RCCD | RIVERSIDE COMMUNITY COLLEGE DISTRICT

Board of Trustees - Regular Meeting
Board of Trustees Governance Committee, Teaching and Learning Committee, Planning and Operations Committee, Facilities Committee and Resources Committee
Tuesday, May 03, 2016 6:00 PM
District Office, Board Room, 3801 Market Street, Riverside CA 92501

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, 3rd Floor, 3801 Market Street, Riverside, California, 92501 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. PUBLIC HEARING (NONE)

III. CHANCELLOR'S REPORT
   A. Chancellor's Communications
   Information Only

IV. BOARD COMMITTEE REPORTS
   A. Governance
      1. Revise Board Policy 5030 - Student Fees
         The Committee to review the first reading of Board Policy 5030 - Student Fees.

   B. Teaching and Learning
      1. Goals Framework and Indicators Established for FY 15-16
         The Committee to review the Goals Framework and Indicators established for FY 15-16 by the District and each of its colleges designed to measure the ongoing condition of Riverside Community College District's operational environment.

2.   Presentation of District Grants Office Mid-Year
        Report for 2015-2016
        Information Only

C.   Planning and Operations (None)

D.   Resources (None)

E.   Facilities

1.   Change Orders No. 4 and No. 5 for Culinary Arts
        Academy and District Offices Project with Neal
        Electric

        *The Committee to review project Change Order No.
        4 with Neal Electric in the amount of
        $259,859.66; project Change Order No. 5 with
        Neal Electric in the amount of $61,063.21, and the
        change orders in excess of ten percent by total of
        $133,605.44.*

V.   OTHER BUSINESS (NONE)
VI.   CLOSED SESSION (NONE)
VII.   ADJOURNMENT

Agenda Item (III-A)

Meeting	5/3/2016 - Committee
Agenda Item	Chancellor's Report (III-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

Attachments:

None.

Agenda Item (IV-A-1)

Meeting	5/3/2016 - Committee
Agenda Item	Committee - Governance (IV-A-1)
Subject	Revise Board Policy 5030 - Student Fees
College/District	District
Funding	
Recommended Action	Review and discuss Board Policy 5030 - Student Fees

Background Narrative:

Board Policy 5030 - Student Fees - This is a revision of the Policy that was last revised on June 16, 2016.

Prepared By: Sylvia Thomas, Associate Vice Chancellor Ed Services

Attachments:

BP 5030

BP 5030 STUDENT FEES

References:
Education Code Sections 76300 et seq. and other references cited below**;**
ACCJC Accreditation Standard I.C.6

The Board of Trustees authorizes the fees indicated below. The Chancellor shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the District's catalog, the schedule of classes and on the District's website (www.rccd.edu).

Enrollment Fee:
Each student shall be charged a fee for enrolling in credit courses as required by law.

Non-resident tuition **shall be paid in full at the time of registration** with these permissive exemptions (Education Code Sections 76140 and 76140.5)~~:~~
- All non-resident students enrolling for 6 or fewer units;
- A student who is a citizen and resident of a foreign country who demonstrates financial need~~; or~~

Auditing Fees:
Persons auditing a course shall be charged a per unit, per semester fee, not to exceed the maximum fee allowed by Education Code, Section 76370. The fee amount shall be adjusted proportionally based upon the term length. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Health Fee:
The District will charge the maximum allowable fee as approved by the State Chancellor's office in accordance with the Education Code, unless otherwise indicated by financial activity review or directed by the Board of Trustees. The Board of Trustees and the Associated Student Body government will be notified of changes in the maximum allowable fee prior to implementation.

Parking Fee:

Students shall be required to pay a fee for parking services, in an amount not to exceed the maximum allowable fee per semester or intersession, pursuant to Education Code, Section 76360(a)(1).

Instructional Materials:
	Education Code and Title 5 Sections 59400 et seq.
Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

Physical Education Facilities:
	Education Code Section 76395
The District will impose a fee on participating students for the additional expenses incurred when kinesiology courses are required to use non-District facilities. ~~Where the District incurs additional expenses because a physical education course is required to use non-District facilities, students enrolled in the course shall be charged a fee for participating in the course.~~ Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

Transcript Fees:
	Education Code Section 76223
The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee, which shall not ~~to~~ exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two **(2)** transcripts of students' records, or for two **(2)** verifications of various records. There shall be no charge for searching for or retrieving any student record.

