

Riverside Community College District

Management Handbook



Moreno Valley



Norco



Riverside

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WELCOME

The Riverside Community College District (RCCD) is the seventh oldest community college in the state and the largest inland community college district. The three campuses, located in the cities of Moreno Valley, Norco, and Riverside, serve more than 33,000 students each semester.

Each RCC campus offers a comprehensive liberal arts and science curriculum, leading to an associate degree, career certificate or transfer to a four-year college or university. The campuses also work closely with their communities to provide special programs: health, human and public services at RCC Moreno Valley; technology, manufacturing, and engineering at RCC Norco; and, nursing, business, performing arts, and applied technology at Riverside City College. In addition, the RCCD-affiliated Ben Clark Public Safety Training Center trains more than 7,000 law enforcement, fire, and public safety personnel each year, and Community Education provides non-credit classes to some 11,000.

RCCD employs more than 3,000 full- and part-time faculty and staff, serving five cities and six unified school districts located within 444 sq. miles. The District actively seeks and encourages diversity within the college community believing that as a public institution of higher learning it needs to reflect the community it serves.

Employees receive excellent, competitive salaries. Benefits include employer-paid health and dental coverage, life insurance, paid vacation, holiday and sick leave, and, contributions to CalSTRS or CalPERS retirement plans. In addition, RCCD offers education achievement incentives, professional training and workshops, and advancement opportunities.

THE FUTURE

RCCD is in the process of moving from a three-campus institution to a three-college system. In January 2008, Riverside City College received a six-year reaccreditation from the Western Association of Schools and Colleges; and, Moreno Valley and Norco campuses earned the Accrediting Commission's approval of Candidacy for Accreditation and were invited to apply for initial accreditation within the next two years. These positive outcomes are the result of our three campus communities coming together in an effort that made possible simultaneous visits by WASC teams--an unprecedented event in the history of California community colleges. RCCD is proud of that collective effort and even more proud of the fact that our campuses received many commendations from the accrediting teams and few recommendations. The campuses will complete the work already underway that addresses the accreditation teams' recommendations for the district and the campuses, strengthening and advancing our evolution into a multi-college system of higher education. And we will use the excellent Moreno Valley and Norco self-studies completed in 2007 as strong foundations for the updated self-studies we will submit to WASC in 2009.

RIVERSIDE COMMUNITY COLLEGE DISTRICT MISSION STATEMENT

The Riverside Community College District is an accessible, comprehensive community college committed to providing an affordable post-secondary education, including student services and community services, to a diverse student body. The District provides transfer programs paralleling the first two years of university offerings, pre-professional, career preparation, occupational, and technical programs leading to the associate of arts degree, the associate of science degree, and a variety of certificates. In the tradition of general education, the liberal arts and sciences and the occupational and technical programs and courses prepare students for intellectual and cultural awareness, critical and independent thought, and self-reliance. Consistent with its responsibility to assist those who can benefit from post-secondary education, the District provides pre-college, tutorial, and supplemental instruction for under-prepared students. The District works in partnership with other educational institutions, business, industry, and community groups to enhance the quality of life and the internal harmony of the communities it serves. The District serves Western Riverside County from three interrelated campuses in the cities of Riverside, Norco and Corona and Moreno Valley.

GOALS — 2005-2015

Improve student retention and success by strengthening certificate, degree, and transfer programs and by establishing new programs and course sequences that lead students to opportunities for transfer education and career preparation.

Ensure that the resources of the college support an effective learning process and assure accountability by measuring and reporting on institutional effectiveness.

Utilize advances in information technologies to improve effectiveness of instruction, services, and administration.

Improve the District's capability for economic development and community services by strengthening partnerships with other educational institutions, business, labor, and government to enhance seamless educational opportunity and continuity for students.

Tailor programs and services to meet the needs of the students and communities served by the three-campus District.

Increase the District's college-going rate by reaching out to underrepresented and under served populations and designing programs, services, and approaches relevant to the diverse segments of the community.

**MORENO VALLEY CAMPUS
MISSION STATEMENT**

Responsive to the educational needs of its region, Moreno Valley College offers academic programs and student support services which include baccalaureate transfer, professional, pre-professional, and pre-collegiate curricula for all who can benefit from them. Life-long learning opportunities are provided, especially, in health and public service preparation.

Adopted June 20, 2006

NORCO CAMPUS MISSION STATEMENT

Norco Campus provides educational programs, services, and learning environments for a diverse community. We equip our students with the knowledge and skills to attain their goals in higher, career/technical, and continuing education; workforce development; and personal enrichment. To meet the evolving community needs Norco Campus emphasizes the development of technological programs. As a continuing process we listen to our community and respond to its needs while engaging in self-examination, learning outcomes assessment, ongoing dialogue, planning, and improvement. *Adopted December 9, 2008.*

**RIVERSIDE CITY COLLEGE
MISSION STATEMENT**

Riverside City College provides an affordable, high-quality education, including comprehensive student services and community programs, by empowering and supporting a diverse community of learners as they work toward individual achievement and life-long learning. To help students achieve their goals, the college offers tutorial and supplemental instruction, pre-college courses, transfer programs, career preparation, and technical programs leading to certificates or associate degrees. Based on a learner centered philosophy, the college fosters critical thinking, develops information and communication skills, expands the breadth and application of knowledge, and promotes community and global awareness. *Adopted June 17, 2008*

RIVERSIDE COMMUNITY COLLEGE DISTRICT'S COMMITMENT TO DIVERSITY

Riverside Community College District is committed to building a diverse and accessible environment that fosters intellectual and social advancement. All District programs and activities seek to affirm pluralism of beliefs and opinions, including diversity of religion, gender, ethnicity, race, sexual orientation, disability, age and socioeconomic class. Diversity is encouraged and welcomed because RCCD recognizes that our differences as well as our commonalities promote integrity and resilience that prepares our students for the evolving and changing community we serve.

Riverside Community College District is committed to promoting diversity district-wide through its student body, as well as its employees. The District maintains a commitment to diversity through the recruitment and retention of students and employees that reflect the diversity of the communities in the District. Every effort is made to initiate and establish specific activities and programs designed to meet the District's diversity goals and objectives, to foster equal participation, and to ensure a campus climate that welcomes and respects differences.

RCCD MANAGEMENT ASSOCIATION

VALUES

We, the Management Team of the Riverside Community College District, profess and endeavor to exemplify these values in our professional lives:

- Lifelong Learning
- Empowerment
- Accountability
- Dedication to Excellence
- Ethical Behavior
- Respect for Diversity
- Student-Centeredness
- Honesty and Integrity
- Innovation and Creativity
- Professionalism

CODE OF ETHICS

Introduction

As members of the Riverside Community College District Management Team (RCCDMT), we acknowledge responsibility for sustaining the highest ethical standards of this team, and of the broader community in which we function. The RCCDMT values integrity, honesty and equity and strives to integrate these values into its business practices. In that spirit, this Code is a shared statement of our commitment to upholding the ethical and professional standards we use as the basis for our daily and long-term decisions and actions. We are each individually accountable for our own actions and, as members of the RCCDMT, are collectively accountable for upholding these standards of behavior.

