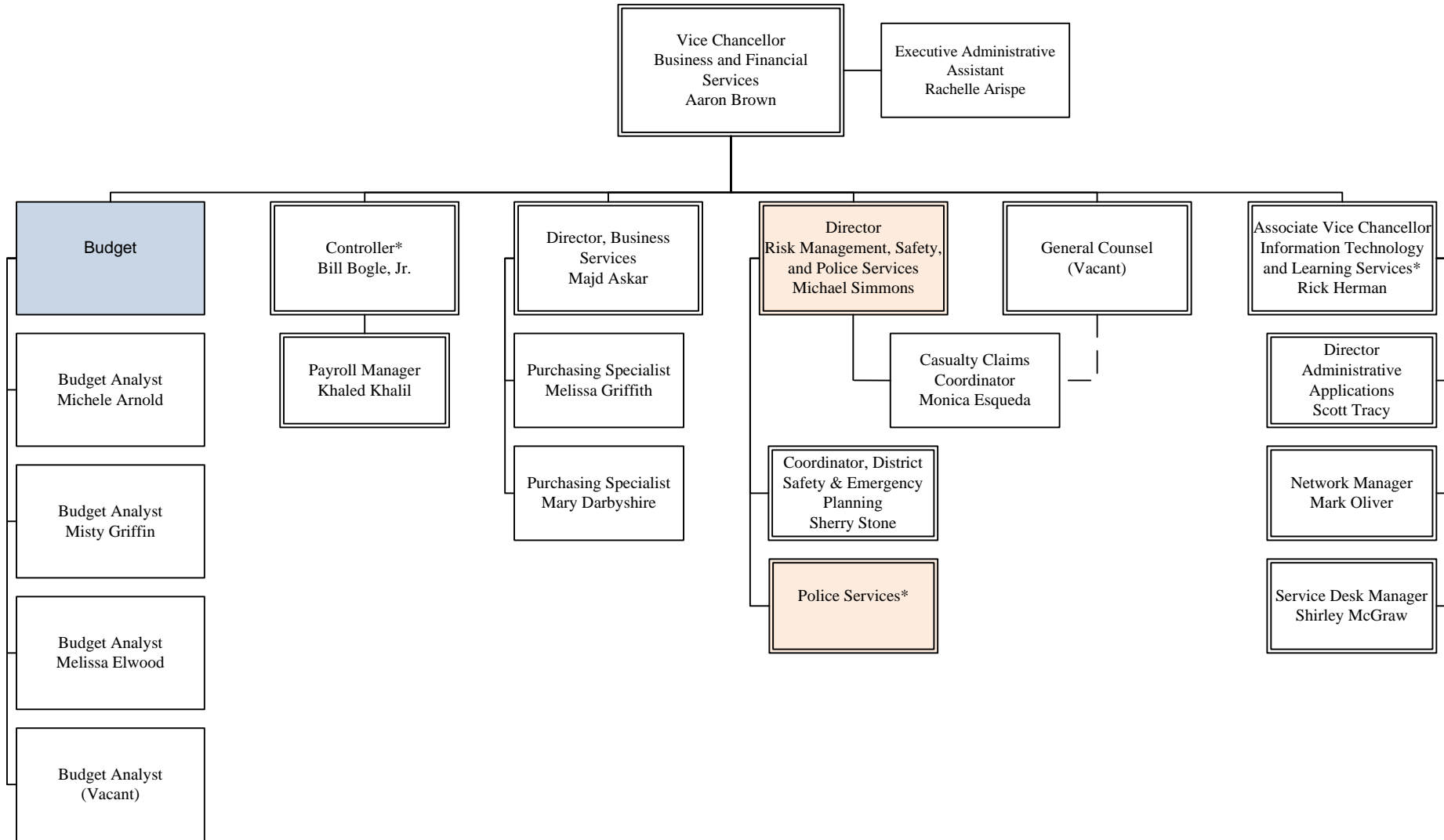
Attachments:

[20151117_Business & Financial Services ORG Chart \(Revised\)](#)
[20151117_Business & Financial Services ORG Chart \(Prior to Revision\)](#)

Riverside Community College District

Business and Financial Services

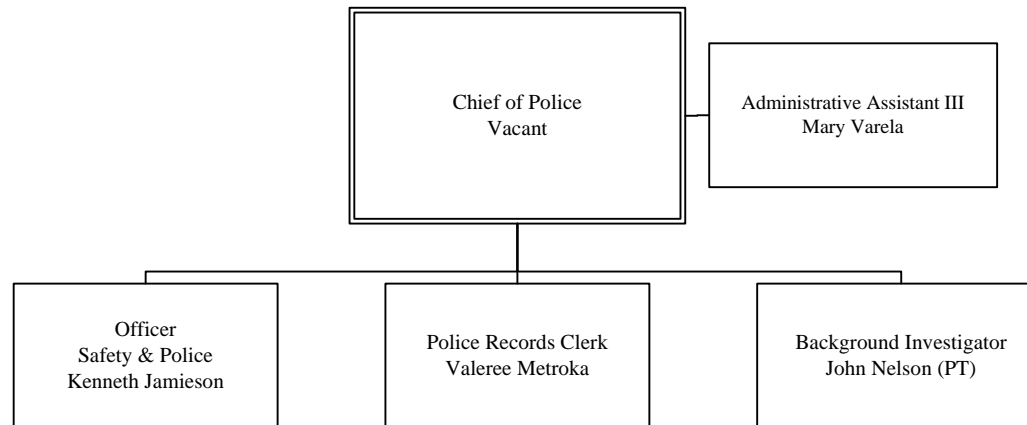
DRAFT



*Please see break out organizational chart for staff in this area.

Riverside Community College District

Business and Financial Services – Police Services

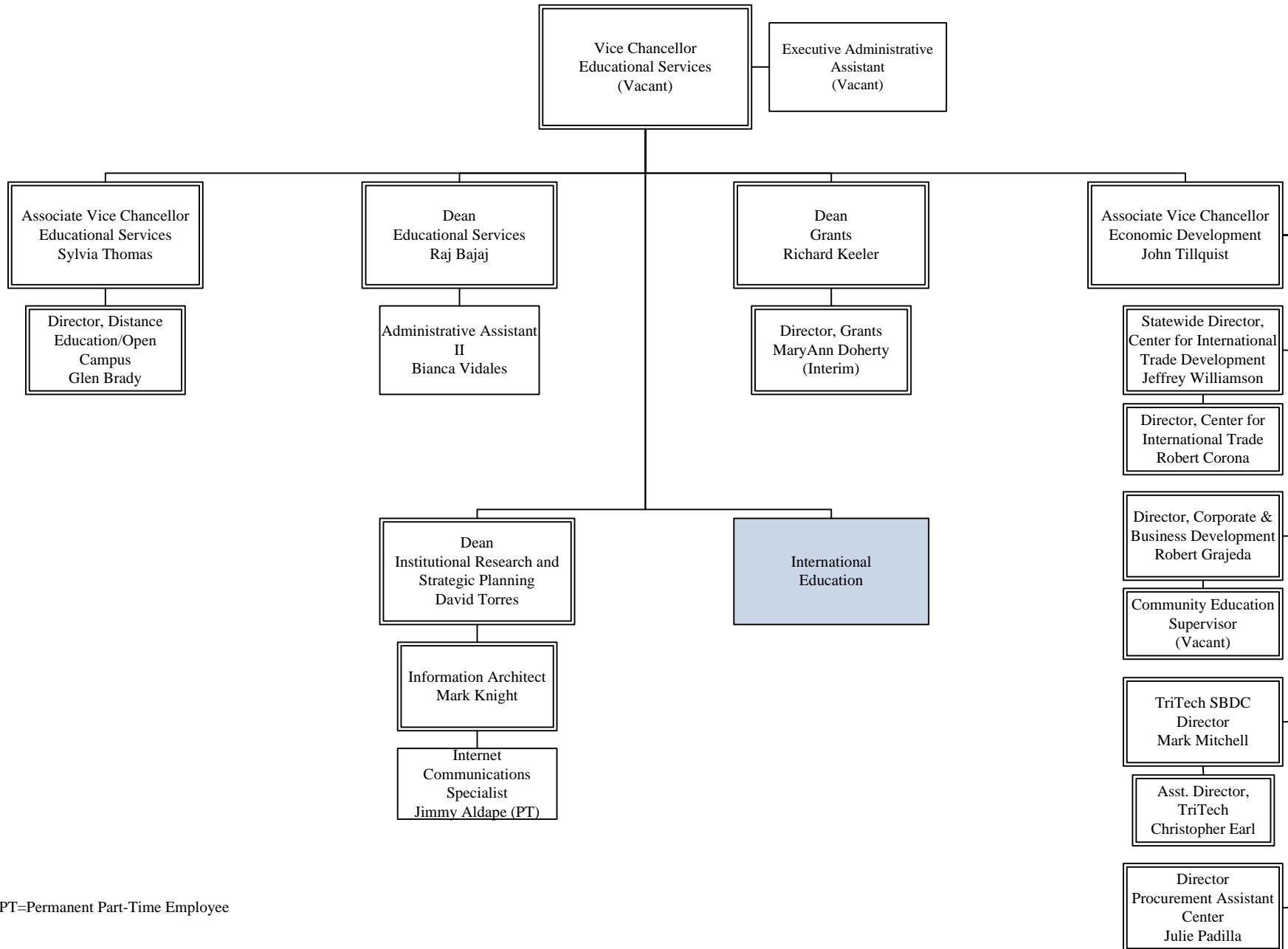


Sergeants at each college have a dotted line reporting relationship to the Chief of Police
PT=Permanent Part-Time Employee

Riverside Community College District

Educational Services

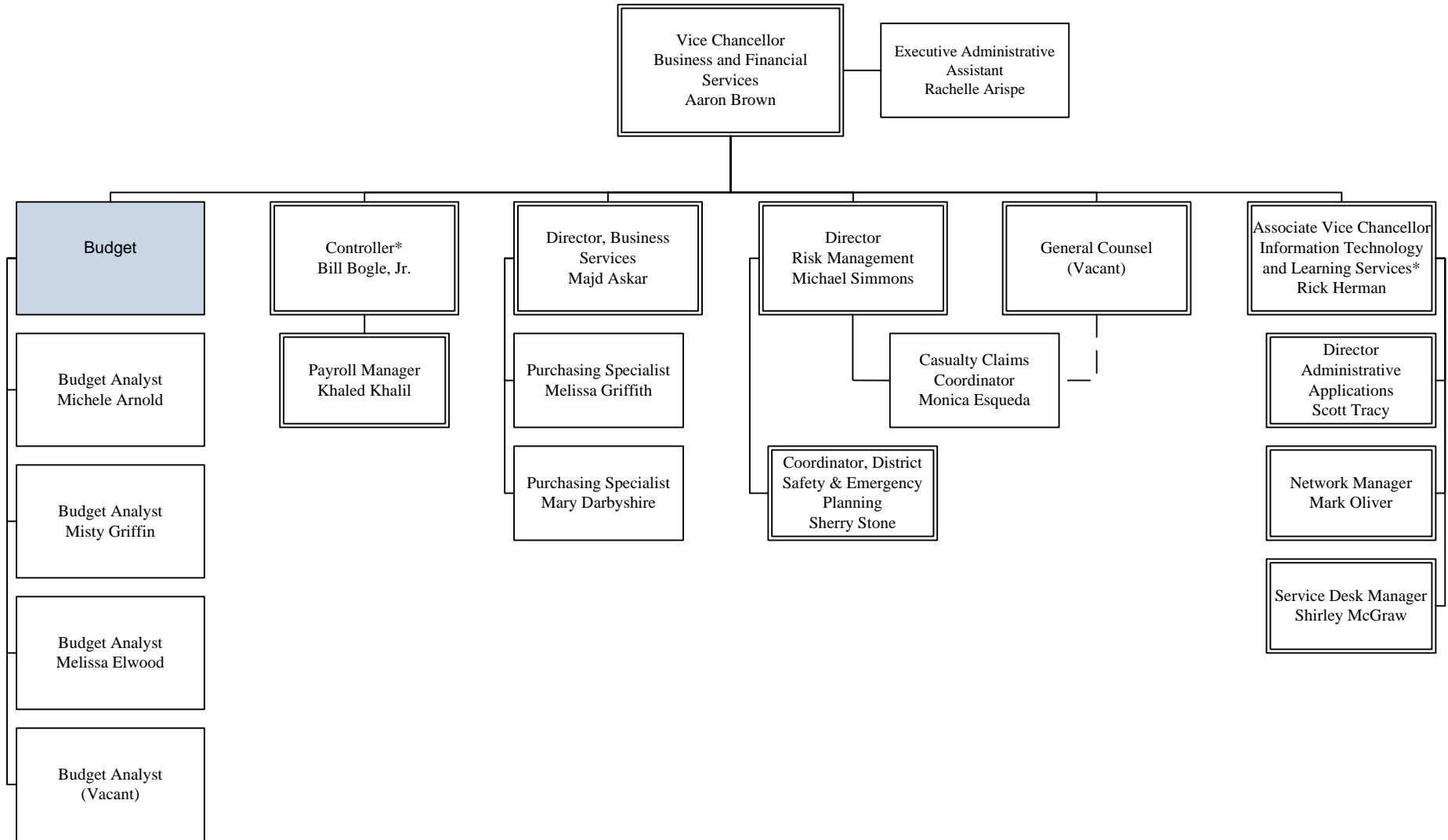
DRAFT



PT=Permanent Part-Time Employee

Riverside Community College District

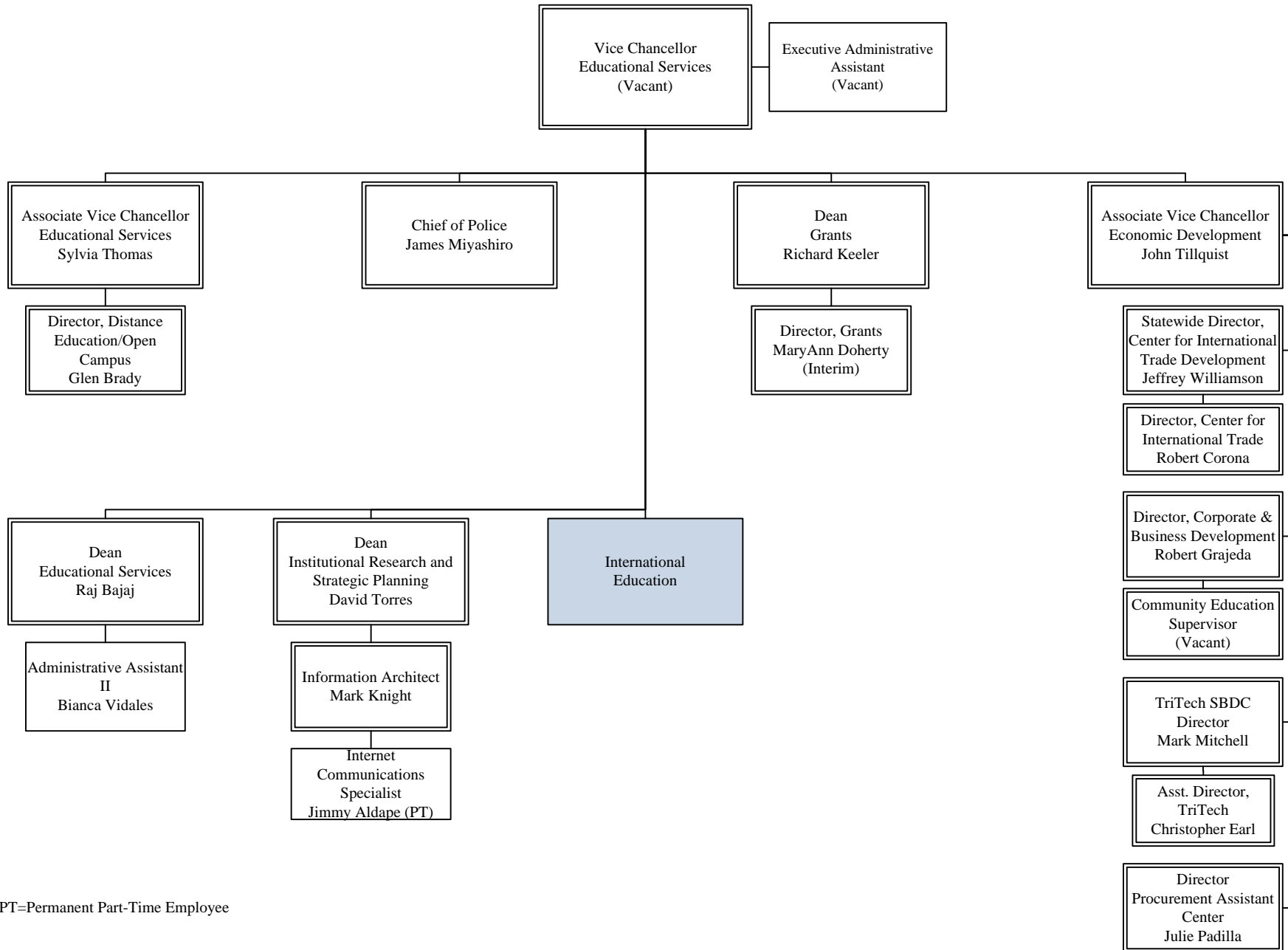
Business and Financial Services



*Please see break out organizational chart for staff in this area.

Riverside Community College District

Educational Services



PT=Permanent Part-Time Employee

Agenda Item (IV-H)

Meeting 11/17/2015 - Regular
Agenda Item Chancellor's Reports (IV-H)
Subject Update on Silver Centennial Celebration
College/District District
Information Only

Background Narrative:

The RCCD "Silver Centennial" anniversary marketing campaign is in the third month of the marking campaign. As of the November Board of Trustees meeting, the following activities have occurred:

- Athletic Hall of Fame 10/22 (RCC)
- Harvest Festivals at each college (RCC, MVC, NC)
- Inaugural Veterans Breakfast 11/6/15 (MVC)
- Homecoming Parade, Open House, Football Game 11/7/15 (RCC)
- MCV Music Faculty Free Concert 11/17 (MVC)

Upcoming Anniversary Events

- Chancellor's Holiday Reception 12/5/15 (Center for Social Justice and Civil Liberties)

Media Partnership

The media partnership with the Press-Enterprise continues to be successful. As of September 6, 2015, RCCD has run eleven ½ page advertisements. Since the October 2015 Board meeting, we have run four ads featuring:

- The Center for Social Justice and Civil Liberties
- RCC's Homecoming
- Ruben Hernandez, president of EGA Homes and RCC former student veteran
- Tri Tech Small Business Center featuring Mike Purcell, founder of !Shouttag

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

Attachments:

[Silver Centennial 111715 Report](#)

SILVER CENTENNIAL ANNIVERSARY

The Press-Enterprise Advertising
October 25, 2015

CELEBRATING EXCELLENCE IN THE ARTS

THE CENTER FOR SOCIAL JUSTICE & CIVIL LIBERTIES



Miné Okubo
Artist and Writer

RCCD and its colleges share a rich 100-year history with local communities.

The Center for Social Justice & Civil Liberties in downtown Riverside builds upon that heritage.

The Center is part museum, part historical archive and part education facility. It is open to all—a place of learning and discovery.

A significant legacy from noted Japanese American artist and RCC alumna Miné Okubo (Class of 1933) provides the foundation. Through her art and life, Okubo transcended the WWII Japanese American internment camp experience and explored 20th century American society and social justice issues.

The Okubo Collection, Riverside Stories didactics, a Kids Zone, and the Digital Archive/Theater open doors

to greater understanding within our dynamic and diverse communities. RCCD invites you to walk through those doors.

Did You Know...

- 3,100 original art works, along with papers and memorabilia, make up the Okubo Collection
- 700 K-12 and college students visited the Center in 2015
- The Skirball Cultural Center in Los Angeles features several items from the Okubo Collection in a new exhibit (Oct 2015-Feb 2016)
- Admission is free to the Center for Social Justice & Civil Liberties; groups are not charged for use of facility



THE LIEBERT CASSIDY WHITMORE

FILM SERIES

Classic and new films that explore the role of law in American society and its connection to social justice and civil liberties.

- November 5** Alcatraz is Not an Island - In Honor of Native American Heritage Month
December 3 Philadelphia - In Honor of World AIDS Day
January 7 Slavery by Another Name - In Honor of Slavery and Human Trafficking Prevention Month

Check www.socialjustice.rccd.edu for Spring 2016 films, dates and times. Seating is limited so arrive early.

LCW LIEBERT CASSIDY WHITMORE



HOURS Saturday 10 AM - 4 PM
First Thursdays/month - during downtown Artswalk 9 AM - 9 PM
First Sundays (Oct-May) 1-4 PM

INFORMATION - (951) 222-8846
Follow @CSJCLRiverside on Twitter
Like CSJCLRiverside on Facebook
Visit www.socialjustice.rccd.edu

www.MVC.edu/25years

www.NorcoCollege.edu/25years

www.RCC.edu/centennial

SILVER CENTENNIAL ANNIVERSARY

The Press-Enterprise Advertising
November 1, 2015

RIVERSIDE CITY COLLEGE

HOMECOMING 2015

SATURDAY, NOVEMBER 7

SCHEDULE OF EVENTS

Homecoming Parade (starts at Riverside Courthouse and ends at RCC)	9 am	Special Showing of Young Frankenstein Landis Performing Arts Center	2 & 7 pm
Open House, RCC campus	10 am	Air Show, Wheelock Field	3:30 pm
Centennial Film, Digital Library Auditorium	10 am	FREE Tailgate, Carnival Games/Entertainment Football Practice Field	4-5:30 pm
RCC Music Performance Quad and Bookstore Promenade	10 am	Homecoming Game, Wheelock Field	6 pm
Car Show, Fairfax Avenue	10:30 am	Riverside City College vs. Chaffey College	



Randy Hord
President & Founder of
Raincross Financial Partners
Registered Principal, RJFS

Homecoming is a Time to Reconnect, Celebrate Student Athletes

"I couldn't have had a better start to getting my degree in economics than at Riverside City College. Learning how to manage my time on and off the field and to have the discipline to handle each. I always knew I was a student first, athlete second. When I speak to athletes, the one piece of advice I give is to use the resources available. You will be more successful.

"Your athletic career will end someday whether you like it or not but your education will last a lifetime."

— Randy Hord

Each year, homecoming was an amazing experience, packed house, alumni and former players coming together to reunite and celebrate past accomplishments. During my career at RCC, I was fortunate to have many great memories and had the pleasure to play alongside so many amazing players."



Calling All Alumni!

Be part of history. Share stories about your time as a student; how Moreno Valley College, Norco College or Riverside City College helped shape your life; or why you choose to give back to your RCCD alma mater. Select stories will be featured on the 100/25 CELEBRATION website or in the Press-Enterprise.



CELEBRATING A CENTURY OF EXCELLENCE

www.MVC.edu/25years

www.NorcoCollege.edu/25years

www.RCC.edu/centennial

SILVER CENTENNIAL ANNIVERSARY

The Press-Enterprise Advertising
November 8, 2015

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Salutes Veterans



Converting Military Experience into a College Degree

"I know firsthand how important educational support is. As a veteran and an RCC alumnus, the services provided to veterans at the three RCCD colleges are invaluable. The veterans centers really help ease the transition back into civilian life and open new opportunities. I am committed to giving back through my work with the RCC Veterans Club and the Tiger Backers. The support and education I received at the College really made a difference in my life and laid a strong foundation for my success as a business owner today."



Ruben Hernandez, MBA
Veteran, United States Marine Corps
RCC Homecoming King 1992
Operations Desert Shield/Desert Storm
President, RCC Tiger Backers
President, EGA Homes



Did You Know...

- In a recent study, the Student Veterans of America service organization reported that student veterans are succeeding in college, finding that just over half of veterans who sought a higher education from 2002 through 2013 under the GI Bill successfully completed.
- All three RCCD colleges have veterans services to provide student veterans resources for academic success.
- In 2013 RCCD served 830 students of the United States armed forces.
- On November 6th Moreno Valley College hosted the Inaugural Richard Tegley Veterans Breakfast raising scholarships for student veterans.



Calling All Alumni!

Be part of history. Share your story about your time as a student; how Moreno Valley College, Norco College or Riverside City College helped shape your life; or why you choose to give back to your RCCD alma mater. Select stories will be featured on the 100/25 CELEBRATION website or in the Press-Enterprise.



NORCO COLLEGE - ONE OF THE BEST COLLEGES FOR VETERANS

Military Times identified Norco College as one of the best colleges for veterans according to a 2015 study. NC ranked 20th among community colleges and was one of only two California community colleges to make the ranking. Researchers compared data compiled by the U.S. Education Department, including academic success measures as well as information provided by the colleges.

The Best for Vets: Colleges 2015 is an editorially independent news project that evaluates many factors that make an organization a good fit for service members, military veterans and their families. For the full 2015 rankings, visit:
www.militarytimes.com/bestforvets-colleges2015

www.MVC.edu/25years

www.NorcoCollege.edu/25years

www.RCC.edu/centennial

Agenda Item (IV-I)

Meeting 11/17/2015 - Regular
Agenda Item Chancellor's Reports (IV-I)
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: Terri Hampton, Vice Chancellor, HR and Employee Relations

Attachments:

Agenda Item (IV-J)

Meeting 11/17/2015 - Regular

Agenda Item Chancellor's Reports (IV-J)

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
Heidi Gonsier, Executive Administrative Assistant

Attachments:

[Future Monthly Committee Agenda Planner and Annual Master Planning Calendar_111715](#)

COMMITTEES OF THE BOARD OF TRUSTEES - PLANNING WORKSHEET

A. Governance	B. Teaching and Learning	C. Planning and Operations	D. Resources	E. Facilities
Chancellor	Vice Chancellor, Academic Affairs	Chief of Staff and Facilities Development	Vice Chancellor, Business & Financial Services; Vice Chancellor, Diversity and Human Resources	Chief of Staff and Facilities Development
<ul style="list-style-type: none"> ■ Board Policies for First Reading (Brown) 	<ul style="list-style-type: none"> ✓ Student Equity Plans for RCC, NC, and MVC for 2015 (S.Thomas, C. Alvarado, M. Green, D. Foster) Action ✓ Proposed Curricular Changes S.Thomas (Action) 		<ul style="list-style-type: none"> ■ 2014-15 Independent Audit Report for RCCD (Brown/Bogle) ■ 2014-15 Independent Audit Report for RCCD's Foundation (Brown/Bogle) ■ Resolution No. xx-15/16 – Approving Local Hazard Mitigation Plan (Brown/Simmons) ■ Budget Augmentation for FF&E, IMC and IT Services. For Culinary Arts Academy & District Offices Project. (C. Carlson) 	<ul style="list-style-type: none"> ■ Change Order for Kamran & Farnam Culinary Arts Academy & District Offices Project. (Carlson/Doering0)

- ✓ 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.

ALL FINAL REPORTS DUE TO THE CHANCELLOR'S OFFICE BY 11/24/15 & 12/01/15.

Updated 11/10/15

COMMITTEES OF THE BOARD OF TRUSTEES - PLANNING WORKSHEET

A. Governance	B. Teaching and Learning	C. Planning and Operations	D. Resources	E. Facilities
Chancellor	Vice Chancellor, Academic Affairs	Chief of Staff and Facilities Development	Vice Chancellor, Business & Financial Services; Vice Chancellor, Diversity and Human Resources	Chief of Staff and Facilities Development
	<div data-bbox="499 786 842 1179" 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: 5px;">ALL FINAL REPORTS DUE TO THE CHANCELLOR'S OFFICE BY &</p> </div>		<ul style="list-style-type: none"> ■ Risk Management Update (Brown/Simmons) 	

RECOMMENDED 2015-16 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 (4th Quarter) • Public Hearing and Budget Adoption for the Fiscal Year RCCD Budget
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 • CCFS 311 Annual Financial and Budget Report
November	<ul style="list-style-type: none"> • Annual CCFS-311 Financial and Budget Report (1st Quarter) • 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 • Annual District Academic Calendar • RCCD Report Card on the Strategic Plan • Annual Independent Audit Report for RCCD • Annual Independent Audit Report for RCCD Foundation • Fall Scholarship Award to Student Trustee
January	<ul style="list-style-type: none"> • Accountability Reporting for Community Colleges • Grants Office Annual Winter Report • Federal Legislative Update • Annual Nonresident Tuition and Capital Outlay Surcharge Fees • Proposed Curricular Changes
February	<ul style="list-style-type: none"> • CCFS-311Q-Quarterly Financial Status Report (2nd Quarter) • Presentation of Governor's Budget Proposal • Recommendation Not to Employ (March 15th Letters)
March	<ul style="list-style-type: none"> • Annual Adoption of Education Protection Account Funding and Expenditures
April	<ul style="list-style-type: none"> • Academic Rank – Full Professors • Annual Authorization to Encumber Funds (Resolution for RCOE) • Presentation on Fiscal Year RCCD Budget Planning • Proposed Curricular Changes
May	<ul style="list-style-type: none"> • CCFS-311Q-Quarterly Financial Status Report (3rd Quarter) • 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 • Notice of Public Hearing on the Fiscal Year 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

Agenda Item (V-A)

Meeting 11/17/2015 - 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
Heidi Gonsier, Executive Administrative Assistant

Attachments:

Agenda Item (VI-A-1)

Meeting 11/17/2015 - 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: Terri Hampton, Vice Chancellor, HR and Employee Relations

Attachments:

[20151117_Academic Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES & EMPLOYEE RELATIONS

Subject: Academic Personnel

Date: November 17, 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 Vice Chancellor, Human Resources and Employee Relations to sign the employment contracts:

- a. Management Contract
None
- b. Contract Faculty
None
- c. Long-Term, Temporary Faculty

Substitute Assignment, Fall Semester 2015

Diane Morales, as Microbiology Instructor, effective October 26, 2015, to substitute in the absence of Ellen Lipkin, Associate Professor of Microbiology, during the remainder of the fall 2015 semester, with salary placement at Column D, Step 6 of the Faculty Salary Schedule.

- d. Coordinator Assignments, Academic Year 2015-16
Changes to the list submitted/approved by the Board of Trustees on June 16, 2015.

<u>Name</u>	<u>Activity</u>	<u>Change Type</u>	<u>Stipend</u>
Ashby, Hayley	Assessment, Riverside City College	Addition	\$5192.00

2. Salary Reclassification

Board Policy 7160 establishes the procedures for professional growth and salary reclassification. It is recommended the Board of Trustees grant a salary reclassification to the following faculty member.

<u>Name</u>	<u>From Column</u>	<u>To Column</u>	<u>Effective Date</u>
Ilicupidez, Marissa	E	F	11/1/15

Subject: Academic Personnel

Date: October 20, 2015

3. Separation(s) – Resignation(s) and Retirement(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>RESIGNATION</u> Tillquist, John	Associate Vice Chancellor, Economic Development	12/31/15

Agenda Item (VI-A-2)

Meeting 11/17/2015 - 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: Terri Hampton, Vice Chancellor, HR and Employee Relations

Attachments:

[20151117_Classified Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Classified Personnel

Date: November 17, 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 RIVERSIDE Miller, Regina	Student Services Specialist	11/18/15	J-2	Promotion
d. Classified/Confidential – Categorically Funded RIVERSIDE Ybarra, Allyssa	Administrative Assistant II	11/18/15	G-1	New Hire

2. Request(s) for Temporary Increase in Workload

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

<u>Name</u>	<u>Title</u>	<u>From/To Workload</u>	<u>Effective Date(s)</u>
Langley, Bonnie	Outreach Specialist	62.5% to 100%	11/18/15-06/30/16
Perez, Christel	Administrative Assistant II	62.5% to 80%	10/20/15-04/16/16
Rose, Lisette	Financial & Technical Analyst	47.5% to 65%	09/24/15-06/30/16

3. Request(s) 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) have the approval of the college President(s).

<u>Name</u>	<u>Title</u>	<u>From/To Workload</u>	<u>Effective</u>
Gonzalez, Steven	Educational Advisor	75% to 100%	01/01/16

Subject: Classified Personnel

Date: November 17, 2015

4. Correction(s) – End Date

At the October 20, 2015, the Board of Trustees approved a request for Temporary Increase in Workload for Berenice Delgado from 09/01/15 to 06/30/15. The end date needs to be corrected to 06/30/16.

5. Separation(s), Resignation(s) and/or Retirement(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>RESIGNATION(S)</u>		
Darbyshire, Mary	Purchasing Specialist	11/30/15
Davis, Shanell	Enrollment Services Assistant	11/06/15
<u>RETIREMENT(S)</u>		
Smith, Ruth	Administrative Assistant IV	12/30/15

Agenda Item (VI-A-3)

Meeting	11/17/2015 - 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: Terri Hampton, Vice Chancellor, HR and Employee Relations

Attachments:

[20151117_Other Personnel](#)
[20151117_Other Personnel_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Other Personnel

Date: November 17, 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.