International Students Application Processing Fee:
	Education Code Section 76142
The District shall charge students who are both citizens and residents of a foreign country a fee to process his or her application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars ($100), which shall be deducted from the tuition fee at the time of enrollment.

Date Adopted: August 21, 2007
Revised: June 16, 2015
Revised:

Agenda Item (IV-B-1)

Meeting	5/3/2016 - Committee
Agenda Item	Committee - Teaching and Learning (IV-B-1)
Subject	Goals Framework and Indicators Established for FY 15-16
College/District	District
Funding	Grant
Recommended Action	It is recommended that the Board of Trustees approve the Goals Framework and Indicators established for FY 15-16 by the District and each of its colleges designed to measure the ongoing condition of Riverside Community College District's operational environment.

Background Narrative:

Presented for the Board's review and adoption are the short-term (1-year) and long-term (6-year) goals established by Moreno Valley College, Norco College, and Riverside City College. These goals conform to the Framework of Indicators, pursuant to Education Code section 84754.6 and adopted by the Board of Governors in 2014. This framework was also reviewed and adopted by the RCCD Board of Trustees in June 2015. As a condition of receipt of Student Success and Support Program funds, each college must develop, adopt and post a goals framework that addresses, at a minimum, the following four areas: student performance and outcomes, accreditation status, fiscal viability, and programmatic compliance with state and federal guidelines. In all, these four areas encompass 22 indicators – five required and 17 optional.

Prepared By: Sylvia Thomas, Associate Vice Chancellor Ed Services

Sandra Mayo, President, Moreno Valley College
Irving Hendrick, Interim President, Norco College
Wolde-Ab Isaac, President, Riverside
Sheila Pisa, Interim Dean, Institutional Effectiveness
Gregory Aycock, Dean, Student Success/Project Director, Title V
Wendy McEwen, Dean, Institutional Effectiveness (RCC)

Attachments:

Presentation of Goals Framework and Indicators

INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE (IEPI) INDICATORS

May 2016

Presented by the Deans, Institutional Effectiveness

Dr. Sheila Pisa Moreno Valley College

Dr. Greg Aycock Norco College

Wendy McEwen Riverside City College

IEPI Major Components

➢Indicators

➢Professional Development

➢Partnership Resource Teams

Indicators

➢Student Outcomes (Achievement)
➢Accreditation Status
➢Fiscal Viability

Definitions

➤ Completion Rate

   ➤ College-Prepared, Unprepared for College, Overall

      ➤ Percentage of students in a cohort who complete a degree, certificate, or transfer-related outcome within 6 years.

➤ Remedial Progress Rate (Math, English, ESL)

      ➤ Percentage of students in English, math, or ESL starting below college-level that successfully complete a transfer level course in (or related to) that discipline within 6 years.

➤ CTE Completion Rate

   ➤ Percentage of CTE students in a cohort who complete a degree, certificate, or transfer-related outcome within 6 years.

➤ Successful Course Completion

   ➤ Percentage of Fall term credit course enrollments where student earned a grade of C (or equivalent) or better.

➤ Completion of Degrees/Certificates

   ➤ Number of chancellor's office approved associate degrees or certificates.

MORENO VALLEY COLLEGE

Indicator Reporting Approach

- Five year trends for all goals reported to Academic Senate and the Strategic Planning Council.
  - 1-year and 6-year goals were considered at MVC's Strategic Planning retreat in February.
  - New framework goals were approved by governing bodies in March (adjustment to goal 15 still in progress).
  - 1-year goals based on five-year trends. 6-year goals were determined using college plans and initiatives.

Completion Rates

		1-YEAR TARGET	6-YEAR TARGET
#8	College-Prepared	58.1%	60.1%
#9	Unprepared for College	35.2%	37.2%
#10	Overall	36.9%	38.9%

		1-YEAR TARGET	6-YEAR TARGET
#11	Math	21.8%	23.8%
#12	English	37.5%	42.5%
#13	ESL	In progress	In progress

		1-YEAR TARGET	6-YEAR TARGET
#14	CTE Rate	38.7%	40.7%

Successful Course Completion

- Target-Setting Methodology: in line with Strategic Planning Goals

		1-YEAR TARGET	**6-YEAR TARGET**
#15	Successful Course Completion (Fall)	In progress	In progress

*These goals are not yet final, but will go to Strategic Planning Council and Academic Senate in May

Accreditation Status

- 13 different status labels ranging from Fully Accredited-No Action (FA-N) to Fully Accredited-Pending Termination (FA-PT)

		1-YEAR TARGET	6-YEAR TARGET
#19	Accreditation Status	FA-N	FA-N

Completion of Degrees, Certificates, and Transfer

- Target-Setting Methodology: 14% increase from base year over 6 years.