Standards of Integrity

The RCCDMT recognizes that it must earn and maintain a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Frequently, the Team's business activities and the other conduct of its community members are not governed by specific laws or regulations. In these instances, rules of equity, honesty, and respect for the rights of others will govern our conduct at all times. In addition, each individual will conduct college business transactions with the utmost integrity. Each situation needs to be examined and acted upon in accordance with this standard.

Conflict of Interest

RCCDMT members consider RCCD and its mission their primary professional obligation. The conduct of members shall reflect due regard for possible conflicts of interest; members shall be prepared to assist in the clarification of possible conflicts of interest that may arise, and to this end shall refrain from accepting duties, incurring obligations, accepting gifts or favors of monetary value, or engaging in private business or professional activities where there is, or would appear to be, a conflict between the member's private interests and the interests of the District and the community it serves.

Respect for Others

Riverside Community College District is an institution dedicated to the pursuit of excellence and facilitation of an environment that fosters this goal. Central to that institutional commitment is the principle of treating each community member equitably and with respect.

Commitment to Excellence and Lifelong Learning

As members of the RCCDMT, we acknowledge the importance of striving for excellence within our respective professions. We endeavor to achieve this through giving our best efforts and the developing of our abilities through a dedication to lifelong learning and professional development.

Confidentiality and Privacy

Team members receive and generate on behalf of the college various types of confidential, proprietary and private information. Members understand that it is imperative that he or she complies with all federal and state laws, agreements with third parties, and college policies and principles pertaining to the use, protection and disclosure of such information, and such policies apply even after the Team member’s relationship with Riverside Community College District ends.

Service to Others

We recognize that service to others is an essential attribute of leadership. We avail ourselves to the service of others through mentoring, coaching, and helping others in every possible way to realize their full potential. It is also our goal to recognize and appreciate the contributions of others within the District and the community at large.

MANAGEMENT ASSOCIATION MEMBERSHIP

Benefits to being an active member of the Management Association, include opportunities to network with other RCCD managers, participate in professional development/training opportunities, and enjoy social events. Events and activities sponsored by the Association are funded in part through Annual Membership Dues. Annual dues correspond with placement on the Management Salary Schedule. The 2007-2008 dues structure is as follows:

Salary Range		Monthly Payroll Deduction		Annual Amount
8.9 – 13.9		\$4.37		\$35.00
14.0 – 15.4		\$6.87		\$55.00
15.5 – 18.9		\$9.37		\$75.00
19.0 – above		\$11.87		\$95.00

A payroll deduction form must be completed for participation in the program where dues are deducted each month from September through June. A one-time payment can also be made each fiscal year by making out a check payable to the RCCD Management Association.

Elections are held each year to select a new Management Association Executive Committee.

MANAGEMENT PERSONNEL

Managers (administrators) are those employees of the District who are designated as "Management" by the Board in accordance with the Educational Employees Relations Act of the State of California and are exempt under the Fair Labor Standards Act.

ACADEMIC MANAGERS

Academic manager/educational administrator means any person employed in an academic position designated by the governing board of the district as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services program of the college or district. Academic managers/educational administrators include, but are not limited to, chancellors, presidents, deans and other supervisory or management employees designated by the governing board as academic managers/educational administrators.

Academic managers are employed by annual appointment of the governing board of the District. If the governing board of a district determines that an academic manager is not to be reemployed by appointment, the administrator shall be given written notice of this determination by the governing board. Academic managers will receive a notification on or before March 15th if they will not be receiving a Notice of Employment (NOE) for the upcoming fiscal year. Academic managers not reemployed as administrators have the right to a faculty assignment. If previously tenured, Education Code sections 87454 / 87457 states that the manager would revert to tenured faculty status. If not, the manager would receive a faculty appointment on probationary status, if specified requirements set forth in Education Code section 87458 are satisfied, and proceed through the tenure process as described in the Faculty Handbook.

CLASSIFIED MANAGERS

Any manager/administrator not employed as an academic manager is considered a classified administrator/classified manager.

The continued employment of a classified manager with the Riverside Community College District shall be based on performance of assigned duties, personal fitness for duty and compliance with behavioral requirements of the position. This includes compliance with all District rules and regulations, including those dealing with sexual harassment and violence in the workplace.

Classified managers are entitled to advance notice for any levels of discipline. In the case of termination, classified managers do not have classroom transition rights, or "bumping rights".

DISTRICT EMPLOYMENT

HOURS OF WORK

The regular workweek for managers is a minimum of forty (40) hours; however, it is recognized that the complexities of these duties frequently require flexible hours and a commitment beyond the normal work expectation. Management positions are excluded from overtime provisions. In reporting time off (vacation, sick leave, etc.) on the monthly Absence Affidavit, only half days or full days off are to be reported.

Any teaching or additional paid assignment shall only be done outside normal working hours and in accordance with District guidelines.

WORK YEAR

The work year for most management team members will be twelve months, beginning July 1 and ending June 30. If the work year is less than twelve months, those months when a manager is in a no-pay status will be identified by the District.

MANAGEMENT CLASSIFICATION AND SALARY PLACEMENT

The District's classification plan categorizes positions based on their current duties and responsibilities and groups them in relationships based on services provided, qualifications and characteristics. Appropriate relationships are established for positions which ultimately aid in the recruitment and selection of persons into positions and in adequate salary placement of positions in relation to like positions. It is the District's policy to ensure that positions are properly classified based on the duties and responsibilities assigned to them.

Initial placement on the Management Salary Schedule for managers new to the District shall be on the appropriate range for their position and on the first step of that range.

Exceptions to placement on the first step will be considered only if:

- a. Recommended by the Chancellor or designee, President, or Vice Chancellor, and funded by the hiring department budget.
- b. The manager has recent experience (within one year of hire date) in a full-time position that is directly related or equivalent to the management position.
- c. The manager qualifies under a. and b. above, then the manager may be recommended for the Step wherein there is no decrease in pay. The most recent past salary (within one year of the hire date) will be considered for Step placement. Verification of past salary and related job experience is the responsibility of the manager and must be submitted to Diversity and Human Resources for approval before submitting it for Board action. Past salary may be verified by a payroll check stub or a W-2 form.

A manager who holds an earned doctorate from an accredited institution receives an additional 2.5% of their base salary.

Step advancement will take place on July 1 of each year until the manager is at the top step of the range for the position. Any change in this procedure will require action by the Board of Trustees.

Current salary schedules can be found at the following link:
<http://www.rcc.edu/administration/hr/hrbenefits.cfm#2>

EXTRA DUTY ASSIGNMENTS

During Regular Duty Hours: Managers may teach at no additional compensation during the hours they are officially on duty.

Managers may teach outside of the regular duty hours at adjunct rates; according to their placement on the Part-Time Teaching Salary Schedule.

SALARY PAYMENTS

Management employees in the Riverside Community College District are paid on a monthly basis, on the last working day of the month. However, December pay warrants for academic managers are not available until the first working day in January.

Pay checks will be deposited by electronic wire transfer with the bank of the employee's choice. Any changes in banking institutions must be coordinated with the District's Payroll Office.