SUBSTITUTE ASSIGNMENTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
		Accounting		
Castaneda, Marcos	Accounts Payable Specialist	Services	11/18/15-06/30/16	\$21.74
Larney, Jana	Purchasing Clerk	Purchasing	12/01/15-01/30/16	\$18.01
Vasquez, Fernando	Community Service Aide I	Safety & Police	10/15/15-06/30/16	\$16.47
MORENO VALLEY				
Bunting, Katrina	Food Service III	Food Services	11/10/15-12/24/15	\$18.83
NORCO				
Campbell, Tracy	Custodian	Facilities	10/14/15-06/30/16	\$15.82
RIVERSIDE				
Aneiro, Pete	Groundsperson	Facilities	12/01/15-06/30/16	\$18.01
Carrillo, Juan	Groundsperson	Facilities	12/01/15-06/30/16	\$18.01
Grable, Danielle	Officer, Safety and Police	RCCD Police	10/05/15-06/30/16	\$27.35
Lovato, Stacy	CalWORKs Specialist	Student Services	10/26/15-12/24/15	\$21.74
Ybarra, Allyssa	Administrative Assistant II	Title III	11/10/15-11/17/15	\$19.74

SHORT-TERM POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DISTRICT				
Cox, Brittany	Office Assistant III	Economic Development	11/03/15-06/30/16	\$12.50
Rossum, Jr. Jim	Detective / Investigator	Safety and Police	10/30/15-06/30/16	\$25.00
MORENO VALLEY				
(None)				
NORCO				
	Soccer Certified			
McBride, Christopher	Athletic Trainer	Student Life/Athletics	08/29/15-11/06/15	\$36.00
Walters, Howard	Tutor IV	Tutorial Services	11/18/15-01/18/16	\$10.00
	Soccer Certified			
Watson, Rikki	Athletic Trainer	Student Life/Athletics	08/29/15-11/06/15	\$36.00
RIVERSIDE				
	Student Activities			
*Murdock, Skyler	Advisor	Automotive Technology	09/21/15-06/30/16	\$13.45
Oseguera, Roman	Laboratory Aide II	Film and Television	10/26/15-06/30/16	\$10.00
	Supplemental			
Rodriguez Valencia, Javier	Instructional Leader	Academic Support	10/20/15-06/30/16	\$12.00
Saucedo, Karen	Lifeguard (Senior)	Business Services	10/21/15-06/30/16	\$9.00
Zamora, Kristen	Lifeguard (Senior)	Business Services	10/21/15-06/30/16	\$9.00

*Position Title Change

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

Backup Other Personnel
November 17, 2015
Page 1 of 3

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<u>DISTRICT FUNDS</u>				
MORENO VALLEY COLLEGE				
Banda, Angel	Student Aide I	Writing and Reading Center	10/13/15	\$ 9.00
Black, Grant	Student Aide I	Food Services	10/15/15	\$ 9.00
Rangel, Michael	Student Aide II	Math Lab	10/15/15	\$10.00
Violette, Jason	Student Aide III	STEM Mobile Center	10/21/15	\$11.00
NORCO COLLEGE				
Aburto, Carmen	Student Aide I	Food Services	10/12/15	\$ 9.00
BakeerAgha, Nataly	Student Aide II	Tutorial Services	10/05/15	\$10.00
Bishara, Robbie	Student Aide I	Student Activities	09/24/15	\$ 9.00
Nix, James	Student Aide II	Tutorial Services	10/19/15	\$10.00
Pan, Tiffany	Student Aide II	Tutorial Services	10/05/15	\$10.00
Ruiz, Reymundo	Student Aide II	Tutorial Services	10/06/15	\$10.00
Sachs, Julian	Student Aide II	Tutorial Services	10/19/15	\$10.00
Santamaria, Adrienne	Student Aide II	Tutorial Services	10/19/15	\$10.00
Schroeder, Austin	Student Aide II	College Safety	10/19/15	\$10.00
Stromer, Evan	Student Aide II	Tutorial Services	10/05/15	\$10.00
Trower, Dalia	Student Aide I	Food Services	10/12/15	\$ 9.00
RIVERSIDE CITY COLLEGE				
Avalos, Sandra	Student Aide II	Student Services / La Casa Program Business Administration/	10/21/15	\$10.00
Crane, Bradley	Student Aide II	Info Systems and Tech.	10/14/15	\$10.00
Daigle, Dakota	Student Aide I	Performance Riverside	10/14/15	\$ 9.00
Depew, Marcus	Student Aide II	Facilities / Maintenance	10/23/15	\$10.00
Espinosa, Jessica	Student Aide I	Performing Arts / Music	10/19/15	\$ 9.00
Fernandez, Keith	Student Aide II	Math Learning Center	10/23/15	\$10.00
Frink, Daniel	Student Aide II	Tutorial Services	11/06/15	\$10.00
Guo, Sili	Student Aide II	Tutorial Services	10/14/15	\$10.00
Guzman, Rolando	Student Aide II	Math Learning Center	10/19/15	\$10.00
Martinez, Anamaria	Student Aide II	Upward Bound	10/14/15	\$10.00
Mendoza, Jose	Student Aide IV	Academic Support	10/23/15	\$12.00
O'Connor, Summer	Student Aide I	Performing Arts / Music	10/21/15	\$ 9.00
Pallares, Melissa	Student Aide II	Upward Bound	10/19/15	\$10.00
Plummer Jr., Randy	Student Aide I	Instructional Media Ctr	10/23/15	\$ 9.00
Singh, Jarmanjeet	Student Aide I	Disability Resource Ctr	10/29/15	\$ 9.00
Smith, Shedella	Student Aide II	Counseling	10/22/15	\$10.00

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

Backup Other Personnel
November 17, 2015
Page 2 of 3

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
RIVERSIDE CITY COLLEGE (continued)				
Wu, Kyra	Student Aide I	Performing Arts / Music	11/03/15	\$ 9.00
<u>CATEGORICAL FUNDS</u>				
AMERICA READS PROGRAM				
Reynaud, Adam	Student Aide I	RUSD / Central Middle School	10/13/15	\$ 9.00
AMERICA COUNTS PROGRAM				
Reynaud, Adam	Student Aide I	RUSD / Central Middle School	10/13/15	\$ 9.00
CALWORKS WORK STUDY				
Toler, Katie	Toler, Katie	Student Services / Calworks	10/29/15	\$ 9.50
COMMUNITY SERVICE PROGRAM				
Camacho, Kimberly	Student Aide II	Procurement Assistance Center-Norco	10/15/15	\$ 10.00
Carreras, Sarah	Student Aide II	The Growing Place-RCC	10/23/15	\$ 10.00
Cortez-Rodriguez, Livier	Student Aide I	The Growing Place-RCC Operation Safehouse- RCC	10/13/15	\$ 10.00
Gomez-Hernandez, Karen	Student Aide II	Operation Safehouse- RCC	10/29/15	\$ 10.00
Hernandez Nunez, Alejandra	Student Aide II	Art Gallery-Norco	10/20/15	\$ 9.75
Love, Kylee	Student Aide I	City of Riverside / Metropolitan Museum- RCC	10/23/15	\$ 10.00
Malone, LyderiusRay	Student Aide II	City of Riverside / Arlanza Library	11/06/15	\$ 10.75
Mercado, Evelyn	Student Aide II	UCR Artsblock - RCC	11/06/15	\$ 10.50
Morales, Karina	Student Aide II	Monroe Elem. School- RCC	10/15/15	\$ 10.50
Mouline, Salma	Student Aide II	Operation Safehouse- RCC	10/20/15	\$ 10.00
Ordonez, Ivan	Student Aide II	City of Riverside / Orange Terrace Library - RCC	10/29/15	\$ 10.75
Shin, Do	Student Aide II	Operation Safehouse- RCC	10/19/15	\$ 10.00
Skare, Haydee	Student Aide II			

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

Backup Other Personnel
November 17, 2015
Page 3 of 3

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
COMMUNITY SERVICE PROGRAM (continued)				
Stratton, Riley	Student Aide II	UCR Artsblock - RCC	10/13/15	\$ 10.00
MORENO VALLEY COLLEGE				
Lowery, Alesia	Student Aide I	Facilities Office	10/20/15	\$ 10.50
NORCO COLLEGE				
Alvarez, Juan Carlos	Student Aide II	SSS	10/28/15	\$ 10.00
Barrera, Stephanie	Student Aide I	Student Activities	09/29/15	\$ 9.00
Cervantes, Jocelyn	Student Aide I	Learning Resource Center	09/30/15	\$ 9.00
Covarrubias, Justine	Student Aide II	Writing Lab	10/19/15	\$ 10.00
De La Torre, Leeana	Student Aide I	Learning Resource Center	09/29/15	\$ 9.00
Hernandez, Elizabeth	Student Aide II	Upward Bound	10/01/15	\$ 10.00
Montiel, Thelma	Student Aide I	Student Activities	09/29/15	\$ 9.00
Navarro, Carina	Student Aide I	Learning Resource Center	09/29/15	\$ 9.00
Nwaekeke, Okezie	Student Aide I	Library	10/20/15	\$ 9.00
Sandoval, Monique	Student Aide I	Library	10/13/15	\$ 9.00
Velez, Luis	Student Aide I	Learning Resource Center	10/01/15	\$ 9.00
Vu, Andy	Student Aide I	Library	09/29/15	\$ 9.00
RIVERSIDE CITY COLLEGE				
Arciniega Wacan, Tatiana	Student Aide II	Admissions and Records	11/05/15	\$ 10.00
Garduno Carapia, Javier	Student Aide II	Admissions and Records	11/02/15	\$ 10.00
Gutierrez, Kayla	Student Aide II	Payroll	10/13/15	\$ 10.00
Sorney, Danielle	Student Aide IV	Auxiliary Business Svcs	10/13/15	\$ 12.00
Vidrio, Gabriela	Student Aide II	Business Services	10/13/15	\$ 10.00

Agenda Item (VI-B-1)

Meeting	11/17/2015 - 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 \$9,598,592 and District Warrant Claims totaling \$12,228,215.

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 \$9,598,592 requested by 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 245302 – 246413) totaling \$12,228,215, 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:

[11172015_Contracts and Purchase Orders Over \\$86,000 Report \(October\)](#)

Report of Purchases-All District Resources
Purchases Over \$86,000
10/01/15 thru 10/31/15

PO#	Department	Vendor	Description	Amount
B0014472	Student Financial Services - Norco	RCC State of California Grants Account	Funding for Full Time Student Success	\$ 158,400
B0014472	Student Financial Services - Moreno Valley	RCC State of California Grants Account	Funding for Full Time Student Success	180,600
B0014472	Student Financial Services - Riverside	RCC State of California Grants Account	Funding for Full Time Student Success	503,400
C0005139	Career and Technical Ed - Norco	Perris Union High School District	Career Pathways Trust Grant Sub-Awardee	325,000
C0005140	Career and Technical Ed - Norco	Corona - Norco Unified School District	Career Pathways Trust Grant Sub-Awardee	2,233,326
C0005145	Career and Technical Ed - Norco	Riverside County Economic Development Agency	Career Pathways Trust Grant Sub-Awardee	90,000
C0005146	Career and Technical Ed - Norco	Murrieta Valley Unified School District	Career Pathways Trust Grant Sub-Awardee	687,198
C0005147	Career and Technical Ed - Norco	Riverside Unified School District	Career Pathways Trust Grant Sub-Awardee	1,821,208
C0005150	Facilities - Riverside	J Kim Electric Inc	Bid Award LED Lighting Retrofit at RCC	420,216
P0049796	Facilities Planning & Development	CDW-G	Network Equip. - CMAS Contract Award #3-13-70-0793E	837,805
P0049799	Facilities - Riverside	CDW-G	Network Equip. - CMAS Contract Award #3-13-70-0793E	439,368
<u>Additions to Approved/Ratify Purchase Orders of \$86,000 and Over</u>				
C0004911	CTE Projects	Chaffey Community College District	Amend. #1/Increases Cost	139,189
C0004912	CTE Projects	Copper Mountain College	Amend. #1/Increases Cost	121,400
			Total	<u>\$ 7,957,110</u>
<u>All Purchase Orders, Contracts, and Additions for the Period of 10/1/15 - 10/31/15</u>				
Contracts C5119 - C5152 and				493,274
Contract Additions C2844 - C4999				
Purchase Orders P49497 - P49957 and				973,523
Purchase Order Additions P47929 - P49430				
Blanket Purchase Orders B14461 - B14516 and				174,685
Blanket Purchase Order Additions B13573 - B14357				
Total				<u>\$ 1,641,482</u>
Grand Total				<u><u>\$ 9,598,592</u></u>

Agenda Item (VI-B-2-a)

Meeting	11/17/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-2-a)
Subject	Budget Adjustments
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the budget transfers as presented.

Background Narrative:

The 2015-16 adopted budget represents our best estimates of both income and expenditures. As the year progresses, however, some accounts have surplus funds while others are under budgeted. As provided in Title 5, Section 58307, the Board of Trustees may approve budget transfers between major object code expenditure classifications within the approved budget to allow for needed purchases of supplies, services, equipment and hiring of personnel. Unless otherwise noted, the transfers are within the unrestricted General Fund (Fund 11, Resource 1000).

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

Attachments:

[11172015_Budget Adjustments](#)

Budget Adjustments November 17, 2015

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Riverside</u>		
R1. Transfer to purchase supplies, copy center equipment and saxophone replacement.		
From: VP, Business Services	Classified FT Administrator	\$ 27,458
To: Administration Support Center	Supplies	\$ 2,000
	Equipment	20,436
Performing Arts – Music	Equipment	5,022
R2. Transfer to purchase theater supplies.		
From: Performing Arts - Theater	Professional Services	\$ 7,000
To: Landis	Theater Supplies	\$ 7,000
R3. Transfer to purchase theater supplies.		
From: Dean, Fine and Performing Arts	Administrative Contingency	\$ 1,000
To: Landis	Theater Supplies	\$ 1,000
R4. Transfer to purchase supplies.		
From: Dean, Career & Tech Education	Administrative Contingency	\$ 680
To: Dean, Career & Tech Education	Supplies	\$ 500
Information Systems & Technology	Supplies	180
R5. Transfer to purchase theater supplies.		
From: Landis	Comp Software Maint/Lic	\$ 2,605
	Rents and Leases	2,980
To: Landis	Theater Supplies	\$ 5,585

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R6. Transfer to purchase equipment for Centennial Celebration.		
From: President	Supplies	\$ 1,569
To: President	Equipment	\$ 1,569
R7. Transfer to purchase a new computer.		
From: Applied Technology	Repairs	\$ 2,464
To: Applied Technology	Equipment	\$ 2,464
R8. Transfer to provide for game photographer services.		
From: Athletics	Short Term Temporary Employee Benefits	\$ 400 11
To: Athletics	Other Services	\$ 411
R9. Transfer to provide for repairs.		
From: College Police	Supplies	\$ 1,350
To: College Police	Repairs	\$ 1,350
 <u>Norco</u>		
N1. Transfer to provide for differential pay.		
From: VP, Business Services	Administrative Contingency	\$ 1,462
To: VP, Business Services	Classified FT Employee Benefits	\$ 1,201 261

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N2. Transfer to purchase a computer.		
From: VP, Business Services	Administrative Contingency	\$ 1,634
To: English	Equipment	\$ 1,634
N3. Transfer to provide for a fence.		
From: VP, Business Services	Classified FT	\$ 928
	Classified Perm PT	1,251
	Employee Benefits	229
	General Liability & Property	42
To: Grounds Maintenance	Fixtures & Fixed Equipment	\$ 2,450
N4. Transfer to provide for repairs.		
From: Custodial Services	Custodial Supplies	\$ 1,254
To: Grounds Maintenance	Repair Parts	\$ 1,254
N5. Transfer to provide for a special project, conferences, and administrative contingency.		
From: Academic Affairs	Instructional Supplies	\$ 79,679
To: Academic Affairs	Academic Special Project	\$ 2,122
	Conferences	15,000
	Administrative Contingency	62,557
N6. Transfer to purchase educational supplies. (Fund 12, Resource 1190)		
From: Student Equity	Supplies	\$ 4,500
To: Student Equity	Educational Supplies	\$ 4,500

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N7. Transfer to purchase supplies.		
From: Dean of Instruction	Travel Expenses	\$ 150
To: Dean of Instruction	Supplies	\$ 150
N8. Transfer to purchase supplies.		
From: AV Labs and Services	Repairs	\$ 3,118
To: Technology Support Services	Supplies	\$ 3,118
N9. Transfer to provide for salaries and benefits.		
From: Apprenticeship Program	Instructional Supplies	\$ 759
To: Apprenticeship Program	Classified Perm PT	\$ 666
	Employee Benefits	80
	General Liability & Property	13
N10. Transfer to provide for short-term temporary help. (Fund 12, Resource 1190)		
From: SFAA - Implementation	Supplies	\$ 6,000
	Other Services	7,096
To: SFAA - Implementation	Short-Term Temporary	\$ 12,740
	Employee Benefits	356
N11. Transfer to realign the EOPS grant budget. (Fund 12, Resource 1190)		
From: EOPS	Transportation/Bus Passes	\$ 22,744
To: EOPS	Classified Perm PT	\$ 17,000
	Employee Benefits	3,244
	Supplies	500
	Equipment	2,000

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N12. Transfer to provide for consulting services. (Fund 32, Resource 3200)		
From: Food Services	Equipment	\$ 793
To: Food Services	Consultants	\$ 793
 <u>Moreno Valley</u>		
M1. Transfer to provide for supplies.		
From: Academic Affairs	Repairs	\$ 600
To: Career and Technical Ed	Supplies	\$ 600
 M2. Transfer to provide for conferences.		
From: Dean of Instruction	Short-Term Temporary Employee Benefits	\$ 4,000 112
To: Dean of Instruction	Conferences	\$ 4,112
 M3. Transfer to purchase a copier.		
From: Academy/Criminal Services	Professional Services	\$ 8,042
To: Academy/Criminal Services	Equipment	\$ 8,042
 M4. Transfer to provide for the installation of carpet and an electric water heater and to purchase a television.		
From: Facilities	Repairs	\$ 11,233
To: Facilities	Fixtures & Fixed Equipment Equipment	\$ 10,086 1,147

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M5. Transfer to purchase network equipment for the Career Technical Education Enhancement Fund grant. (Fund 12, Resource 1190)		
From: CTE Projects	Other Services	\$ 5,459
To: Business & Computer Info Systems	Equipment	\$ 5,459
M6. Transfer to provide for mileage and cellular telephone service.		
From: Community Outreach	Office Supplies	\$ 156
To: Community Outreach	Mileage	\$ 49
	Cellular Telephone	107
M7. Transfer to provide for catering and to purchase educational supplies for the Temporary Assistance to Needy Families (TANF) grant. (Fund 12, Resource 1190)		
From: Workforce Preparation	Classified Perm PT	\$ 3,413
To: Workforce Preparation	Other Services	\$ 2,613
	Educational Supplies	800
M8. Transfer to provide for carpet installation and to purchase a hedge trimmer.		
From: Facilities	Repair Parts	\$ 976
	Repairs	518
To: Facilities	Remodel Project	\$ 976
	Equipment	518
M9. Transfer to purchase program brochures.		
From: Health, Human, & Public Services	Waste Disposal	\$ 113
To: Health, Human, & Public Services	Copying and Printing	\$ 113

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M10. Transfer to purchase a computer, E-Z Up shelter, and agility training dummy.		
From: Academy/Criminal Services	Professional Services	\$ 5,530
To: Academy/Criminal Services	Equipment	\$ 5,530
M11. Transfer to provide for repair services.		
From: Admissions & Records	Supplies	\$ 980
To: Admissions & Records	Repairs	\$ 980
M12. Transfer to realign the Student Equity grant budget. (Fund 12, Resource 1190)		
From: Student Equity	Equipment	\$ 545
	Professional Services	40,084
To: Student Equity	Academic PT Non-Instr	\$ 32,622
	Student Help – Non-Instr	319
	Employee Benefits	4,483
	Copying and Printing	87
	Food	3,118
M13. Transfer to realign the Foster Youth Support Services grant budget. (Fund 12, Resource 1190)		
From: Student Services	Student Financial Grants	\$ 4,500
To: Student Services	Student Help – Non-Instr	\$ 4,500
<u>District Office and District Support Services</u>		
D1. Transfer to purchase supplies.		
From: Effectiveness Services	Conferences	\$ 230
To: Effectiveness Services	Supplies	\$ 230

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D2. Transfer to provide for a conference.		
From: Academic Affairs	Supplies	\$ 558
To: Academic Affairs	Conferences	\$ 558

Agenda Item (VI-B-3-a)

Meeting	11/17/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-a)
Subject	Resolution No. 16-15/16 – 2015-2016 Non-Traditional Employment for Women (NEW) 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 \$7,000 to the budget.

Background Narrative:

The Riverside Community College District's Riverside City College has received additional funding from College of the Desert for the 2015-2016 Non-Traditional Employment for Women (NEW) Grant in the amount of \$7,000. The funds will be used for operating expenses.

Prepared By: Wolde-Ab Isaac, President, Riverside
Patricia Avila, Dean, Career and Technical Education

Attachments:

[11172015_Resolution No. 16-15/16 – Non-Traditional Employment for Women \(NEW\) Grant](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 16-15/16

2015-2016 Non-Traditional Employment for Women (NEW) Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$7,000 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 November 17, 2015.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT

Resolution No. 16-15/16

2015-2016 Non-Traditional Employment for Women (NEW) Grant

Year	County	District	Date	Fund
16	33	07	11/17/2015	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0083	8820	7,000 00	REVENUE
								EXPENDITURES
12	DJC	1190	0	6010	4083	4590	3,000 00	Office and Other Supplies
12	DJC	1190	0	6010	4083	4555	1,000 00	Copying and Printing
12	DJC	1190	0	6010	4083	4710	3,000 00	Food
							7,000 00	TOTAL REVENUE
							7,000 00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-b)

Meeting	11/17/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-b)
Subject	Resolution No. 17-15/16 – 2015-2016 Foster Parent Pre-Training 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 \$12,775 to the budget.

Background Narrative:

The Riverside Community College District's Riverside City College has received additional funding from the Riverside County Department of Public Social Services for the 2015-2016 Foster Parent Pre-Training Grant in the amount of \$12,775. The funds will be used for operating expenses.

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

Attachments:

[11172015_Resolution No. 17-15/16 – Foster Parent Pre-Training Grant](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 17-15/16

2015-2016 Foster Parent Pre-Training Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$12,775 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 November 17, 2015.

Clerk or Authorized Agent

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 17-15/16
 2015-2016 Foster Parent Pre-Training Grant**

Year	County	District	Date	Fund
16	33	07	11/17/2015	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0325	8659	12,775 00	REVENUE
								EXPENDITURES
12	DCW	1190	0	6020	0325	4555	3,500 00	Copying/Printing
12	DCW	1190	0	6020	0325	4590	2,000 00	Office and Other Supplies
12	DCW	1190	0	6020	0325	5045	250 00	Postage
12	DCW	1190	0	6020	0325	5198	6,500 00	Professional Services
12	DCW	1190	0	6020	0325	5210	525 00	Mileage
							12,775 00	TOTAL REVENUE
							12,775 00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-c)

Meeting	11/17/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-c)
Subject	Resolution No. 18-15/16 – 2015-2016 College Connection II 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 \$4,105 to the budget.

Background Narrative:

The Riverside Community College District's Riverside City College has received additional funding from the Riverside County Office of Education for the 2015-2016 College Connection II Grant in the amount of \$4,105. The funds will be used for operating expenses.

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

Attachments:

[11172015_Resolution No. 18-15/16 – College Connection II Grant](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 18-15/16

2015-2016 College Connection II Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$4,105 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 November 17, 2015.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 18-15/16
 2015-2016 College Connection II Grant

Year	County	District	Date	Fund
16	33	07	11/17/2015	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0291	8190	4,105 00	REVENUE
								EXPENDITURES
12	DCW	1190	0	6020	0291	5210	2,865 00	Mileage
12	DCW	1190	0	6020	0291	5220	1,000 00	Conferences
12	DCW	1190	0	6020	0291	5541	240 00	Cell Phones
							4,105 00	TOTAL REVENUE
							4,105 00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-d)

Meeting	11/17/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-d)
Subject	Resolution No. 19-15/16 – 2015-2016 Student Equity Program
College/District	District
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$1,991,518 to the budget.

Background Narrative:

The Riverside Community College District's colleges have received additional funding for the 2015-2016 Student Equity Program in the amount of \$1,991,518 from the California Community Colleges Chancellor's Office. The additional funding by college follows: Riverside City College - \$1,080,338, Norco College - \$380,267, and Moreno Valley College - \$530,913. The funds will be used for salary, benefits, and other operating expenses.

Prepared By: Wolde-Ab Isaac, President, Riverside
Paul Parnell, President, Norco College
Sandra Mayo, President, Moreno Valley College
Cecilia Alvarado, Dean, Student Services (Riverside)
Monica Green-Cochrane, Vice President, Student Services
Dyrell Foster, Vice President, Student Services (MVC)

Attachments:

[11172015_Resolution No. 19-15/16 – Student Equity Program](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 19-15/16

2015-2016 Student Equity Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$1,991,518 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 November 17, 2015.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 19-15/16
 2015-2016 Student Equity Program

Year	County	District	Date	Fund
16	33	07	11/17/2015	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0081	8659	1,080,338 00	REVENUE
12	E00	1190	0	0000	0081	8659	380,267 00	↓
12	F00	1190	0	0000	0081	8659	530,913 00	↓
								EXPENDITURES
12	DZA	1190	0	6450	0081	5899	1,080,338 00	Administrative Contingency
12	EJD	1190	0	6010	4081	5220	380,267 00	Conferences
12	FZA	1190	0	6450	0081	5899	530,913 00	Administrative Contingency
							1,991,518 00	TOTAL REVENUE
							1,991,518 00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-e)

Meeting	11/17/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-e)
Subject	Resolution No. 20-15/16 – 2015-2016 Commercial Sexual Exploitation of Children (CSEC) 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 \$3,750 to the budget.

Background Narrative:

The Riverside Community College District's Riverside City College has received funding from the California Community Colleges Chancellor's Office for the 2015-2016 Commercial Sexual Exploitation of Children (CSEC) Grant in the amount of \$3,750. The funds will be used for operating expenses.

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

Attachments:

[11172015_Resolution No. 20-15/16 – Commercial Sexual Exploitation of Children \(CSEC\) Grant](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 20-15/16

2015-2016 Commercial Sexual Exploitation of Children (CSEC) Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$3,750 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 November 17, 2015.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 20-15/16

2015-2016 Commercial Sexual Exploitation of Children (CSEC) Grant

Year	County	District	Date	Fund
16	33	07	11/17/2015	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0338	8690	3,750 00	REVENUE
								EXPENDITURES
12	DCW	1190	0	6020	0338	4590	659 00	Office and Other Supplies
12	DCW	1190	0	6020	0338	5198	3,000 00	Professional Services
12	DCW	1190	0	6020	0338	5910	91 00	Indirect Admin Costs
							3,750 00	TOTAL REVENUE
							3,750 00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-f)

Meeting	11/17/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-f)
Subject	Resolution No. 21-15/16 – 2015-2016 Student Success and Support Program
College/District	District
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$2,423,991 to the budget.

Background Narrative:

The Riverside Community College District's colleges have received additional funding for the 2015-2016 Student Success and Support Program in the amount of \$2,423,991 from the California Community Colleges Chancellor's Office. The additional funding by college follows: Riverside City College - \$1,102,522, Norco College - \$669,499, and Moreno Valley College - \$651,970. The funds will be used for salary, benefits, and other operating expenses.

Prepared By: Wolde-Ab Isaac, President, Riverside
Paul Parnell, President, Norco College
Sandra Mayo, President, Moreno Valley College
Cecilia Alvarado, Dean, Student Services (Riverside)
Monica Green-Cochrane, Vice President, Student Services
Dyrell Foster, Vice President, Student Services (MVC)

Attachments:

[11172015_Resolution No. 21-15/16 – Student Success and Support Program](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 21-15/16

2015-2016 Student Success and Support Program

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$2,423,991 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 November 17, 2015.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 21-15/16
 2015-2016 Student Success and Support Program

Year	County	District	Date	Fund
16	33	07	11/17/2015	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0080	8659	1,102,522 00	REVENUE
12	E00	1190	0	0000	0080	8659	669,499 00	↓
12	F00	1190	0	0000	0080	8659	651,970 00	↓
								EXPENDITURES
12	DZT	1190	0	6450	0080	5899	1,102,522 00	Administrative Contingency
12	EZT	1190	0	6301	0080	1439	218,615 00	Acad PT Non-Instructional
12	EZT	1190	0	6217	0080	1490	4,649 00	Acad Special Project
12	EZT	1190	0	6301	0080	1490	2,393 00	↓
12	EZT	1190	0	6619	0080	2119	4,710 00	Classified FT
12	EZT	1190	0	6217	0080	2129	489 00	Classified Perm Part Time
12	EZT	1190	0	6219	0080	2129	12,924 00	↓
12	EZT	1190	0	6301	0080	2129	8,232 00	↓
12	EZT	1190	0	6301	0080	2339	4,910 00	Classified PT Hrly As Needed
12	EZT	1190	0	6217	0080	3130	508 00	Employee Benefits
12	EZT	1190	0	6217	0080	3325	3 00	
12	EZT	1190	0	6217	0080	3335	68 00	
12	EZT	1190	0	6217	0080	3530	3 00	
12	EZT	1190	0	6217	0080	3620	89 00	
12	EZT	1190	0	6217	0080	3630	94 00	
12	EZT	1190	0	6219	0080	3220	1,532 00	
12	EZT	1190	0	6219	0080	3320	902 00	
12	EZT	1190	0	6301	0080	3330	267 00	
12	EZT	1190	0	6301	0080	3630	659 00	
12	EZT	1190	0	6619	0080	3220	558 00	
12	EZT	1190	0	6619	0080	3320	293 00	
12	EZT	1190	0	6619	0080	3325	68 00	
12	EZT	1190	0	6619	0080	3520	3 00	
12	EZT	1190	0	6619	0080	3620	105 00	↓
12	EZT	1190	0	6217	0080	4360	12,000 00	Tests
12	EZT	1190	0	6217	0080	4555	722 00	Copying/Printing
12	EZT	1190	0	6217	0080	4590	1,974 00	Office and Other Supplies
12	EZT	1190	0	6301	0080	4590	3,165 00	↓

12	EZT	1190	0	6301	0080	4710	2,007	00	Food
12	EZT	1190	0	6217	0080	5210	300	00	Mileage
12	EZT	1190	0	6301	0080	5210	264	00	↓
12	EZT	1190	0	6217	0080	5220	1,927	00	Conferences
12	EZT	1190	0	6301	0080	5220	3,817	00	↓
12	EZT	1190	0	6301	0080	5540	75	00	Telephones
12	EZT	1190	0	6301	0080	5630	1,386	00	Furniture Rental
12	EZT	1190	0	6217	0080	5649	27	00	Comp Software Maint/Lic
12	EZT	1190	0	6301	0080	5649	9,520	00	↓
12	EZT	1190	0	6301	0080	5890	331,906	00	Other Services
12	EZT	1190	0	6217	0080	6485	31,975	00	Comp Equip Addl \$200-\$4999
12	EZT	1190	0	6301	0080	6485	6,360	00	↓
12	FZT	1190	0	6301	0080	5899	651,970	00	Administrative Contingency
							2,423,991	00	TOTAL REVENUE
							2,423,991	00	TOTAL EXPENDITURES

Agenda Item (VI-B-3-g)

Meeting	11/17/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-g)
Subject	Resolution No. 22-15/16 – 2015-2016 Puente Project 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 \$1,500 to the budget.

Background Narrative:

The Riverside Community College District's Riverside City College has received funding from the Regents of the University of California for the 2015-2016 Puente Project Grant in the amount of \$1,500. The funds will be used for mentor activities such as field trips, meetings, and orientations.

Prepared By: Wolde-Ab Isaac, President, Riverside
Fabienne Chauderlot , Dean of Instruction (Riv)

Attachments:

[11172015_Resolution No. 22-15/16 –Puente Project Grant](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 22-15/16

2015-2016 Puente Project Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$1,500 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 November 17, 2015.

Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT
INCOME & EXPENDITURES - BUDGET AMENDMENT
 Resolution No. 22-15/16
 2015-2016 Puente Project Grant

Year	County	District	Date	Fund
16	33	07	11/17/2015	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0095	8627	1,500 00	REVENUE
								EXPENDITURES
12	DZC	1190	0	6301	0095	5219	1,500 00	Other Travel
							1,500 00	TOTAL REVENUE
							1,500 00	TOTAL EXPENDITURES

Agenda Item (VI-B-5-a)

Meeting	11/17/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-a)
Subject	Bid Award for the District-Wide Heating, Ventilation and Air Conditioning (HVAC) Five-Year Maintenance Service Agreement
College/District	District
Funding	Scheduled Maintenance
Recommended Action	It is recommended that the Board of Trustees award Bid Number 2015/16-05, District-Wide HVAC Maintenance Services Contract in the total amount of \$929,865.82 to Johnson Controls, Inc.

Background Narrative:

On November 3, 2015, the District received bids in response to an Invitation for Bid solicitation for the District-Wide Heating, Ventilation and Air Conditioning (HVAC) Five -Year Maintenance Service Agreement. Service will consist of preventative maintenance and repair for district-wide HVAC units, including new units coming online January 2017 for Culinary Arts Academy & District Offices, Coil School of the Arts, and Riverside City College Student Services buildings.

See the attached Lowest Responsive and Responsible Bidders summary.

References for Johnson Controls, Inc. were checked by District staff and found to be satisfactory.

Prepared By: Sandra Mayo, President, Moreno Valley College
Paul Parnell, President, Norco College
Wolde-Ab Isaac, President, Riverside
John Recinos, Director, Facilities
Steve Monsanto, Director, Facilities
Scott Zwart, Director, Facilities, Maintenance and Operations
Majd Askar, Director of Business Services

Attachments:

[11172015_Lowest Responsive and Responsible Bidders Summary](#)

Lowest Responsive and Responsible Bidders District-Wide Five-Year HVAC Maintenance Service

<u>Contractor</u>	<u>Location</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Five Year Total</u>
Johnson Controls, Inc.	Riverside, CA	\$ 163,707.92	\$ 180,168.01	\$ 190,611.96	\$ 193,889.76	\$ 201,488.17	\$ 929,865.82
ACCO Engineered Systems	Glendale, CA	\$ 241,595.50	\$ 255,210.50	\$ 267,332.50	\$ 274,016.50	\$ 281,561.00	\$ 1,319,716.00

Agenda Item (VI-B-5-b)

Meeting	11/17/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-b)
Subject	Purchase of Performing Arts, Apparel, Instruments and Equipment Utilizing The Cooperative Purchasing Network (TCPN) Contract
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the purchase of performing arts, apparel, instruments and equipment from Wenger Corporation, utilizing The Cooperative Purchasing Network (TCPN) Contract No. R140804 through September 30, 2017.

Background Narrative:

The Cooperative Purchasing Network (TCPN), a national government purchasing cooperative, maintains lists of contracts for goods and services awarded to multiple vendors. TCPN assists in reducing the cost of purchased goods and services for participating agencies by aggregating their purchasing power nationwide. This is accomplished through competitively solicited contracts with lead public agencies. Public Contract Code 20652 authorizes state and local agencies to piggyback on existing bids properly advertised and awarded by other public entities.

Staff recommends use of TCPN Contract No. R140804, as needed throughout the District, with Wenger Corporation, as one of the sources for the purchase of performing arts, apparel, instruments and equipment. The term of the contract is October 1, 2014 through September 30, 2017, and contains an option to renew for two (2) additional one (1) year periods. 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	11/17/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-c)
Subject	Bid Award for the Reverse Osmosis System Upgrade Project
College/District	Riverside
Funding	Measure C
Recommended Action	It is recommended that the Board of Trustees award Bid Number 2015/16-06, Reverse Osmosis System Upgrade Project in the total amount of \$176,000 to Inland Mechanical Construction, Inc.

Background Narrative:

On November 10, 2015, the District received bids in response to an Invitation for Bid solicitation for the Reverse Osmosis System Upgrade Project at Riverside City College. The project consists of an upgrade to the existing reverse osmosis system in the Math and Science Building.

See the attached Lowest Responsive and Responsible Bidders summary.

References for Inland Mechanical Construction, Inc. were checked by District staff and found to be satisfactory.

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

Attachments:

[11172015_Lowest Responsive and Responsible Bidders Summary for Reverse Osmosis System Upgrade](#)

Lowest Responsive and Responsible Bidders Reverse Osmosis System Upgrade at Riverside City College

<u>Contractor</u>	<u>Location</u>	<u>Total Bid</u>
Inland Mechanical Construction, Inc.	Lake Elsinore	\$ 176,000
ABBCO Services, Inc.	Redlands	\$ 248,429

Agenda Item (VI-B-6-a)

Meeting	11/17/2015 - 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 \$493,274 for the period of October 1, 2015 through October 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:

[11172015_Contracts and Agreements Less than \\$86,000 Report \(October\)](#)

Contracts and Agreements Report-All District Resources
\$86,000 and Under
10/01/15 thru 10/31/15

PO#	Department	Vendor	Business Location	Description	Amount
C0005119	Community & Economic Development	Riverside Convention Center	Riverside	Facilities Rental	\$ 27,592
C0005120	Health Services - Riverside	CLIA Laboratory Program	Sacramento	Lab Services	113
C0005121	President - Riverside	Riverside Police Department	Riverside	Parade Traffic Control Services	3,326
C0005122	Facilities Planning & Development	California Space Management Inc	San Diego	Equip Additional \$5000 >	17,607
C0005123	Applied Technology - Riverside	Oracle America Inc	Redwood Shores	Repairs - Service	1,863
C0005124	Facilities - Riverside	PCH Architects	Redlands	Architect's Fees	26,421
C0005125	Student Services - Moreno Valley	Card Integrators	Los Alamitos	Repairs - Service	3,536
C0005126	Performance Riverside	University/Resident Theatre Assoc.	New York, NY	Professional Services	8,000
C0005127	Life Sciences - Riverside	Sharp Electronics Corp.	Pasadena	Repairs - Service	708
C0005128	Chemistry - Riverside	Sharp Electronics Corp.	Pasadena	Repairs - Service	519
C0005129	Counseling - Riverside	Comevo LLC	San Luis Obispo	Computer Software Maint/Lic	37,250
C0005130	Facilities - Riverside	Dolphin Watercare	Middletown, CT	Repairs - Service	4,950
C0005131	Human Resources & Diversity	TALX Corporation	St Louis, MO	Professional Services	24,500
C0005132	Physical Science - Riverside	Spitz, Inc.	Chadds Ford, PA	Repairs - Service	8,913
C0005133	Matriculation - Moreno Valley	The College Board	Mount Vernon, IL	Tests	15,500
C0005134	President - Riverside	Pyro Spectaculars, Inc.	Rialto	Professional Services	3,768
C0005135	President - Riverside	Commemorative Air Force - Inland Empire Wing	Riverside	Professional Services	12,800
C0005136	President - Riverside	Pageantry Productions	Paramount	Professional Services	5,000
C0005137	Facilities - Riverside	Evoqua Water Technologies LLC	Pittsburgh, PA	Repairs - Service	4,415
C0005138	Institutional Research - Riverside	International Business Machines Corporation	Pittsburgh, PA	Computer Software Maint/Lic	852
C0005141	Counseling - Riverside	A & H Rents	Riverside	Rents and Leases	928
C0005142	EOPS - Norco	Certified Transportation Services, Inc	Santa Ana	Transportation Contracts	1,085
C0005143	College Relations / Special Projects	The LA United Methodist Museum of Social Justice	Los Angeles	Rents and Leases	1,500
C0005144	Food Services - Moreno Valley	Oracle America Inc	Redwood Shores	Repairs - Service	3,071
C0005148	Physical Science - Riverside	Sharp Electronics Corp.	Pasadena	Repairs - Service	674
C0005149	Mathematics - Riverside	Sharp Electronics Corp.	Pasadena	Repairs - Service	1,529
C0005151	Customized Solutions	Miles, Koyett	San Diego	Training	3,312
C0005152	Customized Solutions	Ellis-Woodson, Cassandra	Eastvale	Training	2,500
N/A	Fine & Performing Arts	Actor's Equity Association (Stephanie Renee Wall)	North Hollywood	Guest Artist	No Cost
N/A	Career & Tech Education	Jurupa Unified School District	Jurupa Valley	Facilities Use	No Cost
N/A	Athletics	Adecco	Melville, NY	1st Amend/Wording Only	No Cost
N/A	Customized Solutions	California Family Life Center	Riverside	Training	No Cost
N/A	Career & Tech Education	College of the Desert	Palm Desert	Allied Health Alliance & Curriculum Enhancement	No Cost
N/A	Fine & Performing Arts	Five Star Vacation Rentals	San Clemente	Property Rental	No Cost
N/A	Fine & Performing Arts	Actor's Equity Association (Daniel T Schultz)	North Hollywood	Guest Artist	No Cost
N/A	Career & Tech Education	Chaffey Community College District	Rancho Cucamonga	Abate Expenses CTE Faculty Retreat	No Cost
N/A	Career & Tech Education	College of the Desert	Palm Desert	Abate Expenses CTE Faculty Retreat	No Cost
N/A	Tri-Tech	CSU Fullerton Auxiliary Services Corp.	Fullerton	Entrepreneurs Consulting Services	No Cost
N/A	ECS	County of Riverside Department of Public Health	Riverside	MAA Program Participation	No Cost
N/A	Foster Kinship Care Program	Riverside County Superintendent of Schools	Riverside	Resource Funds for One .75 FTE Support Specialist	No Cost
N/A	Health Services	Jurupa Unified School District	Riverside	Seeking Safety Program	No Cost
N/A	ECS	Yosemite CC, Child Dev. Training Consortium	Modesto	Tuition Reimbursement	No Cost
N/A	Foster Kinship Care Program	Riverside County Superintendent of Schools	Riverside	Resource Funds for One Full Time Support Specialist	No Cost
N/A	Health Services	California Baptist University	Riverside	Trainee/Interns Supervision	No Cost
N/A	Career & Tech Education	Desert Community College District	Palm Desert	Outreach Event	No Cost
N/A	Career & Tech Education	Riverside Unified School District	Riverside	Articulation Agreement HET-79	No Cost
Additions to Approved/Ratify Contracts of \$86,000 and Under					
C0002844	Campus Student Services - Norco	GreatAmerica Leasing Corporation	Cedar Rapids, IA	Rents and Leases	3,000
C0003172	Facilities - Riverside	Johnson Controls, Inc.	Whittier	Repairs - Service	35,239

Contracts and Agreements Report-All District Resources
 \$86,000 and Under
 10/01/15 thru 10/31/15

PO#	Department	Vendor	Business Location	Description	Amount
C0003364	Administrative Support Center - Riverside	Sharp Electronics Corp.	Mahwah, NJ	Repairs - Service	22,000
C0003375	President - Norco Campus	California State University San Bernardino	San Bernardino	Grant / Contract Sub Agreements	46,550
C0003681	Information Services	Hyland Software, Inc	Westlake, OH	Computer Software Maint/Lic	400
C0003960	Matriculation - Moreno Valley	Harland Technology Services	Omaha, NE	Repairs - Service	2,101
C0004295	Campus Student Services - Norco	St. Augustine Enclosed RV & Self-Storage	Norco	Rents and Leases	1,090
C0004394	Community Ed & Senior Citizen Education	Youngerman, Stephen	Riverside	Professional Services	2,000
C0004493	Student Services - Riverside	National Student Clearinghouse	Herndon, VA	Memberships	425
C0004622	Facilities - Norco	Orkin, Inc.	Riverside	Pest Control Services	100
C0004651	Facilities Planning & Development	J. M. Farnan Co., Inc	La Verne	CSA-Phase II Construction-Plumbing	18,532
C0004652	Facilities Planning & Development	J. M. Farnan Co., Inc	La Verne	CAADO-Phase II Construction-Plumbing	24,023
C0004812	Facilities - Riverside	Pro-Craft Construction, Inc	Redlands	Construction Contract	27,223
C0004846	Customized Solutions	Imonti, Deborah	Kamuela, HI	Grant / Contract Sub Agreements	50,000
C0004850	Facilities - Riverside	Letner Roofing Co.	Orange	Construction Contract	37,512
C0004893	Performance Riverside	Music Theatre International	New York, NY	1st Amendment/Increases Cost	54
C0004999	Food Services - Norco	Bradfield, Diana E.	Riverside	Consultants	793
N/A	Physician Assistant Program	Office of Statewide Health Planning & Development	Sacramento	Amend. #1/Extends Term	No Cost
N/A	PSET	Riverside County Fire Department	Perris	Amend. #1/Wording Only/FIT Machine	No Cost
N/A	PSET	Riverside County Fire Department	Perris	Amend. #1/Wording Only/Bauer Fill Station	No Cost
N/A	Foster Kinship Care Program	Riverside County Dept. of Public Social Services	Riverside	Amend. #3/Wording Only	No Cost
Total					<u>\$ 493,274</u>

Agenda Item (VI-B-6-b)

Meeting	11/17/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-b)
Subject	Contract for Evaluation Services with The Buros Center for Testing at the University of Nebraska-Lincoln
College/District	Riverside
Funding	California Community Colleges Chancellor's Office
Recommended Action	It is recommended that the Board of Trustees approve the contract for the period October 1, 2015 through September 30, 2016 in the amount of \$171,415.