		1-YEAR TARGET	6-YEAR TARGET
#16	Degrees	485	552
#17	Certificates	300	324

Full-Time Equivalent Students

- College Fiscal Viability Indicator
- No target, report historical counts

		2012-13	2013-14	2014-15	2015-16 Target	2016-17 Target
#20	FTES	5840.4	6262.5	6606.3	6607	6833

College Choice Indicators

- Indicator #21: College Choice Student Achievement-Required
  - College must set a goal focused on unprepared students or basic skills students from indicators 9, 11, 12, or 13 above – Complete.

- Indicator #22: Optional College Choice
  - Will not report this year, but under discussion for next year.

NORCO COLLEGE

Indicator Reporting Approach

- Currently tracking and reporting very similar indicators in our strategic planning goals
  - After discussion in ISPC, methodology for setting targets is to align with strategic planning goals
  - Aligning methodologies will create consistency in targets for both frameworks.

Completion Rate

		2009-10 Entering Freshmen*	1-YEAR TARGET	6-YEAR TARGET
#8	College-Prepared	70.9%	71.7%	78.0%
#9	Unprepared for College	44.9%	45.6%	49.4%
#10	Overall	46.6%	47.4%	51.3%

		2009-10 Entering Freshmen*	1-YEAR TARGET	6-YEAR TARGET
#11	Math	15.6%	15.9%	17.2%
#12	English	38.4%	39.0%	42.2%
#13	ESL	17.4%	17.7%	19.1%

		2009-10 Entering Freshmen*	1-YEAR TARGET	6-YEAR TARGET
#14	CTE Rate	53.9%	54.8%	59.3%

Entering Freshmen tracked for 6 years

Successful Course Completion

		2014-15	**1-YEAR TARGET**	**6-YEAR TARGET**
#15	Successful Course Completion (Fall)	67.6%	68.0%	70.1%

Completion of Degrees, Certificates, and Transfer

		2014-15	**1-YEAR TARGET**	**6-YEAR TARGET**
#16	Degrees	819	833	901
#17	Certificates	142	144	156

Accreditation Status

- 13 different status labels ranging from Fully Accredited-No Action (FA-N) to Fully Accredited-Pending Termination (FA-PT)

		2014-15	1-YEAR TARGET	6-YEAR TARGET
#19	Accreditation Status	FA-N	FA-N	FA-N

Full-Time Equivalent Students

- College Fiscal Viability Indicator
- Target-Setting Methodology: 2% increase per year

		2014-15	**1-YEAR TARGET**	**6-YEAR TARGET**
#20	FTES	6401.4	6832.7	7209.0

College Choice Indicators

- Indicator #21: College Choice Student Achievement-Required
  - College must set a goal focused on unprepared students or basic skills students from indicators 9, 11, 12, or 13 above—Complete.

- Indicator #22: Optional College Choice
  - College may self-identify an indicator related to any topic. Briefly explain the indicator and provide short-term and long-term goals. Goals must be presented as counts, percentages, or rates.

RIVERSIDE CITY COLLEGE

Indicator Reporting Approach

- Currently tracking and reporting on all indicators is as part of our Strategic Planning process
  - Methodology for setting targets is to align it with strategic planning goals

- Have set one-year goals for all metrics but are refining some of the six-year goals

Completion Rate

		2009-10 Entering Freshmen*	1-YEAR TARGET	6-YEAR TARGET
#8	College-Prepared	64.4%	65.0%	70.0%
#9	Unprepared for College	35.0%	36.0%	41.0%
#10	Overall	40.1%	41.0%	46.0%

		2009-10 Entering Freshmen*	1-YEAR TARGET	6-YEAR TARGET
#11	Math	28.6%	29.0%	34.0%
#12	English	40.7%	41.0%	46.0%
#13	ESL	23.8%	24.0%	29.0%

		2009-10 Entering Freshmen*	1-YEAR TARGET	6-YEAR TARGET
#14	CTE Rate	50.6%	51.0%	56.0%