RETIREMENT PLAN BENEFITS

California State Teachers' Retirement System (STRS)

The amount the District pays for California State Teachers' Retirement System (STRS) benefits is governed by law. Currently, the District pays 8.25% of all salary costs of STRS-covered employees for their retirement benefits. STRS covered employees contribute 8% of all salary costs for their retirement benefits and most do not pay the otherwise required 6.2% of salary costs into Social Security.

The majority of academic managers are covered by STRS, however, if the manager was previously in Public Employees' Retirement System (PERS)-covered employment, he/she can elect to remain in PERS. This is done at the time the benefits paperwork is completed. Information regarding the benefits available through CalSTRS can be found at <http://www.calstrs.com>.

Public Employees' Retirement System (PERS)

The amount the District pays for Public Employees' Retirement System (PERS) benefits changes each fiscal year and is determined in part by the previous year's success of the investment account in generating interest income. PERS-covered employees contribute 7% of all salary costs for their retirement benefits and continue to pay their 6.2% into the Social Security system. The majority of classified managers are covered by PERS, however, if the manager was previously in California State Teachers' Retirement System (STRS)-covered employment, he/she

can elect to remain in STRS. This is done at the time the benefits paperwork is completed. Information regarding the benefits available through PERS can be found at <http://www.calpers.ca.gov>.

RESIGNATION OR RETIREMENT

If a manager resigns or retires from the service of the District, a letter giving notice to this effect should be sent through the immediate management supervisor to the Diversity and Human Resources office prior to the resignation date. Also, the manager must contact the Diversity and Human Resources office. In general, it is expected that managers will provide a minimum notice of one month to facilitate a smooth and orderly transition of responsibility.

HEALTH AND WELFARE BENEFITS

The health and welfare benefit plans continue in effect from year to year unless and until changed by Board action. All managers who work at least 50 percent of full-time employment are eligible for the health and welfare benefits. Managers working less than full time and less than 12 months receive a pro-rata share of the benefits package.

HEALTH AND DENTAL

<u>Provider</u>	<u>Plan Description</u>
Kaiser	HMO medical coverage fully paid by District for employee and legal dependents. Zero office co-pay and minimal out of pocket costs.
Health Net	HMO medical coverage fully paid by District for employee and legal dependents. Zero office co-pay and minimal out of pocket costs.
RCCD Plan Managed by the Orange County Foundation for Medical Care.	Self insured PPO medical coverage fully paid by District for employee and legal dependents. Annual deductibles and some out of pocket costs.
Delta Dental	Dental coverage, premium fully paid by District for employee and legal dependents. Incentive based; as you use the plan your costs decrease.

LIFE INSURANCE

The premium for a \$50,000 life insurance policy is paid by the district.

The District offers managers the option to buy additional life, accident, and salary continuation insurance thru AFLAC. Managers may select or cancel these products at any time during the year upon written request submitted to the Benefits Technician in the Diversity and Human Resources Department.

ENROLLMENT

Coverage for new managers is effective based on hire date. If the hire date is the 1st of the month through the 15th of the month, coverage starts the 1st of the next month. Example: date of hire 7/11/20xx, coverage is effective 08/01/20xx. If the hire date is the 16th of the month through the 31st of the month, coverage is effective the 1st of the following month. Example: date of hire 7/16/20xx, coverage is effective 9/1/20xx. New managers must sign up within 15 days of the hire date. Health insurance initially selected will remain in effect until changed by employee at open enrollment. Open enrollment occurs annually during August. If the manager provides proof of medical coverage elsewhere, they may elect to have additional life, accident or salary continuation insurance paid by the District.

Managers in an unpaid leave status for more than 30 days may continue participation in the District's medical and dental insurance programs by paying the monthly premiums in advance. Arrangements for such coverage and payment of premiums must be made with the Benefits Technician in the Diversity and Human Resources Department.

DOMESTIC PARTNER BENEFITS

Domestic Partner Benefits are available to the domestic partner of an unmarried District employee. Such benefits are available to domestic partner relationships that meet the District standards as enumerated in current Regulations for Board Policy 3030/4030.

IRS SECTION 125 PLANS

The District provides access to IRS Section 125 Plans. These plans allow managers to purchase optional benefits on a pre-tax basis. These benefits include long and short term disability, accident, cancer insurance, flexible spending account for unreimbursed medical expenses, dependant childcare, and elderly care.

FSA - Flexible Spending Accounts - Employees can use these accounts to pay for qualified expenses not covered by another plan or dependent care assistance program. Under such a plan, an employee's contribution to the account is deducted from his or her paycheck on a pretax basis. These contributions are not considered wages, and are therefore not subject to income taxes.

403(b) and 457(b) TAX DEFERRED RETIREMENT CONTRIBUTIONS

The district offers 403(b) and 457(b) tax-deferred (pre-tax) retirement savings plans. Managers may elect to contribute earnings to either plan or both plans. Contributions to the plans can be invested, through Fringe Benefit Consortium (www.fbcretire.com), in mutual funds, bond funds, annuities, or other investment vehicles and grow tax free until withdrawn. No contributions are made by the district. For more information on participation, enrollment, deferral limitations and distributions, see RCCD Administrative Procedure 6327. For specifics on IRS regulations see [IRS Publication 571](#).

HOLIDAYS

The District provides all managers with the following paid holidays:

New Year's Day

Martin Luther King Day

Lincoln's Birthday

President's Day

Memorial Day

Independence Day

Labor Day

Veterans' Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Day

Admissions Day (or substitute holiday as designated by the governing board)

College Closure Days (if approved by the governing board – typically two days between Christmas and New Year's Eve)

When a holiday falls on a Saturday, the preceding workday not a holiday shall be deemed to be that holiday. When a holiday falls on Sunday, the following workday not a holiday shall be deemed to be that holiday.

VACATION

Each management employee serving in a full-time, twelve-month position shall earn twenty-two (22) days of paid vacation each year. Management employees in positions serving less than twelve (12) months or less than full-time shall earn vacation on a pro-rata basis as set forth in Education Code Section 88197(c), or its successor. Annual vacation is earned on a pro-rata basis for each month of employment, but is available for use beginning each July 1st. If an employee is terminated and has been granted vacation which has not yet been earned at the time of termination of his or her services, the District will deduct from the employee's final check the full amount of salary which has been paid for such unearned days of vacation taken. All managers will be required to sign a deduction authorization when requesting use of unearned vacation.

Vacation days are prorated for new managers and when managers terminate or retire. Managers who are in paid status for more than one-half the working days in the month shall accrue vacation for that month. Managers who are in paid status for less than one-half the working days in the month shall accrue 0.03846 hours of vacation credit for each hour of paid service, not including overtime.

All managers are encouraged to take their vacation. Unused vacation time can be carried over to the next fiscal year, but must be taken in the fiscal year following the year earned. Unused vacation may be carried over for one additional fiscal year upon agreement by the manager and

manager's supervisor that the unused vacation will be used within the additional year. If an additional carryover year is granted, the District's Payroll office must be notified no later than June 30th. In any case, when the District and the manager agree that vacation will not or can not be taken in the foregoing manner, the manager shall receive cash compensation for the days of vacation earned but not taken. The cash compensation shall be paid on the first payroll warrant after June 30th of the fiscal year following the year in which the vacation was earned, or the subsequent year if an additional year is granted, at the rate of pay in effect on the date of payment.