Background Narrative:

Riverside City College is the fiscal agent for the California Community Colleges Chancellor's Office for the purpose of coordinating the disbursement of contract C15-0043 funds (Student Success and Support Program Set-Aside). The set-aside funds support statewide training, technical assistance and consulting activities to support student success and student equity at California Community Colleges. This contract will allow The Buros Center for Testing at the University of Nebraska-Lincoln, in conjunction with the California Community Colleges Chancellor's Office, to evaluate the test instruments used for placement at California Community Colleges. The Buros Center for Testing at the University of Nebraska-Lincoln will also review and update Chancellor's Office Standards, Policies, and Procedures for the evaluation of assessments, psychometric assessment technical assistance, and statewide training on assessments. The contract is for one year with all costs associated with administering this contract paid by the Student Success and Support Program Set-aside Grant; there is no cost to the District.

Prepared By: Wolde-Ab Isaac, President, Riverside
Mazie Brewington, Vice President, Business Services (Riv)
Michael Wright, Director, Workforce Preparation Grants and Contracts

Attachments:

[Buros Center Contract](#)

AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
on behalf of RIVERSIDE CITY COLLEGE
AND
THE BUROS CENTER FOR TESTING AT THE UNIVERSITY OF NEBRASKA-LINCOLN

THIS AGREEMENT is made and entered into on this 1st day of October, 2015, by and between The Buros Center for Testing at the University of Nebraska-Lincoln, hereinafter referred to as "Contractor" and RIVERSIDE COMMUNITY COLLEGE DISTRICT on behalf of RIVERSIDE CITY COLLEGE ACTING AS THE FISCAL AGENT FOR THE CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE, and hereinafter referred to as "CCCCO". Funding for this agreement is made available through the Chancellor's Office Student Success and Support Program (SSSP) Set-Aside contract, # C15-0043.

The parties hereto mutually agree as follows:

1.1 Name of Project or Services

Assessment Psychometric Technical Assistance

1.2 Overview

Contractor will perform services and produce deliverables as detailed within this statement of work. CONTRACTOR will work closely with the Chancellor's Office staff, and when applicable, with college level staff, to complete the project.

Whereas, CCCCCO desires CONTRACTOR to provide Services for their educational institution(s), this Statement of Work describes the Services to be provided to CCCCCO, CONTRACTOR and CCCCCO's mutual obligations, and the terms under which the Services will be provided.

1.3 Description of Services

CONTRACTOR agrees to provide the following:

The CONTRACTOR will assist the Chancellor's office staff and college staff with the evaluation and approvals of test instruments used for placement in California Community Colleges and provide technical assistance to the Chancellor's Office and colleges on a variety of assessment-related issues. This work includes telephone or email consultations with local colleges and second-party test publishers about design, data collections, analysis procedures, instrument review and approval process and preparation of required documents. It also is expected that the subcontractor will participate in planning and development meetings to provide technical assistance on assessment, testing, and related topics to the Chancellor's Office staff.

During the term of this agreement, it is expected that the Buros Center for Testing at the University of Nebraska – Lincoln will collaborate with the outgoing consultants to ensure continuity of services. In addition, the Chancellor's Office will have input into the selection of the external consultant. Project responsibilities shall be transitioned without impact to ensure an uninterrupted transition of current program goals and commitments. It is expected that the new consultant will have appropriate credentials and experience, with a minimum of 7 years of field experience reviewing assessment instruments.

Specific tasks include:

Task 1 - Review initial or renewal approval request materials for locally developed/managed assessment tests, second party tests, and Common Assessments and project administration.

This review process includes:

- a. Providing initial review and analysis of all materials submitted
- b. Preparing Preliminary Reports and recommendations for approval status and sending to the local colleges and second-party test publishers
- c. Reviewing of clarifying information received from a college or second-party test publisher in response to the Preliminary Report and revision of reports
- d. Participating in three 1 or 2-day in-person Assessment Committee meetings related to the review of tests (tentatively scheduled in January, June, and August, 2016). Three individuals attending each meeting is proposed, with one attendant being the external consultant.
- e. Writing revised Final Reports based on the Assessment Committee recommendations to all colleges and second-party test publishers
- f. Sending Final Reports to all colleges and second-party test publishers after review and approval from the Chancellor's Office; the Chancellor's Office is the signature on correspondence
- g. Maintaining all assessment files and reports
- h. Processing appeals
- i. Updating the information on the Chancellor's list of approved tests for distribution
- j. Responding to telephone calls or written contact by colleges and publishers responding to questions regarding the process and substance of the reviews and procedures, etc.

Task 2 - Review and update the Chancellor's Office *Standards, Policies and Procedures for the Evaluation of Assessment Instruments Used in the California Community Colleges* (was last revised in 2001). This rewrite will be completed in consultation with the Chancellor's Office, the Chancellor's Office Assessment Committee, and appropriate stakeholders as needed. The updated document will reflect current test development trends and principles, technology in assessment, and will incorporate strategies to make the assessment test review process more efficient. This work may be accomplished via teleconference or other technology solutions to eliminate the need for in-person meetings. Additional time has been budgeted for discussing the documents during the Assessment Committee meeting scheduled for January 2016.

Task 3 - Provide general psychometric support and technical assistance to the Chancellor's Office in a broader context than the aforementioned Assessment Committee review process and *Assessment and Evaluation Standards* document update. This work may include supporting the Chancellor's Office with the development of presentation and materials and co-presenting (at conferences and meetings) on selected topics and providing technical assistance on the approval of Common Assessment Initiative (CAI).

Task 4 - Conduct statewide trainings on assessment, the test validation process, and other assessment-related topics for community colleges in Spring 2016. The content, length, and delivery mode of the training to be determined in collaboration with the Chancellor's Office and shall be based on statewide need.

The time and cost of the trainings shall not exceed two 1-day in-person meetings, unless there is mutual agreement in writing, with two Buros individuals attending each meeting. The external consultant may also participate in the training. The contractor will create training materials in ADA compliant format that are tangible and can be archived and reviewed at a later date.

<p>Task 2 - Update Chancellor's Office <i>Standards, Policies and Procedures for the Evaluation of Assessment Instruments Used in the California Community Colleges</i></p>	<p>Complete final draft and executive summary December 10, 2015</p> <p>Review by Assessment Committee January 2016 (1 additional day for the January meeting) and make resulting revisions</p> <p>3 2-hour webinars to CCC (2 Buros staff on phone) February 2016</p> <p>Allow 2 weeks for feedback following webinars</p> <p>Review and incorporate feedback, prepare final version April 30, 2016</p>	<p>Estimate 150 hours</p> <p>Estimate - \$16,603</p>
<p>Task 3 - Provide general psychometric support to the Chancellor's Office in a broader context than the Assessment committee review process and rewriting the <i>Assessment and Evaluation Standards</i> document.</p>	<p>Continuous</p>	<p>Estimate 99 hours (includes 24 hours for external consultant)</p> <p>Estimate - \$14,229</p>
<p>Task 4 - Conduct statewide trainings</p>	<p>Conduct two 1-day trainings in Spring 2016, in Northern and Southern California.</p>	<p>Estimate 212 hours</p> <p>Estimate - \$21,902</p>
<p>Task 5 - Update <i>A Guide to Evaluate Tests</i> document</p>	<p>This document will be updated after the Chancellor's Office adopts the new <i>Standards</i>. Estimated completion date: May 2016.</p>	<p>Estimate 184 hours</p> <p>Estimate - \$14,350</p>
<p>Travel and office incidentals for various outcomes listed above</p>	<p>Travel rates for reimbursement based on State of California rates and rules. Travel claims to be submitted with appropriate receipts as backup for these expenses. Proposed trips and associated costs agreed upon by Buros and CCCCCO.</p>	<p>Estimate - \$28,200</p>
<p style="text-align: right;">Total Direct Services (not to exceed)</p>		<p style="text-align: right;">\$170,287</p>
<p style="text-align: right;">Indirect Costs* not to exceed</p>		<p style="text-align: right;">\$ 1,128</p>
<p style="text-align: right;">Grand Total (not to exceed)</p>		<p style="text-align: right;">\$ 171,415</p>

* Indirect costs only reflect those for travel and office incidentals. Indirect costs for staff salary are folded into direct costs.

1.5 Payment Schedule

Fees for Services provided will be invoiced on a monthly or at least a quarterly basis.

Process for Payment

The subcontractor for this project is the Buros Center for Testing, University of Nebraska-Lincoln. Dr. Kurt F. Geisinger is the contact person for the activities within this subcontract and may be reached through the following means:

Dr. Kurt F. Geisinger
(402) 472-3280
Email: kgeisinger@buros.org

Angela Gonzalez is the contact person for this subcontract related for payments and may be reached through the following means:

Angela Gonzalez
University of Nebraska – Lincoln
Office of Sponsored Programs
151 Whittier Research Center
2200 Vine Street, PO Box 830861
Lincoln, NE 68583-0861
(402) 472-0390 email: agonzalez5@unl.edu

Invoices for completed work shall be sent monthly or at least quarterly to Chris Graillat at the address below. Each invoice to include specific hours being billed by outcome, specific products delivered (documents reviewed or written indicating which college, hours spent on developing specific documents, etc.), business ID number for payee, and associated costs. A Travel Expense Claim form to be submitted for each trip as backup for travel reimbursement following State of California rules. The Chancellor's Office will provide a sample format for the invoice, travel expense claim form, and backup. The last invoice shall be submitted within 60 days of the end of the contract.

Chris Graillat
Student Services and Special Programs Division
California Community Colleges Chancellor's Office
1102 Q Street, Suite 4554
Sacramento, CA 95811
(916) 322-7988
Email: cgraillat@cccco.edu

1.6 Term

The term of this Statement of Work shall be for a period of twelve (12) months from the Effective Date.

1.7 Acceptance Criteria

CCCCO's reasonable determination that the Services are satisfactory to CCCCCO in all material respects.

1.8 Indemnification

During the term of this Agreement, CONTRACTOR shall to the extent permitted by law, defend, indemnify and hold the RCCD and CCCCCO and its trustees, agents, students and employees, harmless from all claims, actions and judgments, including attorney fees, costs, interest and related expenses for losses, liability, or damages of any kind in any way caused by, related to, or resulting from, the acts or omissions of CONTRACTOR, its officers, directors, agents, affiliates and employees, arising out of the performance of this Agreement.

Contractor shall procure and maintain insurance coverage as follows:

As of the date of the execution of this Agreement, University is self-insured pursuant to the University of Nebraska Self-Insurance Trust Program. Subject to the terms, conditions, exclusions, and limits of the Statement of Self-Insurance Coverage contained in the Program, the University shall become legally obligated to pay as damages for liability occurrences, up to the limits of \$1,000,000 per liability occurrence and \$3,000,000 in the aggregate of liability occurrences in any fiscal year.

1.9 Non-Discrimination

Contractor 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, military or veteran status, 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, military or veteran status, 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.

1.10 Contractor Status

Contractor is an independent contractor and no employer-employee relationship exists between Contractor and District. Contractor declares and certifies that in the course and scope of this engagement he/she is not an employee or agent of the District and, in case of injury or illness, he/she is covered by a 24-hour health and hospitalization program that does not exclude the work to be performed by Contractor under this Agreement.

Contractor hereby voluntarily releases, discharges, waives and relinquishes any and all actions or causes of action for personal injury, bodily injury, property damage or wrongful death occurring to him/herself arising in any way whatsoever as a result of engaging in the work or any activities incidental thereto wherever or however the same may occur and for whatever period said activities may continue. The undersigned does for him/herself, his/her heirs, executors, administrators and assigns hereby release, waive, discharge and relinquish any action or causes of action, aforesaid, which may hereafter arise for him/herself and for his/her estate, and agrees that under no circumstances will he/she or his/her heirs, executors, administrators and assigns prosecute, present any claim for personal injury, bodily injury, property damage or wrongful death against the District or any of its officers, agents, servants, or employees of any of said causes of action, whether the same shall arise by the negligence of any of said persons, or otherwise.

1.11 Assignment

Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.

1.12 Acknowledgement

The parties acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, have been made by anyone acting on behalf of either party, which is not stated herein. Any other agreement or statement of promises, not contained in this Agreement, shall not be valid or

binding. Any modification of this Agreement will be effective only if it is in writing and signed by the party to be charged.

This Agreement will be governed by and construed in accordance with the laws of the State of California.

1.17 Acceptance and Approval

Effective Date: October 1, 2015 – September 30, 2016

IN WITNESS WHEREOF, the parties have executed, or caused to be executed by their duly authorized representatives, this Statement of Work as of the Effective Date above.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT on behalf of Riverside City College

CONTRACTOR

By: _____
Aaron S. Brown, Vice Chancellor
Business & Financial Services
Riverside Community College District

By: _____
Jeanne Wicks, Director
University of Nebraska - Lincoln
Office of Sponsored Programs
151 Whittier Research Center
2200 Vine Street, PO Box 830861
Lincoln, NE 68583-0861

Date: _____

Date: _____

Copyright and Intellectual Property

- a. Subcontractor agrees that any and all services rendered and documents or other materials, inventions, processes, machines, manufactures, or compositions of matter, computer programs, computer software, and/or trademarks or servicemarks first created, developed or produced pursuant to this Agreement, whether by Subcontractor or others, shall be and are Work for Hire. All subcontracts shall include a Work for Hire provision by which all materials, procedures, processes, machines, computer programs, computer software, and trademarks or servicemarks produced as a result of this Agreement shall be Work for Hire. All rights, title, and interest in and to the Work first developed under this Agreement or under any subcontract shall be assigned and transferred to the Chancellor's Office. This Work for Hire agreement shall survive the expiration or early termination of this Agreement.
- b. The copyright for all materials first produced as a result of this Work for Hire agreement shall belong to the Chancellor's Office. Subcontractors and others that produce copyright materials pursuant to this Agreement, assigns all rights, title and interest, including the copyright to any and all works created pursuant to this Work for Hire agreement, to the Chancellor's Office. The Chancellor's Office shall acknowledge Subcontractors, if any, as the author of works produced pursuant to this Work for Hire agreement on all publications of such work. The Chancellor's Office may license Subcontractors to reproduce and disseminate copies of such work, provided the licensee agrees not to permit infringement of the copyright by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with the licensing agreement.
- c. All materials first developed in draft and in final form pursuant to this Agreement shall, in a prominent place, bear the © (the letter "c" in a circle) or the word "Copyright," or the abbreviation "Copr.," followed by the year created; and the words "Chancellor's Office, California Community Colleges." Acknowledgment may be given to Contractor or the actual author(s) of the work in an appropriate manner elsewhere in the copyright material. If it is deemed necessary by either the Chancellor's Office or Subcontractor that the copyright be registered with the U.S. Copyright Office, Subcontractor will be responsible for applying for, paying the filing fees for, and securing said copyright.
- d. All technical communications and records originated or first prepared by Subcontractors, if any, pursuant to this Work for Hire agreement including papers, reports, charts, computer programs, and technical schematics and diagrams, and other documentation, but not including Subcontractor's administrative communications and records relating to this Agreement, shall be delivered to and shall become the exclusive property of the Chancellor's Office and may be copyrighted by the Chancellor's Office.
- e. If it is deemed necessary by either the Chancellor's Office or Subcontractor that a patent be obtained from the U.S. Patent and Trademark Office for any invention, process, machine, manufactures, or composition of matter, Subcontractor will be responsible for applying for, paying the filing fees for, and securing said patent. All patents for inventions, processes, machines, manufactures, or compositions of matter developed pursuant to this Agreement shall be issued to the "Chancellor's Office, California Community Colleges." All products and references to patents shall be marked and designated as such as required by law. Acknowledgment may be given to Subcontractor or the actual inventor(s) in an appropriate manner. The Chancellor's Office agrees to grant a nonexclusive license for such intellectual

property to Subcontractor. Said license shall include the right to use the patent for inventions, processes, machines, manufactures, or compositions of matter derived from those created under this Agreement.

- f. All trademarks and servicemarks first created, developed or acquired pursuant to this Agreement shall be the property of the Chancellor's Office. If it is deemed necessary by either the Chancellor's Office or Subcontractor that a trademark or servicemark be registered with state or federal agencies, Subcontractor will be responsible for applying for, paying the filing fees for, and securing said protection. All trademarks and servicemarks obtained pursuant to this Agreement shall be issued to the "Chancellor's Office, California Community Colleges" and carry the designations permitted or required by law. The Chancellor's Office agrees to grant a nonexclusive license for the use of trademarks or servicemarks created, developed or obtained under this Agreement to Subcontractor.
- g. In connection with any license granted pursuant to the preceding paragraphs, Subcontractor agrees not to permit infringement by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with such license. Subcontractor may, with the permission of the Chancellor's Office, enter into a written sublicensing agreement subject to these same conditions.
- h. Any and all services rendered, materials, inventions, processes, machines, manufactures, or compositions of matter, computer programs, computer software, and trademarks or servicemarks created, developed or produced pursuant to this Agreement by subcontractors that create works for this Agreement for Contractor are for and are the property of the Chancellor's Office. Contractor shall obtain an acknowledgement of the work for hire performed by these subcontractors that produce intellectual property pursuant to this Agreement, and all rights, title, and interests in such property shall be assigned to the Chancellor's Office from all subcontractors. Contractor shall incorporate the above applicable paragraphs, modified appropriately, into its agreements with subcontractors that create works for this Agreement. No unpaid volunteer or other person shall produce copyright materials under this Agreement without entering into a subcontract between such person(s) and Contractor giving the Chancellor's Office the foregoing rights in exchange for the payment of the sum of at least one dollar (\$1).
- i. Background Intellectual Property" shall mean patented or unpatented and/or copyrighted or uncopyrighted information, discoveries, inventions, improvements, data, processes, computer programs, source or object codes, documentation, texts, or other know-how in tangible form not arising directly from the Project or not otherwise subject to this Agreement which would be useful or necessary for work on the Project or to the practice or commercialization of the results of the Project. Neither party shall acquire any ownership interest in the other party's Background Intellectual Property by performance of this Agreement. If Background Intellectual Property is useful or essential to the practice or commercialization of the results of the Project, the parties agree to negotiate license rights to allow the practice and commercialization of the results of the Project.

Agenda Item (VI-B-6-c)

Meeting	11/17/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-c)
Subject	Contract for Financial Aid Default Prevention Program with Parker, Pierson and Associates
College/District	Riverside
Funding	California Community Colleges Chancellor's Office
Recommended Action	It is recommended that the Board of Trustees approve the contract for the period of July 9, 2015 through July 8, 2016 in the amount of \$145,882.

Background Narrative:

Riverside City College is the fiscal agent for the California Community Colleges Chancellor's Office for the purpose of coordinating the disbursement of contract C14-0040 funds (Financial Aid Set-Aside). The set-aside funds support various statewide financial aid training and consulting activities to enhance the distribution of Financial Aid at California Community Colleges. This contract will allow Parker, Pierson and Associates, in conjunction with the California Community Colleges Chancellor's Office, to develop and implement a comprehensive, multi-faceted default prevention program. Parker, Pierson and Associates will compile a detailed analysis of school loan data to determine which colleges are experiencing, or are expected to experience compliance problems, as well as serve as a college level consultant on regulation and compliance issues, and provide system-wide financial aid literacy consulting. The contract is for one year with possible annual renewals contingent on the availability of funds. All costs associated with administering this contract will be paid by the Financial Aid Set-aside Grant; there is no cost to the District.

Prepared By: Wolde-Ab Isaac, President, Riverside
Mazie Brewington, Vice President, Business Services (Riv)
Michael Wright, Director, Workforce Preparation Grants and Contracts

Attachments:

[Parker, Pierson And Associates](#)

AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
on behalf of RIVERSIDE CITY COLLEGE
AND
PARKER, PIERSON AND ASSOCIATES LLC

THIS AGREEMENT is made and entered into on this 9th day of July, 2015, by and between Parker, Pierson and Associates LLC, hereinafter referred to as "Contractor" and RIVERSIDE COMMUNITY COLLEGE DISTRICT on behalf of RIVERSIDE CITY COLLEGE ACTING AS THE FISCAL AGENT FOR THE CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE, and hereinafter referred to as "CCCCO". Funding for this agreement is made available through the Chancellor's Office Financial Aid Set-Aside grant, contract C14-0040.

The parties hereto mutually agree as follows:

1.1 Name of Project or Services

California Community Colleges Default Prevention Initiative

1.2 Overview

Contractor will perform services and produce deliverables as detailed within this statement of work. CONTRACTOR will work closely with the Chancellor's Office staff, and when applicable, with school level staff, to complete the project.

Whereas, CCCCCO desires CONTRACTOR to provide Services for their educational institution(s), this Statement of Work describes the Services to be provided to CCCCCO, CONTRACTOR and CCCCCO's mutual obligations, and the terms under which the Services will be provided.

1.3 Description of Services

CONTRACTOR agrees to provide the following:

1.4 Work Plan

CONTRACTOR will assist the Chancellor's office staff and school level staff to continue the work on a multi-faceted default prevention effort which will include the following areas of activity:

Part 1 – Analysis: CONTRACTOR will conduct an analysis of school loan data to determine which colleges are experiencing or are expected to experience three year CDR compliance problems. CONTRACTOR will provide the following seven deliverables for this part of the plan after each system-wide data download and within 15 business day from date of download:

1. An Excel file that includes the following fields: OPEI, school name, tier level, cohort year, numerator, denominator, current delinquencies, projected delinquencies, worst case scenario CDR and cure rates for 30%, 40%, 50% and 60%. Delivery via email with password protected file
2. A report which will include information about colleges which are at risk of losing Title IV eligibility because of cohort default rates in excess of the regulatory threshold for three years in a row

3. A report about colleges which will definitely experience compliance problems (colleges which will have at least one cohort default rate above the threshold) for any open cohort and will be required to prepare a default prevention plan – Tier 1 schools
4. A report about colleges trending toward compliance challenges in any current or future cohort for which data is available
5. A report focusing on colleges which have a troublesome cohort default rate (colleges which have a cohort default rate in excess of 20% but below 30%) but are at no immediate compliance risk – Tier 2 schools
6. A copy of each college's summary CDR report will also be provided to the Chancellor's Office, who will distribute the reports to each college
7. A summary report discussing the compliance implications and default prevention opportunities for the entire system.

Part 2 – Monthly Retainer Fees: Routine day-to-day, on-going activities included in the fixed fee of \$2,400.00 each month

Part 3 - School Level Consulting: Working with certain colleges, identified in consultation with the CCCCCO, to develop required regulation-compliant "Default Prevention Plans" and/or the recommendation of necessary challenges and/or appeals.

The Contractor working with certain colleges, identified in consultation with the CCCCCO, will develop voluntary default prevention plans and/or school specific default prevention strategies to reduce student loan default risk.

The Contractor will Assist certain colleges, identified in consultation with the CCCCCO, to select valuable third party servicer products and services, and at the request of either the CCCCCO or a college, assisting the in the negotiation for such third party servicer contractual services.

Part 4 – Financial Literacy Consulting: Working collaboratively with CCCCCO and outside partners in the system-wide financial literacy project on action plan, short and long term goals, implementation and assessment. It will also assist in developing and establishing relationships with new and continuing financial literacy partners.

1.5 Schedule of Fees

CONTRACTOR Services will be provided according to the following schedule of fees:

Compensation - All consultant costs are billable at \$100.00 per hour. All travel costs will be reimbursed using California State travel guidelines (provide a copy) and up to the actual cost of travel; this agreement provides estimated travel costs. The estimated budget detail for each segment of the project is outlined below, along with a summary of the combined cost estimates for all parts. Please note that these estimates are based upon limiting the amount of consultant travel. Given that there are limits on the value of this contract, the consultants would rather use the value of the contract to provide consulting and analytics to the CCCCCO and colleges. As a result, you will see travel estimated only in one instance for Part 2 in which both consultants may meet with and brief CCCCCO staff on the results of the initial analytics, and the implications for next steps in each of the remaining parts of the plan. Any other travel taking place related

to other parts of this project, i.e., Parts 2, 3, 4, and 5 would occur at the discretion of the CCCCCO. The total cost of this agreement will not exceed \$145,882 unless the agreement is amended by mutual consent.

Part 1 – Analysis Cost Estimate

TIER SCHOOLS AND SYSTEMWIDE DATA ANALYSIS

**Preparation for System-level Default Analysis
Collection of NSLDS data for All 103 schools:**

We agree with the CCCCCO recommendation to download and provide a data analysis for all 103 schools three times per year: October, February and June of the fiscal year.

Frequency: 3 times per year
 Data Analysis: 103 schools x \$50 x 3 = \$15,750.00
 Maintenance Fee: 88 schools x \$3.50 x 9= \$2,772.00

Total Proposed Cost: \$18,522.00

We need to include a \$3.50 per month maintenance fee to keep NSLDS and EdConnect logins activated during the year. This \$ 2,772.00 fee is based on 9 inactive months x \$3.50 x 88 (non-Tier 1) schools.

Every-other-Month Monitoring of Tier 1 schools

This cost analysis use the estimates provided by CCCCCO of 15 Tier 1 based schools

Frequency: Monthly
 Data Analysis: \$50 x 15 schools x 5 months = \$ 3,750.00
 Maintenance Fee: 15 schools x \$3.50 x 4 = \$210.00

Total Proposed Cost: \$ 3,960.00

The fee would \$50.00 per month x 12 schools x 11 months (one month subtracted for one-time overall analysis x 12 tier 2 schools = \$1,200 credit).

No maintenance fee will be charged for the Tier 1 schools.

Total Estimated Cost

Total Proposed Cost System-level: \$18,522.00
 Total Proposed Cost Tier 1 schools: \$3,960.00
Total Cost: \$22,482.00

Cost	Detail	CCCCO Default Prevention Project
Data Analysis	See above	\$22,482.00
Estimated Travel Expense	1 trip @ \$1,600.00 per consultant (meals, car rental, airfare, hotel, parking, taxes) and 2 consultants x 1 on site @CCCCO or CA Conference @ 750.00 per/day	\$ 4,700.00

Total Estimated Cost		\$ \$27,182.00
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Part 2 – Monthly Retainer Fee

ROUTINE DAY-TO-DAY, ONGOING ACTIVITIES

Routine day-to-day, on-going activities included in the fixed fee of \$2,400.00 each month, includes:

- Any routine conference calls with the CCCCCO staff
- Preparation of emails and other written communications, and other routine documents, resulting from requests made by CCCCCO staff during regularly scheduled conference calls or via email, phone calls or other means
- Telephone calls and emails between contractors and schools for the purpose of setting up coaching and consulting meetings

Cost	Detail	CCCCO Default Prevention Project
Monthly Retainer	\$1,200.00 per consultant/month <i>(see description above)</i>	\$ 2,400.00
Total Estimated Cost		\$ 28,800.00

Part 3 - School Level Consulting Cost Estimate

- The following activities (not in their entirety) will be invoiced by the contractor on an hourly basis at the rate of \$100.00 per hour, to include:
- Any calls or meetings with schools about the development of voluntary and involuntary default prevention plans and other related activities
- The preparations of and transmission of data to schools as part of as part of the coaching and consulting process
- The review/revision of documents prepared by schools related to the development of default prevention activities
- Assisting schools and the CCCCCO to identify the terms (including data) for third party servicing contracts, and providing schools and the CCCCCO with coaching and consulting services needed to establish contracts with outside vendors
- Coaching and consulting with schools and the CCCCCO staff related to the preparation of preliminary and final incorrect data challenges, and other appeals and adjustments as may be necessary to file with the US Department of Education.
- Reviewing data for the CCCCCO central office pursuant to system-wide default risk assessments, as well as the preparation of reports and other documents resulting from that assessment
- The preparation of a final report for CCCCCO staff
- The CCCCCO will, as required by the original contract, continue to pay consultants a fee of 750.00 per day for any on-site activity at schools, the CCCCCO central office, or other locations including conferences and meetings as requested by the CCCCCO or an individual school. All travel expenses will continue to be reimbursed for travel requested by the CCCCCO.

Cost	Detail	CCCCO Default Prevention Project
School Consulting	Working with certain colleges to develop required regulation compliant "Default Prevention Plans".	\$ 22,500.00
Developing and communicating with colleges	- <i>Not to exceed 15 colleges @ 15 hours per college plan x \$100.00 per hour</i>	
Delivering webinars	Working with certain colleges to develop voluntary default prevention plans and/or specific strategies.	\$7,000.00
	- <i>Approximately 7 Colleges @ 10 hours per school x \$100.00 per hour</i>	
	Working with certain colleges to identify useful third party contractor services, and when requested, to assist in the negotiation of such contracts.	\$8,000.00
	- <i>Approximately 20 Colleges @ 4 hours per college x \$100.00 per hour</i>	
Total Estimated Cost		\$35,500.00

Part 4 - Financial Literacy Consulting Cost Estimate

Cost	Detail	CCCCO Financial Literacy Project
School Level Consulting	Working collaboratively with CCCCCO and outside partners in the system-wide financial literacy project on action plan, short and long term goals, implementation and assessment. It will also assist in developing and establishing relationships with new and continuing financial literacy partners. <i>Approximately 12 hours per month x \$100.00 per hour</i>	\$14,400.00
Jump\$tart Training	Two ten-week online financial literacy training course to be delivered by Lorraine Howard: on class for Fall 2015 term and one class for Spring 2016 term. <i>Estimated Fall 2015 class: 40 X \$450 = \$18,000</i> <i>Estimated Spring 2016 class: 30 X = \$13,500</i>	\$31,500.00
WISE exam	An exam to become a certified financial literacy trainer. To be delivered by WISE. <i>Estimated Fall 2015 exams: 40 X \$50 = \$2,000</i> <i>Estimated Spring 2016 exams: 30 X \$50 = \$1,500</i>	\$3,500.00
WISE study guide	This is a WISE study guide and prep workshop that includes practice exams in preparation to take the WISE exam. To be prepared and delivered by Lorraine Howard. <i>One time only fee of \$3,000</i>	\$3,000.00
Total Estimated Cost		\$ \$52,400.00

Parts 1-4 - Summary Cost Estimate

Cost	Detail	CCCCO Default Prevention Project
Analysis/Monthly Fee/Consulting/Financial Literacy	Described in Parts 1 – 4	\$103,182.00
Estimated Travel Expense	Travel for Part 1 (meals, car rental, airfare, hotel, parking, taxes)	\$ 4,700.00
Total Estimated Cost		\$145,882.00

1.6 StudentDataWarehouse™ – During the term of this Statement of Work, CCCCCO staff and/or Institutions will have limited access to a “SAAS (software as a service)” called StudentDataWarehouse™ at no additional cost. The limited access provides a means to calculate and communicate the cohort rate analysis for up to 113 Institutions on a one-time basis. In the event that an institution elects to expand their accessibility or continued usage of the StudentDataWarehouse™ during or after this Statement of Work, the Institution will be required to enter into a separate negotiated fee based license agreement at that time with CONTRACTOR directly.

During CCCCCO’s or Institutions limited access to the Student Data Warehouse™ for this Statement of Work, both parties shall be subject to the following terms of usage:

- CCCCCO or Institutions shall not sell, publish, disclose, display or otherwise make available the StudentDataWarehouse™ to anyone other than Users. User subscriptions are for designated Users only and may not be shared or used by more than one User. CCCCCO or Institutions may request the addition and deletion of Users at any time throughout the term of this Statement of Work from CONTRACTOR.
- CCCCCO or Institutions will (i) be responsible for Users’ compliance with this agreement, (ii) use commercially reasonable efforts to prevent unauthorized access to or use of the Services, and notify CONTRACTOR promptly of any such unauthorized access or use, and (iv) use the Service only in accordance with applicable laws and regulations.
- CCCCCO or Institutions shall be solely responsible for protecting the confidentiality of any personally identifying information of any student or borrower presented on screens or otherwise made accessible in the StudentDataWarehouse™ Services.

CCCCCO and Institutions acknowledge that the StudentDataWarehouse™ is proprietary to CONTRACTOR and title to it remains in CONTRACTOR. All applicable rights to copyrights, trade secrets, patents and trademarks in the StudentDataWarehouse™ shall remain with CONTRACTOR.

1.7 Information and Data Security

1.1 Privacy Protection and Security Procedures. Student Data Warehouse Inc., will comply with limitations on use, treatment, and safeguarding of PII data under the provisions of the Privacy Act of 1974 (5 U.S.C. § 552a as amended), the Family Education Rights and Privacy Act (20 U.S.C. § 1232g as amended) and its accompanying regulations, related federal Office of Management

and Budget (OMB) guidelines, and related National Institute of Standards and Technology guidelines (NIST 800-Series documents) and standards (FIPS documents).

1.2 Access to Import Data Files and Data. Student Data Warehouse Inc. will restrict access to the Import Data Files and Data to its authorized employees, contractors, and agents who need such Import Data Files and Data to perform their official duties in connection with purposes identified in this Agreement.

1.3 Safeguarding and Reporting Responsibilities for Personally Identifiable Information ("PII"). Student Data Warehouse Inc. will use its best efforts to ensure that its employees, contractors, and agents receiving or accessing the Import data Files and Data under this Agreement will:

- properly safeguard PII furnished under this Agreement from inadvertent or deliberate loss, theft, or disclosure;
- understand that they are responsible for safeguarding this information at all times, regardless of whether the employee, contractor, or agent is at his/her regular duty station;
- ensure that laptops and other electronic devices/media, including mobile devices, containing PII are encrypted and/or password protected;
- send email containing PII only if encrypted or if "to" and "from" addresses are secure; and
- limit disclosure of the information and details relating to a PII loss only to those with a need to know.

If an employee, contractor, or agent becomes aware of suspected or actual loss of PII, he/she must immediately contact his/her official responsible for systems security. The responsible official (or delegate) will promptly gather and organize information about the incident in accordance with Student Data Warehouse Inc. Incident Response Policy and procedure.

1.4 Disposition and Records Retention. Student Data Warehouse Inc. will retain Client's Data *only* for the purpose of administering, operating and supporting the Product used for data analysis and to provide Client with a comprehensive cohort default rate management program. Student Data Warehouse Inc. will retire the Data in accordance with its internal policies on data retention and destruction and by CCCCCO request.