Entering Freshmen tracked for 6 years

Successful Course Completion

		2014-15	1-YEAR TARGET	6-YEAR TARGET
#15	Successful Course Completion (Fall)	67.6%	68.0%	73.0%

Accreditation Status

- 13 different status labels ranging from Fully Accredited-No Action (FA-N) to Fully Accredited-Pending Termination (FA-PT)

		2014-15	1-YEAR TARGET	6-YEAR TARGET
#19	Accreditation Status	FA-N	FA-N	FA-N

Full-Time Equivalent Students

- College Fiscal Viability Indicator

		2014-15	**1-YEAR TARGET**	**6-YEAR TARGET**
#20	FTES	15,259.3	15,913.5	17,184.5

College Choice Indicators

- Indicator #21: College Choice Student Achievement- Required
  - College must set a goal focused on unprepared students or basic skills students from indicators 9, 11, 12, or 13 above—Complete.

- Indicator #22: Optional College Choice
  - Will not report but have identified two different options:
  - Percentage of remedial students who progress from below college-level to college-level within one year
  - Percentage of college-level students in the transfer pathways who graduate and / or transfer within two years

THANK YOU

Agenda Item (IV-B-2)

Meeting	5/3/2016 - Committee
Agenda Item	Committee - Teaching and Learning (IV-B-2)
Subject	Presentation of District Grants Office Mid-Year Report for 2015-2016
College/District	District
Information Only	

Background Narrative:

Presented for the Board's review is the District Grants Office Mid-Year Report for 2015-2016. Board Policy (BP) 3280 and the associated administrative procedures require that the District Grants Office provide the Board with a report three times a year. This report provides a district-wide, mid-term perspective of grants development and progress institution-wide.

Prepared By: Michael Burke, Ph.D., Chancellor
Richard Keeler, Dean, Grants
MaryAnn Doherty, Interim Director of Grants

Attachments:

Presentation of Grants Mid-Year Report

District Grants Office

2015-16 Mid-Year
Report to the Board of Trustees
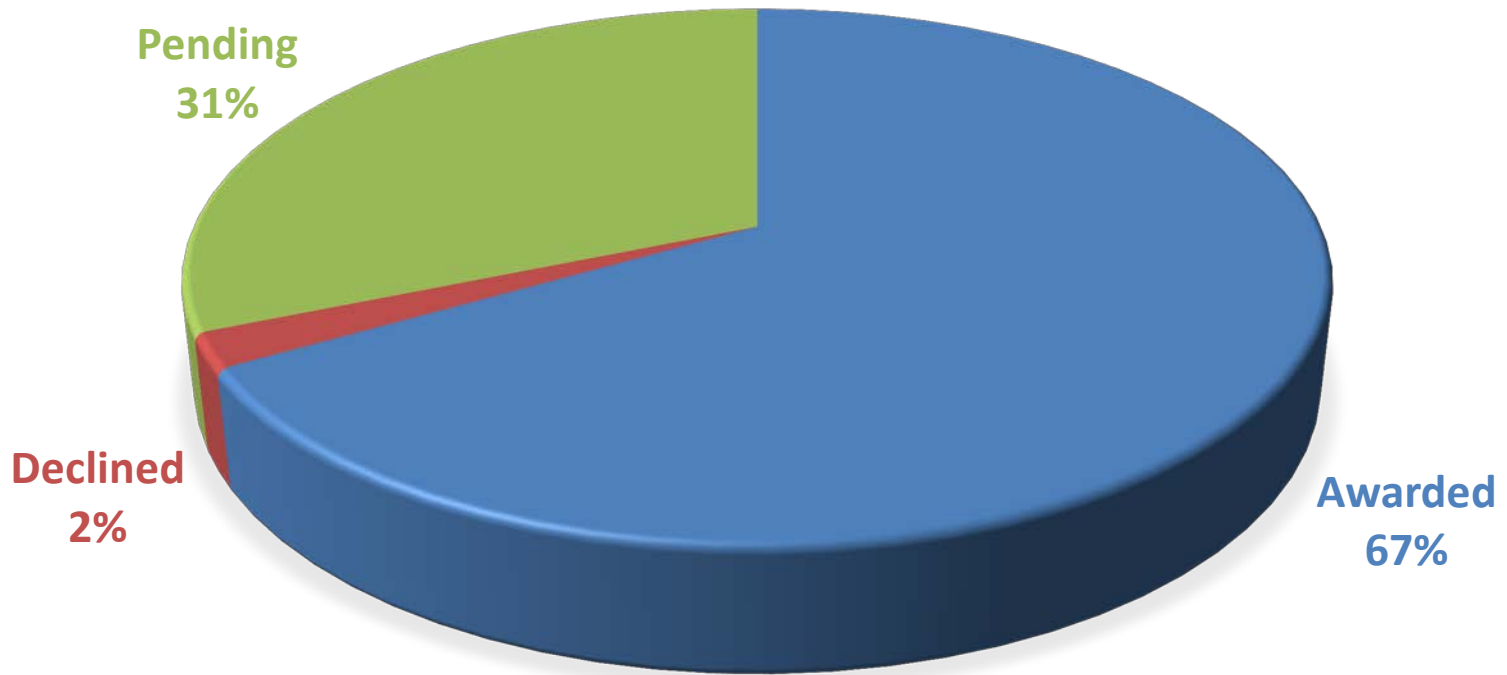
Grants Office Proposal Submissions