Vacations shall be scheduled by the District with consideration given to the needs of the District and the preferences of the manager. All vacations must be approved in advance using the "Request for Vacation – Management" form.

PAID LEAVES OF ABSENCE

Sick Leave - Full-time managers of the District accrue 12 days of sick leave per year granted July 1 of each year. Managers working less than full time accrue sick leave on a pro rata basis. Sick leave is cumulative, with no maximum limit set. Should an employee use these days, and then leave employment of the District before sick leave is earned, a salary deduction will be made on the final salary warrant.

Notification of illness shall be made directly to the immediate supervisor at the earliest feasible moment. If the Department is not open, notification shall be made to Diversity and Human Resources at the earliest feasible moment. Sick leave use will be posted to the employee's record on the basis of half (1/2) or full day increments and not in any other portion. Sick time should be recorded on the Absence Affidavit upon return to work.

A statement from a physician verifying the employee's illness may be required by Diversity and Human Resources. In cases of serious illness or accident, the District may require the manager to submit a written release by the doctor before returning to work. The District also reserves the right to require a physical or mental examination, at the District's expense, by a physician designated by the District.

A return to work notice for an extended illness must be provided to the Diversity and Human Resources Department on the manager's return to work. For return for limited duty or limited activity the district will work with the manager to provide reasonable accommodation. A manager who desires a reasonable accommodation in order to perform essential job functions should make such a request to the Human Resources Administrative Manager.

An employee who has used all sick leave and is absent due to illness shall have additional days of absence charged against any accumulated vacation days. When an employee has used sick leave allowable, but not yet earned, and subsequently fails to return to the District for the balance of the college year, an appropriate dollar amount will be deducted from the employee's final salary warrant. The amount will equal the employee's daily rate of pay times the number of days absent but not covered by earned sick leave.

Illness is defined as an absence of the employee due to illness or disabling condition which prevents the employee from performing his or her assigned functions including: physical or mental illness, medical, dental or psychiatric appointments that cannot be reasonably met during out-of-work hours, and any physically disabling condition, including pregnancy disabilities, which prevents the employee from performing assigned duties. Elective cosmetic surgery does not qualify as an illness.

Any employee who has been an employee of another California public school district for a period of one calendar year or more, and who is employed by this District within one year of termination from such other district, shall have earned sick leave in the previous district transferred to this District. It is the manager's responsibility to request a form to transfer any unused sick leave from the previous district from the Payroll Department.

Extended Illness Leave - When a management employee has been sick for an extended period of time and accumulated sick leave is not available, or the employee makes the election provided below, the employee shall be paid fifty percent (50%) of the employee's regular salary. This benefit shall apply for up to five calendar months for the same illness or accident in any fiscal year and only during the period of an employee's regular assignment or for no more than five calendar months for the same illness. The five month period begins for the first illness in any fiscal year on the day of absence following the last day of sick leave earned during the year, except that if the employee has more than twenty days of earned sick leave accumulated, the five month period shall not begin until the twenty-first day of absence. An employee with more than twenty days accumulated sick leave may elect as of the twenty-first day of absence or thereafter to receive this extended illness benefit and not use up his/her remaining accumulated sick leave account while receiving this benefit. Any such election must be made in writing and submitted to the Payroll Department. If the election is made after the twentieth (20th) day, the period of this extended illness leave benefit shall be reduced by the same number of days as there are between the twentieth (20th) day and the day written election is received.

Industrial Illness and Accident Leave - Managers who are absent from duty because of industrial illness or injury which meets the standards for qualifying for worker's compensation and who have been continually employed by the District for at least one (1) year may be granted up to sixty (60) working days of Industrial Accident and Illness leave for the same injury. Such leave shall not be accumulative from year to year.

1. An employee will be deemed to have recovered from an industrial accident or illness and thereby able to return to work at such time as the physician verifies that there has been such a recovery. The District, at its own expense, may require the opinion of another physician.
2. When an employee is absent from duties on account of an industrial accident or illness, the employee will be paid such portion of the salary due the employee for any month in which the absence occurs as, when added to the employee's temporary disability indemnity, will result in a payment to the employee of not more than such employee's full salary.

3. The employee will endorse to the District the temporary disability indemnity checks received on account of industrial accident or illness. The District, in turn, will issue the employee appropriate salary warrants for payment of the employee's salary and will deduct normal retirement and other authorized contributions.
4. Any employee receiving benefits under this section will, during the period of injury or illness, remain in the state of California unless otherwise authorized by the District.
5. Reporting industrial accidents and industrial illnesses will be the responsibility of the employee so afflicted. Such report will be made to the District Human Resources Office or Risk Management Office within twenty-four (24) hours of the time of the accident or the start of the illness, unless exceptional circumstances preclude such notification.
6. Upon termination of the sixty (60) days of leave authorized by this Section and if the absence continues, the employee may use that portion of accumulated sick leave to maintain income equal to the regular salary paid by the District. However, an employee may not receive income in an amount which exceeds that employee's regular salary.

Personal Necessity Leave – Managers can use six (6) days of accrued sick leave during each school year in cases of personal necessity. Personal necessity leave should be reported the same as sick leave, on the basis of half (1/2) or full day increments and not in any other portion.

Personal necessity for which advance authorization is not necessary includes any of the following:

1. An accident or act of nature involving the employee's property or the person or property of a member of the employee's immediate family or imminent danger to the home of an employee. Such accident or imminent danger must be serious in nature, involve circumstances the employee cannot disregard, and require the attention of the employee during such employee's assigned hours of service.
2. An illness of a member of the employee's immediate family as defined in these regulations, serious in nature, which under the circumstances the employee cannot disregard, and which requires the attention of the employee during such employee's assigned hours of service.
3. In the foregoing cases the employee will notify the District as soon as is reasonably possible.

Personal necessity requiring advance authorization before being absent from duty includes the following:

1. Required court appearances in actions in which the District is not involved.
2. Recognized days of observance of an employee's personal faith. Personal Necessity Leave for this purpose will be granted only when attendance at the employee's place of work would make observance of the employee's recognized religious worship impossible.
3. Personal business of the employee which is serious in nature includes circumstances the employee cannot disregard, and requires the attention of the employee during assigned work hours.
4. Leave for purposes of adopting a child or caring for a newborn child.

5. The death of a member of the employee's immediate family when the number of days of absence needed exceeds the limit provided for in bereavement leave.

The following limits and conditions are placed upon allowing a personal necessity leave and personal necessity leave pay:

1. The days allowed will be deducted from, and may not exceed, the number of full-pay days of sick leave to which the employee is entitled.
2. Payment for such absence will be made only upon completion of a written request by the employee to the District setting forth the reason for the absence, and such absence was due to a situation designated as a personal necessity within the meaning of this section.