1.5 Records Usage, Duplication, and Redisclosure Restrictions. Student Data Warehouse Inc., will comply with the following limitations on use, duplication, and redisclosure of Client's Import Data Files and Data: Student Data Warehouse Inc., will restrict access to the Import Data Files disclosed by Client and Data generated by the Product to only those authorized employees, contractors, and agents who need such Import Data Files and Data to perform their official duties in connection with the purposes identified in this Agreement. Student Data Warehouse Inc. will not duplicate in a separate file or disseminate, without prior written permission from CCCCCO, the Import Data Files and Data disclosed under this Agreement for any purpose other than as stated in this Agreement.

1.8 Payment Schedule

Fees for Services provided will be invoiced on a monthly basis.

1.9 Term

The term of this Statement of Work shall be for a period of twelve (12) months from the Effective Date and automatic renewal on an annual basis (anniversary of effective date) unless there are changes to the contract and/or either party gives written notice to the other party of its intent not to continue the contract at will with at least a (60) day notice.

1.10 Acceptance Criteria

CCCCO's reasonable determination that the Services are satisfactory to CCCCCO in all material respects.

1.11 Indemnification

During the term of this Agreement, CONTRACTOR shall defend, indemnify and hold the RCCD and CCCCCO and its trustees, agents, students and employees, harmless from all claims, actions and judgments, including attorney fees, costs, interest and related expenses for losses, liability, or damages of any kind in any way caused by, related to, or resulting from, the acts or omissions of CONTRACTOR, its officers, directors, agents, affiliates and employees, arising out of the performance of this Agreement.

Contractor shall procure and maintain insurance coverage as follows:

Comprehensive general liability insurance coverage that shall protect District from claims for damages for personal injury, including, but not limited to, accidental or wrongful death, as well as from claims for property damage, cyber breach, etc. which may arise from Consultant's activities as well as District's activities under this contract, in the amount of \$1,000,000 per person and \$3,000,000 per occurrence;

Professional liability / errors and omission insurance in the amount of \$1,000,000; and

Such insurance shall name District as an additional insured with respect to this agreement and the obligations of District hereunder. Contractor shall provide District with the required Certificate of Insurance within 10 days of signing this Agreement.

1.12 Non-Discrimination

Contractor 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, military or veteran status, 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, military or veteran status, 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.

1.13 Contractor Status

Contractor is an independent contractor and no employer-employee relationship exists between Contractor and District. Contractor declares and certifies that in the course and scope of this engagement he/she is not an employee or agent of the District and, in case of injury or illness, he/she is covered by a 24-hour health and hospitalization program that does not exclude the work to be performed by Contractor under this Agreement.

Contractor hereby voluntarily releases, discharges, waives and relinquishes any and all actions or causes of action for personal injury, bodily injury, property damage or wrongful death occurring to him/herself arising in any way whatsoever as a result of engaging in the work or any activities incidental thereto wherever or however the same may occur and for whatever period said activities may continue. The undersigned does for him/herself, his/her heirs, executors, administrators and assigns hereby release, waive, discharge and relinquish any action or causes of action, aforesaid, which may hereafter arise for him/herself and for his/her estate, and agrees that under no circumstances will he/she or his/her heirs, executors, administrators and assigns prosecute, present any claim for personal injury, bodily injury, property damage or wrongful death against the District or any of its officers, agents, servants, or employees of any of said causes of action, whether the same shall arise by the negligence of any of said persons, or otherwise.

1.14 Assignment

Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.

1.15 Acknowledgement

The parties acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, have been made by anyone acting on behalf of either party, which is not stated herein. Any other agreement or statement of promises, not contained in this Agreement, shall not be valid or binding. Any modification of this Agreement will be effective only if it is in writing and signed by the party to be charged.

This Agreement will be governed by and construed in accordance with the laws of the State of California.

1.16 Acceptance and Approval

Effective Date: July 1, 2015

IN WITNESS WHEREOF, the parties have executed, or caused to be executed by their duly authorized representatives, this Statement of Work as of the Effective Date above.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT on behalf of Riverside City College

CONTRACTOR

By: _____
Aaron S. Brown, Vice Chancellor
Business & Financial Services
Riverside Community College District

By: _____
John Pierson
Parker, Pierson and Associates, LLC
11629 Manchaca Road, Suite A
Austin, Texas 78748

Date: _____

Date: _____

Agenda Item (VI-B-7)

Meeting	11/17/2015 - 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: Michael Burke, Ph.D., Chancellor
Heidi Gonsier, Executive Administrative Assistant

Attachments:

[Out-of-State Travel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: November 17, 2015

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

Current:

Moreno Valley College:

- 1) Dr. Christopher Nollette, professor, emergency medical services/ben clark training center, to travel to Malta, Illinois, December 14-16, 2015, to participate on the Committee on Accreditation of Education Programs for the Emergency Medical Service Professions National Site Visit. *No cost to District.* Estimated cost: \$800.00. Funding Source: to be paid by Committee on Accreditation of Education Programs for the Emergency Medical Services Accreditation.

Norco College:

- 1) Mr. Jesse Lopez, project supervisor, career & technical education, to travel to New Orleans, Louisiana, January 19-23, 2016, to attend the American Association of Community Colleges Workforce Development Institute. Estimated cost: \$2,705.21. Funding source: Trade Adjustment Assistance Community College & Career Training grant fund.

Riverside City College:

- 1) Mr. Michael Haley, assistant dean, international center, to travel to Miami Beach, Florida, December 6-10, 2015, to attend the International Consultants for Education Fairs North America Agents. Estimated cost: \$7,206.80. Funding source: Riverside City College general fund.
- 2) Mr. Kevin Mayse, associate professor, performing arts music, to travel to Honolulu, Hawaii, April 7-14, 2016, to accompany fifty (50) students to perform at the Hawaii International Music Festival. Estimated cost: \$70,883.50. Funding Source: \$37,383.50 to be paid by student fundraising; \$25,000 to be paid by Riverside City College general fund; \$8,500 to be paid by ASRCC Trust funds.
- 3) Mr. Charlie Richard, associate professor, performing arts music, to travel to Honolulu, Hawaii, April 7-14, 2016, to perform at the Hawaii International Music Festival. Estimated cost: All costs are included in TR#22137 for Mr. Kevin Mayse.
- 4) Mr. Kevin Morrissey, assistant professor, performing arts theater, to travel to Honolulu, Hawaii, February 10-15, 2016, to accompany three (3) students to participate in the Kennedy Center American College Theater Festival Region VIII Festival Competition. Estimated cost: \$3,963.30. Funding Source: \$3,263.30 to be paid by Theater trust fund; \$700 to be paid by Riverside City College general fund.

Agenda Item (VI-B-8-a)

Meeting	11/17/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-a)
Subject	Notices of Completion
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees 1) accept the project listed on the attachment as complete, and 2) approve the execution of the Notice of Completion (under Civil Code Section 3093 – Public Works).

Background Narrative:

Facilities Planning & Development staff reports that the projects listed on the attachments are now complete.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services
Scott Zwart, Director, Facilities, Maintenance and Operations
Majd Askar, Director of Business Services

Attachments:

[11172015_Notices of Completion](#)

COMPLETED PROJECTS
November 17, 2015

Project

Campus-Wide HVAC Package Unit at Riverside City College

Contractor

Pacific West Air Conditioning

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

Name **Aaron S. Brown**
Business and Financial Services
Street Address **1533 Spruce Street**
City & State **Riverside, CA 92507**

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SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION

Notice is hereby given that:

- The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
- The full name of the owner is Riverside Community College District
- The full address of the owner is 1533 Spruce Street, Riverside, CA 92507

- The nature of the interest or estate of the owner is in fee.
Fee Simple

(If other than fee, strike "in Fee" and insert, for example, "purchaser under contract of purchase," or "lessee")

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

NAMES	ADDRESSES
<u>None</u>	

- A work of improvement on the property hereinafter described was completed on 11/17/2015. The work done was:
Campus-Wide HVAC Package Unit at Riverside City College

- The name of the contractor, if any, for such work of improvement was Pacific West Air Conditioning
(If no contractor for work of improvement as a whole, insert "none")

- The property on which said work of improvement was completed is in the city of Riverside, County of Riverside, State of California, and is described as follows: Community College

- The street address of said property is 4800 Magnolia Avenue, Riverside, CA 92506
(If no street address has been officially assigned, insert "none")

Dated: 11/17/2015

Riverside Community College District
President, Board of Trustees

Signature of owner or corporate officer of owner
named in paragraph 2 or his agent

VERIFICATION

I, the undersigned, say: I am the Vice Chancellor, Business & Financial Services, Aaron S. Brown the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

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

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

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

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

Agenda Item (VI-B-8-b)

Meeting	11/17/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-b)
Subject	Surplus Property
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees by unanimous vote: (1) declare the property on the attached list to be surplus; (2) find 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:

[11172015_Surplus Property List](#)

**SURPLUS EQUIPMENT
NOVEMBER 17, 2015**

QUANTITY	BRAND	DESCRIPTION	MODEL	SERIAL #	ASSET TAG#
1	GATEWAY	LAPTOP	TA7	NO S/N	39025
1	APPLE	DESKTOP	POWERMAC G5	G854032XRTY	32323
1	HP	LAPTOP	MINI 311	CNF0341ZNK	43611
1	GATEWAY	LAPTOP	W230UI1	38986482	33279
1	APPLE	DESKTOP	POWERMAC G5	G8540323FRTY	NO ASSET
1	GATEWAY	DESKTOP	E4610S	39211340	34459
1	GATEWAY	LAPTOP	E155	4595730	39084
1	GATEWAY	LAPTOP	450SX4	26985957	19920
1	HP	PRINTER	ALL-IN-ONE	CN438BJ1W9	61410
1	GATEWAY	LAPTOP	E155	40590091	34464
1	GATEWAY	LAPTOP	E155	4595727	39086
1	GATEWAY	DISPLAY	FPD1940	MUL9002L0016842	26980
1	GATEWAY	DESKTOP	E2610S	39231671	34497
1	GATEWAY	DISPLAY	E173FPB	CN0U4931	30417
1	LG	DISPLAY	L196WTQ	712NDAY9A600	37471
1	DELL	DISPLAY	1970FPV	CN0CC388716187B6AD5S	NO ASSET
1	APPLE	DISPLAY	A1082	2A7191ZJXMN	36194
1	GATEWAY	DESKTOP	E4500S	36524564	31885
1	GATEWAY	DISPLAY	FPD1965	MW883B0H01702	36989
1	GATEWAY	DISPLAY	FPD1730	MUL7007K0014090	34557
1	GATEWAY	DISPLAY	FPD1730	TL819A425047480	40434
1	GATEWAY	LAPTOP	M255-E	39169910	34267
1	GATEWAY	LAPTOP	M255-E	39169904	34268
1	GATEWAY	LAPTOP	M255-E	39240182	34367
1	GATEWAY	LAPTOP	M255-E	39169906	34258
1	GATEWAY	LAPTOP	M255-E	39169912	34265
1	GATEWAY	LAPTOP	M255-E	39169916	34270
1	GATEWAY	LAPTOP	M255-E	39240180	34364
1	GATEWAY	LAPTOP	M255-E	39169918	34256
1	GATEWAY	LAPTOP	M255-E	39169914	34262
1	GATEWAY	LAPTOP	M255-E	39240185	34372
1	GATEWAY	LAPTOP	M255-E	39240184	34365
1	GATEWAY	LAPTOP	M255-E	39169915	34259
1	GATEWAY	LAPTOP	M255-E	39240183	34371
1	GATEWAY	LAPTOP	M255-E	39240187	34369
1	GATEWAY	LAPTOP	M255-E	39169911	34263
1	GATEWAY	LAPTOP	M255-E	39169917	34266
1	GATEWAY	LAPTOP	M255-E	39240186	34368
1	GATEWAY	LAPTOP	M255-E	39240181	34366
1	GATEWAY	LAPTOP	M255-E	39169913	34260
1	GATEWAY	LAPTOP	M255-E	39169905	34261
1	GATEWAY	LAPTOP	M255-E	39240188	34370
1	GATEWAY	LAPTOP	M255-E	39166908	34257
1	GATEWAY	LAPTOP	M255-E	39169909	34269
1	GATEWAY	LAPTOP	M255-E	39169907	34264
1	GATEWAY	LAPTOP	M460	35794088	32118
1	GATEWAY	LAPTOP	M461	35794078	32121
1	GATEWAY	LAPTOP	M462	35794094	32113
1	GATEWAY	LAPTOP	M463	35794084	32098
1	GATEWAY	LAPTOP	M464	35794097	32093
1	GATEWAY	LAPTOP	M465	35794082	32116
1	GATEWAY	LAPTOP	M460	35794073	32112
1	GATEWAY	LAPTOP	M461	35794089	32103
1	GATEWAY	LAPTOP	M462	35794069	32067
1	GATEWAY	LAPTOP	M463	35794093	32120
1	GATEWAY	LAPTOP	M464	35794092	32117
1	GATEWAY	LAPTOP	M465	35794083	32115
1	GATEWAY	LAPTOP	M466	35794076	32123
1	GATEWAY	LAPTOP	M467	35794070	32110
1	GATEWAY	LAPTOP	M468	35794087	32102
1	GATEWAY	LAPTOP	M469	35794074	32100
1	GATEWAY	LAPTOP	M470	35794085	32109
1	GATEWAY	LAPTOP	M471	35794086	32101
1	GATEWAY	LAPTOP	M472	35794096	32111
1	GATEWAY	LAPTOP	M473	35794099	32065
1	GATEWAY	LAPTOP	M474	35794081	32106

**SURPLUS EQUIPMENT
NOVEMBER 17, 2015**

QUANTITY	BRAND	DESCRIPTION	MODEL	SERIAL #	ASSET TAG#
1	GATEWAY	LAPTOP	M475	35794090	32105
1	GATEWAY	LAPTOP	M476	35794072	32119
1	GATEWAY	LAPTOP	M477	35794095	32122
1	GATEWAY	LAPTOP	M478	35794075	32069
1	GATEWAY	LAPTOP	M479	35794079	32114
1	GATEWAY	LAPTOP	M480	35794098	32099
1	GATEWAY	LAPTOP	M481	35794077	32104
1	GATEWAY	LAPTOP	M482	35794091	32094
1	GATEWAY	LAPTOP	M483	35794071	32107
1	GATEWAY	LAPTOP	M484	35794080	32108
1	HP	PRINTER	LASERJET 6P	USDQ058314	12329
1	GATEWAY	TOWER	E-46102	4054272	37507
1	GATEWAY	DISPLAY	1780PS1	MW67A	37511
1	GATEWAY	DISPLAY	FPD1730	MUL7007K0081	24553
1	CANON	CAMERA	GL2	13249060081	19548
1	UNKNOWN	LAPTOP	PP05L	30039272605	NO ASSET
1	SOLOPRO	LAPTOP	9300	21728945	16827
1	UNKNOWN	PRINTER	FI-6130	180654	41696
1	SANYO	PROJECTOR	PLC-XP18N	G0201218	16783
1	UNKNOWN	PDA	POCKET PC	TWC3261140	NO ASSET
1	IN FOCUS	PROJECTOR	LP330	7KW21300855	NO ASSET
1	LENOVO	TOWER	7483	MJT620	41107
1	GATEWAY	DISPLAY	1980PS+	MW883	36990
1	HP	PRINTER	DESKJET	SG63811001	NO ASSET
1	HP	PRINTER	DESKJET 2540	CN47N3715M	41117
1	GATEWAY	DISPLAY	FPD1730	QS7330600320	NO ASSET
1	HP	PRINTER	OFFICEJET	SGG22E1LC3	40413
1	GATEWAY	DESKTOP	E4300	34873927	24887
1	GATEWAY	DESKTOP	E6100	32667236	22892
1	GATEWAY	DESKTOP	E4610	39061837	34105
1	GATEWAY	DISPLAY	FPD1965	MW871B0E03317	34108
1	GATEWAY	DISPLAY	FPD1965	MW864B0H00058	34957
1	GATEWAY	DISPLAY	FPD1965	MW883B0H01702	36989
1	GATEWAY	DESKTOP	E6100	39008057	33783
1	GATEWAY	DESKTOP	E4500	37225856	32796
1	GATEWAY	DISPLAY	FPD1965	MW837B0H03916	32797
1	DELL	DISPLAY	E173FPF	4CG418S	26764
1	HP	PRINTER	DESKJET 6122	MY3C42B08W	NO ASSET
1	GATEWAY	DESKTOP	E4610	39008056	33782
1	GATEWAY	DISPLAY	FPD1530	QS5342900907	30670
1	GATEWAY	DESKTOP	E4620	4561307	37752
1	GATEWAY	DESKTOP	E6610	38908296	33151
1	GATEWAY	DISPLAY	FPD1565	ME35790L04833	32067
1	GATEWAY	DESKTOP	E4620	4617112	37694
1	DELL	DESKTOP	OPTIPLEX 330	8LS5RF1	52496
1	SAMSUNG	TV	UN60EH6003A	Z6A33CBDA00593	49198
1	GATEWAY	PENT IV	E4100	31807941	22570
1	LENOVO	CORE 2	6483	mj03849	40520
1	LENOVO	AMDATHLOMX2	9088ct0	lkmkmth	37874
1	LENOVO	CORE 2	6483	mj03866	40582
1	LENOVO	CORE 2	6483	mj03789	40590
1	LENOVO	CORE 2	6483	mj03841	40867
1	LENOVO	CORE 2	6075ct0	LKMMRHK	38097
1	GATEWAY	PENT D	E6500	36596237	34685
1	LENOVO	CORE 2	9088CT0	LKMKMRX	37877
1	LENOVO	CORE 2	6483	MJ03764	40718
1	GATEWAY	PENT IV	E4500S	36297365	31465
1	LENOVO	CORE 2	6483	MJ03797	40525
1	LENOVO	CORE 2	6483	mj03715	40610
1	LENOVO	CORE 2	6483	MJ03831	40783
1	LENOVO	CORE 2	6483	MJ03786	40778
1	ACT	WINDOWS 2000	PC COMPATIBLE	44255	21747
1	DELL	CORE 2	OPTIPLEX 745	31MKPC1	33869
1	DELL	CORE 2	OPTIPLEX 745	43MKPC1	33870
1	DELL	CORE 2	OPTIPLEX 745	53MKPC1	33838
1	DELL	CORE 2	OPTIPLEX 745	52MKPC1	33851

**SURPLUS EQUIPMENT
NOVEMBER 17, 2015**

QUANTITY	BRAND	DESCRIPTION	MODEL	SERIAL #	ASSET TAG#
1	LENOVO	CORE 2	9088CT0	KKMKMTC	37879
1	LENOVO	CORE 2	6483	MJ03875	40533
1	DELL	CORE 2	OPTIPLEX 745	J0MKPC1	33854
1	DELL	CORE 2	OPTIPLEX 745	32MKPC1	33844
1	DELL	CORE 2	OPTIPLEX 745	63MKPC1	33847
1	DELL	CORE 2	OPTIPLEX 745	83MKPC1	33853
1	DELL	CORE 2	OPTIPLEX 745	C0MKPC1	33840
1	DELL	CORE 2	OPTIPLEX 745	72MKPC1	33843
1	DELL	CORE 2	OPTIPLEX 745	G2MKPC1	33852
1	DELL	CORE 2	OPTIPLEX 745	12MKPC1	33868
1	GATEWAY	PENT IV	E4500S	36286687	31403
1	DELL	CORE 2	OPTIPLEX 745	81MKPC1	33848
1	DELL	CORE 2	OPTIPLEX 745	D1MKPC1	33849
1	DELL	CORE 2	OPTIPLEX 745	93MKPC1	33864
1	DELL	CORE 2	OPTIPLEX 745	JZLKPC1	33846
1	DELL	CORE 2	OPTIPLEX 745	B3MKPC1	33862
1	DELL	CORE 2	OPTIPLEX 745	92MKPC1	33839
1	DELL	CORE 2	DCCY	26BPQ91	31859
1	DELL	CORE 2	OPTIPLEX 745	B2MKPC1	33856
1	DELL	CORE 2	OPTIPLEX 745	80MKPC1	33865
1	DELL	CORE 2	OPTIPLEX 745	F1MKPC1	33855
1	LENOVO	CORE 2	6483	MJ03784	40592
1	LENOVO	CORE 2	6483	MJ03848	40774
1	LENOVO	CORE 2	6483	MJ03881	40794
1	LENOVO	CORE 2	6483	MJ03791	40802
1	LENOVO	CORE 2	6483	MJ03896	40723
1	LENOVO	CORE 2	6483	MJ03843	40527
1	LENOVO	CORE 2	6483	MJ03816	40799
1	LENOVO	CORE 2	6483	MJ03725	40792
1	LENOVO	CORE 2	6483	MJ03860	40609
1	LENOVO	CORE 2	6483	MJ03720	40785
1	LENOVO	CORE 2	6483	MJ03699	40803
1	LENOVO	CORE 2	6483	MJ03733	40786
1	LENOVO	CORE 2	6483	MJ03697	40805
1	LENOVO	CORE 2	6483	MJ03710	40583
1	LENOVO	CORE 2	6483	MJ03698	40788
1	LENOVO	CORE 2	6483	MJ03723	40787
1	LENOVO	CORE 2	6483	MJ03712	40775
1	LENOVO	CORE 2	6483	MJ03756	40845
1	LENOVO	CORE 2	6483	MJ03743	40599
1	LENOVO	CORE 2	6483	MJ03859	40667
1	LENOVO	CORE 2	6483	MJ03802	40793
1	LENOVO	CORE 2	6483	MJ03893	40659
1	LENOVO	CORE 2	6483	MJ03692	40674
1	LENOVO	PENTIUM	7373CT0	L3A1067	38747
1	LENOVO	CORE 2	6483	MJ03818	40671
1	LENOVO	CORE 2	6483	MJ03832	40656
1	LENOVO	CORE 2	6483	MJ03772	40524
1	LENOVO	CORE 2	6483	MJ03711	40647
1	LENOVO	CORE 2	6483	MJ03728	40716
1	LENOVO	CORE 2	6483	MJ03852	40710
1	LENOVO	CORE 2	6483	MJ03813	40722
1	LENOVO	CORE 2	6483	MJ03769	40730
1	LENOVO	CORE 2	6483	MJ03752	40648
1	LENOVO	CORE 2	9088CT0	LKMKMTD	37870
1	LENOVO	CORE 2	6483	MJ03766	40542
1	LENOVO	CORE 2	6483	MJ03731	40776
1	LENOVO	CORE 2	6483	MJ03804	40789
1	LENOVO	CORE 2	6483	MJ03704	40653
1	LENOVO	CORE 2	6483	MJ03861	40646
1	LENOVO	CORE 2	6483	MJ03759	40594
1	LENOVO	CORE 2	6483	MJ03737	40715
1	LENOVO	CORE 2	6483	MJ03745	40736
1	LENOVO	CORE 2	6483	MJ03781	40734
1	LENOVO	CORE 2	6483	MJ03703	40858
1	LENOVO	CORE 2	6483	MJ03886	40790

**SURPLUS EQUIPMENT
NOVEMBER 17, 2015**

QUANTITY	BRAND	DESCRIPTION	MODEL	SERIAL #	ASSET TAG#
1	LENOVO	CORE 2	6483	MJ03690	40669
1	LENOVO	CORE 2	6483	MJ03838	40797
1	LENOVO	CORE 2	6483	MJ03751	40663
1	LENOVO	CORE 2	6483	MJ03716	40672
1	LENOVO	CORE 2	6483	MJ03701	40706
1	LENOVO	CORE 2	6483	MJ03730	40668
1	LENOVO	CORE 2	6483	NO S/N	41953
1	LENOVO	CORE 2	6483	NO S/N	41968
1	LENOVO	CORE 2	6483	MJ03863	40791
1	LENOVO	CORE 2	6483	MJ03785	40798
1	LENOVO	CORE 2	6483	MJ03820	40655
1	LENOVO	CORE 2	6483	MJ03811	40804
1	LENOVO	CORE 2	6483	MJ03748	40673
1	LENOVO	CORE 2	6483	MJ03689	40537
1	LENOVO	CORE 2	6483	MJ03770	40664
1	LENOVO	CORE 2	6483	MJ03724	40777
1	LENOVO	CORE 2	6483	MJ03882	40733
1	LENOVO	CORE 2	6483	MJ03796	40800
1	LENOVO	CORE 2	6483	MJ03717	40714
1	LENOVO	CORE 2	6483	MJ03879	40650
1	LENOVO	CORE 2	6483	MJ03889	40713
1	LENOVO	CORE 2	6483	MJ03877	40784
1	LENOVO	CORE 2	6483	NO S/N	41957
1	GATEWAY	CORE 2	7484W7J	MJ10600	39988
1	LENOVO	CORE 2	6483	NO S/N	41962
1	LENOVO	CORE 2	6483	MJ03817	40801
1	LENOVO	CORE 2	6483	MJ03880	40657
1	LENOVO	PENT IV	SOLO	18503955	24598
1	LENOVO	CORE 2	6483	MJ03775	40652
1	LENOVO	CORE 2	6483	MJ03829	40581
1	LENOVO	CORE 2	6483	MJ03747	40662
1	LENOVO	CORE 2	6483	MJ03754	40658
1	LENOVO	CORE 2	6483	MJ03897	40795
1	LENOVO	CORE 2	6483	MJ03865	40717
1	LENOVO	CORE 2	6483	MJ03763	40651
1	LENOVO	CORE 2	6483	MJ03773	40709
1	LENOVO	CORE 2	6483	MJ03778	40719
1	LENOVO	CORE 2	6483	MJ03844	40725
1	LENOVO	CORE 2	6483	MJ03847	40661
1	LENOVO	CORE 2	6483	MJ03847	40665
1	LENOVO	CORE 2	6483	MJ03735	40735
1	LENOVO	CORE 2	6483	MJ03740	40654
1	LENOVO	CORE 2	6483	MJ03750	40660
1	LENOVO	CORE 2	6483	MJ03767	40670
1	GATEWAY	CORE 2	E6610D	4568313	37770
1	GATEWAY	PENT IV	E4500D	36594427	34838
1	GATEWAY	CORE 2	E6610D	4536915	25797
1	LENOVO	CORE 2	6483	MJ03796	40872
1	LENOVO	CORE 2	6483	MJ03705	40726
1	LENOVO	CORE 2	6483	MJ03746	40853
1	LENOVO	CORE 2	6483	MJ03757	40597
1	LENOVO	CORE 2	6483	MJ03792	40589
1	LENOVO	CORE 2	6483	MJ03892	40852
1	LENOVO	CORE 2	6483	MJ03744	40727
1	LENOVO	CORE 2	9088CT0	LKMKMRV	37880
1	LENOVO	CORE 2	6483	MJ03885	40580
1	GATEWAY	CORE 2	E4300	36124992	31358
1	LENOVO	PENT IV	6483	MJ03688	40539
1	LENOVO	CORE 2	6483	MJ03871	40528
1	LENOVO	CORE 2	6483	MJ03830	40712
1	LENOVO	CORE 2	6483	MJ03826	40523
1	LENOVO	CORE 2	6483	MJ03809	40612
1	LENOVO	CORE 2	6483	MJ03837	40607
1	LENOVO	CORE 2	6483	MJ03853	40596
1	LENOVO	CORE 2	6483	MJ03828	40708
1	LENOVO	CORE 2	6483	MJ03867	40600

**SURPLUS EQUIPMENT
NOVEMBER 17, 2015**

QUANTITY	BRAND	DESCRIPTION	MODEL	SERIAL #	ASSET TAG#
1	LENOVO	CORE 2	6483	MJ03738	40864
1	LENOVO	CORE 2	6483	MJ03695	40796
1	LENOVO	CORE 2	6483	MJ03758	40875
1	LENOVO	CORE 2	6483	MJ03729	40870
1	LENOVO	CORE 2	6483	MJ03709	40863
1	LENOVO	CORE 2	6483	MJ03803	40847
1	LENOVO	CORE 2	6483	MJ03845	40848
1	LENOVO	CORE 2	6483	MJ03693	40869
1	LENOVO	CORE 2	6483	MJ03806	40855
1	LENOVO	CORE 2	6483	MJ03777	40868
1	LENOVO	CORE 2	6483	MJ03779	40873
1	LENOVO	CORE 2	6483	MJ03836	40862
1	LENOVO	CORE 2	6483	MJ03858	40729
1	LENOVO	CORE 2	6483	MJ03805	40865
1	LENOVO	CORE 2	6483	MJ03713	40846
1	LENOVO	CORE 2	6483	MJ03888	40849
1	LENOVO	CORE 2	6483	NO S/N	42530
1	LENOVO	CORE 2	6075CT0	LKMMRHB	38116
1	LENOVO	CORE 2	7373CT0	MJ26251	40933
1	LENOVO	CORE 2	6483	NO S/N	41963
1	LENOVO	CORE 2	2448HB6	V6D9957	41841
1	LENOVO	CORE 2	6483	MJ03833	40860
1	LENOVO	CORE 2	6483	MJ03834	40850
1	LENOVO	CORE 2	6483	MJ03749	40842
1	LENOVO	CORE 2	6483	NO S/N	42558
1	LENOVO	CORE 2	6483	NO S/N	41425
1	LENOVO	CORE 2	6483	NO S/N	42516
1	LENOVO	CORE 2	6483	NO S/N	42509
1	LENOVO	CORE 2	6483	NO S/N	42510
1	LENOVO	CORE 2	6483	NO S/N	42554
1	LENOVO	CORE 2	6483	NO S/N	42555
1	LENOVO	CORE 2	6483	NO S/N	42595
1	LENOVO	CORE 2	6483	NO S/N	42556
1	LENOVO	CORE 2	7373CT0	MJ26252	40932
1	LENOVO	CORE 2	6483	NO S/N	42557
1	LENOVO	CORE 2	6075CT0	LKMMRHT	38121
1	LENOVO	CORE 2	6483	NO S/N	41996
1	LENOVO	CORE 2	MTM7484WUT	MJPF22	41812
1	LENOVO	CORE 2	6075CT0	LKMMRKB	38098
1	LENOVO	CORE 2	6075CT0	LKMMRHM	38120
1	LENOVO	CORE 2	6483	NO S/N	42514
1	LENOVO	CORE 2	6483	NO S/N	42550
1	LENOVO	CORE 2	6483	NO S/N	42559
1	LENOVO	CORE 2	MTM7484WUT	MJPF12	41815
1	LENOVO	CORE 2	6483	NO S/N	42551
1	LENOVO	CORE 2	6483	NO S/N	41997
1	LENOVO	CORE 2	6483	MJ03873	40866
1	LENOVO	CORE 2	6483	MJ03808	40649
1	LENOVO	CORE 2	6483	MJ03839	40851
1	LENOVO	CORE 2	6483	MJ03894	40874
1	LENOVO	CORE 2	6483	MJ03850	40857
1	LENOVO	CORE 2	6483	MJ03687	40856
1	LENOVO	CORE 2	6483	MJ03794	40844
1	LENOVO	CORE 2	6075CT0	LKMMRGT	37925
1	DELL	CORE 2	755	DLJ5YG1	38044
1	LENOVO	CORE 2	6483	MJ03742	40903
1	LENOVO	CORE 2	MTM7484WUT	MJPF04	41926
1	DELL	PENT IV	DIMENSION 4400	GSSMG11	19387
1	LENOVO	CORE 2	6483	MJ03787	40773
1	LENOVO	CORE 2	6075CT0	LKMMRHL	38107
1	GATEWAY	CORE 2	E6610D	38908305	33883
1	GATEWAY	CORE 2	E6610D	38908306	33908
1	LENOVO	CORE 2	6483	MJ03800	40544
1	LENOVO	CORE 2	7484CT0	MJ12910	40023
1	LENOVO	CORE 2	7373CT0	MJ26250	40931
1	LENOVO	CORE 2	6483	NO S/N	41994

**SURPLUS EQUIPMENT
NOVEMBER 17, 2015**

QUANTITY	BRAND	DESCRIPTION	MODEL	SERIAL #	ASSET TAG#
1	LENOVO	CORE 2	6075CTO	LKMMRGR	37928
1	LENOVO	CORE 2	6075CTO	LKMMRGF	37938
1	DELL	CORE 2	OPTIPLEX 745	F0MKPC1	33863
1	DELL	CORE 2	DCCY	46BPQ91	31866
1	LENOVO	CORE 2	7303CT0	MJKRD02	41563
1	DELL	PENT IV	DCCY	5KBPQ91	31863
1	DELL	PENT IV	DCCY	FJBPQ91	31858
1	LENOVO	CORE 2	6483	MJ03707	40538
1	LENOVO	CORE 2	6483	NO S/N	41971
1	LENOVO	CORE 2	6483	MJ03855	40585
1	GATEWAY	WIN XP LAPTOP	450ROG	34273441	22696
1	GATEWAY	WIN 2000 LAPTOP	450ROG	31951087	21433
1	GATEWAY	WIN XP LAPTOP	M460E	36297149	31438
1	GATEWAY	WIN XP LAPTOP	E475M	4478980	36806
1	GATEWAY	XP LAPTOP	M275	33279509	26919
1	GATEWAY	XP LAPTOP	M275	33279511	26920
1	DELL	PENT IV	DCCY	86BPQ91	31864
1	DELL	PENT IV	DCCY	G6BPQ91	31880
1	DELL	PENT IV	DCCY	PKBPQ91	31860
1	DELL	PENT IV	DCCY	27BPQ91	34899
1	DELL	PENT IV	DCCY	HJBPQ91	31862
1	DELL	EMPTY CASE	T1500	91ZB9P1	43008
1	GATEWAY	MONITOR - 15 INCH - FLATSCREEN	FPD1570	KUL5033D08968	18860
1	VIEWSONIC	MONITOR	VA1912WB	QBN070171463	33096
1	GATEWAY	MONITOR	TFT1980PS+	MW862BOH06377	34852
1	GATEWAY	MONITOR - 17 INCH FLATSCREEN	FPD1730	MUL7003D0027593	21813
1	GATEWAY	MONITOR	FPD1940	MUL9002K0000950	24940
1	GATEWAY	MONITOR	FDP1975	MP15B50R01370	31543
1	GATEWAY	LAPTOP	TFT1980PS+	18503955	33871
1	GATEWAY	MONITOR	TFT1980PS+	MWE78BON00733	36932
1	APPLE	CPU PC	CINEMA DISPLAY	2A80206FXMM	36795
1	GATEWAY	MONITOR	TFT1980PS+	MWE6AB0N00336	33137
1	LENOVO	MONITOR	THINKVISION	V6B9978	40831
1	LENOVO	MONITOR	THINKVISION	V6C0208	40619
1	DELL	MONITOR	NONE	CN08JCGH7444515SATRL	43998
1	DELL	MONITOR	NONE	CN08JCGH74445169CAHL	43999
1	LENOVO	MONITOR	THINKVISION	V1T6149	37941
1	GATEWAY	MONITOR	FPD2185W	MQ17650N01624	37157
1	LENOVO	MONITOR	THINKVISION	V6D9966	41880
1	GATEWAY	MONITOR	FPD2185W	MQ17650N01630	37159
1	LENOVO	MONITOR	THINKVISION	V662624	40570
1	LENOVO	MONITOR	THINKVISION	V6C3179	40641
1	LENOVO	MONITOR	THINKVISION	V6C4998	40553
1	GATEWAY	MONITOR	FPD2185W	NO S/N	32569
1	GATEWAY	MONITOR	FPD2185W	MQ17650N01623	37158
1	DELL	MONITOR	NONE	CN08JCGH7444516IDP3L	43962
1	GATEWAY	MONITOR	FPD1975	NO S/N	31535
1	LENOVO	MONITOR	THINKVISION	V6C0236	40834
1	LENOVO	MONITOR	THINKVISION	V6C0219	40829
1	LENOVO	MONITOR	THINKVISION	V6C3188	40618
1	LENOVO	MONITOR	THINKVISION	V6C0270	40814
1	LENOVO	MONITOR	THINKVISION	V6C0162	40824
1	LENOVO	MONITOR	THINKVISION	V8-KD197	52040
1	LENOVO	MONITOR	THINKVISION	V88-KD246	52043
1	LENOVO	MONITOR	THINKVISION	V6C5040	40813
1	LENOVO	MONITOR	THINKVISION	V6C0243	40836
1	LENOVO	MONITOR	THINKVISION	V88-KD248	52059
1	LENOVO	MONITOR	THINKVISION	V88-KD249	52051
1	LENOVO	MONITOR	THINKVISION	V6D9940	41863
1	LENOVO	MONITOR	THINKVISION	V662589	40571
1	LENOVO	MONITOR	THINKVISION	V1T6157	37987
1	LENOVO	MONITOR	THINKVISION	V88-KD214	52046
1	LENOVO	MONITOR	THINKVISION	V8-KD213	52039
1	LENOVO	MONITOR	THINKVISION	V6M5826	41224
1	LENOVO	MONITOR	THINKVISION	V88-KD204	52060
1	LENOVO	MONITOR	THINKVISION	V6C0089	40826

**SURPLUS EQUIPMENT
NOVEMBER 17, 2015**

QUANTITY	BRAND	DESCRIPTION	MODEL	SERIAL #	ASSET TAG#
1	LENOVO	MONITOR	THINKVISION	V8-KD195	52038
1	LENOVO	MONITOR	THINKVISION	V6C0202	40620
1	LENOVO	MONITOR	THINKVISION	NO S/N	41954
1	LENOVO	MONITOR	THINKVISION	V681100	39973
1	LENOVO	MONITOR	THINKVISION	V88-KD203	52033
1	DELL	MONITOR	NONE	CN08JCGH7444514G352M	44008
1	SAMSUNG	MONITOR	SYNCMASER	WJ19HPFQ205256R	37459
1	LENOVO	MONITOR	THINKVISION	V88-LCD251	52049
1	LENOVO	MONITOR	THINKVISION	NO S/N	42505
1	DELL	MONITOR	p1911t	CN08JCGH74445169CAAL	43990
1	GATEWAY	MONITOR	FPD2185W	WWW6650N11990	39859
1	LENOVO	MONITOR	THINKVISION	V88-KD205	52052
1	LENOVO	MONITOR	THINKVISION	V6C5039	40676
1	LENOVO	MONITOR	THINKVISION	V88-KD202	52065
1	LENOVO	MONITOR	THINKVISION	V88KD215	52041
1	LENOVO	MONITOR	THINKVISION	V88-KD200	52054
1	LENOVO	MONITOR	THINKVISION	V6C0242	40630
1	LENOVO	MONITOR	THINKVISION	V6C3207	40832
1	LENOVO	MONITOR	D221WIDETFT	V1M2978	37996
1	LENOVO	MONITOR	D221WIDETFT	V1M2992	37995
1	DELL	MONITOR	REVA01	CN0T94017161858IAEBR	39864
1	DELL	MONITOR	REVA01	CN0T94017161858IAEFY	32611
1	DELL	MONITOR	REVA01	CN0T94017161858IADTE	38370
1	DELL	MONITOR	REVA01	CN0T94017161858IAECG	38372
1	DELL	MONITOR	REVA01	CN0T94017161858IAEFU	38373
1	HP	PRINTER	LASERJET 4250TN	CNRXS39900	37309
1	HP	PRINTER	LASERJET 4250N	CNRXR42291	32557
1	HP	PRINTER	HP COLOR LASERJET	CNGHC00723	25449
1	EPSON	PRINTER	STYLUS COLOR 880	CMR1041470	16625
1	HP	SCANNER	SCANJET 5550C	CN2CTS71R5	21078
1	LEXMARK	PRINTER	Z816	13480668247	31778
1	HP	PRINTER - LASERJET	LASERJET 4200TN	CNBX102565	19485
1	HP	PRINTER - LASERJET	LASERJET 4000TN	USNC083024	10830
1	HP	PRINTER - LASERJET	LASERJET 4000N	USMB205115	10978
1	HP	PRINTER - LASERJET	LASERJET 4000N	USMB183844	12593
1	DELL	MONITOR - 19 INCH	CRT MONITOR	MX049VYR478010BGH1FY	16247
1	HP	PRINTER	PHOTOSMART C6180	MY6B9H50RT	38222
1	HP	PRINTER	OFFICEJET 6700 PREMIUM	CN2BM9SJ8P	52450
1	SHARP	PROJECTION PANEL	QA-75	OAU3509	5490
1	BUHL	OVERHEAD PROJECTOR	90	C85516	NO ASSET
1	BUHL	OVERHEAD PROJECTOR	90	C85508	NO ASSET
1	BUHL	OVERHEAD PROJECTOR	90	C85491	NO ASSET
1	PANASONIC	VIDEO MONITOR	CT1030M	KA0630689	5477
1	PANASONIC	VIDEO MONITOR	CT1030M	KA0650151	5335
1	SHARP	VCR	XA-905	11715452	NO ASSET
1	SHARP	VCR	XA-905	11715513	NO ASSET
1	PANASONIC	VIDEO MONITOR	CT1030M	KA3340071	10429
1	PANASONIC	4 HEAD VCR	PVD4742	121A47685	NO ASSET
1	BUHL	OVERHEAD PROJECTOR	1800BJ1	80097571	NO ASSET
1	SANYO	MULTI MEDIA PROJECTOR	PLCXPL8N	G1201443	NO ASSET

Agenda Item (VI-B-8-c)

Meeting	11/17/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-c)
Subject	Surplus Property - Donation
College/District	Norco
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) finding that the property does not exceed the total value of \$5,000; and (3) authorize the property to be donated to Norco High School to meet their instructional needs.