Proposal Submissions Year-to-Date, Fiscal Year 2016

	Number	FY 2016 Total	Total All Years
FY 2016 Proposals Awarded*	32	$4,329,789	$10,910,240
FY 2016 Proposals Declined	1	$429,307	$835,892
FY 2016 Proposals Pending	15	$3,653,140	$8,865,641
TOTAL SUBMISSIONS	**48**	**$8,647,003**	**$21,611,773**

*New awards only. Does not include continuing grants initially awarded in previous years.

PROPOSAL SUBMISSIONS
FY 2016 Year-to-Date

Pending 31%

Declined 2%

Awarded 67%

Grants Office Proposal and Award Activity

Grant Awards Year-to-Date

	Number	Amount Year 1	Amount All Years
FY 2016 Awards*	50	$7,001,139	$19,733,930
FY 2017 Awards**	8	$2,364,675	$5,923,341
Total New Awards/Dollars	**58**	**$9,365,814**	**$25,657,271**

*New awards only. Does not include continuing grants initially awarded in previous years. Includes FY 2016 awards submitted during FY 2015.

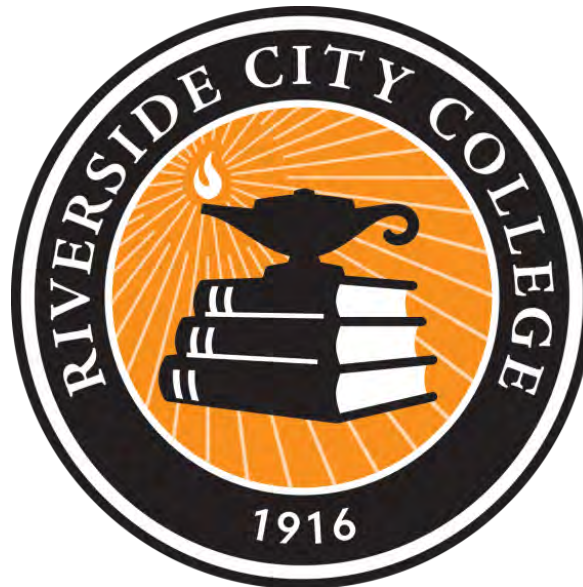**New awards with a start date on or after July 1, 2016.
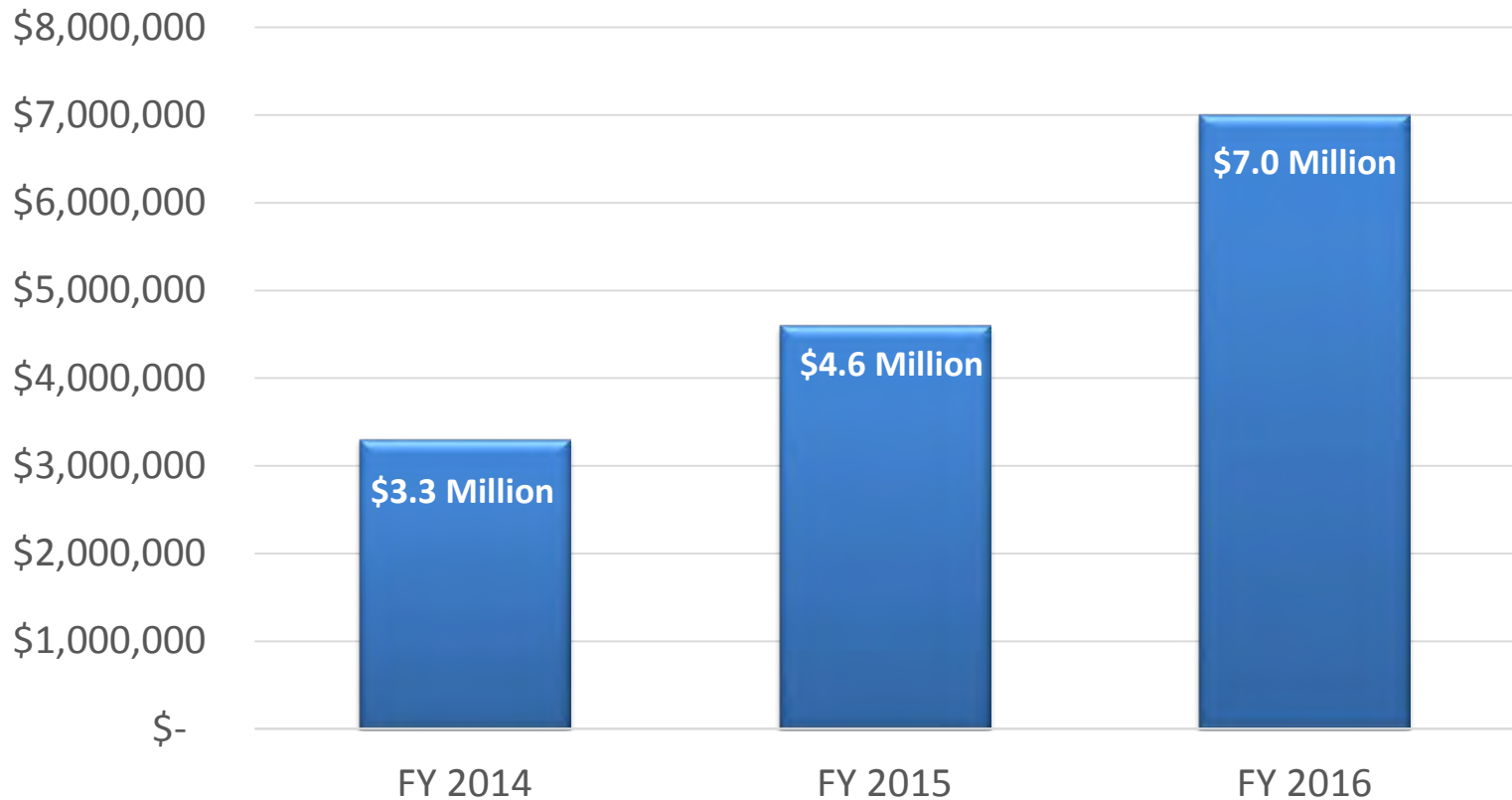
Year-to-Date Highlights

- First time all three colleges been awarded NSF grants in the same year.

- All three colleges won the State Basic Skills & Student Outcomes Transformation Program: $4.3 million.

- 6 Student Support Services Grants Awarded – largest number awarded to a single district.

Questions

Agenda Item (IV-E-1)

Meeting	5/3/2016 - Committee
Agenda Item	Committee - Facilities (IV-E-1)