Bereavement Leave - A management employee will be eligible for a temporary leave of absence for the death of any member of the immediate family without loss of salary. This leave will be for no longer than three (3) work days, or five (5) work days if out-of-state travel is required. In the event of the death of an employee's parent, spouse, or child, said leave shall be up to five (5) days. Days of leave beyond those described herein may be provided as personal necessity leave.

"Immediate family", for the purpose of this paid leave, means mother, father, grandmother, grandfather, grandchild of the employee or the spouse of the employee, spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law of the employee or any relative living in the immediate household of the employee.

Jury Duty - Thirty (30) calendar days of paid leave are allowed for jury duty when legally summoned to such duty. The employee shall provide verification of the dates of jury duty attendance. Any fee received by the employee for service as a juror, except for mileage reimbursement, shall be signed over to the District Auxiliary Business Services office.

Military Service Leave - When management employees are called to temporary military service, they shall be released without loss of salary for the term of temporary duty, not to exceed thirty calendar days in any calendar year. An official copy of the orders requiring the employee's military service shall be provided to Diversity and Human Resources in advance of such leave.

Maternity Leave – A maternity leave of absence may be granted to a manager upon the receipt of a signed statement from a licensed physician verifying the manager's pregnancy and indicating the expected date of birth of the child and verifying the period of time requested for leave. The manager's request for maternity leave with the physician's statement should be submitted through established channels and reach the Director of Diversity & Human Resources, or designee, at least one month prior to the requested date for the maternity leave. Prior to returning to work, the manager must furnish the Director of Diversity & Human Resources, or designee, with a statement from a licensed physician certifying the manager's fitness to return to work on anticipated date. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery there from are eligible for sick leave benefits in accordance with the sick leave policy for the period of time the manager is unable to work as certified by a licensed physician.

Management Professional Leave – Eligible managers may be granted, upon favorable review by the appropriate President or Vice Chancellor, the recommendation of the Chancellor and approval of the Board of Trustees, an educational or professional development leave for up to three (3) months. Such a leave must be consistent with the interests of the District and related either to the manager’s position or to the member’s professional, technical or managerial skills. Educational and developmental activities are limited to independent research, study through a university, or other study and/or research activities that will improve the employee’s managerial or professional expertise to benefit the District. Management professional leave guidelines (eligibility, restrictions, compensation, authority, application and report of results) are listed in RCCD Board Regulations for Policy 3020/4020.

NON-PAID LEAVES OF ABSENCE

The District may grant a leave of absence without pay in accordance with District procedure and Education Code.

Family Medical Leave - The District will supply, upon the request of a manager, a personal copy of the posted notice of the Family Medical Leave Act. When time off is taken for conditions qualifying under the Family Medical Leave Act, the District will notify the employee of their benefits and responsibilities under the act. The District may require certification from the employee’s health care provider before allowing a leave for pregnancy or the employee’s serious health condition, or certification from the health care provider of the employee’s child, parent or spouse who has a serious health condition.

Leave under the Family Medical Leave provisions will run concurrently with paid leaves if they are available.

When all available paid leaves of absence have been exhausted, and if the manager is not immediately able to assume the duties of his or her position, the manager may be terminated and placed on a reemployment list for a period of thirty-nine (39) months. When available, during the thirty-nine (39) month period, the person shall be employed in the first vacant position in the class of the person’s previous assignment, unless such vacant position is reserved by law to an employee who has been laid off.

Professional Improvement Leave - The District may grant a short-term leave of absence, with or without pay, for purposes of conference attendance or for other purposes which provide a benefit to the District.

PERSONNEL MATTERS

REASONABLE ACCOMMODATION

Riverside Community College District provides reasonable accommodations to qualified managers and employees with disabilities within the meaning of the California Fair Employment and Housing Act and the Americans with Disabilities Act. This would include accommodations for those employees who are returning to work after a long illness or injury (whether or not workers' compensation related) and whose health care providers have indicated the employee may return to work with restrictions/limitations (permanent or temporary). To request a reasonable accommodation review contact Diversity & Human Resources Administrative Manager for the appropriate paperwork to start the review.

PERSONNEL FILES

The official personnel file of each manager is maintained in Diversity and Human Resources department.

Derogatory Material

Managers shall be provided with copies of any derogatory material before it is placed in the manager's personnel file. The manager shall be given a reasonable amount of time, agreed to by the Vice Chancellor of Diversity and Human Resources or designee, during normal working hours and without loss of pay, to prepare a written response to such material. The written response shall be attached to the material.

Right to Examine

A manager shall have the right at any reasonable time without loss of pay to examine and/or obtain a copy of any material from the manager's personnel file with the exception of material that includes ratings, reports, or records which were obtained prior to employment with the District.

Confidentiality

All personnel files shall be kept in confidence and shall be available for inspection only to other managers of the District when actually necessary in the proper administration of the District's affairs or the supervision of the employee.

PERFORMANCE EVALUATIONS

The District values its managers and the critical role they play. The District employs a formal evaluation process that is systematic, timely and objective; recognizes management strengths; and improves management performance when necessary. Informal and continuous communication between a manager and his/her supervisor is encouraged.

The District's management evaluation process strives to meet institutional needs, promote innovation, encourage initiative, develop individual professional competencies, and assist in the

determination of promotion and retention. The Management Performance Evaluation guidelines and forms can be obtained from Diversity and Human Resources.

Frequency

Management employees are evaluated at least once each year of the first two-year period of holding the management position. Subsequent to the first two-year period of holding the management position, managers must be formally evaluated at least once every three years thereafter. Unscheduled evaluations may be conducted at the discretion of the immediate supervisor subject to the approval of the President or designee.

Reporting Discrimination or Harassment

The District Diversity, Equity and Compliance office is available to assist students, faculty, staff and visitors with problems or questions regarding discrimination and harassment. For more information on reporting procedures or to download a copy of the District Complaint form, please visit our web site at: <http://www.rcc.edu/administration/dec.cfm> or we may be reached at: 951/222-8039.

HOW TO REPORT

If you experience or witness what you believe to be unlawful discrimination or harassment please document the following information:

- Date, time and location of the incident;
- Names and contact information for those involved and possible witnesses, if known;
- Detailed information regarding the incident(s) observed;
- Report your concerns and problems by calling 951/222-8039.

Discrimination is contrary to the RCCD mission of higher education and is against the law. District policy prohibits discriminatory practices that are based upon an individual's actual, perceived or association with others':

- Age
- Ethnicity
- Race
- Sex or Gender Identity
- Ancestry
- National Origin
- Mental Disability
- Color
- Sexual Orientation
- Physical Disability
- Religion
- Marital Status

Sexual Harassment has no place in an academic or work setting. RCCD is committed to providing a positive and safe environment for all students, employees and visitors. The following is a partial list of prohibited sexual harassment activities:

- Unwanted sexual advances;
- Offering employment or grade benefits in exchange for sexual favors;
- Actual or threatened retaliation for non-participation;
- Leering; making sexual gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters;
- Making or using derogatory comments, epithets, slurs, or jokes;
- Sexual comments including graphic comments about an individual's body;
- Sexually degrading words describing an individual; suggestive or obscene letters, notes, or invitations;
- Physical touching or assault, as well as impeding or blocking movements.