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. Norco College is in possession of a plastic grinder for which we no longer have an instructional need. We are proud to transfer this instructional equipment to another public educational institution: Norco High School. Rather than selling the plastic grinder as scrap metal, this donation leverages state dollars and maximizes the State's educational system's investment in Career & Technical Education. The District has determined that the property on the attached list does not exceed the total value of \$5,000 and is requesting the property to be donated to Norco High School.

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

Attachments:

[Plastic Grinder Donation- Norco High School Letter](#)
[SURPLUS LIST 2015 Norco Grinder Donation](#)

NORCO HIGH SCHOOL

A California Distinguished High School

David Hamilton
Manufacturing Technology Instructor
Norco High School
2065 Temescal Ave.
Norco, CA 92860
(951)736-3241 x 25558
dhamilton@cnusd.k12.ca.us

Dr. Kevin Fleming
Dean of Instruction
Career and Technical Education
Norco College
2001 Third St.
Norco, CA 92860

Dr. Fleming,

Thank you for allowing Norco High School to acquire the plastic grinder (Rapid Granulator Type 66-SRE – S/N 73672.001) that is no longer being used as part of your manufacturing programs at Norco College. Our manufacturing program will be able to realize significant cost savings by being able to grind up scrap plastic for use in our injection molders rather than having to purchase new materials.

Please notify David Hamilton or Rick Radcliffe at Norco High School when you are ready to have the plastic grinder removed and we will arrange transportation.

Sincerely,



David Hamilton

Agenda Item (VI-B-8-d)

Meeting	11/17/2015 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-d)
Subject	Destruction of Records
College/District	District
Funding	General Funds
Recommended Action	It is recommended that the Board of Trustees approve the destruction of the records on the attached listing.

Background Narrative:

All records which have been held for the required retention periods which have been classified as Class 3 after having been held for the required retention period may be destroyed as per Title 5, Section 59020 et seq., of the California Administrative Code. Class 3 - Disposable Records are defined as any record archived for 3 years after July 1 of that fiscal year. These include records basic to audit; relating to attendance; full-time equivalent students; or a business or financial transaction (purchase orders; invoices, warrants, ledger sheets, canceled checks and stubs, student body and cafeteria fund records, etc.); detailed records used in the preparation of reports and; periodic reports, such as daily, weekly and monthly reports, bulletins and instructions. Board Policy 3310 establishes and authorization for destruction of records and Administrative Procedure 3310 establishes the procedures for destruction of records.

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

Attachments:

[11172015_Destruction of Records](#)

Destruction of Records November 17, 2015

Container Number	Description	Destroy Date
C0100292100	CREDIT CARD RECEIPTS FROM 01/2010 - 12/2010 CASH FUND SHEETS 01/2010 - 12/2010	6/30/2015
C0100257367	2009/10 DAILY TRANSACTIONS (APRIL-JUNE)	6/30/2015
C0100257368	2009/2010 DAILY TRANSACTIONS (DEC CONT - MARCH)	6/30/2015
C0100257370	2009/10 DAILY TRANSACTIONS (JULY-DEC)	6/30/2015
C0100385409	2009/2010 THEATER VOIDED TICKETS, CREDIT CARD RECEIPTS REPORTS	6/30/2015
C0100156304	AUXILIARY BUSUNESS SERVICES SERVICES FOUNDATION	6/30/2015
C0100292102	2009-2010 ASRCC-CASH RECEIPTS 07/2009-11/2009	6/30/2015
C0100292113	STUDENT ACCOUNT DEFERMENTS 10FAL-11SUM, VA MILITARY 2010. WRITE-OFF REPORTS 06/2007-07/2008	6/30/2015
C0100292125	STUDENT ACCOUNTS DEFERMENTS 10FAL-11SUM, VA MILITARY 2010. WRITE-OFF REPORTS 06/2007-07/2008	6/30/2015
C0100337143	PARKING PAYROLL DEDUCTIONS 2007-2008, 2008-2009, 2009-2010, 2011-12	6/30/2015
C0100254268	FINANCIAL AND BANK STATEMENTS	6/30/2015
C0100289177	2009-2010 IND FLEX FILES, BUDGET, 2008-2009 EMP RECORDS, DISTRICT OFFICE I-E	1/31/2015
C0100375759	FULLBRIGHT SCHOLARS 2010-2012, FACULTY REASSIGNED TIME 2002-2010, FACULTY HIRE 2003-2005, FACULTY INTERNSHIP PROGRAM, SABBATICAL LEAVES 2007-2009	6/30/2015
C0100375763	VICE CHANCELLOR, EDUCATIONAL SERVICES 11-12, 10-11, 09-10, 208-09 REQUISITIONS	6/30/2015
C0100240067	INVESTIGATION - AGES - 2010 + REV FUND, RECON FY 04-09	6/30/2015
C0100240137	2008/2009 PAID INVOICES, PO # P15401- P16899	6/30/2015
C0100254233	2008/2009 PAID INVOICES, P16000-P16460	6/30/2015
C0100254234	2008/2009 PAID INVOICES P15401-P15999	6/30/2015
C0100254235	PAID INVOICES P14900-P15299	6/30/2015
C0100254236	PAID INVOICES P9000 - P14899	6/30/2015
C0100254237	ACCOUNTS PAYABLE 08/09 PAID INVOICES CONTRACT PAYMENTS C2172-C2954	6/30/2015
C0100254238	PAID INVOICES C2000-C2171	6/30/2015
C0100254239	PAID INVOICES C1700-C1999	6/30/2015
C0100254240	PAID INVOICES C1002-C1699	6/30/2015
C0100254241	2008/2009 PAID INVOICES 139163-140985	6/30/2015
C0100254242	PAID INVOICES 135853-139054	6/30/2015
C0100254243	PAID INVOICES 133077-134948	6/30/2015
C0100254244	PAID INVOICES 129940-133036	6/30/2015
C0100254245	PAID INVOICES 126964-129883	6/30/2015
C0100254246	PAID INVOICES 123000-126503	6/30/2015

Container Number	Description	Destroy Date
C0100254247	121933-122960	6/30/2015
C0100254250	PAID INVOICES P18456-P18899	6/30/2015
C0100254251	FY 08-09 ACCOUNTS PAYABLE PAID INVOICES P18000-P18455	6/30/2015
C0100254252	PAID INVOICES, OPEN PURCHASE B3855-B3977	6/30/2015
C0100254253	PAID INVOICES, OPEN PURCHASEB3800-B3854	6/30/2015
C0100254254	2008/2009 PAID INVOICES P17458-P17998	6/30/2015
C0100254255	FY 08-09 ACCOUNTS PAYABLE PAID INVOICES PPO16900-P17457	6/30/2015
C0100254256	PAID INVOICES P19099-P19758	6/30/2015
C0100254257	FY 08-09 ACCOUNTS PAYABLE PAID INVOICES P19800-P19757	6/30/2015
C0100254258	PAID INVOICES B4500-B4799	6/30/2015
C0100254259	PAID INVOICES B4400-B4499	6/30/2015
C0100254260	PAID INVOICES B4200-B4399	6/30/2015
C0100254261	PAID INVOICES B3979-B4164	6/30/2015
C0100254262	PAID INVOICES, OPEN PURCHASE ORDERS B3000-B3580	6/30/2015
C0100254263	PAID INVOICES B2700-B2999	6/30/2015
C0100254264	PAID INVOICES, STUDENT REFUND + NEGATIVE TRAVEL	6/30/2015
C0100254265	PAID INVOICES, STUDENT REFUNDSB4800- B5153	6/30/2015
C0100254267	PAID INVOICES, OPEN PURCHASE ORDERS B3700-B3793	6/30/2015
C0100254315	PAID INVOICES PO # B3580 - B3699	6/30/2015
C0100156269	ACCOUNTING SERVICES, RECORDS OF DEPOSITS	6/30/2015
C0100230294	FY 2008 RECEIPT BOOKS, CAFETERIA, DMBA	6/30/2015
C0100230301	FY 2008 RECEIPT BOOKS DISTRICT	6/30/2015
C0100188194	APPLICATIONS SPRING 2008 DAILY REPORTS FALL 2007 ALL APPT FOR DAY FALL 2007 SIGN-IN SHEETS FALL 2008	6/30/2015
C0100337098	DAILY REPORTS-2011, TIME SHEETS-2011, SIGN IN SHEETS-2011, WORKSHOPS-FALL 2011, APPOINTMENTS FOR THE DAY-2011, FOOD FOR THOUGHT WORKSHOP 2011	6/30/2015
C0100363055	STUDENT FILES-SPRING 2012 M-Z BOX 2 OF 2	6/30/2015
C0100363056	STUDENT FILES-SPRING 2012 A-L BOX 1 OF 2	6/30/2015
C0100257369	2007/08 TRANSACTIONS, 2009/10 INTENTS, BUDGET SALARY FORS, CPRS	6/30/2015
C0100257353	PROGRAM FILES - FUNCTION 020 - 107	6/30/2015
C0100257354	PROGRAM FILES FUNCTION 240 -390	6/30/2015
C0100257355	PROGRAM FILES FUNCTION 120- 160	6/30/2015
C0100257356	PROGRAM FILES FUNCTION 161 - 232	6/30/2015
CCCC086480	HEALTH SERVICES LOG BOOKS	6/30/2015
CCCC086490	HEALTH SERVICES LOG BOOKS	6/30/2015
CCCC086467	ACCIDENT REPORTS INCIDENT REPORTS HEALTH SERVICES	6/30/2015
C0100286376	2009-2010 STATISTICS	6/30/2015
C0100286375	2009-2010 VENDOR FILES	6/30/2015

Container Number	Description	Destroy Date
CCCCC674436	TRANSFER STUDENTS - SUM/FALL '03 AL-ABD-YAN 2003-2004	12/31/2014
C0100153960	STUDENT FILES SUMMER/FALL 2007 ALT-VON	12/31/2014
C0100208726	2009 STUDENT FILES,ASA-VOK	12/31/2014
C0100208727	2009 STUDENT FILES, PAT-ZHU	12/31/2014
C0100208728	STUDENT FILES 2009 CHI-XIA	12/31/2014
C0100239496	2009 STUDENT FILES CHA-WU	12/31/2014
C0100239483	2009 STUDENT FILES CHE-YAC	12/31/2014
C0100257316	2009 STUDENT FILES ALI-COE	12/31/2014
CO100257315	2009 STUDENT FILES CHA-ZHA	12/31/2014
CCCCC798143	STATISTICAL REPORTS BRADSHAW 130 INT'L STUDENTS FY 2002, 2003, 2004	6/30/2015
CCCCC467680	INTERNATIONAL STUDENT CENTER MISCELLANEOUS	6/30/2015
C0100208725	INTERNATIONAL STUDENT CENTER 2009 STUDENT FILES/ BOOKS, A/W-,AS	6/30/2015
C0100289050	2009 STUDENT FILES - ERI-SOR	12/31/2014
C0100239458	1999-2000 STUDENT FILES - TANF NEW VISION - 25 OF 60	6/30/2015
C0100337113	MV CW FILES	1/1/2014
C0100337114	MV CAL-WORKS	1/1/2014
C0100239459	1999-2000 GRANT FILES	6/30/2015
C0100240080	CAL WORKS PO-M (51 OF 60)	6/30/2015
C0100240098	1999-2000 GRANT AND PROPOSAL (39 OF 60)	6/30/2015
C0100239435	2000-2001 PERRIS WIN	6/30/2015
C0100239461	2001 GRANT FILES	6/30/2015
C0100239442	2001-2002 CAL WORKS, PERRIS WIN 24 OF 60	6/30/2015
C0100240097	2001-2002 GRANTS (43 OF 60)	6/30/2015
C0100239434	2002- GRANT FILES	6/30/2015
C0100239455	2004-2005 BUDGET FILES, STUDENT FILES 30 OF 60	6/30/2015
C0100239460	2004-2005 GRANT FILES	6/30/2015
C0100239454	05-06 GRANT FILES & STUDENT FILES	6/30/2015
C0100292021	101 TECH PREP 2007-2010 ARTICULATION AGREEMENT	6/30/2015
C0100292015	SPP033 3/01/07-06/30/09 ALL RECORDS & FIN	6/30/2015
C0100292008	279-ECON. DEV. FY 08-09	6/30/2015
C0100292014	034-SB70 FY 08-09	6/30/2015
C0100292006	377-PERKINS 1-B FY 09-10	6/30/2015
C0100292007	102-TECH PREP REG. FY 09-10	6/30/2015
C0100292016	370 PERKINS 1-C EXPENDITURES BY PROGRAM FY 09-10	6/30/2015
C0100292018	276 SB70-SUPP. FY 09-10	6/30/2015
C0100292019	370 PERKINS 1-C AWARD, BUDGET AND PAYROLL FY 09-10	6/30/2015
CCCCC264222	VATEA SPRING 1999 INSTITUTIONAL RESEARCH	6/30/2015
C0100210813	STUDENT FILES - MISC.	6/30/2015
C0100239430	STUDENT FILES - BEN - CAS	6/30/2015
C0100239431	STUDENT FILES	6/30/2015
C0100239432	STUDENT FILES	6/30/2015

Container Number	Description	Destroy Date
C0100239437	STUDENT FILES - CAL WORKS A - BENA 27 OF 60	6/30/2015
C0100239438	STUDENT FILES STE-VI	6/30/2015
C0100239439	STUDENT FILES - NV COURT INFO	6/30/2015
C0100239443	CAL WORKS - VARIOUS FISCAL YEARS 33 OF 60	6/30/2015
C0100239444	STUDENT FILES - CAL WORKS - PGM 367	6/30/2015
C0100239447	STUDENT FILES - CW/ ARCHIVE - CU - HOF	6/30/2015
C0100239448	VARIOUS GRANT FILES	6/30/2015
C0100239450	STUDENT FILES - CW/ ARCHIVE	6/30/2015
C0100239452	05-06 ILP BACKUP	6/30/2015
C0100239453	CAL-WORKS STUDENT FILES (41 OF 60)	6/30/2015
C0100239456	STUDENT FILES - CAL WORKS HO - KE 29 OF 60	6/30/2015
C0100239474	STUDENT FILES - CAREER CLUB	6/30/2015
C0100239477	STUDENT FILES	6/30/2015
C0100239479	STUDENT FILES	6/30/2015
C0100239490	STUDENT FILES - CW ON TRACK PERRIS WIN	6/30/2015
C0100240064	CAL WORKS - VARIOUS FISCAL YEARS 35 OF 60	6/30/2015
C0100240081	DPSS/ FOSTER CARE (52 OF 60)	6/30/2015
C0100240082	STUDENT FILES (38 OF 60)	6/30/2015
C0100240083	CAL WORKS STUDENT FILES (51 OF 60)	6/30/2015
C0100240084	GRANT FILES (50 OF 60)	6/30/2015
C0100240085	CAL-WORK STUDENT FILES (44 OF 60)	6/30/2015
C0100240086	CAL-WORKS STUDENT FILES (49 OF 60)	6/30/2015
C0100240087	CAL WORKS STUDENT FILES (47 OF 60)	6/30/2015
C0100240088	CAL WORKS STUDENT FILES (46 OF 60)	6/30/2015
C0100240089	CAL WORKS STUDENT FILES (53 OF 60)	6/30/2015
C0100240090	CAL WORKS STUDENT FILES (45 OF 60)	6/30/2015
C0100240091	TRAINING INITIATIVE FOLDERS (47 OF 60)	6/30/2015
C0100240092	MISC GRANT FILES (40 OF 60)	6/30/2015
C0100240093	GRANT FILES (53 OF 60)	6/30/2015
C0100240094	STUDENT EMPLOYMENT FILES (48 OF 60)	6/30/2015
C0100240095	CAL WORKS STUDENT FILES (48 OF 60)	6/30/2015
C0100240096	CAL WORKS STUDENT FILES (44 OF 60)	6/30/2015
C0100292002	377-PERKINS 1-B	6/30/2015
C0100292005	370-PERKINS 1-C TIME SHEETS	6/30/2015
C0100292009	ALL RECORDS: FIN. & EVIDENCE	6/30/2015
C0100240071	FY 2006-2008 CONTRACTS	6/30/2015
C0100310150	CONTRACTS FY 09/10	6/30/2015
CCCC260132	OLD - 130873	6/30/2015
C0100310156	BIDS	6/30/2015
C0100310163	BID DOCUMENTS	6/30/2015
C0100310164	BIDS	6/30/2015
C0100363041	CLOSED WC FILES 2012 M7	12/31/2014
C0100363042	WC FILES M1	12/31/2014
C0100363043	WC FILES M10	12/31/2014

Container Number	Description	Destroy Date
C0100363044	WC FILES M2	12/31/2014
C0100385380	WC FILES M15	12/31/2014
C0100363039	WC FILES M13	12/31/2014
C0100363008	WC FILES M11	12/31/2014
C0100363007	WC FILES M14	12/31/2014
C0100363006	WC FILES M6	12/31/2012
C0100363037	WC FILES M5	12/31/2011
C0100385381	WC FILES M16	6/30/2015
C0100240051	2001-2005 PAYROLL	12/31/2014
C0100239510	2005-2006 ADMIN ASST	12/31/2014
C0100239514	2005-2006 GEN FUND AUGM FUN	12/31/2014
C0100239511	2006 PAYROLL	12/31/2014
C0100292063	2006 OLD SCHOLARSHIP ACCT.	6/30/2015
C0100208739	DOWNLOAD 06/07	6/30/2015
C0100208740	DOWNLOAD 06/07	6/30/2015
C0100291973	06-07, 07/08, HS SCHOLARSHIP BROCHURES, 08-09 COMM. SCHOLARS, SCHOLARSHIP BROCHURES	12/31/2014
C0100208738	R2T4 07/08	6/30/2015
C0100208769	R2T4 07/08	6/30/2015
C0100239518	2007-2008/2008-2009 INCOMPLETE FILES	12/31/2014
C0100239508	2008-2009 COD RECORDS	12/31/2014
C0100239517	2008-2009 1000 HOURLY	12/31/2014
C0100289238	08-09 SCHOLARSHIP APPLICATION MO-NY	12/31/2014
C0100289241	08-09 SCHOLARSHIP APPLICATION I-LL	12/31/2014
C0100289242	08-09 H-L NICOLE SCANNED	12/31/2014
C0100289243	08-09 TRANSMITTAL JULY, 08-09 ACL FOR APPEALS, 09	12/31/2014
C0100289245	08-09 GRANT CHECKS TRANSMITTAL, F RETRO	12/31/2014
C0100289246	08-09 SCHOLARSHIPS APPS. G-LL	12/31/2014
C0100289248	08-09 PACKAGING REPORTS P-Z	12/31/2014
C0100289249	08-09 SCHOLARSHIP APPS CH-FUE	12/31/2014
C0100291966	08-09 SCHOLARSHIP SCORE SHEETS	12/31/2014
C0100291968	08-09 SCANNING DONE	12/31/2014
C0100291972	08-09 SCHOLARSHIP A-K	12/31/2014
C0100291974	08-09 NORCO/MV APPEALS (JEFF)	12/31/2014
C0100291975	08-09 APPEALS (JEFF)	12/31/2014
C0100291976	08-09 LOAN APPLICATION A-P	12/31/2014
C0100291977	08-09 GRANTS CHECK TRANSMITTAL, 2/09-5/09	12/31/2014
C0100291978	08-09 CONTINUING APPEALS	12/31/2014
C0100291979	08-09 S&P ISIRS POD'S DO FILES A-G	12/31/2014
C0100291985	08-09 SCHOLARSHIP APPLICATIONS	12/31/2014
C0100291989	08-09 SCHOLARSHIP APPLICATIONS	12/31/2014
C0100291990	08-09 APPEALS (KAREN)	12/31/2014
C0100291993	08-09 GRANT CHECK TRANSMITTAL 09/08-11/08	12/31/2014
C0100292149	08/09 BOGW & LOANS	1/31/2014

Container Number	Description	Destroy Date
C0100337081	FY 08/09 LOAN DOCUMENTS/REPORTS BOX 1	10/24/2014
C0100337082	FY 08/09 SCANNED FILES A-E BOX 2 MVC	10/24/2014
C0100337083	FY 08/09 MISC. REPORTS/DOCUMENTS BOX 3	10/24/2014
C0100337084	FY 08/09 FILES BOX 4 MVC	10/25/2014
C0100337085	FY 08/09 APPROVED CLASSES LIST BOX 5 MVC	10/24/2014
C0100337086	FY 08/09 SCANNED FILES F-Z BOX 6 MVC	10/24/2014
C0100337087	FY 08/09 SCANNED FILES/VERIFIED	10/24/2014
C0100337088	FY 08/09 PENDING LOANS BOX 8 MVC	10/24/2014
C0100337089	FY 08/09 PACKAGED REPORTSS BOX 9 MVC	10/24/2014
C0100337091	FY 08/09 ANGELAS MISC. BOX 11 MVC	10/24/2014
C0100289247	08-09 CHECK TRANSMITTALS 02/08-03/09	12/31/2014
C0100291997	09-10 A-G FILES SCANNING DONE 11-20-09	12/31/2014
C0100292149	08/09 BOGW & LOANS	6/30/2015
C0100292023	2009-2010 SCHOLARSHIP APPS.	6/30/2015
C0100292027	09-10 SCHOLARSHIP APPS.	6/30/2015
C0100292029	09-10 P & P'S PO'S, DD FILES	6/30/2015
C0100292031	09-10 SCHOLARSHIP	6/30/2015
C0100292033	09-10 SCHOLARSHIP APPS.	6/30/2015
C0100292035	09-10 SFS OFFICER FILES	6/30/2015
C0100292037	09-10 SCANNED 8-26-10 GA'S TOP CABINET	6/30/2015
C0100292039	09-10 SCHOLARSHIP APPS. RIV	6/30/2015
C0100292040	09-10 PELL FILES P-Z SCANNED 8-17-10	6/30/2015
C0100292042	09-10 SCHOLARSHIP APPS. RIV	6/30/2015
C0100292044	09-10 SCHOLARSHIP APPS. RIV	6/30/2015
C0100292058	09-10 NICOLE	6/30/2015
C0100292059	09-10 SCHOLARSHIP APPLICATIONS	6/30/2015
C0100292060	09-10 A-H DL SCANNED 07-12-10	6/30/2015
C0100292062	09-10 A-H	6/30/2015
C0100292066	09-10 IP'S	6/30/2015
C0100292067	09-10 A-H SCANNED FILES	6/30/2015
C0100292072	09-10 SCHOLARSHIP APPLICATIONS	6/30/2015
C0100292074	09-10 PELL FILES I-O SCANNED 04-01-10	6/30/2015
C0100292077	09-10 PELL FILES I-O SCANNED 04-28-10	6/30/2015
C0100292078	09-10 PCKG. WORKSHEET	6/30/2015
C0100292079	09-10 LOAN APPS.	6/30/2015
C0100292080	09-10 PELL FILES I-O RIV 5F5	6/30/2015
C0100292081	09-10 PELL FILES RIV 5F5	6/30/2015
C0100292082	09-10 PELL FILES I-O RIV 5F5	6/30/2015
C0100292083	09-10 SCHOLARSHIP APPS.	6/30/2015
C0100292084	09-10 SCHOLARSHIP APPS.	6/30/2015
C0100292085	09-10 TRANSMITTALS, ABS CHECK REGISTERS	6/30/2015
C0100337067	FY 09/10 APPEALS BOX 1 MVC	10/24/2014
C0100337078	FY 09/10 DIRECT DEPOSITS BOX 12 MVC	10/24/2014

Container Number	Description	Destroy Date
C0100292061	09-10 HS SCHOLARSHIPS, 10-11 HS SCHOLARSHIPS, COMMUNITY SCHOLARSHIPS	6/30/2015
C0100292144	10-11 V-Z SCANNED DOCUMENTS	6/30/2015
C0100292146	10-11 DIRECT DEPOSITS	6/30/2015
C0100292148	10-11 DIRECT DEPOSITS	6/30/2015
CCCCC915076	46 LOANS MPN'S FILES STUDY ABROD SFS - RIV	6/30/2015
C0100208737	NELYA SIGN IN SHEETS/ MISC 06/07 & 07/08	6/30/2015
C0100208742	CDR INTERNAL AUDIT	6/30/2015
C0100239516	EVALS	12/31/2014
C0100292145	0 BALANCE SCHOLARSHIPS	6/30/2015
C0100292147	DIRECT DEPOSITS	6/30/2015
C0100337150	08-10 OUTSIDE SCHOLARSHIPS	6/30/2015
C0100337164	08/10 OUTSIDE SCHOLARSHIPS	6/30/2015
C0100337167	08-10 OUTSIDE SCHOLARSHIPS	6/30/2015
C0100337169	08-10 OUTSIDE SCHOLARSHIPS	6/30/2015
C0100375748	06/07 P & P	6/30/2015
826946631	10/11 STUDENT EMPLOYMENT A - E	6/30/2015
826946650	09/10 STUDENT EMPLOYMENT FILES	6/1/2014
826946651	09/10 STUDENT EMPLOYMENT FILES	6/14/2014
826946652	09/10 STUDENT EMPLOYMENT FILES	6/1/2014
826946658	10/11 STUDENT EMPLOYMENT FILES	6/30/2015
826946659	10/11 STUDENT EMPLOYMENT FILES	6/30/2015
826946660	10/11 STUDENT EMPLOYMENT FILES	6/30/2015
826950766	VERIFIED FILES (09-10) (NORCO)	6/1/2015
826950767	VERIFIED FILES, PACKAGING WORKSHEETS (09-10) (NORCO)	6/1/2015
826950768	VERIFIED FILES, OVERPAYMENT LETTERS, DO (09-10)(NORCO)	6/1/2015
826950778	VERIFIED FILES, STUDENT INFO FORMS (09-10) (NORCO)	6/1/2015
826950779	BOG, STUDENT INFO FORM, LOAN, VERIFIED FILES (09-10)(NORCO)	6/1/2015
C0100240052	2001-2009 STUDENT SURVEYS	10/31/2014
C0100240054	CBEST WORKSHOP INFO	9/30/2014
C0100240055	SI LEADER ARCHIVES FILES	9/30/2014
C0100240056	DESK FILES SANDY MATHAY/ANNETT RAMSERY	10/31/2014
C0100240059	SI FILES-SEPT 09 INSTRUCTOR	9/30/2014
C100123164	PA PROGRAM CPX EXAM TAPES	6/30/2015

Agenda Item (VII-A)

Meeting 11/17/2015 - Regular
Agenda Item Consent Agenda Information (VII-A)
Subject Monthly Financial Report for Month Ending – October 31, 2015
College/District District
Information Only

Background Narrative:

See the attached monthly Financial Report for the period July 1, 2015 through October 31, 2015.

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

Attachments:

[11172015_Financial Report for July-October 2015](#)

MONTHLY FINANCIAL REPORT
JULY 1, 2015 – OCTOBER 31, 2015

<u>General Funds</u>	<u>Page</u>
Resource 1000 - General Operating	2
Resource 1050 - Parking	3
Resource 1070 - Student Health Services	4
Resource 1080 - Community Education	5
Resource 1090 - Performance Riverside	6
Resource 1110 - Contractor-Operated Bookstore	7
Resource 1120 - Center for Social Justice and Civil Liberties	8
Resource 1170 - Customized Solutions	9
Resource 1180 - Redevelopment Pass-Through	10
Resource 1190 - Grants and Categorical Programs	11
<u>Special Revenue Funds</u>	
Resource 3200 - Food Services	12
Resource 3300 - Child Care	13
<u>Capital Projects Funds</u>	
Resource 4100 - State Construction & Scheduled Maintenance	14
Resource 4130 - La Sierra Capital	15
<u>General Obligation Bond Capital Project Funds</u>	
Resource 4370 - G. O. Bond Series 2010D Capital Appreciation Bonds	16
Resource 4380 - G. O. Bond Series 2010D Build America Bonds	17
Resource 4390 - G. O. Bond Series 2015E Capital Appreciation Bonds	18
<u>Internal Service Funds</u>	
Resource 6100 - Self-Insured PPO Health Plan	19
Resource 6110 - Self-Insured Workers Compensation	20
Resource 6120 - Self-Insured General Liability	21
<u>Expendable Trust and Agency Funds</u>	
Associated Students of RCCD	22
Student Financial Aid	23
RCCD Development Corporation	24

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED OCTOBER 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 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 149,281,413	\$ 176,965,511	\$ 176,965,511	\$ 47,160,685
Inter/Intrafund Transfer from				
Customized Solutions (Resource 1170)	0	56,714	56,714	0
District Bookstore (Resource 1110)	250,000	612,035	612,035	107,481
Total Revenues	\$ 149,531,413	\$ 177,634,260	\$ 177,634,260	\$ 47,268,166
Expenditures				
Academic Salaries	\$ 67,800,981	\$ 72,997,146	\$ 72,995,579	\$ 19,266,931
Classified Salaries	28,182,877	30,970,619	30,946,428	9,884,364
Employee Benefits	30,768,316	36,858,835	36,856,964	7,129,532
Materials & Supplies	1,705,643	2,222,356	2,203,810	295,462
Services	14,852,358	35,390,875	35,335,251	5,022,426
Capital Outlay	2,280,304	977,066	1,078,865	96,040
Intrafund Transfers For:				
DSP&S Program (Resource 1190)	326,630	665,157	665,157	166,289
Center for Social Justice and Civil Liberties (Resource 1120)	110,900	159,847	159,847	27,725
Federal Work Study (Resource 1190)	304,157	338,342	338,342	22,543
Veteran Services (Resource 1190)	4,842	4,842	4,842	4,842
Interfund Transfer to:				
Resource 4130	1,270,000	1,270,000	1,270,000	317,500
Total Expenditures	\$ 147,607,008	\$ 181,855,085	\$ 181,855,085	\$ 42,233,654
Revenues Over (Under) Expenditures	\$ 1,924,405	\$ (4,220,825)	\$ (4,220,825)	\$ 5,034,512
Beginning Fund Balance	12,743,536	14,667,941	14,667,941	14,667,941
Ending Fund Balance	\$ 14,667,941	\$ 10,447,116	\$ 10,447,116	\$ 19,702,453
Ending Cash Balance				\$ 23,210,444

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED OCTOBER 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 <u>7-1-14 to 6-30-15</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,798,691	\$ 2,910,696	\$ 2,910,696	\$ 995,525
Expenditures				
Classified Salaries	\$ 1,550,221	\$ 1,666,852	\$ 1,666,852	\$ 525,663
Employee Benefits	592,060	662,232	662,232	140,141
Materials & Supplies	31,461	52,017	52,017	6,889
Services	697,161	717,153	717,438	98,730
Capital Outlay	127,945	201,550	201,265	12,720
Total Expenditures	\$ 2,998,848	\$ 3,299,804	\$ 3,299,804	\$ 784,143
Revenues Over (Under) Expenditures	\$ (200,157)	\$ (389,108)	\$ (389,108)	\$ 211,382
Beginning Fund Balance	163,175	(36,982)	(36,982)	(36,982)
Ending Fund Balance	\$ (36,982)	\$ (426,090)	\$ (426,090)	\$ 174,400
Ending Cash Balance				\$ 213,387

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED OCTOBER 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 <u>7-1-14 to 6-30-15</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,461,427	\$ 1,482,293	\$ 1,482,293	\$ 471,192
Expenditures				
Academic Salaries	\$ 418,712	\$ 442,863	\$ 442,863	\$ 147,621
Classified Salaries	410,399	638,821	638,821	142,335
Employee Benefits	187,091	364,050	364,050	50,419
Materials & Supplies	81,492	103,900	103,900	19,354
Services	203,338	301,825	301,825	83,548
Capital Outlay	19,853	28,413	28,413	2,394
Total Expenditures	\$ 1,320,885	\$ 1,879,872	\$ 1,879,872	\$ 445,671
Revenues Over (Under) Expenditures	\$ 140,542	\$ (397,579)	\$ (397,579)	\$ 25,521
Beginning Fund Balance	2,048,836	2,189,378	2,189,378	2,189,378
Ending Fund Balance	\$ 2,189,378	\$ 1,791,799	\$ 1,791,799	\$ 2,214,899
Ending Cash Balance				\$ 2,162,969