Subject	Change Orders No. 4 and No. 5 for Culinary Arts Academy and District Offices Project with Neal Electric
College/District	District
Funding	District and Riverside City College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve: 1) project Change Order No. 4 with Neal Electric in the amount of $259,859.66; 2) project Change Order No. 5 with Neal Electric in the amount of $61,063.21 and 3) the change orders in excess of ten percent by total of $133,605.44.

Background Narrative:

On June 17, 2014, the Board of Trustees approved award of bids for Twenty-two (22) scopes of work in the amount of $50,266,678 for the Culinary Arts Academy & District Offices (CCC/DO), Coil School for the Arts (CSA) and Parking Structure (Phase 2 Construction Bid Categories 04 through 23 & 25).

At this time it is requested the Board of Trustees approve Change Order No. 4 with Neal Electric in the amount of $259,859.66 and Change Order No. 5 in the amount of $61,063.21 amending their contract to $3,911,290.34, exceeding the allowable change order contingency by a total amount of $133,605.44 to date. The added costs are for Audio Visual (AV) changes made to the CAA/DO building design. Also, revisions/updates were made to override switches; grease duct redesign and installations with electrical conduit re-routed; lights added to fire riser room; security changes; equipment changes; and power, touch panel changes were made. Detailed costs are listed on the attached Change Order Summary.