Resolution of complaints may be achieved by either *formal* or *informal* process. The choice of process is determined by the individual raising the concern. The purpose of the *informal* resolution process is to allow an individual who believes she/he has been unlawfully discriminated against or sexually harassed to resolve the issue through a mediation process rather than the formal complaint process. Typically, the *informal* process is utilized when there is a simple misunderstanding or the individual seeks nothing more than a clarification of the misunderstanding or an apology from the other person and an assurance that the offending behavior will cease. *Formal* complaints must be filed using a District Complaint form available on our web site or in the Diversity and Human Resources department. If a *formal* complaint is

filed, the District conducts an investigation within required timeframes according to policy and law. During the *formal* process the complainant will not be required to confront, or work out problems with, the person accused of unlawful conduct.

Informal Complaints can be filed by contacting the Diversity, Equity and Compliance office at (951) 222-8039. Informal complaints require written acknowledgement from the person filing the complaint. Choosing the informal process does not prevent the right to file a formal complaint within the 1-year time period for filing complaints.

Formal Complaints may be filed by contacting the Diversity, Equity and Compliance office at (951) 222-8039, or the California Community Colleges Chancellor's Office at 1102 Q Street, Sacramento, CA 95814. Formal complaints are only valid if submitted on a completed form prescribed by the State Chancellor's Office. The complaint form is available from the following web sites:

http://www.rcc.edu/administration/hr/files/Discrim_Complaint_2006.pdf
www.cccco.edu/divisions/legal/discrimination/attachments/Discrim_Complaint_2006.pdf

Formal complaints may be filed only by one who alleges that he or she has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in his or her official capacity as a faculty member or administrator.

Upon receipt of a completed complaint form, the District will conduct an investigation within the time period required by Board Policy and Title 5, Section 59300 and will notify you of the findings.

Timeline for Filing a Complaint in cases not involving employment issues is within one year of the date of the alleged discrimination, or one year from the date the complainant knew or should have known of the discrimination. Complaints involving discrimination in employment shall be filed within 180 days of the date the alleged unlawful discrimination occurred. If knowledge of the facts of the alleged discrimination or violation occurs after the expiration of 180 days, the time period may be extended by no more than 90 days.

In any case involving employment-related discrimination, you have the right to file a complaint with the following agencies:

Department of Fair Employment and Housing (DFEH)
www.dfeh.gov

Equal Employment Opportunity Commission (EEOC)
Wells Fargo Bank Building
401 B Street, Suite 510
San Diego, CA 92101
(800) 669-4000
www.eeoc.gov

In cases *not* involving employment related discrimination, you have the right to file an appeal with the following agency:

U.S. Department of Education, Office for Civil Rights (OCR)

50 Beale Street, Suite 9100

San Francisco, CA 94105

(415) 556-4275

www.ed.gov

Retaliation against anyone who files a complaint or refers a matter for investigation is unlawful.

Confidentiality is maintained to the extent possible by law.

DISTRICT HISTORY AND LEADERSHIP

Riverside Community College was founded in 1916 in response to a general petition of the electors under provisions of State Code allowing for the creation of extended secondary programs in existing school districts. Initially the College was affiliated with the Riverside Polytechnic High School District, and served students from that district. On July 1, 1964, formal affiliation with the Riverside Unified School District was terminated by the electors through the creation of a separate community college district under the direction of an independent community college Board of Trustees. The legal entity which operates the College is officially known as the Riverside Community College District, and encompasses the Alvard, Corona/Norco, Jurupa, Moreno Valley, Riverside Unified, and the Val Verde School Districts.

BOARDS OF TRUSTEES

2008

Virginia Blumenthal – President
Janet Green – Vice President
Mark Takano – Secretary
Mary Figueroa – Member
Jose Medina – Member

2007

Mary Figueroa
Virginia Blumenthal
Janet Green
Mark Takano
Jose Medina

2006

Mark Takano
Jose Medina
Kathleen Daley
Mary Figueroa
Grace Slocum

2005

Mark Takano
Jose Medina
Kathleen Daley
Mary Figueroa
Grace Slocum

2004

Mary Figueroa
Grace Slocum
Mark Takano
Kathleen Daley
Jose Medina

2003

Mary Figueroa
Grace Slocum
Mark Takano
Kathleen Daley
Jose Medina

2002

Mary Figueroa
Grace Slocum
Mark Takano
Kathleen Daley
Jose Medina

2001

Grace Slocum
Kathleen Daley
Mary Figueroa
Jose Medina
Mark Takano

2000

Grace Slocum
Jose Medina
Kathleen Daley-Howe
Mary Figueroa
Mark Takano

1999

Mary Figueroa
Grace Slocum
Jose Medina
Kathleen Daley-Howe
Mark Takano

1998

Mark Takano
Mary Figueroa
Grace Slocum
Kathleen Daley-Howe
Jose Medina

BOARDS OF TRUSTEES (Cont'd):

1997
Kathleen Daley-Howe
Mary Figueroa
Art Pick (eff. 1/97)
Grace Slocum
Mark Takano

1996
Kathleen Daley-Howe
Mary Figueroa
Dorothy Gates
Grace Slocum
Mark Takano

1993-1995
Jane Carney (eff. 8/93)
Kathleen Daley-Howe
Dorothy Gates
Grace Slocum
Mark Takano

1993 (1-6/93)
Kathleen Daley-Howe
Dorothy Gates
Grace Slocum
Mark Takano
D. Ann Veltum
(passed away 6/93)

1991-1992
Dorothy Gates
Patsy Martin McCoy
Alan Pauw
Mark Takano
D. Ann Veltum

1989-1990
Wilfred Airey
Dorothy Gates
Patsy Martin
Frances Nelson
Alan Pauw

1979-1988
Wilfred Airey
Leroy Gren
Frances Nelson
Alan Pauw
Les Richter

1978
Joseph Aguilar
Wilfred Airey
Leroy Gren
Frances Nelson
Alan Pauw

1977
Joseph Aguilar
Wilfred Airey
Ab Brown
Leroy Gren
Alan Pauw

**EXECUTIVE CABINET
RIVERSIDE COMMUNITY COLLEGE DISTRICT**

Dr. Irving Hendrick
Chancellor (Interim)

Dr. Ray Maghroori
*Vice Chancellor
Academic Affairs*

Melissa Kane
*Vice Chancellor
Diversity and Human Resources*

Dr. Linda Lacy
*Vice Chancellor
Student Services and Operations*

Dr. James Buysse
*Vice Chancellor
Administration and Finance*

Dr. Brenda Davis
*President
Norco Campus*

Dr. Monte Perez
*President
Moreno Valley Campus*

Dr. Jan Muto
*President
Riverside City College*

RIVERSIDE COMMUNITY COLLEGE CHANCELLORS

Irving Hendrick, 2008 (Interim)
James Buysse, 2007-2008 (Interim)
Salvatore G. Rotella, 2005 – 2007