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED OCTOBER 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>7-1-14 to 6-30-15</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 176,659	\$ 177,806	\$ 177,806	\$ 51,880
Expenditures				
Academic Salaries	\$ 4,243	\$ 4,317	\$ 4,317	\$ 1,439
Classified Salaries	88,299	91,752	91,752	51,583
Employee Benefits	24,381	26,021	26,021	6,466
Materials & Supplies	390	550	1,550	22
Services	63,914	80,986	79,986	7,463
Total Expenditures	\$ 181,227	\$ 203,626	\$ 203,626	\$ 66,973
Revenues Over (Under) Expenditures	\$ (4,568)	\$ (25,820)	\$ (25,820)	\$ (15,093)
Beginning Fund Balance	(232,374)	(236,942)	(236,942)	(236,942)
Ending Fund Balance	\$ (236,942)	\$ (262,762)	\$ (262,762)	\$ (252,035)
Ending Cash Balance				\$ (251,771)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED OCTOBER 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 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 289,260	\$ 335,721	\$ 335,721	\$ 112,646
Intrafund Transfer from Performance Riverside (Resource 1090)	275,000	275,000	275,000	68,750
Total Revenues	<u>\$ 564,260</u>	<u>\$ 610,721</u>	<u>\$ 610,721</u>	<u>\$ 181,396</u>
Expenditures				
Academic Salaries	\$ 7,008	\$ 8,431	\$ 8,431	\$ 1,910
Classified Salaries	164,014	172,016	172,016	62,904
Employee Benefits	72,332	75,183	75,183	16,529
Materials & Supplies	12,738	11,163	24,013	14,369
Services	204,823	212,413	199,563	155,670
Total Expenditures	<u>\$ 460,915</u>	<u>\$ 479,206</u>	<u>\$ 479,206</u>	<u>\$ 251,382</u>
Revenues Over (Under) Expenditures	\$ 103,345	\$ 131,515	\$ 131,515	\$ (69,986)
Beginning Fund Balance	<u>(909,778)</u>	<u>(806,433)</u>	<u>(806,433)</u>	<u>(806,433)</u>
Ending Fund Balance	<u>\$ (806,433)</u>	<u>\$ (674,918)</u>	<u>\$ (674,918)</u>	<u>\$ (876,419)</u>
Ending Cash Balance				<u>\$ (936,841)</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED OCTOBER 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 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,001,228	\$ 1,035,037	\$ 1,035,037	\$ 146,853
Expenditures				
Services	\$ 43,600	\$ 43,600	\$ 43,600	\$ 10,900
Interfund Transfer to				
Food Services (Resource 3200)	256,503	231,503	231,503	64,126
Riverside - Early Childhood Services (Resource 3300)	99,903	75,000	75,000	24,975
Intrafund Transfer to				
Performance Riverside (Resource 1090)	275,000	275,000	275,000	68,750
General Operating (Resource 1000)	250,000	612,035	612,035	107,481
Total Expenditures	\$ 925,006	\$ 1,237,138	\$ 1,237,138	\$ 276,232
Revenues Over (Under) Expenditures	\$ 76,222	\$ (202,101)	\$ (202,101)	\$ (129,379)
Beginning Fund Balance	132,095	208,317	208,317	208,317
Ending Fund Balance	\$ 208,317	\$ 6,216	\$ 6,216	\$ 78,938
Ending Cash Balance				\$ 210,190

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED OCTOBER 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 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 25,056	\$ 25,100	\$ 25,100	\$ 25,000
Intrafund Transfer from				
General Operating (Resource 1000)	<u>110,900</u>	<u>159,847</u>	<u>159,847</u>	<u>27,725</u>
Total Revenues	<u>\$ 135,956</u>	<u>\$ 184,947</u>	<u>\$ 184,947</u>	<u>\$ 52,725</u>
Expenditures				
Classified Salaries	\$ 74,429	\$ 81,836	\$ 81,836	\$ 27,279
Employee Benefits	42,367	53,807	53,807	9,796
Materials & Supplies	1,021	6,100	6,100	967
Services	34,039	47,672	47,672	18,021
Capital Outlay	<u>2,875</u>	<u>0</u>	<u>0</u>	<u>365</u>
Total Expenditures	<u>\$ 154,731</u>	<u>\$ 189,415</u>	<u>\$ 189,415</u>	<u>\$ 56,428</u>
Revenues Over (Under) Expenditures	\$ (18,775)	\$ (4,468)	\$ (4,468)	\$ (3,703)
Beginning Fund Balance	<u>24,243</u>	<u>5,468</u>	<u>5,468</u>	<u>5,468</u>
Ending Fund Balance	<u>\$ 5,468</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 1,765</u>
Ending Cash Balance				<u>\$ 3,031</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED OCTOBER 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 <u>7-1-14 to 6-30-15</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,308,513	\$ 1,013,791	\$ 1,013,791	\$ 15,579
Expenditures				
Academic Salaries	\$ 24,257	\$ 13,028	\$ 13,028	\$ 8,392
Classified Salaries	142,266	149,809	149,809	49,913
Employee Benefits	67,927	77,645	77,645	16,874
Materials & Supplies	6,170	33,473	33,473	2,083
Services	618,303	905,686	905,686	139,146
Capital Outlay	30,980	9,528	9,528	0
Intrafund Transfer For:				
General Fund (Resource 1000)	0	56,714	56,714	0
Total Expenditures	\$ 889,903	\$ 1,245,883	\$ 1,245,883	\$ 216,408
Revenues Over (Under) Expenditures	\$ 418,610	\$ (232,092)	\$ (232,092)	\$ (200,829)
Beginning Fund Balance	577	419,187	419,187	419,187
Ending Fund Balance	\$ 419,187	\$ 187,095	\$ 187,095	\$ 218,358
Ending Cash Balance				\$ (206,298)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED OCTOBER 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>7-1-14 to 6-30-15</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,782,831	\$ 1,700,000	\$ 1,700,000	\$ 0
Expenditures				
Materials & Supplies	\$ 5,218	\$ 0	\$ 0	\$ 0
Services	236,578	380,028	380,028	50,416
Capital Outlay	<u>414,141</u>	<u>6,720,236</u>	<u>6,720,236</u>	<u>1,244,240</u>
Total Expenditures	\$ <u>655,937</u>	\$ <u>7,100,264</u>	\$ <u>7,100,264</u>	\$ <u>1,294,656</u>
Revenues Over (Under) Expenditures	\$ 1,126,894	\$ (5,400,264)	\$ (5,400,264)	\$ (1,294,656)
Beginning Fund Balance	<u>8,352,058</u>	<u>9,478,952</u>	<u>9,478,952</u>	<u>9,478,952</u>
Ending Fund Balance	<u>\$ 9,478,952</u>	<u>\$ 4,078,688</u>	<u>\$ 4,078,688</u>	<u>\$ 8,184,296</u>
Ending Cash Balance				<u>\$ 8,184,296</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED OCTOBER 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>7-1-14 to 6-30-15</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 29,487,267	\$ 48,281,081	\$ 50,296,571	\$ 19,871,372
Intrafund Transfers from				
General Operating (Resource 1000)				
For DSP&S	326,630	665,157	665,157	166,289
For Federal Work Study	304,157	338,342	338,342	22,543
For Veteren Services	4,842	4,842	4,842	4,842
Total Revenues	<u>\$ 30,122,896</u>	<u>\$ 49,289,422</u>	<u>\$ 51,304,912</u>	<u>\$ 20,065,046</u>
Expenditures				
Academic Salaries	\$ 4,227,374	\$ 4,448,279	\$ 4,791,127	\$ 1,552,190
Classified Salaries	10,178,948	11,449,237	11,745,711	3,397,798
Employee Benefits	4,003,395	5,604,435	5,772,812	1,071,284
Materials & Supplies	1,683,396	5,979,653	6,015,216	251,731
Services	4,691,641	15,909,532	17,058,672	3,186,931
Capital Outlay	4,701,262	4,641,546	4,684,527	365,688
Student Grants (Financial, Book, Meal, Transportation)	636,880	1,256,740	1,236,847	132,160
Total Expenditures	<u>\$ 30,122,896</u>	<u>\$ 49,289,422</u>	<u>\$ 51,304,912</u>	<u>\$ 9,957,782</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 10,107,264
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>\$ 10,107,264</u>
Ending Cash Balance				<u>\$ 7,943,088</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED OCTOBER 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 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenue	\$ 2,500,566	\$ 2,554,726	\$ 2,554,726	\$ 657,081
Interfund Transfers from Contractor-Operated Bookstore (Resource 1110)	256,503	231,503	231,503	64,126
Total Revenues	<u>\$ 2,757,069</u>	<u>\$ 2,786,229</u>	<u>\$ 2,786,229</u>	<u>\$ 721,207</u>
Expenditures				
Classified Salaries	\$ 937,452	\$ 991,338	\$ 991,338	\$ 272,054
Employee Benefits	334,057	355,857	355,857	66,455
Materials & Supplies	1,157,914	1,194,823	1,194,823	237,365
Services	193,152	223,765	228,133	59,821
Capital Outlay	41,155	40,593	36,225	10,784
Total Expenditures	<u>\$ 2,663,730</u>	<u>\$ 2,806,376</u>	<u>\$ 2,806,376</u>	<u>\$ 646,479</u>
Revenues Over (Under) Expenditures	\$ 93,339	\$ (20,147)	\$ (20,147)	\$ 74,728
Beginning Fund Balance	<u>680,026</u>	<u>773,365</u>	<u>773,365</u>	<u>773,365</u>
Ending Fund Balance	<u>\$ 773,365</u>	<u>\$ 753,218</u>	<u>\$ 753,218</u>	<u>\$ 848,093</u>
Ending Cash Balance				<u>\$ 858,324</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED OCTOBER 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 <u>7-1-14 to 6-30-15</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,351,652	\$ 1,300,322	\$ 1,300,322	\$ 322,674
Interfund Transfer from Contractor-Operated Bookstore (Resource 1110)	<u>99,903</u>	<u>75,000</u>	<u>75,000</u>	<u>24,976</u>
Total Revenues	<u>\$ 1,451,555</u>	<u>\$ 1,375,322</u>	<u>\$ 1,375,322</u>	<u>\$ 347,650</u>
Expenditures				
Academic Salaries	\$ 578,809	\$ 704,276	\$ 704,276	\$ 141,478
Classified Salaries	220,488	223,302	223,302	50,298
Employee Benefits	123,290	154,307	154,307	24,082
Materials & Supplies	38,189	52,250	52,250	5,595
Services	71,650	84,050	84,050	15,516
Capital Outlay	<u>9,844</u>	<u>43,000</u>	<u>43,000</u>	<u>12,562</u>
Total Expenditures	<u>\$ 1,042,270</u>	<u>\$ 1,261,185</u>	<u>\$ 1,261,185</u>	<u>\$ 249,531</u>
Revenues Over (Under) Expenditures	\$ 409,285	\$ 114,137	\$ 114,137	\$ 98,119
Beginning Fund Balance	<u>192,346</u>	<u>601,631</u>	<u>601,631</u>	<u>601,631</u>
Ending Fund Balance	<u>\$ 601,631</u>	<u>\$ 715,768</u>	<u>\$ 715,768</u>	<u>\$ 699,750</u>
Ending Cash Balance				<u>\$ 718,760</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED OCTOBER 31, 2015**

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 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,000,487	\$ 5,796,258	\$ 5,796,258	\$ 3,466,479
Interfund Transfer from General Obligation Bond Funded Projects (Resource 4370)	193,605	20,950	20,950	20,950
Total Revenues	<u>\$ 2,194,092</u>	<u>\$ 5,817,208</u>	<u>\$ 5,817,208</u>	<u>\$ 3,487,429</u>
Expenditures				
Classified Salaries	\$ 3,118	\$ 0	\$ 0	\$ 597
Employee Benefits	306	0	0	57
Services	42	2,600	2,600	4,431
Capital Outlay	2,178,204	5,802,608	5,802,608	583,407
Total Expenditures	<u>\$ 2,181,670</u>	<u>\$ 5,805,208</u>	<u>\$ 5,805,208</u>	<u>\$ 588,492</u>
Revenues Over (Under) Expenditures	\$ 12,422	\$ 12,000	\$ 12,000	\$ 2,898,937
Beginning Fund Balance	<u>0</u>	<u>12,422</u>	<u>12,422</u>	<u>12,422</u>
Ending Fund Balance	<u>\$ 12,422</u>	<u>\$ 24,422</u>	<u>\$ 24,422</u>	<u>\$ 2,911,359</u>
Ending Cash Balance				<u>\$ 2,868,751</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED OCTOBER 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 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 36,402	\$ 20,000	\$ 20,000	\$ 0
Inter/Intrafund Transfer from General Operating (Resource 1000)	<u>1,270,000</u>	<u>1,270,000</u>	<u>1,270,000</u>	<u>317,500</u>
Total Revenues	<u>\$ 1,306,402</u>	<u>\$ 1,290,000</u>	<u>\$ 1,290,000</u>	<u>\$ 317,500</u>
Expenditures				
Services	\$ 862	\$ 0	\$ 0	\$ 0
Capital Outlay	<u>0</u>	<u>9,800,141</u>	<u>9,800,141</u>	<u>2,215,384</u>
Total Expenditures	<u>\$ 862</u>	<u>\$ 9,800,141</u>	<u>\$ 9,800,141</u>	<u>\$ 2,215,384</u>
Revenues Over (Under) Expenditures	\$ 1,305,540	\$ (8,510,141)	\$ (8,510,141)	\$ (1,897,884)
Beginning Fund Balance	<u>7,204,601</u>	<u>8,510,141</u>	<u>8,510,141</u>	<u>8,510,141</u>
Ending Fund Balance	<u>\$ 8,510,141</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 6,612,257</u>
Ending Cash Balance				<u><u>\$ 6,703,949</u></u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED OCTOBER 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 43, Resource 4370 - General Obligation Bond Series 2010D Capital Appreciation Bonds

	Prior Year Actuals 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 8,634	\$ 2,946	\$ 2,946	\$ 12,328
Interfund Transfers From:				
General Obligation Bond Series 2010D Capital Appreciation Bonds (Resource 4370)	4,741,337	0	0	0
Total Revenues	\$ 4,749,971	\$ 2,946	\$ 2,946	\$ 12,328
Expenditures				
Classified Salaries	\$ 289,648	\$ 0	\$ 0	\$ 0
Employee Benefits	137,687	0	0	0
Services	195,919	0	0	0
Capital Outlay	2,988,443	926,665	926,665	0
Interfund Transfers From:				
General Obligation Bond Series 2010D Capital Appreciation Bonds (Resource 4370)	193,605	20,950	20,950	20,950
Total Expenditures	\$ 3,805,302	\$ 947,615	\$ 947,615	\$ 20,950
Revenues Over (Under) Expenditures	\$ 944,669	\$ (944,669)	\$ (944,669)	\$ (8,622)
Beginning Fund Balance	0	944,669	944,669	944,669
Ending Fund Balance	\$ 944,669	\$ 0	\$ 0	\$ 936,047
Ending Cash Balance				\$ 940,367

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED OCTOBER 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 43, Resource 4380 - General Obligation Bond Series 2010D Build America Bonds

	Prior Year Actuals 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 411,700	\$ 0	\$ 0	\$ 0
Interfund Transfers from:				
General Obligation Bond Series 2010D Build America Bonds (Resource 4180)	35,432,351	0	0	0
Total Revenues	<u>\$ 35,844,051</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Expenditures				
Materials & Supplies	123	0	0	0
Services	130,467	0	0	0
Capital Outlay	35,713,461	0	0	(2,500)
Total Expenditures	<u>\$ 35,844,051</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ (2,500)</u>
Revenues Over (Under) Expenditures	\$ 0	\$ 0	\$ 0	\$ 2,500
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>\$ 2,500</u>
Ending Cash Balance				<u>\$ 1,747,733</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED OCTOBER 31, 2015**

General Obligation Series 2015E Capital Appreciation Bonds were established to account for General Obligation Bond proceeds and financial activities related to Board approved Measure C projects.

Fund 43, Resource 4390 - GO BOND SERIES 2015E CAPITAL APPRECIATION BONDS

	Prior Year Actuals 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 0	\$ 672,218	\$ 672,218	\$ 0
Interfund Transfers from:				
General Obligation Bond Series 2010D				
Build America Bonds (Resource 4180)	0	44,788,378	44,788,378	44,818,179
Total Revenues	\$ 0	\$ 45,460,596	\$ 45,460,596	\$ 44,818,179
Expenditures				
Classified Salaries	\$ 0	\$ 746,860	\$ 746,860	\$ 124,876
Employee Benefits	0	363,472	363,472	38,925
Services	0	241,192	241,192	26,166
Capital Outlay	0	55,547,759	55,547,759	9,278,923
Total Expenditures	\$ 0	\$ 56,899,283	\$ 56,899,283	\$ 9,468,890
Revenues Over (Under) Expenditures	\$ 0	\$ (11,438,687)	\$ (11,438,687)	\$ 35,349,289
Beginning Fund Balance	0	0	0	0
Ending Fund Balance	\$ 0	\$ (11,438,687)	\$ (11,438,687)	\$ 35,349,289
Ending Cash Balance				\$ 35,349,289

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED OCTOBER 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 <u>7-1-14 to 6-30-15</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 4,958,236	\$ 7,254,557	\$ 7,254,557	\$ 2,132,971
Expenditures				
Classified Salaries	\$ 70,260	\$ 113,040	\$ 113,040	\$ 26,405
Employee Benefits	33,109	37,109	37,109	7,748
Materials & Supplies	0	4,459	4,459	0
Services	6,309,656	5,432,253	5,432,253	1,637,332
Intrafund transfer to				
General Liability (Resource 6120)	124,894	0	0	0
Total Expenditures	\$ 6,537,919	\$ 5,586,861	\$ 5,586,861	\$ 1,671,485
Revenues Over (Under) Expenditures	\$ (1,579,683)	\$ 1,667,696	\$ 1,667,696	\$ 461,486
Beginning Fund Balance	499,576	(1,080,107)	(1,080,107)	(1,080,107)
Ending Fund Balance	\$ (1,080,107)	\$ 587,589	\$ 587,589	\$ (618,621)
Ending Cash Balance				\$ (1,644)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED OCTOBER 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 <u>7-1-14 to 6-30-15</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 2,674,489	\$ 1,052,996	\$ 1,052,996	\$ 541,268
Expenditures				
Academic Salaries	\$ 750	\$ 0	\$ 0	\$ 0
Classified Salaries	281,856	442,985	442,985	87,663
Employee Benefits	94,771	204,891	204,891	20,825
Materials & Supplies	3,394	17,479	17,479	446
Services	2,169,332	1,974,927	1,974,927	529,792
Capital Outlay	13,062	259,100	259,100	0
Total Expenditures	\$ 2,563,165	\$ 2,899,382	\$ 2,899,382	\$ 638,726
Revenues Over (Under) Expenditures	\$ 111,324	\$ (1,846,386)	\$ (1,846,386)	\$ (97,458)
Beginning Fund Balance	3,795,961	3,907,285	3,907,285	3,907,285
Ending Fund Balance	\$ 3,907,285	\$ 2,060,899	\$ 2,060,899	\$ 3,809,827
Ending Cash Balance				\$ 5,814,359

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED OCTOBER 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 <u>7-1-14 to 6-30-15</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues				
Revenues	\$ 1,368,704	\$ 1,965,176	\$ 1,965,176	\$ 415,362
Intrafund transfer to PPO Health Plan (Resource 6100)	<u>124,894</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenues	<u>\$ 1,493,598</u>	<u>\$ 1,965,176</u>	<u>\$ 1,965,176</u>	<u>\$ 415,362</u>
Expenditures				
Academic Salaries	\$ 750	\$ 0	\$ 0	\$ 0
Classified Salaries	109,303	187,820	187,820	33,717
Employee Benefits	36,598	90,915	90,915	8,010
Materials & Supplies	348	2,500	2,500	417
Services	1,058,146	1,694,598	1,694,598	738,321
Capital Outlay	<u>27</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>\$ 1,205,172</u>	<u>\$ 1,975,833</u>	<u>\$ 1,975,833</u>	<u>\$ 780,465</u>
Revenues Over (Under) Expenditures	\$ 288,426	\$ (10,657)	\$ (10,657)	\$ (365,103)
Beginning Fund Balance	<u>0</u>	<u>288,426</u>	<u>288,426</u>	<u>288,426</u>
Ending Fund Balance	<u>\$ 288,426</u>	<u>\$ 277,769</u>	<u>\$ 277,769</u>	<u>\$ (76,677)</u>
Ending Cash Balance				<u>\$ 656,836</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED OCTOBER 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>7-1-14 to 6-30-15</u>	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 1,031,088	\$ 1,043,400	\$ 1,043,400	\$ 442,883
Expenditures				
Materials & Supplies	\$ 718,839	\$ 1,109,971	\$ 1,109,971	\$ 284,655
Total Expenditures	\$ 718,839	\$ 1,109,971	\$ 1,109,971	\$ 284,655
Revenues Over (Under) Expenditures	\$ 312,249	\$ (66,571)	\$ (66,571)	\$ 158,228
Beginning Fund Balance	1,003,232	1,315,481	1,315,481	1,315,481
Ending Fund Balance	\$ 1,315,481	\$ 1,248,910	\$ 1,248,910	\$ 1,473,709
ASRCCD Trust Fund Ending Balance				\$ 1,374,733
Ending Cash Balance				\$ 2,821,724

** 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 OCTOBER 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 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	<u>\$ 55,317,739</u>	<u>\$ 69,866,605</u>	<u>\$ 69,866,605</u>	<u>\$ 13,435,093</u>
Expenditures				
Other				
Scholarships and Grant Reimbursements	<u>\$ 55,305,786</u>	<u>\$ 69,866,605</u>	<u>\$ 69,866,605</u>	<u>\$ 11,998,679</u>
Total Expenditures	<u>\$ 55,305,786</u>	<u>\$ 69,866,605</u>	<u>\$ 69,866,605</u>	<u>\$ 11,998,679</u>
Revenues Over (Under) Expenditures	\$ 11,953	\$ 0	\$ 0	\$ 1,436,414
Beginning Fund Balance	<u>34,652</u>	<u>46,605</u>	<u>46,605</u>	<u>46,605</u>
Ending Fund Balance	<u>\$ 46,605</u>	<u>\$ 46,605</u>	<u>\$ 46,605</u>	<u>\$ 1,483,019</u>
Ending Cash Balance				<u>\$ 1,912,763</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED OCTOBER 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 7-1-14 to 6-30-15	Adopted Budget	Revised Budget	Year to Date Activity
Revenues	\$ 8	\$ 8	\$ 8	\$ 3
Expenditures				
Services	\$ 0	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 0	\$ 0	\$ 0	\$ 0
Revenues Over (Under) Expenditures	\$ 8	\$ 8	\$ 8	\$ 3
Beginning Fund Balance	16,228	16,236	16,236	16,236
Ending Fund Balance	\$ 16,236	\$ 16,244	\$ 16,244	\$ 16,239
Ending Cash Balance				\$ 16,239

Agenda Item (VII-B)

Meeting 11/17/2015 - Regular
Agenda Item Consent Agenda Information (VII-B)
Subject CCFS-311Q – Quarterly Financial Status Report for the 1st Quarter Ended
College/District District
Information Only

Background Narrative:

See the attached CCFS-311Q – Quarterly Financial Status Report for the 1st Quarter ended September 30, 2015.

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

Attachments:

[11172015_CCFS-311Q \(1st Quarter\)](#)

CCFS-311Q – Quarterly Financial Status Report Background Narrative September 30, 2015

Education Code Section 84040 specifies that financial information be periodically reported to the California Community Colleges Board of Governors. To comply with this requirement, the District prepares Form CCFS-311Q – Quarterly Financial Status Report each fiscal quarter for submission to the Chancellor’s Office. The CCFS-311Q compares actual information for the prior three fiscal years to projected information for the current fiscal year. The Revenue, Expenditure and Fund Balance are the Unrestricted Funds of the General Fund. However, the cash balance reflects both Unrestricted and Restricted Funds.

The General Fund consists of the following:

Fund 11 – Unrestricted

Resource 1000 – General Unrestricted

Resource 1080 – Community Education

Resource 1090 – Performance Riverside

Resource 1110 – Bookstore (Contractor Operated)

Resource 1170 – Customized Solutions

Fund 12 – Restricted

Resource 1050 – Parking

Resource 1070 – Student Health

Resource 1120 – Center for Social Justice and Civil Liberties

Resource 1180 – Redevelopment Pass-Through

Resource 1190 – Grants and Categorical Programs

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

CERTIFY QUARTERLY DATA

CHANGE THE PERIOD 

Fiscal Year: 2015-2016

Quarter Ended: (Q1) Sep 30, 2015

District: (960) RIVERSIDE

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: Aaron S. Brown

CBO Phone: 951-222-8789

CBO Signature: 

Date Signed: 11-9-15

Chief Executive Officer Name: Michael L. Burke, Ph.D.

CEO Signature: 

Date Signed: 11-9-15

Electronic Cert Date: 11/06/2015

District Contact Person

Name: Bill J. Bogle, Jr.

Title: Controller

Telephone: 951-222-8041

Fax: 951-222-8021

E-Mail: Bill.Bogle@rccd.edu

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4554
Sacramento, California 95814-6511

Send questions to:
Christine Atalig (916)327-5772 atalig@cccco.edu or Tracy Britten (916)323-6899 tbritten@cccco.edu

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CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

[VIEW QUARTERLY DATA](#)

CHANGE THE PERIOD

Fiscal Year: 2015-2016

Quarter Ended: (Q1) Sep 30, 2015

District: (960) RIVERSIDE

As of June 30 for the fiscal year specified

Line	Description	Actual 2012-13	Actual 2013-14	Actual 2014-15	Projected 2015-2016
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	136,633,788	142,471,581	152,045,454	179,516,166
A.2	Other Financing Sources (Object 8900)	272,935	-1,360,199	-734,910	1,156,488
A.3	Total Unrestricted Revenue (A.1 + A.2)	136,906,723	141,111,382	151,310,544	180,672,654
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	130,689,682	137,015,538	147,166,125	181,332,498
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,941,414	3,288,493	1,626,406	1,576,503
B.3	Total Unrestricted Expenditures (B.1 + B.2)	132,631,096	140,304,031	148,792,531	182,909,001
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	4,275,627	807,351	2,518,013	-2,236,347
D.	Fund Balance, Beginning	6,616,950	10,926,707	11,734,058	14,252,071
D.1	Prior Year Adjustments + (-)	34,130	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	6,651,080	10,926,707	11,734,058	14,252,071
E.	Fund Balance, Ending (C. + D.2)	10,926,707	11,734,058	14,252,071	12,015,724
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	8.2%	8.4%	9.6%	6.6%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	25,119	26,400	27,660	28,607
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

As of the specified quarter ended for each fiscal year			
2012-13	2013-14	2014-15	2015-2016

	Year 3:							
b. BENEFITS:								
	Year 1:							
	Year 2:							
	Year 3:							

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? NO
This year?
Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL FUND REVENUE AND EXPENDITURE REPORT
FOR THE PERIOD ENDED SEPTEMBER 30, 2014**

Cash Position - Unrestricted and Restricted

	YTD Activity
Beginning Cash, July 1, 2014	\$ 13,544,880
Net Change in Accounts Receivables	20,387,994
Net Change in Accounts Payables	(11,323,070)
Revenue and Other Financial Sources	41,943,735
Expenditures and Other Outgo	(33,898,104)
Ending Cash, September 30, 2014	\$ 30,655,433

Budget and Actual Activity - Unrestricted

	Adopted Budget	Revised Budget	YTD Activity
Revenues			
Federal	\$ 188,321	\$ 188,321	\$ -
State	103,900,716	103,900,716	27,453,360
Local	44,894,490	44,894,490	7,768,348
Total Revenues	148,983,527	148,983,527	35,221,708
Other Financing Sources	(1,099,593)	(1,099,593)	(197,219)
Total Revenues	147,883,934	147,883,934	35,024,489
Expenditures			
Academic Salaries	\$ 66,615,853	\$ 66,619,377	\$ 12,642,834
Classified Salaries	29,812,887	29,846,566	6,954,597
Employee Benefits	31,985,385	31,991,029	4,158,286
Materials & Supplies	2,361,966	2,324,270	247,830
Services	19,119,765	19,031,440	3,777,763
Capital Outlay	1,207,061	1,290,235	109,086
Total Expenditures	151,102,917	151,102,917	27,890,396
Other Outgo - Objects	1,626,406	1,626,406	385,369
Total Expenditures and Other Outgo	152,729,323	152,729,323	28,275,765
Revenues Over (Under)			
Expenditures	\$ (4,845,389)	\$ (4,845,389)	\$ 6,748,724
Beginning Fund Balances	11,734,056	11,734,056	11,734,056
Ending Fund Balances	\$ 6,888,667	\$ 6,888,667	\$ 18,482,780
Contingency			
Unrestricted	\$ 5,988,667	\$ 5,988,667	\$ 17,582,780
Reserve	900,000	900,000	900,000
Total Contingency/Reserve	\$ 6,888,667	\$ 6,888,667	\$ 18,482,780

Agenda Item (VIII-D-1)

Meeting	11/17/2015 - Regular
Agenda Item	Committee - Resources (VIII-D-1)
Subject	FY 2014-2015 Proposition 39 Financial and Performance Audits
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees receive the Proposition 39 independent financial and performance audits of the District's Measure C general obligation bond for the year ended June 30, 2015 for the permanent file of the District.

Background Narrative:

In accordance with the provisions of Proposition 39, independent financial and performance audits of the District's Measure C general obligation bond were performed by Vicenti, Lloyd and Stutzman LLP (VLS). A representative of the audit firm will be available to present and discuss the reports. Results of the audits are summarized below.

- Auditor's Opinion – The auditors have issued unmodified opinions for both the financial and performance audits as of June 30, 2015 and 2014.
- Audit Findings – There were no findings or questioned costs related to the financial and performance audits.
- Auditor's Required Communication – In accordance with the Statement on Auditing Standards No. 114, at the conclusion of the audit engagement VLS is required to communicate information to the Board of Trustees regarding their responsibility under United States Generally Accepted Auditing Standards. Attached for your information is the required communication.
- The audit report was presented to the Citizens Bond Oversight Committee at its regularly scheduled meeting on October 15, 2015.

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

Attachments:

[11172015_2014-2015 Proposition 39 SAS 114 Letter and Financial and Performance Audit](#)



October 15, 2015

The Board of Trustees
The Measure C Citizens' Bond Oversight Committee
Riverside Community College District
Riverside, California

This letter is intended to ensure that the Board of Trustees and the Measure C Citizens' Bond Oversight Committee of Riverside Community College District (the "District") receives additional information regarding the scope and results of the audit of the General Obligation Bond Funded Capital Outlay Projects that may assist in overseeing the financial reporting and disclosure process for which management is responsible.

These communications relate to the financial statement audit of the General Obligation Bond Funded Capital Outlay Projects that has been performed by Vicenti, Lloyd & Stutzman LLP ("VLS") for the year ended June 30, 2015, and other relevant information relating to VLS' relationship with the District. Our objective is to communicate certain information that is required to be communicated to those charged with governance by professional auditing standards.

The following summarizes various matters which must be communicated to you under auditing standards generally accepted in the United States of America.

The Auditor's Responsibility under Applicable Auditing Standards

Our audit of the financial statements of the General Obligation Bond Funded Capital Outlay Projects for the year ended June 30, 2015 was conducted in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether caused by error, fraudulent financial reporting or misappropriation of assets. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statement presentation. Accordingly, the audit was designed to obtain reasonable, rather than absolute, assurance about the financial statements. We believe our audit accomplished that objective.

Riverside Community College District
October 15, 2015
Page 2

Qualitative Aspects of Accounting Practices

Management has the ultimate responsibility for the appropriateness of the accounting policies used by the District. The significant accounting policies used by the District are described in Note 1 to the financial statements. The District did not adopt any significant new accounting policies nor have there been any changes in existing significant accounting policies during the current period which should be brought to your attention for approval. No significant or unusual transactions or significant accounting policies related to controversial or emerging areas for which there is a lack of authoritative guidance or consensus were noted. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgment. The process used by management encompasses its knowledge and experience about past and current events, and certain assumptions about future events. Management has informed us it used all the relevant facts available at the time to make the best judgments about accounting estimates, and we considered this information in the scope of our audit. Estimates significant to the financial statements include such items as establishing the accruals of receivables and liabilities. We believe management's estimates are reasonable, based on our audit. However, estimates are subject to change because of future events, and the ultimate amounts realized may differ from those provided.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

There were no difficulties encountered in dealing with management in performing and completing both the financial and performance audits.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We accumulated no uncorrected misstatements for the fiscal year ended June 30, 2015. The following misstatements detected as a result of audit procedures were corrected by management:

- The June 30, 2014 receivable from the Foundation for \$92,217 was reaccrued as of June 30, 2015
- A payable for the balance due on a contract of \$852,805 was accrued in error. Services had not been rendered and the District had not yet incurred an obligation.

Riverside Community College District
October 15, 2015
Page 3

Disagreement with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the audit report. We are pleased to report that we encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments or any significant matters.

Management Representations

We have requested certain representations from management including but not limited to the fair presentation of the financial statements, application of generally accepted accounting principles and management's responsibility for establishing and maintaining effective internal controls. These as well as other representations are included in the management representation letter dated October 8, 2015.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. We are not aware of any consultations management had with other accountants about auditing and accounting matters related to the General Obligation Bond Funded Capital Outlay Projects.

Other Information in Documents Containing Audited Financial Statements

We are not aware of other documents that contain the audit report of the General Obligation Bond Funded Capital Outlay Projects. When such documents are to be published, such as an Annual Report, we have a responsibility to determine that such financial information is not materially inconsistent with the audited statements of the General Obligation Bond Funded Capital Outlay Projects.

Other Audit Findings or Issues

No management letter was issued related to the audit of the General Obligation Bond Funded Capital Outlay Projects for the year ended June 30, 2015. Similarly, no major issues were discussed with management prior to our recurring retention to perform the aforementioned audit.

Independence

Vicenti Lloyd & Stutzman LLP is independent with respect to the District. Our quality control processes are established to ensure our continuing independence.

Riverside Community College District
October 15, 2015
Page 4

Closing

We will be pleased to respond to any questions you have about the foregoing. If you would like any information or would like to discuss any of the matters raised, please do not hesitate to contact Renee Graves at (626) 857-7300. We appreciate the opportunity to continue to be of service to Riverside Community College District.

This letter is intended solely for the information and use of the Board of Trustees, Measure C Citizens' Bond Oversight Committee, management and others within the District and is not intended to be and should not be used by anyone other than these specified parties.



VICENTI, LLOYD & STUTZMAN LLP

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RIVERSIDE COUNTY

**REPORT ON PROPOSITION 39 FUNDING
FINANCIAL AND PERFORMANCE AUDITS**

June 30, 2015

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**REPORT ON PROPOSITION 39 FUNDING
FINANCIAL AND PERFORMANCE AUDIT**

June 30, 2015

CONTENTS

	<u>Page</u>
Financial Audit of the General Obligation Bond Funded Capital Outlay Projects:	
Independent Auditor’s Report on Proposition 39 General Obligation Bond Funded Capital Outlay Projects	1-2
Balance Sheet.....	3
Statement of Revenues, Expenditures and Change in Fund Balance	4
Statement of Revenues, Expenditures and Change in Fund Balance – Budget and Actual.....	5
Notes to Financial Statements.....	6-14
Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	15-16
Schedule of Findings and Responses.....	17
Performance Audit of the General Obligation Bond Funded Capital Outlay Projects:	
Independent Auditor’s Report on Proposition 39 General Obligation Bond Funded Capital Outlay Projects Compliance Requirements	18
Background Information	19
Objectives and Scope of Audit.....	20
Procedures Performed	21
Conclusion	22
Schedule of Findings and Responses	23
Supplementary Information	
Bond Project Summary	24-25



**INDEPENDENT AUDITOR’S REPORT ON
PROPOSITION 39 GENERAL OBLIGATION BOND
FUNDED CAPITAL OUTLAY PROJECTS**

The Board of Trustees
The Measure C Citizens’ Bond Oversight Committee
Riverside Community College District
Riverside, California

Report on the Financial Statements

We have audited the accompanying Balance Sheet, Statement of Revenues, Expenditures and Change in Fund Balance and Statement of Revenues, Expenditures and Change in Fund Balance – Budget and Actual for the General Obligation Bond Funded Capital Outlay Projects of the Riverside Community College District (the District) as of and for the fiscal year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the District’s General Obligation Bond Funded Capital Outlay Projects financial statements as listed in the table of contents.

Management’s Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor’s Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the District’s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District’s internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the General Obligation Bond Funded Capital Outlay Projects of the District as of June 30, 2015, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

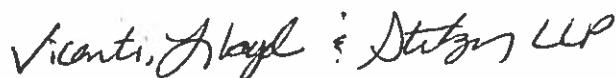
Other Matters

Our audit was conducted for the purpose of forming an opinion on the District's General Obligation Bond Funded Capital Outlay Projects financial statements. The supplementary schedule is presented for purposes of additional analysis and is not a required part of the financial statements.

The supplementary section is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 8, 2015 on our consideration of the District's internal control over the General Obligation Bond Funded Capital Outlay Projects financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over the General Obligation Bond Funded Capital Outlay Projects financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over the General Obligation Bond Funded Capital Outlay Projects financial reporting and compliance.