Cost for the requested change order is within the project budget approved by the Board of Trustees and will be paid from project contingency funds.

Prepared By: Wolde-Ab Isaac, President, Riverside
        Chris Carlson, Chief of Staff & Facilities Development
        Aaron Brown, Vice Chancellor, Business and Financial Services
        Bart Doering, Facilities Development Director

Attachments:

Change Order Summary - Neal Electric No 4 and 5_r1

Riverside Community College District
Facilities Planning & Development
Culinary Arts Academy and District Office Building

CHANGE ORDER SUMMARY

Change Order **No. 4**
Contractor: **Neal Electric**

Approved Contract Amount:	$3,434,259.00
Change Order No.1 Amount:	$ 56,613.32
Change Order No.2 Amount:	$ 59,152.73
Change Order No.3 Amount:	$ 40,342.42
Change Order No.4 Amount: :	$ 259,859.66
Revised Contract Sum:	$3,850,227.13
Original Contract Contingency:	$ 343.425.90
Remaining Project Contingency:	$ - 72,542.23

Change Order Description:

Item No. 1

Cost Proposal #218: Pursuant to direction given in CCD#053, AV changes have been made to the CAA/DO building. Proposal has been reviewed and approved by TK1 per comment review dated 1/26/16.

This Change Order will be resolved thru the formal change process and require formal Board Approval. $259,859.66

Requested by: Owner/Riverside Community College District
Accountability: Owner/ Riverside Community College District

TOTAL ADD/CREDIT: **$259,859.66**

Riverside Community College District
Facilities Planning & Development
Culinary Arts Academy and District Office Building

<u>CHANGE ORDER SUMMARY</u>

Change Order **No. 5**
Contractor: **Neal Electric**

Approved Contract Amount:	$3,434,259.00
Change Order No.1 Amount:	$ 56,613.32
Change Order No.2 Amount:	$ 59,152.73
Change Order No.3 Amount:	$ 40,342.42
Change Order No.4 Amount: :	$ 259,859.66
Change Order No. 5 Amount:	$ <u>61,063.21</u>
Revised Contract Sum:	$3,911,290.34
Original Contract Contingency:	$ 343.425.90
Remaining Project Contingency:	$ -133,605.44

Change Order Description:

<u>Item No. 1</u>

Cost Proposal #266 – Pursuant to release of CCD#007, override switches were
revised and updated in the CAADO Building (Neal CCN 45)   <u>$ 9,291.97</u>

<u>Requested by</u>: Owner/Riverside Community College District
<u>Accountability</u>: Owner/ Riverside Community College District

<u>Item No. 2</u>

Cost Proposal 259 – Pursuant to response received in RFI #524R1, access panels
for grease duct cleanout are required. Due to the late grease duct redesign and
installations previously installed electrical conduit had to be removed and re-
routed in order to make access for grease duct clean-out access doors (Neal   <u>$ 553.57</u>
CCN 61)

<u>Requested by</u>: Design Team
<u>Accountability</u>: Design Team

Item No. 3

Cost Proposal 263 – Pursuant to response received in RFI #1183, lights have
been added at fire riser room 119. (Neal CCN 94) $ 1,959.64

Requested by: Design Team
Accountability: Owner/ Riverside Community College District

Item No. 4

Cost Proposal 268 – Pursuant to response received in RFI#864, Owner directed
security changes have been made. (Neal CCN 88) $ 9,049.00

Requested by: Owner/Riverside Community College District
Accountability: Owner/ Riverside Community College District

Item No. 5

Cost Proposal 269 – Pursuant to response received in RFI#847, CCTV
equipment changes were made due to availability of specified equipment.
(Neal CCN 90) $ 5,004.84

Requested by: Owner/Riverside Community College District
Accountability: Owner/ Riverside Community College District

Item No. 6

Cost Proposal 270 – Pursuant to direction received in CCD#194, power, touch
panel and campus land changes have been made. (Neal CCN 99) $ 35,204.19

Requested by: Owner/Riverside Community College District
Accountability: Owner/ Riverside Community College District

TOTAL ADD/CREDIT: **$ 61,063.21**