RIVERSIDE COMMUNITY COLLEGE DISTRICT PRESIDENTS

Riverside

Jan Muto, 2009 – Present
Linda Lacy, 2007 – 2009 (Interim)
Daniel Castro, 2004 – 2006
Salvatore G. Rotella, 1992 – 2004
Charles A. Kane, 1978 – 1992
Foster Davidoff, 1974 – 1978
Ken Harper, 1972 – 1974
Ralph Bradshaw, 1963 – 1972
Orland William “Bill” Noble, 1950 – 1963
A. G. Paul, 1920 – 1950

Norco

Brenda Davis, 2005 – Present

Moreno Valley

Monte Perez, 2008 – Present
Irving Hendrick, 2006-2008 (Interim)
Richard Tworek, 2005 – 2006

MANAGEMENT ASSOCIATION OFFICERS

2008-2009

Kauffman, Kristina – President
Brown, Aaron – Past President
Godin, Norm – Norco Representative, Treasurer
Philp, Reyna – District Representative, Secretary
Conyers, Lisa – Moreno Valley Representative
Perez, Ralph – Riverside Representative

2007-2008

Aaron Brown, President
Kristina Kauffman, President Elect
Cid Tenpas, Secretary
Norm Godin, Treasurer
Michael Wright, Past President

2006-2007

Michael Wright, President
Aaron Brown, President Elect
Gina Salazar, Secretary
Colleen Molko, Treasurer
Doretta Sowell, Past President

2005-2006

Doretta Sowell, President
Michael Wright, President Elect
Terry Welker, Secretary
Dawn Lindsay, Treasurer
Debbie DiThomas, Past President

2001-2002

Monica Flores, President
David Torres, President Elect
Carolyn Boyd, Secretary
Amy Cardullo, Treasurer
Jim Parsons, Past President

2000-2001

Jim Parsons, President
Monica Flores, President Elect
Carolyn Boyd, Secretary
Amy Cardullo, Treasurer
Bob Hall, Past President

2004-2005

Debbie DiThomas, President
Doretta Sowell, President Elect
Marilyn Martinez-Flores, Secretary
Raj Bajaj, Treasurer
Eugenia Vincent, Past President

2003-2004

Eugenia Vincent, President
Debbie DiThomas, President Elect
Cyndie Pardee, Secretary
Shelagh Camak, Treasurer
David Torres, Past President

2002-2003

David Torres, President
Eugenia Vincent, President Elect
Shirley McGraw, Secretary
Linda Reifschneider, Treasurer
Monica Flores, Past President

1995-1996

Jim Kross, President
Wayne Martin, President Elect
Patti Smith, Secretary
Calvin Sparkman, Treasurer
Rick Axelson, Past President

1994-1995

Jim Kross, President Elect
Jeanie Nishime, Secretary
Calvin Sparkman, Treasurer
Rich Ramirez, Past President

MANAGEMENT ASSOCIATION OFFICERS (Cont'd)

1999 – 2000

Bob Hall, President
Jim Parsons, President Elect
Monica Flores, Secretary
Pat Feeney, Treasurer
Lee Wagner, Past President

1998-1999

Lee Wagner, President
Bob Hall, President Elect
Tony Beebe, Secretary
Pat Feeney, Treasurer
Wayne Martin, Past President

1997-1998

Wayne Martin, President
Lee Wagner, President Elect
Patti Smith, Secretary
Pat Feeney, Treasurer
Jim Kross, Past President

1996-1997

Jim Kross, President
Wayne Martin, President Elect
Patti Smith, Secretary
Calvin Sparkman, Treasurer
Jim Kross, Past President

1993-1994

Richard Ramirez, President
Rick Axelson, President Elect
Gloria Blalock, Secretary
Calvin Sparkman, Treasurer
Linda Lacy, Past President

1992-1993

Linda Lacy, President
Richard Ramirez, President Elect
Eugenia Vincent, Secretary
Pat Feeney, Treasurer
Jim Parsons, Past President

1992-1991

Jim Parsons, President
Linda Lacy, President Elect
Eugenia Vincent, Secretary
Pat Feeney, Treasurer
David Bell, Past President

1990-1991

David Bell, President
Jim Parsons, President Elect
Eugenia Vincent, Secretary
Doretta Sowell, Treasurer

ALUMNI OF THE YEAR

1959	O.W. Noble	1987	Helen Bottel
1960	Judge Russell S. Waite	1988	Ruth Kirby (Posthumous Award)
1961	Ray Engleman	1989	John Coudures
1962	Dr. Omar Wheeler	1990	Elias "Leo" Baca
1963	Fred Oldendorf	1991	Dr. Charles Kane
1964	Chester Carlson	1992	Rodolfo Castro
1965	Eliot J. Swann	1993	Patsy Martin-McCoy
1966	Dr. James Mercereau	1994	Dr. Gary Best
1967	Rex Brandt	1995	Nicholas Tavaglione
1968	Frances V. Mills	1996	Don McCoy
1969	General Robert Worley	1997	Ernest Z. Robles
1970	Jess Hill	1998	Judy Nieburger
1971	Judge John Gabbert	1997	Ernest Z. Robles
1972	Sister Amelia Goethals	1998	Judy Nieburger
1973	George Moody	1999	Norman Martin
1974	Mike Okubo	2000	Tom Mullen
1975	Judge John Neblett	2001	Clayton A. Record, Jr.
1976	Dr. Anita J. Mackey	2002	Ameal Moore
1977	Nicholas Tavaglione	2003	Gene Gleaton
1977	Senator Robert Presley	2004	Dr. Eugene D. Humphreys
1978	Mayor Albert Brown Jr.	2005	Robert A. Wolf
1979	Mrs. Edna Lockhart	2006	Gary Rawlings
1980	Major General A. Pringle, Jr.	2007	William Emmerson
1981	Robert Patton	2008	Susan Straight
1982	Bart Singletary	2009	Marion Ashley
1983	Rear Admiral Allen E. Hill		
1984	Patrick Maloy		
1985	Robert J. Fitch		
1986	Dr. Charles E. Bracker		

**MANAGERS OF THE YEAR
(AWARDED BY THE MANAGEMENT ASSOCIATION)**

1984 - 1985 Russell Stovner, Director, Food Services
1985 - 1986 Richard M. Stover, Dean of Arts and Letters
1986 - 1987 Virginia MacDonald, Director, Foundation
1987 - 1988 Maureen Estes, Director, Personnel
1988 - 1989 Michael L. Maas, Assistant Superintendent & Vice President, College
Planning and Development
1989 - 1990 Frank Budd, Assistant Superintendent and Vice President, Academic Services
1990 - 1991 Evan Vail, Provost, Riverside City Campus
1991 - 1992 Joyce Black, Vice President, Academic Services
1991 - 1992 Marie Pepicello, Provost, Norco Campus
1992 - 1993 Ysidro Gurrola, Assistant Director, Facilities
1993 - 2005 (none)
2005 - 2006 Shelagh Camak, District Dean, Workforce Development
2006 - 2007 Virginia McKee-Leone, Dean of Instruction
2007 - 2008 James L. Buysse, Interim Chancellor

**FACILITIES NAMED IN HONOR OF CIVIC, COLLEGE AND NATIONAL LEADERS,
AND CONTRIBUTORS**

Name	Dedicated
Salvatore G. Rotella Digital Library & Learning Resource Center – RCC	02/26/09
Beverly and William McGaugh Quad 129-1 - Riverside City College	06/25/08
Bart and Barbara Singletary Quad 144 – Riverside City College	05/2008
Dina Stallings Quad 110 – Riverside City College	02/28/08
Fran Bushman Tennis Complex – Riverside City College	10/27/07
Irmy Tilton Director’s Office, Cosmetology Building – Riverside Campus	03/10/05
Sandra Foster Center for Applied Competitive Technology – Norco Campus	06/16/03
William Wiley Classroom in Quad – Riverside Campus	03/03/03
Paul Roby Classroom in Natural Sciences Building – Riverside Campus	11/25/02
Frederick Lowe Classroom in Life Science Building – Riverside Campus	10/28/02
Thomas M. Johnson Classroom in Quad – Riverside Campus	09/30/02
Richard M. Stover Music Hall – Riverside Campus	06/03/02
Robert T. Dixon Planetarium – Riverside Campus	12/10/99
Arthur G. Paul Plaque – Riverside Campus	1997
Alan D. Pauw Business Education Center – Riverside Campus	05/24/96
César E. Chávez Admissions and Counseling Building – Riverside Campus	04/28/95
John M. Coudures Plaza - Moreno Valley Campus	09/18/92
Wilfred J. Airey Library - Norco Campus	09/16/92
Nate DeFrancisco Ball Field - Evans Sports Complex – Riverside Campus	06/06/92
Ab Brown Ball Field - Evans Sports Complex – Riverside Campus	06/06/92
Cecil E. Stalder Classroom in Quad – Riverside Campus	06/01/92
Joe Aguilar Patio - Riverside Campus	06/01/92
Edmund C. Jaeger Desert Institute - Moreno Valley Campus	1991
Orland William Noble Administrative Center – Riverside Campus	1991
Samuel C. Evans, Jr., Sports Complex – Riverside Campus	1987
Earl McDermont Hall – Riverside Campus	1986
Katherine Huntley Gymnasium – Riverside Campus	1985
Alene and Robert F. Richard Nature Trail – Riverside Campus	1984

**FACILITIES NAMED IN HONOR OF CIVIC, COLLEGE AND NATIONAL LEADERS,
AND CONTRIBUTORS (CONT'D)**

Name	Dedicated
Ralph H. Bradshaw Student Center – Riverside Campus	1984
Arthur G. Paul Quadrangle – Riverside Campus	1983
Harry Bach Plaque on Martin Luther King, Jr. Library – Riverside Campus	1973
Martin Luther King Library – Riverside Campus	1969
Cutter Park Pool – Riverside Campus	1958*
Ira C. Landis Auditorium – Riverside Campus	1955*
A. C. Lovekin Field – Riverside Campus	*
Arthur N. Wheelock Gymnasium/Stadium – Riverside Campus	1965*
Carolyn Diffenbaugh Memorial Tower – Riverside Campus	1937*
Ruth Cooper Plaque on Life Science Building – Riverside Campus	1970*

(*Building dedicated prior to 1964 when the College formed its own District, with its own Board of Trustees.)

(**Constructed in 1928)

OTHER

ON-LINE RESOURCES

It is acknowledged that the following web-site addresses may change over time. These sites, as well as others, will be made available via linkage with the main Riverside Community College District web-site.

Governance

RCCD On-Line Board Policies and Procedures

<http://www.academic.rccd.cc.ca.us/boardpolicies>

RCCD Board of Trustees Meetings

<http://www.rcc.edu/board>

CA Community Colleges Chancellor's Office

<http://www.cccco.edu>

California Laws & Codes

<http://www.cde.ca.gov/re/lr/cl/>

General

RCCD Web-site (with employee directory)

<http://www.rcc.edu>

Family Education Rights and Privacy Act

<http://www.rcc.edu/ferpa>

California Congressional Districts

<http://www.congress.com/state/ca.htm>

Diversity and Human Resource Management

RCCD Faculty Handbook

<http://www.rccdfaculty.net/handbook/index.htm>

CTA Contract

<http://www.rccdfaculty.net/pages/ctacontract.pdf>

Classified Handbook

http://www.rcc.edu/humanResources/handbooks/classified/classified_handbook.pdf

Confidential Handbook

http://www.rcc.edu/humanResources/handbooks/confidential/confidential_handbook.pdf

Management Handbook

http://www.rcc.edu/humanResources/handbooks/management/management_handbook.pdf

Professional Organizations

American Association of Community Colleges

<http://www.aacc.nche.edu>

Foundation for California Community Colleges

<http://www.foundationccc.org>

Riverside Community College Foundation

<http://www.rcc.edu/Foundation/heritageCircle.cfm>

Community College League of California

<http://www.ccleague.org>

Hispanic Association of Colleges and Univ

http://www.hacu.net/hacu/Default_EN.asp

MANAGEMENT ASSOCIATION CONSTITUTION AND BY LAWS

A. CONSTITUTION

Article I – Name

This organization shall be known as the Riverside Community College District Management Association.

Article II – Purpose

The purpose of the organization is: a) to collaborate with members and, b) to provide external entities to meet the professional needs of management by providing training opportunities for members to meet and discuss issues of concern, c) to submit recommendations regarding administrative and personnel concerns of managers to the Chancellor and the Board of Trustees, and d) to provide opportunities for managers to interact socially with each other.

Article III – Membership

Membership in the Association shall consist of all those designated as managers by the District Board of Trustees.

Article IV – Officers

The officers of the Association shall be President, President-elect, Secretary, Treasurer, and Past President.

Article V –Elections

A nominating committee consisting of three members shall be appointed by the President. The election of all the officers shall be by ballot by June 1. The term of office shall be one year commencing July 1st and ending June 30th.

Article VI – Vacancies

In case of a vacancy in the presidency, the president-elect shall succeed to the office of president. Vacancies of all other elected offices shall be filled by election at the first meeting of the Association following the vacancy.

B. BY-LAWS

Article I

Meetings of the Association shall be called as needed.

Article II

Assessments may be levied as necessary to sustain the functions of the Association.

AMENDMENTS SINCE 1990:

1. In 1990, Article IV of the Constitution was amended to split the secretary-treasurer position into two positions: secretary and treasurer.
2. In 1990, Article II of the by-laws was amended to say that "...the dues be collected on a progressive basis determined by salary range and be made by monthly payroll..." A table was provided to show the dues amounts.
3. In 1994, Article IV of the Constitution was amended to add the position of past-president to the Board.
4. In 2005, Article II of the Constitution was amended by adding meet the professional needs of management by providing training opportunities, Changed President to Chancellor, and to provide opportunities for managers to interact socially with each other.
5. In 2007, Article IV (Officers and Board Members) of the Constitution was amended to read: The Board is composed of 7 members elected by the membership, which include the President, President Elect, Past President, and one representative from each-campus/college, and the District Office. A Secretary and Treasurer will be selected by the Board from campus/college/District representatives.

Riverside Community College District Organizational Chart by Major Functions