VICENTI, LLOYD & STUTZMAN LLP
Glendora, California
October 8, 2015

RIVERSIDE COMMUNITY COLLEGE DISTRICT
BALANCE SHEET
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS
June 30, 2015

Assets

Cash in county treasury	\$ 10,667,006
Accounts receivable	<u>98,352</u>
Total Assets	<u><u>\$ 10,765,358</u></u>

Liabilities and Fund Balance

Liabilities

Accounts payable	\$ 6,037,208
Due to other funds, Net	<u>2,838,458</u>
Total Liabilities	<u>8,875,666</u>

Fund Balance

Restricted	<u>1,889,692</u>
Total Fund Balance	<u>1,889,692</u>
Total Liabilities and Fund Balance	<u><u>\$ 10,765,358</u></u>

The accompanying notes are an integral part of the financial statements.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
 GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS
 For the Fiscal Year Ended June 30, 2015**

Revenues	
Contributions	\$ 424,099
Interest and investment income	<u>88,451</u>
Total Revenues	<u>512,550</u>
Expenditures	
Classified salaries	289,648
Benefits	137,687
Other services	300,485
Capital outlay	<u>37,875,121</u>
Total Expenditures	<u>38,602,941</u>
Deficiency of revenues over expenditures	<u>(38,090,391)</u>
Other Financing Uses	
Transfers out	<u>(193,605)</u>
Total Other Financing Uses	<u>(193,605)</u>
Net change in fund balance	(38,283,996)
Fund Balance at Beginning of Year	<u>40,173,688</u>
Fund Balance at End of Year	<u>\$ 1,889,692</u>

The accompanying notes are an integral part of the financial statements.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL**

GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS

For the Fiscal Year Ended June 30, 2015

	<u>Budget *</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Revenues			
Contributions	\$ 139,456	\$ 424,099	\$ 284,643
Interest and investment income	155,000	88,451	(66,549)
Total Revenues	<u>294,456</u>	<u>512,550</u>	<u>218,094</u>
Expenditures			
Classified salaries	624,500	289,648	334,852
Benefits	312,891	137,687	175,204
Supplies	124	-	124
Other services	305,849	300,485	5,364
Capital outlay	<u>97,784,609</u>	<u>37,875,121</u>	<u>59,909,488</u>
Total Expenditures	<u>99,027,973</u>	<u>38,602,941</u>	<u>60,425,032</u>
Deficiency of revenues over expenditures	<u>(98,733,517)</u>	<u>(38,090,391)</u>	<u>60,643,126</u>
Other Financing Uses			
Transfers out	<u>(313,550)</u>	<u>(193,605)</u>	<u>119,945</u>
Total Other Financing Uses	<u>(313,550)</u>	<u>(193,605)</u>	<u>119,945</u>
Net change in fund balance	<u>\$ (99,047,067)</u>	<u>(38,283,996)</u>	<u>\$ 60,763,071</u>
Fund Balance at Beginning of Year		<u>40,173,688</u>	
Fund Balance at End of Year		<u>\$ 1,889,692</u>	

* The budget for revenues reflects estimated amounts to be received in the current year. The budget for expenditures reflects total projects costs and does not necessarily coincide with actual planned expenditures in the current year.

The accompanying notes are an integral part of the financial statements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS
June 30, 2015**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

ACCOUNTING POLICIES

The accompanying financial statements have been prepared in conformity with generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board and *Audits of State and Local Governmental Units* issued by the American Institute of Certified Public Accountants.

FUND STRUCTURE

The Statement of Revenues, Expenditures and Change in Fund Balance is a statement of financial activities of the General Obligation Bond Funded Capital Outlay Projects related to the current reporting period. Fund expenditures frequently include amounts for land, buildings, equipment, retirement of indebtedness, transfers to other funds, etc. Consequently, this statement does not purport to present the result of operations or the net income or loss for the period as would a statement of income for a profit-type organization.

BASIS OF ACCOUNTING

The General Obligation Bond Funded Capital Outlay Projects is maintained on the modified accrual basis of accounting. As such, revenues are recognized when they become susceptible to accrual, which is to say, when they become both measurable and available to finance expenditures of the current period. Expenditures are recognized in the accounting period in which the liability is incurred (when goods are received or services rendered).

During the year, Cash in the County Treasury is recorded at cost, which approximates fair value, in accordance with the requirements of GASB Statement No. 31.

BUDGET

The Statement of Revenues, Expenditures and Change in Fund Balance – Budget and Actual includes a column titled “Budget”. The amounts in this column represent the budget adopted by the Board and all amendments throughout the year.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS
June 30, 2015**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (continued)

FUND BALANCE CLASSIFICATION

In accordance with GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, the governmental fund financial statements present fund balance classifications that comprise a hierarchy based on the extent to which the District is bound to honor constraints on the specific purposes for which amounts can be spent. Amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation are considered restricted. The fund balance of the General Obligation Bond Funded Capital Outlay Projects is therefore classified as restricted.

CAPITAL ASSETS AND LONG-TERM DEBT

The accounting and reporting treatment applied to the capital assets and long-term liabilities associated with the General Obligation Bond Funded Capital Outlay Projects are determined by its measurement focus. The General Obligation Bond Funded Capital Outlay Projects is accounted for on a spending or “financial flow” measurement focus. This means that only current assets and current liabilities are generally included on the balance sheet. The reported fund balance is considered a measure of “available spendable resources”. Thus, the capital assets and long-term liabilities associated with the General Obligation Bond Funded Capital Outlay Projects are accounted for in the basic financial statements of the Riverside Community College District.

ESTIMATES

The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS
June 30, 2015**

NOTE 2 - DEPOSITS – CASH IN COUNTY TREASURY:

In accordance with Education Code Section 41001, the District maintains all of its cash in the Riverside County Treasury as part of the common investment pool. These pooled funds are carried at amortized cost which approximates fair value. The fair value is 100.01% of the District's deposits for the General Obligation Bond Funded Capital Outlay Projects in this pool as of June 30, 2015, as provided by the County Treasurer.

The County is authorized to deposit cash and invest excess funds by California Government Code Section 53648 et. seq. The county is restricted by Government Code Section 53635 pursuant to Section 53601 to invest in time deposits, U.S. government securities, state registered warrants, notes or bonds, State Treasurer's investment pool, bankers' acceptances, commercial paper, negotiable certificates of deposit, and repurchase or reverse repurchase agreements. The funds maintained by the County are either secured by federal depository insurance or are collateralized. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

NOTE 3 – EXCESS OF EXPENDITURES OVER APPROPRIATIONS:

There were no excess of expenditures over appropriations, by major object accounts.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS
June 30, 2015**

NOTE 4 – BONDED DEBT:

On March 2, 2004, the voters of Riverside Community College District approved Measure C, a \$350 million bond measure designed to provide funds to improve facilities and safety at the Moreno Valley, Norco, and Riverside Colleges. The outstanding related bonded debt for the District at June 30, 2015 is:

<u>Issue Date</u>	<u>Interest Rate %</u>	<u>Maturity Date</u>	<u>Amount of Original Issue</u>	<u>Outstanding July 1, 2014</u>	<u>Issued Current Year</u>	<u>Redeemed Current Year</u>	<u>Outstanding June 30, 2015</u>
2004A	4.00-5.25%	2015	\$ 55,205,000	\$ 1,000,000	\$ -	\$ 1,000,000	\$ -
2005 Refunding	3.00-5.00%	2016	58,386,109	1,695,285	-	797,240	898,045
2007C	4.00-5.00%	2033	90,000,000	44,430,000	-	-	44,430,000
2010D	2.36-5.53%	2026	7,699,278	7,699,278	-	-	7,699,278
2010D-1	6.97-7.02%	2041	102,300,000	102,300,000	-	-	102,300,000
2014 Refunding	0.40-5.00%	2028	73,090,000	73,090,000	-	1,320,000	71,770,000
			<u>\$386,680,387</u>	<u>\$230,214,563</u>	<u>\$ -</u>	<u>\$ 3,117,240</u>	<u>\$227,097,323</u>

Series A & B

In August 2004, the District issued the General Obligation Bonds, Series A in the amount of \$55,205,000. Series A Bonds were issued to finance the acquisition, construction, and modernization of property and school facilities and to refund the District's outstanding Certificates of Participation (1993 Financing Project). Series B Bonds for \$9,795,000 were also issued in August 2004 to advance refund the District's outstanding Certificates of Participation (2001 Refunding Project). The Series B Bonds were paid in full as of June 30, 2008 and the Series A Bonds were paid in full as of June 30, 2015.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS
 June 30, 2015**

NOTE 4 – BONDED DEBT: (continued)

Refunding

In June 2005, the District issued the General Obligation Refunding Bonds, Series 2004A in the amount of \$58,386,109 to advance refund all or a portion of the outstanding principal amount of the District’s General Obligation Series A Bonds and to pay costs of issuance associated with the Bonds. The annual requirements to amortize Refunding Bonds payable, outstanding as of June 30, 2015, are as follows:

Issue Date	Interest Rate %	Maturity Date	Amount of Original Issue	Outstanding July 1, 2014
2004A	4.00-5.25%	2015	\$ 55,205,000	\$ 1,000,000
2005 Refunding	3.00-5.00%	2016	58,386,109	1,695,285
2007C	4.00-5.00%	2033	90,000,000	44,430,000

Capital appreciation bonds were issued as part of the 2005 refunding issuance. Prior to their applicable maturity dates, each capital appreciation bond will accrete interest on the principal component, with all interest accreting through the applicable maturity date and payable only upon maturity or prior payment of the principal component. Accreted interest accrued has been reflected in the long term debt balance on the District’s financial statements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS
June 30, 2015**

NOTE 4 – BONDED DEBT: (continued)

Series C

In June 2007, the District issued the General Obligation Bonds, Series C in the amount of \$90,000,000. The bonds were issued to finance the repair, acquisition, construction, and equipping of certain district facilities, and to pay all legal, financial, and contingent costs in connection with the issuance of the Bonds. The annual requirements to amortize Series C Bonds payable, outstanding as of June 30, 2015, are as follows:

Year Ended June 30,	Principal	Interest	Total
2016	\$	\$ 2,221,500	\$ 2,221,500
2017		2,221,500	2,221,500
2018		2,221,500	2,221,500
2019		2,221,500	2,221,500
2020		2,221,500	2,221,500
2021-2025		11,107,500	11,107,500
2026-2030	19,870,000	10,631,500	30,501,500
2031-2033	24,560,000	1,940,500	26,500,500
	<u>\$ 44,430,000</u>	<u>\$ 34,787,000</u>	<u>\$ 79,217,000</u>

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS
June 30, 2015**

NOTE 4 – BONDED DEBT: (continued)

Series D & D-1

In October 2011, the District issued General Obligation Bonds, Series D and D-1 in the amount of \$109,999,278. These bonds consisted of \$7,699,278 tax-exempt Series D bonds and \$102,300,000 in federally taxable Build America Bonds Series D-1. The Build America Bonds program was created by the American Recovery and Reinvestment Act to assist state and local governments in financing capital projects at lower borrowing costs and to stimulate the economy and create jobs.

The District elected to treat the Series D-1 bonds as “Build America Bonds” under Section 54AA of the Tax Code, and the Series D-1 Bonds be “qualified bonds” under Section 54AA(g)(2) of the Tax Code which make the District eligible for a cash subsidy payment from the United States Treasury equal to 35% of the interest payable on the Series D-1 Bonds. The District will deposit the cash subsidy payments with the County to be credited to the Debt Service Fund for the Series D-1 Bonds. Cash subsidy payments are expected to be received contemporaneously with each interest payment date. The annual requirements to amortize Series D Bonds payable, outstanding as of June 30, 2015, are as follows:

Year Ended June 30,	Principal	Accreted Interest	Total
2016	\$ 216,214	\$ 158,786	\$ 375,000
2017	292,495	277,505	570,000
2018	349,375	415,625	765,000
2019	394,266	575,734	970,000
2020	425,056	749,944	1,175,000
2021-2025	4,586,448	4,273,552	8,860,000
2026	1,435,424	1,769,576	3,205,000
	<u>\$ 7,699,278</u>	<u>\$ 8,220,722</u>	<u>\$ 15,920,000</u>

Capital appreciation bonds were issued as part of the 2011 Series D issuance. Prior to their applicable maturity dates, each capital appreciation bond will accrete interest on the principal component, with all interest accreting through the applicable maturity date and payable only upon maturity or prior payment of the principal component. Accreted interest accrued has been reflected in the long term debt balance on the District’s financial statements.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS
June 30, 2015**

NOTE 4 – BONDED DEBT: (continued)

Series D & D-1 (continued)

The annual requirements to amortize Series D-1 Build America Bonds payable, outstanding as of June 30, 2015, are as follows:

<u>Year Ended June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2016	\$	\$ 7,322,979	\$ 7,322,979
2017		7,441,698	7,441,698
2018		7,579,818	7,579,818
2019		7,739,927	7,739,927
2020		7,914,137	7,914,137
2021-2025		40,094,517	40,094,517
2026-2030		37,590,541	37,590,541
2031-2035	26,295,000	34,024,887	60,319,887
2036-2040	60,760,000	18,820,265	79,580,265
2041	15,245,000	1,070,351	16,315,351
	<u>\$ 102,300,000</u>	<u>\$ 169,599,120</u>	<u>\$ 271,899,120</u>

Refunding

In April 2014, the District issued General Obligation Refunding Bonds, Series A (Tax Exempt) in the amount of \$29,130,000 to advance refund all or a portion of the outstanding principal amount of the District's General Obligation Series A Bonds, 2005 Refunding Bonds and General Obligation Series C Bonds and to pay costs of issuance associated with the Bonds. General Obligation Refunding Bonds, Series B (Federally Taxable) in the amount of \$43,960,000 were also issued to advance refund a portion of the outstanding principal amount of the District's 2005 Refunding Bonds and to pay costs of issuance associated with the Bonds. The annual requirements to amortize Refunding Bonds payable, outstanding as of June 30, 2015, are as follows:

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**NOTES TO THE FINANCIAL STATEMENTS
June 30, 2015**

NOTE 4 – BONDED DEBT: (continued)

Refunding (continued)

Year Ended June 30,	Principal	Interest	Total
2016	\$ 615,000	\$ 2,558,866	\$ 3,173,866
2017	3,780,000	2,555,188	6,335,188
2018	4,085,000	2,510,946	6,595,946
2019	4,400,000	2,445,195	6,845,195
2020	4,770,000	2,347,375	7,117,375
2021-2025	30,875,000	9,221,385	40,096,385
2026-2028	23,245,000	2,382,500	25,627,500
	<u>\$ 71,770,000</u>	<u>\$ 24,021,455</u>	<u>\$ 95,791,455</u>

NOTE 5 – COMMITMENTS AND CONTINGENCIES

A. Litigation

The District is involved in various claims and legal actions related to various construction projects. In the opinion of management, the ultimate disposition of these matters will not have a material adverse effect on the District's General Obligation Bond Funded Capital Outlay Projects financial statements

B. Purchase Commitments

As of June 30, 2015, the District was committed under various capital expenditure purchase agreements for bond projects in process totaling approximately \$50,106,000.

NOTE 6 – SUBSEQUENT EVENT

In July 2015, the District issued General Obligation Bonds, Series 2015E in the amount of \$45,004,145 to finance the costs of constructing and equipping District buildings and other facilities and to pay certain costs of issuance associated with the Bonds. In addition, 2015 General Obligation Refunding Bonds in the amount of \$43,920,000 were issued to advance refund the outstanding principal amount of the District's General Obligation Series 2007C Bonds, and to pay certain costs of issuance of the Refunding Bonds.



**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

The Board of Trustees
The Measure C Citizens’ Bond Oversight Committee
Riverside Community College District
Riverside, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the Balance Sheet, Statement of Revenues, Expenditures and Change in Fund Balance and Statement of Revenues, Expenditures and Change in Fund Balance – Budget and Actual for the General Obligation Bond Funded Capital Outlay Projects of the Riverside Community College District (the District), as of and for the fiscal year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the General Obligation Bond Funded Capital Outlay Projects basic financial statements, and have issued our report thereon dated October 8, 2015.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the District’s internal control over the General Obligation Bond Funded Capital Outlay Projects financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District’s internal control. Accordingly, we do not express an opinion on the effectiveness of the District’s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's General Obligation Bond Funded Capital Outlay Projects financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Vicenti, Lloyd & Stutzman LLP

VICENTI, LLOYD & STUTZMAN LLP
Glendora, California
October 8, 2015

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**FINANCIAL AUDIT
SCHEDULE OF FINDINGS AND RESPONSES
June 30, 2015**

There were no findings related to the financial audit of the General Obligation Bond Funded Capital Outlay Projects for the fiscal years ended June 30, 2015, and June 30, 2014.

**PERFORMANCE AUDIT OF THE GENERAL OBLIGATION BOND
FUNDED CAPITAL OUTLAY PROJECTS**



**INDEPENDENT AUDITOR'S REPORT
ON PROPOSITION 39 GENERAL OBLIGATION
BOND FUNDED CAPITAL OUTLAY PROJECTS
COMPLIANCE REQUIREMENTS**

The Board of Trustees
The Measure C Citizens' Bond Oversight Committee
Riverside Community College District
Riverside, California

We have conducted a performance audit of the Riverside Community College District (the "District"), Measure C General Obligation Bond funds for the fiscal year ended June 30, 2015.

We conducted our performance audit in accordance with *Governmental Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Our audit was limited to the objectives listed on page 20 of this report which includes determining the District's compliance with the performance requirements for the Proposition 39 Measure C General Obligation Bonds under the applicable provisions of Section 1(b)(3)(C) of Article XIII A of the California Constitution and Sections 15264 and 15272 – 15286 of the California Education Code as they apply to the Bonds and the net proceeds thereof. Management is responsible for the District's compliance with those requirements.

Solely to assist us in planning and performing our performance audit, we obtained an understanding of the internal control of the District to determine if internal controls were adequate to help ensure the District's compliance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution and Sections 15264 and 15272 – 15286 of the California Education Code. Accordingly, we do not express any assurance on internal control.

The results of our tests indicated that, in all significant respects, the District expended Measure C General Obligation Bond funds for the fiscal year ended June 30, 2015, only for the specific projects developed by the District's Board of Trustees, and approved by the voters in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution and Sections 15624 and 15272 – 15286 of the California Education Code.

Vicenti, Lloyd & Stutzman LLP

VICENTI, LLOYD & STUTZMAN LLP
Glendora, California
October 8, 2015

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**PROPOSITION 39 PERFORMANCE AUDIT
June 30, 2015**

BACKGROUND INFORMATION

In November, 2000, the voters of the State of California approved Proposition 39 authorizing the issuance of general obligation bonds by California public school districts and community colleges under certain circumstances and subject to certain conditions. On March 2, 2004, the voters of Riverside Community College District approved Measure C, a \$350 million bond measure designed to provide funds to improve facilities and safety at the Moreno Valley, Norco, and Riverside campuses.

Pursuant to the requirements of Proposition 39, and related state legislation, the Board of Trustees of the District established a Citizens' Bond Oversight Committee and appointed its members. The principal purpose of the Citizens' Bond Oversight Committee, as set out in state law, is to inform the public as to the expenditures of the proceeds of the bonds issued pursuant to the Measure C Bond authorization. The Citizens' Bond Oversight Committee is required to issue at least one report annually as to its activities and findings.

Section 1(b)(3)(C) of Article XIII A of the California Constitution requires the District to conduct, an annual independent performance audit to ensure that the proceeds of the bonds deposited into the General Obligation Bond Funded Capital Outlay Projects – Measure C Bond Program have been expended only for the authorized bond projects.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**PROPOSITION 39 PERFORMANCE AUDIT
June 30, 2015**

OBJECTIVES

The objectives of our Performance Audit were to:

- Determine the expenditures charged to the Riverside Community College District Measure C General Obligation Bond Funded Capital Outlay Projects.
- Determine whether expenditures charged to the Measure C General Obligation Bond Funded Capital Outlay Projects have been made in accordance with the bond project list approved by the voters through the approval of Measure C in March 2004.
- Note incongruities, system weaknesses, or non-compliance with specific California Education Code sections related to bond oversight and provide recommendations for improvement.
- Provide the District Board of Trustees and the Measure C Citizens' Bond Oversight Committee with a performance audit as required under the provisions of the California Constitution and Proposition 39.

SCOPE OF THE AUDIT

The scope of our Performance Audit covered the fiscal period from July 1, 2014 to June 30, 2015. The sample of expenditures tested included object and project codes associated with the bond projects. The propriety of expenditures for capital projects and maintenance projects funded through other state or local funding sources, other than the proceeds of the bonds, were not included within the scope of our audit. Expenditures incurred subsequent to June 30, 2015, were not reviewed or included within the scope of our audit or in this report.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**PROPOSITION 39 PERFORMANCE AUDIT
June 30, 2015**

PROCEDURES PERFORMED

We obtained the general ledger and the project expenditure summary reports and detail prepared by the District for the fiscal year ended June 30, 2015 for the General Obligation Bond Funded Capital Outlay Projects – Measure C Bond Program. We also reviewed documentation, including the District website, for compliance with Education Code Sections 15264 and 15272 – 15286. Within the fiscal year audited, we obtained the actual invoices and other supporting documentation for expenditures to ensure compliance with the requirements of Proposition 39 and Measure C with regards to the approved bond projects list. We performed the following procedures:

- We reviewed the projects listed to be funded with general obligation bond proceeds as set forth in the Measure C election documents.
- We selected a sample of expenditures for the fiscal year ended June 30, 2015 and reviewed supporting documentation to ensure that such funds were properly expended on the authorized bond projects.
- We verified on a sample basis that funds from the General Obligation Bond Funded Capital Outlay Projects – Measure C Bond Program were expended on authorized bond projects. In addition, we verified that funds held in the General Obligation Bond Funded Capital Outlay Projects – Measure C Bond Program were used for salaries of administrators only to the extent they perform administrative oversight work on construction projects as allowable per Opinion 04-110 issued on November 9, 2004 by the State of California Attorney General.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**PROPOSITION 39 PERFORMANCE AUDIT
June 30, 2015**

CONCLUSION

The results of our tests indicated that, in all significant respects, the District has properly accounted for the expenditures of the funds held in the Bond Funded Capital Outlay Projects – Measure C Bond Program and that such expenditures were made for authorized bond projects. Further, it was noted that the funds held in the Bond Funded Capital Outlay Projects – Measure C Bond Program and expended by the District, were used for salaries of administrators only to the extent they perform administrative oversight work on construction projects as allowable per Opinion 04-110 issued on November 9, 2004 by the State of California Attorney General.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**PROPOSITION 39 PERFORMANCE AUDIT
SCHEDULE OF FINDINGS AND RESPONSES
June 30, 2015**

There were no findings related to the performance audit for the fiscal year ended June 30, 2015.

SUPPLEMENTARY INFORMATION

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
 GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**PROPOSITION 39 PERFORMANCE AUDIT
 BOND PROJECT SUMMARY
 June 30, 2015**

The District has identified the following projects to be funded with proceeds from the general obligation bonds. The District incurred costs of \$279,611,065 through June 30, 2015 for these construction projects. Capital outlay and other financing expenditures were as follows:

	BUDGET	TOTAL PROJECT COSTS THROUGH June 30, 2014	2015 ACTUAL COSTS	TOTAL PROJECT COSTS THROUGH June 30, 2015
Phase I - Parking Structure - Riverside	\$ 20,940,662	\$ 20,940,662	\$ -	\$ 20,940,662
Wheelock PE Complex/Athletic Field - Riverside	4,516,435	4,516,435	-	4,516,435
Swing Space - Riverside	4,273,734	4,273,733	-	4,273,733
Quad Modernization - Riverside	8,918,800	9,171,807	-	9,171,807
RCCD System Office Purchase	2,629,981	2,629,981	-	2,629,981
MLK Renovation - Riverside	1,010,614	1,010,614	-	1,010,614
Bridge Space - Riverside	1,175,132	1,175,132	-	1,175,132
Industrial Technology Facility Project - Norco	9,620,416	9,715,349	-	9,715,349
Computer/Network/ System Upgrades - District Wide	1,002,043	1,002,052	-	1,002,052
Phone and Voicemail Upgrades - District Wide	349,000	349,000	-	349,000
Scheduled Maintenance - Historic - District Wide	1,403,045	1,403,045	-	1,403,045
Nursing/Sciences Building - Riverside	18,272,600	16,399,555	22,670	16,422,225
Student/Academic Services Facility Project - Moreno Valley	7,044,265	5,795,021	47,912	5,842,933
Wheelock PE Complex Gymnasium Retrofit - Phase I & II - Riverside	13,738,332	13,122,515	74,822	13,197,337
Feasibility / Planning / Management / Staffing	5,200,153	4,007,270	400,349	4,407,619
Stokoe Innovative Learning Center - Riverside	7,399,505	7,399,506	-	7,399,506
ECS Secondary Effects - Moreno Valley	286,227	286,227	-	286,227
Room Renovations - Norco	100,019	100,019	-	100,019
Food Services Remodel - Riverside	987,705	987,705	-	987,705
Food Services Remodel - Moreno Valley	2,654,335	2,649,607	-	2,649,607
Infrastructure Projects - District Wide	484,414	484,414	-	484,414
Hot Water Loop System & Boiler Repl. - Moreno Valley	869,848	869,848	-	869,848
Emergency Phone Project - District Wide	379,717	379,717	-	379,717
Utility Retrofit Project - District Wide	6,181,188	6,181,189	-	6,181,189
Modular Redistribution Norco/MoVal/BC/Riv	8,431,362	8,425,862	-	8,425,862
ECS Building Upgrade Project - Moreno Valley/Norco	389,561	389,561	-	389,561
PBX Building - Riverside	428,119	428,119	-	428,119
PBX / NOC / M & O Facility - Norco	11,775,000	11,314,824	13,836	11,328,660
PBX / NOC / M & O Facility - Moreno Valley	3,524,082	208,465	1,736,438	1,944,903
Life Science / Physical Science Reconstruction - Riverside	152,500	152,500	-	152,500
Center for Student Success - Norco	15,635,918	15,633,873	-	15,633,873
Long Range Master Plan - District Wide	1,439,077	1,439,077	-	1,439,077
Logic Domain - Capital Project Management System	162,375	149,625	12,113	161,738
Aquatics Center - Riverside	11,028,683	10,865,983	-	10,865,983
Soccer Field / Artificial Turf - Norco	3,904,973	3,879,314	-	3,879,314
Learning Gateway Building - Moreno Valley	5,269,307	5,058,973	-	5,058,973
Bradshaw Building Electrical Project - Riverside	366,353	366,353	-	366,353
Quad Basement Remodel Project - Riverside	467,500	352,941	-	352,941
Black Box Theatre Remodel Project - Riverside	10,955	10,955	-	10,955
Technology Building A Remodel Project - Riverside	11,375	11,375	-	11,375
Center for Health, Wellness, and Kinesiology Phase I - Norco	86,500	86,500	-	86,500
Health Science Center - Moreno Valley	164,971	164,971	-	164,971

See independent auditor's report.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
GENERAL OBLIGATION BOND FUNDED CAPITAL OUTLAY PROJECTS**

**PROPOSITION 39 PERFORMANCE AUDIT
BOND PROJECT SUMMARY
June 30, 2015**

	BUDGET	TOTAL PROJECT COSTS THROUGH June 30, 2014	2015 ACTUAL COSTS	TOTAL PROJECT COSTS THROUGH June 30, 2015
ADA Transition Plan - District Wide	6,360,000	6,020,062	29,941	6,050,003
March Dental Education Center - Moreno Valley	9,914,549	9,878,444	(4,915)	9,873,529
Secondary Effects Project - Norco	16,044,292	15,688,593	339,687	16,028,280
Utility Infrastructure Project - District Wide	7,085,632	5,920,340	311,709	6,232,049
Safety and Site Improvement Project - Norco	967,442	967,442	-	967,442
Safety and Site Improvement Project - Moreno Valley	719,827	719,827	-	719,827
Administrative Move to Humanities Bldg - Moreno Valley	25,990	25,990	-	25,990
Science Laboratories Remodel Project - Moreno Valley	500,000	302,804	-	302,804
Ben Clark Public Safety Training Center - Center Status - Moreno Valley	84,500	53,125	-	53,125
Interim Parking Lease - Riverside	177,023	177,023	-	177,023
Center for Human Performance - Moreno Valley	112,009	112,009	-	112,009
Cosmetology Building - Riverside	142,500	142,500	-	142,500
Alumni Carriage House Restoration Project	150,000	122,270	-	122,270
IT Upgrade (including audit) - District Wide	5,840,000	2,161,091	2,306,996	4,468,087
Culinary Arts / District Office Building - District	32,484,261	6,797,510	11,239,355	18,036,865
Parking Structure Fall Deterrent - Riverside	7,576	7,576	-	7,576
Nursing Portables - Moreno Valley	705,338	705,338	-	705,338
Central Plant Boiler Replacement - Norco	161,848	161,847	-	161,847
DSA Project Closures - District Wide	7,434	7,290	-	7,290
Scheduled Maintenance - New - District Wide	2,860,000	2,196,556	336,350	2,532,906
Electronic Contract Document Storage - District Wide	50,000	-	-	-
2014 - 2015 IPP/FPP District	350,000	-	-	-
Program Contingency	4,439,146	-	-	-
Program Reserve	4,310,463	-	-	-
District Design Standards	355,000	345,031	-	345,031
Library Learning Center - Moreno Valley	127,000	127,000	-	127,000
Student Services Building - Riverside	25,925,000	1,447,559	5,730,607	7,178,166
Lovekin Parking/Tennis Project - Riverside	4,475,000	4,323,829	27,895	4,351,724
Food Services "grab-n'-go" Facility Project - Riverside	1,600,000	82,737	(1,365)	81,372
Master Plan Updates - District Wide	729,800	708,909	3,999	712,908
Swing Space - Market Street Properties	866,500	487,491	120,862	608,353
Groundwater Monitoring Wells - Norco	517,660	149,443	47,107	196,550
Emergency Phone Project - Moreno Valley	450,000	341,582	-	341,582
Self-Generation Incentive Program - Norco	3,110,000	2,525,306	618,534	3,143,840
Physicians Assistant Laboratory Remodel - Moreno Valley	120,000	49,191	-	49,191
Visual & Performing Arts Center - Norco	114,000	114,000	-	114,000
Audio Visual Upgrade and Lighting Project - Moreno Valley	200,000	51,550	78,065	129,615
Mechanical Upgrade Project - Moreno Valley	875,000	660,245	-	660,245
Coil School for the Arts - Riverside	24,280,000	3,636,940	15,109,974	18,746,914
Coil School for the Arts - Parking Structure	1,456,076	-	-	-
Total Capital Outlay	341,387,647	241,008,124	38,602,941	279,611,065
Series A Refunding Escrow	57,686,474	57,686,474	-	57,686,474
COPS Payoffs	11,582,875	11,582,873	-	11,582,873
Costs of issuance	2,839,859	2,839,858	-	2,839,858
Debt service	2,835,612	2,835,612	-	2,835,612
Election costs	98,236	98,236	-	98,236
Total Other Financing Uses	75,043,056	75,043,053	-	75,043,053
TOTALS	\$ 416,430,703	\$ 316,051,177	\$ 38,602,941	\$ 354,654,118

See independent auditor's report.

Agenda Item (VIII-D-2)

Meeting	11/17/2015 - Regular
Agenda Item	Committee - Resources (VIII-D-2)
Subject	Establishment of Other Post-Employment Benefits (OPEB) Irrevocable Trust – Approval of Agreement with CalPERS, Delegation of Authority to Request Disbursements, and Resolution No. 15-15/16 – Establishment of a New Internal Service Fund
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees: 1) approve the agreement with CalPERS - California Employers' Retiree Benefit Trust to administer the District's Other Post-Employment Benefits irrevocable trust; 2) approve the Delegation of Authority to request disbursements from the irrevocable trust; and 3) approve the resolution to establish a new Internal Service Fund to account for financial activity associated with the District's OPEB Obligation Funding Plan.

Background Narrative:

In April 2015, the Board of Trustees approved the Other Post-Employment Benefits (OPEB) Obligation Funding Plan consisting of the following:

- Establishment of an irrevocable trust to pay current retiree health costs and to accumulate funds for future retiree health costs to offset the OPEB liability;
- 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;
- 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;
- At least annually, transfer all funds provided by the retiree healthcare rate to the irrevocable trust;
- Pay all retiree healthcare costs out of the irrevocable trust.

In order to implement the approved OPEB Obligation Funding Plan the District must 1) establish an irrevocable trust and, 2) establish a new Internal Service Fund to account for the financial activity of the Plan.

The District requested information from three vendors who offer OPEB irrevocable trust services. CalPERS, Public Agency Retirement Services (PARS), and Keenan & Associates were asked to provide investment performance results, total service costs, total assets under management, for profit or non-profit status, number of agencies under contract, asset allocation strategies, periodic reporting options, local control, trust administration processes, minimum contributions, and agreement termination options.

The information was accumulated and evaluated by District staff and then presented to Chancellor Burke and to the District's bargaining unit Presidents for discussion and consideration. By unanimous consensus, CalPERS – California Employers' Retiree Benefit Trust (CERBT) was selected as the vendor to administer the District's OPEB irrevocable trust.

Attached for the Board of Trustees consideration is the agreement for participation in the CalPERS – CERBT program and a resolution for Delegation of Authority to request disbursements from the irrevocable trust.

Representatives from CalPERS will be in attendance and will present information on the CERBT program.

Historically, the financial activity associated with the District’s OPEB has been handled on a “pay-as-you-go” basis through the unrestricted general fund for retiree medical costs.

Approval of the OPEB Obligation Funding Plan necessitates the establishment of a new Internal Service Fund to account for the financial activity of the plan and to comply with Education Code Section 84030 and the California Community Colleges Budget and Accounting Manual relative to OPEB financial transactions.

Attached for the Board of Trustees consideration is a resolution authorizing the establishment of a new internal service fund.

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

Attachments:

- [11172015_Agreement with CalPERS CERBT Program](#)
- [11172015_Delegation of Authority Certificate](#)
- [11172015_Resolution for Delegation of Authority](#)
- [11172015_CalPERS-CERBT Presentation](#)

CALIFORNIA EMPLOYERS' RETIREE BENEFIT TRUST PROGRAM ("CERBT")

**AGREEMENT AND ELECTION
OF
Riverside Community College District**

(NAME OF EMPLOYER)

**TO PREFUND OTHER POST EMPLOYMENT
BENEFITS THROUGH CaIPERS**

WHEREAS (1) Government Code Section 22940 establishes in the State Treasury the Annuitants' Health Care Coverage Fund for the prefunding of health care coverage for annuitants (Prefunding Plan); and

WHEREAS (2) The California Public Employees' Retirement System (CaIPERS) Board of Administration (Board) has sole and exclusive control and power over the administration and investment of the Prefunding Plan (sometimes also referred to as CERBT), the purposes of which include, but are not limited to (i) receiving contributions from participating employers and establishing separate Employer Prefunding Accounts in the Prefunding Plan for the performance of an essential governmental function (ii) investing contributed amounts and income thereon, if any, in order to receive yield on the funds and (iii) disbursing contributed amounts and income thereon, if any, to pay for costs of administration of the Prefunding Plan and to pay for health care costs or other post employment benefits in accordance with the terms of participating employers' plans; and

WHEREAS (3) Riverside Community College District
(NAME OF EMPLOYER)

(Employer) desires to participate in the Prefunding Plan upon the terms and conditions set by the Board and as set forth herein; and

WHEREAS (4) Employer may participate in the Prefunding Plan upon (i) approval by the Board and (ii) filing a duly adopted and executed Agreement and Election to Prefund Other Post Employment Benefits (Agreement) as provided in the terms and conditions of the Agreement; and

WHEREAS (5) The Prefunding Plan is a trust fund that is intended to perform an essential governmental function within the meaning of Section 115 of the Internal Revenue Code as an agent multiple-employer plan as defined in Governmental Accounting Standards Board (GASB) Statement No. 43 consisting of an aggregation of single-employer plans, with pooled administrative and investment functions;

NOW, THEREFORE, BE IT RESOLVED THAT EMPLOYER HEREBY MAKES THE FOLLOWING REPRESENTATION AND WARRANTY AND THAT THE BOARD AND EMPLOYER AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

A. Representation and Warranty

Employer represents and warrants that it is a political subdivision of the State of California or an entity whose income is excluded from gross income under Section 115 (1) of the Internal Revenue Code.

B. Adoption and Approval of the Agreement; Effective Date; Amendment

(1) Employer's governing body shall elect to participate in the Prefunding Plan by adopting this Agreement and filing with the CalPERS Board a true and correct original or certified copy of this Agreement as follows:

Filing by mail, send to: CalPERS
 Affiliate Program Services Division
 CERBT (OPEB)
 P.O. Box 1494
 Sacramento, CA 95812-1494

Filing in person, deliver to: CalPERS Mailroom
 Affiliate Program Services Division
 CERBT (OPEB)
 400 Q Street
 Sacramento, CA 95811

(2) Upon receipt of the executed Agreement, and after approval by the Board, the Board shall fix an effective date and shall promptly notify Employer of the effective date of the Agreement.

(3) The terms of this Agreement may be amended only in writing upon the agreement of both CalPERS and Employer, except as otherwise provided herein. Any such amendment or modification to this Agreement shall be adopted and executed in the same manner as required for the Agreement. Upon receipt of the executed amendment or modification, the Board shall fix the effective date of the amendment or modification.

(4) The Board shall institute such procedures and processes as it deems necessary to administer the Prefunding Plan, to carry out the purposes of this Agreement, and to maintain the tax exempt status of the Prefunding Plan. Employer agrees to follow such procedures and processes.

C. Other Post Employment Benefits (OPEB) Cost Reports and Employer Contributions

(1) Employer shall provide to the Board an OPEB cost report on the basis of the actuarial assumptions and methods prescribed by the Board. Such report shall be for the Board's use in financial reporting, and shall be prepared at least as often as the minimum frequency required by GASB 43. This OPEB cost report may be prepared as an actuarial valuation report or, if the employer is qualified under GASB 45 and 57, may be prepared as an Alternative Measurement Method (AMM) report.

- (a) Unless qualified under GASB 45 and 57 to provide an AMM report, Employer shall provide to the Board an actuarial valuation report. Such report shall be for the Board's use in financial reporting, and shall be prepared at least as often as the minimum frequency required by GASB 43 and 57, and shall be:
 - 1) prepared and signed by a Fellow or Associate of the Society of Actuaries who is also a Member of the American Academy of Actuaries or a person with equivalent qualifications acceptable to the Board;
 - 2) prepared in accordance with generally accepted actuarial practice and GASB 43, 45 and 57; and,
 - 3) provided to the Board prior to the Board's acceptance of contributions for the valuation period or as otherwise required by the Board.
- (b) If qualified under GASB 45 and 57, Employer may provide to the Board an AMM report. Such report shall be for the Board's use in financial reporting, shall be prepared at least as often as the minimum frequency required by GASB 43 and 57, and shall be:
 - 1) affirmed by Employer's external auditor, or by a Fellow or Associate of the Society of Actuaries who is also a Member of the American Academy of Actuaries or a person with equivalent qualifications acceptable to the Board, to be consistent with the AMM process described in GASB 45;
 - 2) prepared in accordance with GASB 43, 45, and 57; and,
 - 3) provided to the Board prior to the Board's acceptance of contributions for the valuation period or as otherwise required by the Board.

(2) The Board may reject any OPEB cost report submitted to it, but shall not unreasonably do so. In the event that the Board determines, in its sole discretion, that the OPEB cost report is not suitable for use in the Board's financial statements or if Employer fails to provide a required OPEB cost report, the Board may obtain, at

Employer's expense, an OPEB cost report that meets the Board's financial reporting needs. The Board may recover from Employer the cost of obtaining such OPEB cost report by billing and collecting from Employer or by deducting the amount from Employer's account in the Prefunding Plan.

(3) Employer shall notify the Board of the amount and time of contributions which contributions shall be made in the manner established by the Board.

(4) Employer contributions to the Prefunding Plan may be limited to the amount necessary to fully fund Employer's actuarial present value of total projected benefits, as supported by the OPEB cost report acceptable to the Board. As used throughout this document, the meaning of the term "actuarial present value of total projected benefits" is as defined in GASB Statement No. 45. If Employer's contribution causes its assets in the Prefunding Plan to exceed the amount required to fully fund the actuarial present value of total projected benefits, the Board may refuse to accept the contribution.

(5) No contributions are required. If an employer elects to contribute then the contribution amount should not be less than \$5000 or the employer's annual required contribution (ARC), whichever amount is lower. Contributions can be made at any time following the seventh day after the effective date of the Agreement provided that Employer has first complied with the requirements of Paragraph C.

D. Administration of Accounts, Investments, Allocation of Income

(1) The Board has established the Prefunding Plan as an agent plan consisting of an aggregation of single-employer plans, with pooled administrative and investment functions, under the terms of which separate accounts will be maintained for each employer so that Employer's assets will provide benefits only under employer's plan.

(2) All Employer contributions and assets attributable to Employer contributions shall be separately accounted for in the Prefunding Plan (Employer's Prefunding Account).

(3) Employer's Prefunding Account assets may be aggregated with prefunding account assets of other employers and may be co-invested by the Board in any asset classes appropriate for a Section 115 Trust.

(4) The Board may deduct the costs of administration of the Prefunding Plan from the investment income or Employer's Prefunding Account in a manner determined by the Board.

(5) Investment income shall be allocated among employers and posted to Employer's Prefunding Account as determined by the Board but no less frequently than annually.

(6) If Employer's assets in the Prefunding Plan exceed the amount required to fully fund the actuarial present value of total projected benefits, the Board, in compliance with applicable accounting and legal requirements, may return such excess to Employer.

E. Reports and Statements

- (1) Employer shall submit with each contribution a contribution report in the form and containing the information prescribed by the Board.
- (2) The Board shall prepare and provide a statement of Employer's Prefunding Account at least annually reflecting the balance in Employer's Prefunding Account, contributions made during the period and income allocated during the period, and such other information as the Board determines.

F. Disbursements

- (1) Employer may receive disbursements not to exceed the annual premium and other costs of post employment healthcare benefits and other post employment benefits as defined in GASB 43.
- (2) Employer shall notify CalPERS in writing in the manner specified by CalPERS of the persons authorized to request disbursements from the Prefunding Plan on behalf of Employer.
- (3) Employer's request for disbursement shall be in writing signed by Employer's authorized representative, in accordance with procedures established by the Board. The Board may require that Employer certify or otherwise establish that the monies will be used for the purposes of the Prefunding Plan.
- (4) Requests for disbursements that satisfy the requirements of paragraphs (2) and (3) will be processed monthly.
- (5) CalPERS shall not be liable for amounts disbursed in error if it has acted upon the written instruction of an individual authorized by Employer to request disbursements. In the event of any other erroneous disbursement, the extent of CalPERS' liability shall be the actual dollar amount of the disbursement, plus interest at the actual earnings rate but not less than zero.
- (6) No disbursement shall be made from the Prefunding Plan which exceeds the balance in Employer's Prefunding Account.

G. Costs of Administration

Employer shall pay its share of the costs of administration of the Prefunding Plan, as determined by the Board.

H. Termination of Employer Participation in Prefunding Plan

- (1) The Board may terminate Employer's participation in the Prefunding Plan if:

- (a) Employer gives written notice to the Board of its election to terminate;
- (b) The Board finds that Employer fails to satisfy the terms and conditions of this Agreement or of the Board's rules or regulations.

(2) If Employer's participation in the Prefunding Plan terminates for any of the foregoing reasons, all assets in Employer's Prefunding Account shall remain in the Prefunding Plan, except as otherwise provided below, and shall continue to be invested and accrue income as provided in Paragraph D.

(3) After Employer's participation in the Prefunding Plan terminates, Employer may not make contributions to the Prefunding Plan.

(4) After Employer's participation in the Prefunding Plan terminates, disbursements from Employer's Prefunding Account may continue upon Employer's instruction or otherwise in accordance with the terms of this Agreement.

(5) After the Employer's participation in the Prefunding Plan terminates, the governing body of the Employer may request either:

- (a) A trustee to trustee transfer of the assets in Employer's Prefunding Account; provided that the Board shall have no obligation to make such transfer unless the Board determines that the transfer will satisfy applicable requirements of the Internal Revenue Code, other law and accounting standards, and the Board's fiduciary duties. If the Board determines that the transfer will satisfy these requirements, the Board shall then have one hundred fifty (150) days from the date of such determination to effect the transfer. The amount to be transferred shall be the amount in the Employer's Prefunding Account as of the date of the transfer (the "transfer date") and shall include investment earnings up to an investment earnings allocation date preceding the transfer date. In no event shall the investment earnings allocation date precede the transfer date by more than 150 days.
- (b) A disbursement of the assets in Employer's Prefunding Account; provided that the Board shall have no obligation to make such disbursement unless the Board determines that, in compliance with the Internal Revenue Code, other law and accounting standards, and the Board's fiduciary duties, all of Employer's obligations for payment of post-employment health care benefits and other post-employment benefits and reasonable administrative costs of the Board have been satisfied. If the Board determines that the disbursement will satisfy these requirements, the Board shall then have one hundred fifty (150) days from the date of such determination to effect the disbursement. The amount to be disbursed shall be the amount in the Employer's Prefunding Account as of the date of the disbursement (the "disbursement date") and shall include investment earnings up to an investment earnings allocation date

preceding the disbursement date. In no event shall the investment earnings allocation date precede the disbursement date by more than 150 days.

(6) After Employer's participation in the Prefunding Plan terminates and at such time that no assets remain in Employer's Prefunding Account, this Agreement shall terminate.

(7) If, for any reason, the Board terminates the Prefunding Plan, the assets in Employer's Prefunding Account shall be paid to Employer after retention of (i) amounts sufficient to pay post employment health care benefits and other post employment benefits to annuitants for current and future annuitants described by the employer's current substantive plan (as defined in GASB 43), and (ii) amounts sufficient to pay reasonable administrative costs of the Board.

(8) If Employer ceases to exist but Employer's Prefunding Plan continues to exist and if no provision has been made by Employer for ongoing payments to pay post employment health care benefits and other post employment benefits to annuitants for current and future annuitants, the Board is authorized to and shall appoint a third party administrator to carry out Employer's Prefunding Plan. Any and all costs associated with such appointment shall be paid from the assets attributable to contributions by Employer.

(9) If Employer should breach the representation and warranty set forth in Paragraph A., the Board shall take whatever action it deems necessary to preserve the tax-exempt status of the Prefunding Plan.

I. General Provisions

(1) Books and Records.

Employer shall keep accurate books and records connected with the performance of this Agreement. Employer shall ensure that books and records of subcontractors, suppliers, and other providers shall also be accurately maintained. Such books and records shall be kept in a secure location at the Employer's office(s) and shall be available for inspection and copying by CalPERS and its representatives.

(2) Audit.

- (a) During and for three years after the term of this Agreement, Employer shall permit the Bureau of State Audits, CalPERS, and its authorized representatives, and such consultants and specialists as needed, at all reasonable times during normal business hours to inspect and copy, at the expense of CalPERS, books and records of Employer relating to its performance of this Agreement.
- (b) Employer shall be subject to examination and audit by the Bureau of State Audits, CalPERS, and its authorized representatives, and such

consultants and specialists as needed, during the term of this Agreement and for three years after final payment under this Agreement. Any examination or audit shall be confined to those matters connected with the performance of this Agreement, including, but not limited to, the costs of administering this Agreement. Employer shall cooperate fully with the Bureau of State Audits, CalPERS, and its authorized representatives, and such consultants and specialists as needed, in connection with any examination or audit. All adjustments, payments, and/or reimbursements determined to be necessary by any examination or audit shall be made promptly by the appropriate party.

(3) Notice.

- (a) Any notice, approval, or other communication required or permitted under this Agreement will be given in the English language and will be deemed received as follows:
1. Personal delivery. When personally delivered to the recipient. Notice is effective on delivery.
 2. First Class Mail. When mailed first class to the last address of the recipient known to the party giving notice. Notice is effective three delivery days after deposit in a United States Postal Service office or mailbox.
 3. Certified mail. When mailed certified mail, return receipt requested. Notice is effective on receipt, if delivery is confirmed by a return receipt.
 4. Overnight Delivery. When delivered by an overnight delivery service, charges prepaid or charged to the sender's account, Notice is effective on delivery, if delivery is confirmed by the delivery service.
 5. Telex or Facsimile Transmission. When sent by telex or fax to the last telex or fax number of the recipient known to the party giving notice. Notice is effective on receipt, provided that (i) a duplicate copy of the notice is promptly given by first-class or certified mail or by overnight delivery, or (ii) the receiving party delivers a written confirmation of receipt. Any notice given by telex or fax shall be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a nonbusiness day.
 6. E-mail transmission. When sent by e-mail using software that provides unmodifiable proof (i) that the message was sent, (ii) that the message was delivered to the recipient's information processing system, and (iii) of the time and date the message was delivered to

the recipient along with a verifiable electronic record of the exact content of the message sent.

Addresses for the purpose of giving notice are as shown in Paragraph B.(1) of this Agreement.

- (b) Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by the postal authorities, messenger or overnight delivery service.
- (c) Any party may change its address, telex, fax number, or e-mail address by giving the other party notice of the change in any manner permitted by this Agreement.
- (d) All notices, requests, demands, amendments, modifications or other communications under this Agreement shall be in writing. Notice shall be sufficient for all such purposes if personally delivered, sent by first class, registered or certified mail, return receipt requested, delivery by courier with receipt of delivery, facsimile transmission with written confirmation of receipt by recipient, or e-mail delivery with verifiable and unmodifiable proof of content and time and date of sending by sender and delivery to recipient. Notice is effective on confirmed receipt by recipient or 3 business days after sending, whichever is sooner.

(4) Modification

This Agreement may be supplemented, amended, or modified only by the mutual agreement of the parties. No supplement, amendment, or modification of this Agreement shall be binding unless it is in writing and signed by the party to be charged.

(5) Survival

All representations, warranties, and covenants contained in this Agreement, or in any instrument, certificate, exhibit, or other writing intended by the parties to be a part of their Agreement shall survive the termination of this Agreement until such time as all amounts in Employer's Prefunding Account have been disbursed.

(6) Waiver

No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right, or remedy. No waiver of any breach, failure, right, or remedy shall be deemed a waiver of any other breach, failure, right, or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

(7) Necessary Acts, Further Assurances

The parties shall at their own cost and expense execute and deliver such further documents and instruments and shall take such other actions as may be reasonably required or appropriate to evidence or carry out the intent and purposes of this Agreement.

A majority vote of Employer's Governing Body at a public meeting held on the 17th day of the month of November in the year 2015, authorized entering into this Agreement.

Signature of the Presiding Officer: _____

Printed Name of the Presiding Officer: Virginia Blumenthal

Name of Governing Body: Board of Trustees

Name of Employer: Riverside Community College District

Date: November 17, 2015

BOARD OF ADMINISTRATION
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
JOHN SWEDENSKY
AFFILIATE PROGRAM SERVICES DIVISION
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

To be completed by CalPERS The effective date of this Agreement is: _____
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DELEGATION OF AUTHORITY TO REQUEST DISBURSEMENTS

RESOLUTION OF THE

Board of Trustees

(GOVERNING BODY)

OF THE

Riverside Community College District

(NAME OF EMPLOYER)

The Board of Trustees delegates to the incumbents
(GOVERNING BODY)

in the positions of Chancellor and
(TITLE)

Vice Chancellor, Business & Financial Services and/or
(TITLE)

Controller authority to request on
(TITLE)

behalf of the Employer disbursements from the Other Post Employment Prefunding
Plan and to certify as to the purpose for which the disbursed funds will be used.

By _____

Title President, Board of Trustees

Witness _____

Date November 17, 2015

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 15-15/16

Authorization to Establish a New Internal Service Fund

WHEREAS Education Code Section 84030 and the California Community Colleges Budget and Accounting Manual promulgate the fund designated for financial transactions related to Other Post-Employment Benefits (OPEB);

WHEREAS in April 2015 the Board of Trustees of the Riverside Community College District approved the OPEB Obligation Funding Plan;

WHEREAS the OPEB Obligation Funding Plan included the establishment of an irrevocable trust to pay current retiree health benefits and to accumulate funds for future retiree health costs to offset the OPEB liability;

WHEREAS the Board of Trustees of the Riverside Community College District is authorized by Education Code Section 81602 to establish a fund, as designated by the California Community Colleges Budget and Accounting Manual; and

THEREFORE, BE IT RESOLVED that the Board of Trustees hereby authorizes the establishment of a New Internal Service Fund in accordance with Education Code Section 81602.

PASSED AND ADOPTED this 17th day of November, 2015.

Nathan Miller
Secretary, Board of Trustees

California Employers' Retiree Benefit Trust Features and Benefits

John Swedensky

Alisa Perry

CERBT Customer Outreach and Support

Advantages of the CERBT

- CERBT manages investment policy
- Simple, focused administrative procedures and processes
- Financial reporting compliant with governmental accounting standards
- Excellent customer service
- Lowest cost for services

District controls the funding policy

- District decides how much to contribute
 - Contributions are never required
 - District can vary contributions based on budgetary conditions
- District decides on asset allocation strategy
 - District chooses one of three asset allocation strategies
 - District may change asset allocation strategy
- District decides to seek reimbursement
 - District is eligible for reimbursement of annual OPEB expenses

Investment management

- CalPERS Board accepts investment fiduciary responsibility
 - GC 53620-53622
- CalPERS Board determines investment policy, asset classes and asset allocation strategies
- Strategies and investment transactions managed by the same skilled investment professionals that manage the Public Employees Retirement Fund (PERF)

CERBT asset allocation strategies

	Strategy 1	Strategy 2	Strategy 3
Expected Long Term Rate of Return <small>(General Inflation Rate Assumption of 2.75%)</small>	7.28%	6.73%	6.12%
Standard Deviation of Expected Returns	11.74%	9.32%	7.14%

- All CERBT asset allocation strategies share the same public market asset classes
 - Allocation strategies differ only to the extent to which they participate in each of the asset classes

CERBT asset class target allocations

Asset Classification	Investment Management	Strategy 1	Strategy 2	Strategy 3
Global Equity	Passive MSCI All Country World Index	57%	40%	24%
Fixed Income	Active Barclays Capital Long Liability Index	27%	39%	39%
Global Real Estate (REITs)	Passive FTSE EPRA/NAREIT Developed Liquid Index	8%	8%	8%
Treasury Inflation Protected Securities (TIPS)	Passive Barclays Capital Global Real: US TIPS Index	5%	10%	26%
Commodities	Active S&P GSCI Total Return Index	3%	3%	3%

Total service cost

- Total service cost of participation is 10 basis points of assets under management
 - Consists of administrative and investment management expenses borne by CalPERS and paid to State Street Global Advisors
 - CERBT is a self-funded trust
 - Employer account charged daily
 - CERBT does not profit
 - Rate can be changed without prior notice and may be higher or lower in the future

CERBT employers under contract

465 Total

- State of California
- 118 Cities or Towns
- 14 Counties
- **41 Schools**
- 20 Courts
- 271 Special Districts and other Public Agencies
 - (81 Water, 32 Sanitation, 28 Fire, 21 Transportation)

As of October 7, 2015

CERBT Community College Districts

- Barstow Community College District
- Butte-Glenn Community College District
- Foothill-De Anza Community College District
- Glendale Community College District
- Los Angeles Community College District
- Marin Community College District
- Mt. San Jacinto Community College District
- Napa Community College District
- Santa Monica Community College District
- West Valley-Mission Community College District

As of October 7, 2015

Questions? Where to get information?

Name	Title	E-mail	Desk	Mobile
John Swedensky	Assistant Division Chief	John.Swedensky@calpers.ca.gov	(916) 795-0835	(916) 715-7960
Andy Nguyen	Program Manager	Andy.Nguyen@calpers.ca.gov	(916) 795-7702	(916) 524-9095
Matt Goss	Outreach & Support Manager	Matthew.Goss@calpers.ca.gov	(916) 795-9071	(916) 502-3277
Daniel Rodriguez	Administration & Reporting	Daniel.Rodriguez@calpers.ca.gov	(916) 795-9424	N/A
Alisa Perry	Outreach & Support Analyst	Alisa.Perry@calpers.ca.gov	(916) 795-3360	(916) 705-9447

Program e-mail addresses	CERBT Website
CERBT4U@calpers.ca.gov	www.calpers.ca.gov/cerbt
CERBTACCOUNT@calpers.ca.gov	

Agenda Item (VIII-D-3)

Meeting	11/17/2015 - Regular
Agenda Item	Committee - Resources (VIII-D-3)
Subject	Allocation of \$309,328 for additional small wares and equipment costs (Groups I and II) for the Culinary Arts Academy project.
College/District	Riverside
Funding	Proposition 20 Instructional Supply, State Instructional Equipment, and Culinary Trust Funds
Recommended Action	It is recommended that the Board of Trustees allocate additional funds to the project budget in the amount of \$309,328 for additional small wares and equipment costs (Groups I and II) for the Culinary Arts Academy project.

Background Narrative:

At the June 2012 Board meeting, the project budget for the Culinary Arts Academy/District Office (CAA/DO) was approved by the Board of Trustees. In the original project budget and scope, equipment and other wares were slated to be relocated from the current to the new culinary arts academy facility. It is the desire of the college to advance the new culinary arts academy at the new location with new equipment and wares to match the caliber of the facility.

As such, the college, the culinary art academy faculty and leadership have outlined and listed the needs to open the new facility. In summary, the culinary faculty has identified the need to purchase additional small wares to address moving from one (1) to four (4) kitchens at the new location. In addition, some equipment items that were designated 4 years ago to be transferred will now be purchased as new due to the shortened life cycle of these items and/or new technology upgrades made during this period. The college has requested the Group I kitchen contractor to upgrade ovens and electrical to meet the program requirements and will reimburse Group I with funds below.

Riverside City College will provide funding from three sources. Items considered supplies will be funded with Proposition 20 Instructional Supply dollars; Equipment items will be funded with both State Instructional Equipment and Culinary Trust funds. The budget sources and associated costs for Group I & II are as follows:

\$221,052 12 DJA 1190 0 6010 2075 6481
\$43,276 12 DDB 1190 0 4999 0735 4320
\$45,000 ASRCC Trust ID#710-000-0000-94209-9551
\$309,328

Detailed breakdown of items with associated costs are attached (Exhibit I). This funding and expenses will be allocated to the culinary arts academy portion of the project funding, and expended accordingly.

Prepared By: Wolde-Ab Isaac, President, Riverside
Mazie Brewington, Vice President, Business Services (Riv)
Chris Carlson, Chief of Staff & Facilities Development
Bart Doering, Facilities Development Director

Attachments:

[Breakdown of Small Wares and Equipment Items_r2](#)

Exhibit 1

ITEM	SIZE	COUNT	PRICE	TOTAL	from what list
Freezer reach-in		2	-	-	TRANSFER ITEMS
Proofer, Metro:5763511-C539		1	-	-	TRANSFER ITEM
Refrigerator reach-in		2	-	-	TRANSFER ITEMS
Round Metal Bowls	1 1/2 qt.	20	1.95	39.00	BAKERY
Ramekins	4 oz.	48	2.50	120.00	BAKERY
Bowl	3 qt.	20	3.65	73.00	BAKERY
Bread Baskets		30	4.00	120.00	DINING ROOM
Cutting Boards		10	4.00	40.00	Kitchen
Pots De Crème	3.5	48	4.00	192.00	BAKERY
Small Cagamen	2.5 oz.	60	4.00	240.00	DINING ROOM
Pastry Brushes		12	4.50	54.00	BAKERY
Soufflé Ramekins	8 oz.	36	4.50	162.00	BAKERY
Bowl	5 qt.	20	4.90	98.00	BAKERY
Bud Vase		30	5.00	150.00	DINING ROOM
Stainless steel bowl	1.5	12	5.00	60.00	Kitchen
Storage Lids	2	12	5.00	60.00	Kitchen
Storage Lids	4	12	5.00	60.00	Kitchen
Storage Lids	6	12	5.00	60.00	Kitchen
Storage Lids	8	8	5.00	40.00	Kitchen
Storage Lids	12	8	5.00	40.00	Kitchen
Storage Lids	18	4	5.00	20.00	Kitchen
Storage Lids	22	3	5.00	15.00	Kitchen
Rolling Pin, Wood		6	5.50	33.00	BAKERY
Round Cake Pans	8 in.	12	6.00	72.00	BAKERY
Storage Container	2	12	7.00	84.00	Kitchen
Trash Containers		7	7.00	49.00	Kitchen
Stainless Steel Bowl	3	24	8.00	192.00	Kitchen
Aluminum Sheet Pan	Half	24	8.95	214.80	BAKERY
Covers, Full	Full	12	8.95	107.40	BAKERY
Salt & Pepper Shakers	1 oz.	30	9.01	270.30	DINING ROOM
Cooling Racks	14x20	12	10.00	120.00	BAKERY
Storage Container	4	12	10.00	120.00	Kitchen
French Dowel Rolling Pin	20 1/2 x 13/4	6	10.50	63.00	BAKERY
Scoops	#40	4	10.50	42.00	BAKERY
Scoops	#30	4	10.50	42.00	BAKERY
Spoons, Perforated Kitchen Size		12	10.79	129.48	Kitchen
Spoons, Solid		20	10.79	215.80	Kitchen
Coffee Pots		12	11.00	132.00	DINING ROOM
Water Pitchers	48 oz.	10	11.00	110.00	DINING ROOM
Scoops	#20	4	11.48	45.92	BAKERY
Cutting Boards		6	11.75	70.50	BAKERY
Aluminum Sheet Pan	Full	24	11.95	286.80	BAKERY
French Whip	10 in	6	11.95	71.70	BAKERY
Stainless Steel Bowl	4	24	12.00	288.00	Kitchen
Stainless Steel Bowl	5	18	12.00	216.00	Kitchen
Storage Container	6	12	12.00	144.00	Kitchen

ITEM	SIZE	COUNT	PRICE	TOTAL	from what list
French Whip	12 in	6	12.50	75.00	BAKERY
Loaf Pan	1/2 lb.	12	12.60	151.20	BAKERY
Cookie Cutters	Sets	4	12.70	50.80	BAKERY
Pastry Brushes	1 1/2 in	12	12.99	155.88	Kitchen
Tongs H.D., Kitchen	10 in	12	13.29	159.48	Kitchen
High Temp Spatulas	Large	12	13.85	166.20	BAKERY
Heat Tactical Rubber Spatula		20	14.00	280.00	Kitchen
Stainless Steel Bowl	8	12	14.00	168.00	Kitchen
Sign Holders	4x6	30	15.00	450.00	DINING ROOM
Storage Container	8	8	15.00	120.00	Kitchen
Pastry Brushes	2 in	12	15.39	184.68	Kitchen
Thermometer		6	15.40	92.40	BAKERY
H.B Spatula, Holes	12 in	6	16.69	100.14	Kitchen
H.B Spatula, Solid	12 in	6	16.69	100.14	Kitchen
Hotel Pans, 1/6	4 in	40	16.99	679.60	Kitchen
Sauté Pans	6in	8	17.47	139.76	Kitchen
Omelet Pans	6 in	20	18.95	379.00	Kitchen
Hotel Pans, 1/3	2 in	20	18.99	379.80	Kitchen
Comma Extractor	4 oz.	2	19.90	39.80	BAKERY
Silk Pads	Full	16	19.95	319.20	BAKERY
Menu Covers		80	20.00	1,600.00	DINING ROOM
Sugar Aoldgs		3	20.00	60.00	DINING ROOM
Hotel Pans, 1/12	4 in	40	20.49	819.60	Kitchen
Sauté Pans	8 in	20	20.97	419.40	Kitchen
Bain Marie	1qt	20	20.99	419.80	Kitchen
Storage Container	12	8	21.00	168.00	Kitchen
Square Ring Molds	11 in.	5	21.90	109.50	BAKERY
Omelet Pans	8 in	20	22.99	459.80	Kitchen
Hotel Pans, 1/6	6 in	40	23.49	939.60	Kitchen
Hotel Pans, 1/2	2 in	20	24.49	489.80	Kitchen
Deco Spoon Set		4	24.70	98.80	BAKERY
Bain Marie	2 qt	20	24.89	497.80	Kitchen
Pizza Cutter		3	25.00	75.00	Kitchen
Sauce Pots	2 qt	16	25.89	414.24	Kitchen
Frying Pan Non-Stick	8 in.	4	25.95	103.80	BAKERY
Hotel Pans, 1/3	4 in	20	27.29	545.80	Kitchen
Bain Marie	3 qt	16	28.39	454.24	Kitchen
Sauce Pan	1.2 qt	3	28.95	86.85	BAKERY
Hotel Pans, 1/2	4 in	20	29.19	583.80	Kitchen
Bain Marie	4 qt	16	29.69	475.04	Kitchen
Pizza Peel		1	30.00	30.00	Kitchen
Storage Container	18	4	31.00	124.00	Kitchen
Hotel Pans, Full	2 in	20	32.69	653.80	Kitchen
Sauce Pot, Heavy Duty	4 qt	12	34.99	419.88	Kitchen
Sauce Pot, Heavy Duty	6 qt	16	35.89	574.24	Kitchen
Revolving Cake Stand		6	37.50	225.00	BAKERY
Storage Container	22	3	39.00	117.00	Kitchen
Tall Cake Ring	8 in.	6	39.90	239.40	BAKERY
Cast Iron Skillet	12 in	6	40.00	240.00	Kitchen

ITEM	SIZE	COUNT	PRICE	TOTAL	from what list
Cutting Boards	15x20	12	40.00	480.00	Kitchen
Sauté Pans	12 in	20	40.59	811.80	Kitchen
Hotel Pans, Full	4 in	20	41.59	831.80	Kitchen
Chinois		4	48.00	192.00	Kitchen
Buche De Noel Molds		4	49.70	198.80	BAKERY
Open Fry Pan	12 in	4	55.95	223.80	BAKERY
Sautoirs	12 in	1	59.49	59.49	Kitchen
Cutting boards	18x24	12	60.00	720.00	Kitchen
Open fry pan	20 in.	4	60.95	243.80	BAKERY
Sauce Pots, Stainless Steel	2qt	6	62.99	377.94	Kitchen
Sautoirs	6 in	1	67.47	67.47	Kitchen
Scales		6	70.25	421.50	BAKERY
Sauce Pots, Stainless Steel	4qt	6	77.49	464.94	Kitchen
Manual Sweeper		1	80.00	80.00	DINING ROOM
Comma Molds	4 oz.	2	83.50	167.00	BAKERY
Saucer	5 ½ in	5	85.79	428.95	DINING ROOM
Sauce Pots, Stainless Steel	6qt	6	90.49	542.94	Kitchen
Java Mug	12oz	16	91.00	1,456.00	DINING ROOM
Syrup Dispensers	6 oz.	1	91.00	91.00	DINING ROOM
Roast Pans Heavy Duty		6	92.49	554.94	Kitchen
Soup Bowl	11.5 oz.	16	98.49	1,575.84	DINING ROOM
Flexi Pan Hemispheres	3 oz.	4	99.70	398.80	BAKERY
Half Cylinder Molds	48 Forms	3	99.70	299.10	BAKERY
Indented Eggs	3.20 oz.	3	99.70	299.10	BAKERY
Oblong Cakes W/ Indent	24 Forms	5	99.70	498.50	BAKERY
Triangles	.25 oz.	2	99.70	199.40	BAKERY
Water Glasses		8	100.00	800.00	DINING ROOM
Lunch Plates	9 in	16	101.00	1,616.00	DINING ROOM
Bouillon Cup	7.5 oz.	5	114.00	570.00	DINING ROOM
China Caps		4	120.00	480.00	Kitchen
Salad Spinner		1	140.00	140.00	Kitchen
Dinner Plates	10 ¼ in	16	144.00	2,304.00	DINING ROOM
Ice Tea Glasses		8	161.00	1,288.00	DINING ROOM
Pan Racks		4	170.00	680.00	Kitchen
Aluminum Rack	26x20x69	2	179.95	359.90	BAKERY
Double Mesh Strainer		4	180.00	720.00	Kitchen
Juice Press		1	180.00	180.00	Kitchen
Tri Stone		1	180.00	180.00	Kitchen
Bread & Butter Plates	6 ¼ in	5	182.00	910.00	DINING ROOM
Mug	8.25 oz.	5	193.00	965.00	DINING ROOM
Cup & Lid Holder		1	200.00	200.00	DINING ROOM
Carbon Steel Skillets		4	250.00	1,000.00	Kitchen
Salad Plates	8 ¼ in	5	259.00	1,295.00	DINING ROOM
Ice Tea maker		1	300.00	300.00	DINING ROOM
Soup Kettle		1	300.00	300.00	DINING ROOM
Dutchess Dough Divider Stand		1	400.00	400.00	TRANSFER ITEM
Tomato slicer		1	400.00	400.00	Kitchen
4 Qt. mixers		4	410.00	1,640.00	TRANSFER ITEMS

ITEM	SIZE	COUNT	PRICE	TOTAL	from what list
Mixer	4 qt.	4	410.00	1,640.00	BAKERY
Mixer	6 qt.	4	500.00	2,000.00	BAKERY
Vacuum		1	500.00	500.00	DINING ROOM
Vitamix		6	500.00	3,000.00	Kitchen
Waffle iron		1	600.00	600.00	Kitchen
6 Qt. mixer		2	650.00	1,300.00	TRANSFER ITEMS
Mixer	8 qt.	3	795.00	2,385.00	BAKERY
Hand Blender		3	799.95	2,399.85	BAKERY
Immersion blender		2	800.00	1,600.00	Kitchen
Coffee Makers		2	1,000.00	2,000.00	DINING ROOM
Spoons, Slotted	12 in	12	1,079.00	12,948.00	Kitchen
Cages		4	1,100.00	4,400.00	Kitchen
Panini		1	1,179.00	1,179.00	Kitchen
Sandwich Grill		1	1,179.00	1,179.00	Kitchen
Band Saw		1	1,300.00	1,300.00	Kitchen
Robot coupe R4/ss		4	1,300.00	5,200.00	Kitchen
Toaster		1	1,500.00	1,500.00	Kitchen
Cheese melter		1	2,500.00	2,500.00	TRANSFER ITEM
Espresso Machine		1	3,000.00	3,000.00	Production Kitchen
Griddle- Vulcan Medium Duty		1	3,675.00	3,675.00	TRANSFER ITEM
Smoker		1	4,000.00	4,000.00	TRANSFER ITEM
Grill with Convection Oven	? Size	1	5,000.00	5,000.00	TRANSFER ITEM
Hot Top Stove with Oven	? Size	1	5,000.00	5,000.00	TRANSFER ITEM
40 QT. mixer		1	6,000.00	6,000.00	TRANSFER ITEM
Meat Slicers		2	6,439.00	12,878.00	TRANSFER ITEMS
Charbroiled/ Grill W/ Oven		1	7,000.00	7,000.00	TRANSFER ITEM
Double Stack Convection Ovens Uu/can		1	7,000.00	7,000.00	TRANSFER ITEM
Ranges 6 Burner W/ Oven Below		2	7,000.00	14,000.00	TRANSFER ITEMS
Dough Sheeter		1	8,000.00	8,000.00	TRANSFER ITEM
Buffalo Chopper		1	9,000.00	9,000.00	TRANSFER ITEM
Double Deep fryer		1	13,333.00	13,333.00	TRANSFER ITEM
Steamer Double Vulcan Convection 10 pan		1	20,000.00	20,000.00	TRANSFER ITEM
Mixer	20 qt	2	35,000.00	70,000.00	BAKERY
Blodgett Hydrovection Oven w/ Helix Technology / water filter/ (1) convection oven, gas		1		19,000.00	TRANSFER ITEM
Additional Electrical Work				6,000.00	

309,327.63

Budget Lines for purchases

Equipment - 12 DSA 1190 0 1306 3075 6481	266,052.00
Smalls - 12 DSA 1190 0 1306 3735 4320	43,276.00
	<u>309,328.00</u>

Funding Sources:

Instructional Equipment	221,052.00	12 DJA 1190 0 6010 2075 6481
Lottery - set aside for smalls need in set up	43,276.00	12 DDB 1190 0 4999 0735 4320
Culinary Trust Accounts	45,000	ASRCC Trust ID # 710-000-0000-94209-9551
	<u>309,328.00</u>	

Agenda Item (IX-A-1)

Meeting	11/17/2015 - Regular
Agenda Item	Administrative Reports (IX-A-1)
Subject	2015-2016 Holiday Schedule
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees approve the fiscal year 2015-2016 holiday schedule for classified, confidential, and management employees (Subject to ratification by CSEA).

Background Narrative:

As part of the Riverside Community College District's agreement with the Riverside Community College District Employees, Chapter 535 of the California School Employees Association (CSEA), each year the District and CSEA negotiate a holiday schedule for classified and confidential employees. The holiday schedule for Fiscal Year 2015-2016 was discussed and agreed to as attached (Subject to ratification by CSEA). The holiday schedule is also extended to management employees.

Prepared By: Terri Hampton, Vice Chancellor, HR and Employee Relations

Attachments:

[20151117_2015-2016 Holiday Schedule](#)

CSEA has agreed upon the following holidays for fiscal year 2015-2016:

Holiday Schedule for Fiscal Year 2015-2016

Holiday	Date	Day
Independence Day (Observance)	July 3, 2015	Friday
Labor Day	September 7, 2015	Monday
Veterans Day (Observance)	November 13, 2015	Friday
Thanksgiving Day	November 26, 2015	Thursday
Day after Thanksgiving	November 27, 2015	Friday
Christmas	December 25, 2015	Friday
Admissions Day (Observance)	December 28, 2015	Monday
College Closure Days	December 29/30, 2015	Tuesday/Wednesday
Vacation/Comp. Time Day	December 31, 2015	Thursday
New Year's Day	January 1, 2016	Friday
Martin Luther King Jr. Birthday (Observance)	January 18, 2016	Monday
Lincoln's Birthday	February 12, 2016	Friday
Washington's Birthday	February 15, 2016	Monday
Cesar Chavez Birthday	March 31, 2016	Thursday
Memorial Day	May 30, 2016	Monday

The holiday schedule is subject to CSEA 610 Policy, review, and ratification.

Agenda Item (XII-A)

Meeting 11/17/2015 - Regular
Agenda Item Business From Board Members (XII-A)
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

Prepared By: Chris Carlson, Chief of Staff & Facilities Development
Heidi Gonsier, Executive Administrative Assistant

Attachments:

Agenda Item (XIII-A)

Meeting	11/17/2015 - 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:

Prepared By: Michael Burke, Ph.D., Chancellor
Heidi Gonsier, Executive Administrative Assistant

Attachments:

Agenda Item (XIII-B)

Meeting	11/17/2015 - Regular
Agenda Item	Closed Session (XIII-B)
Subject	Conference with Labor Negotiators Pursuant to Government Code Section 54957.6, District Representatives: Bradley Neufeld of Gresham Savage, Employee Organization: California School Employees Association
College/District	District
Funding	n/a
Recommended Action	To be Determined

Background Narrative:

None.

Prepared By: Michael Burke, Ph.D., Chancellor
Heidi Gonsier, Executive Administrative Assistant

Attachments:

Agenda Item (XIII-C)

Meeting	11/17/2015 - Regular
Agenda Item	Closed Session (XIII-C)
Subject	Conference with Legal Counsel - Existing Litigation Paragraph (1) of subdivision (d) of Section 54956.9) - California School Employees Association, Chapter No. 535 v. Riverside Community College District
College/District	District
Funding	n/a
Recommended Action	To be Determined

Background Narrative:

Prepared By: Michael Burke, Ph.D., Chancellor
Heidi Gonsier, Executive Administrative Assistant

Attachments: