



Everybody's Business

A Moreno Valley Campus Update from the office of Business Services

MORENO VALLEY CAMPUS WELCOMES NEW VICE PRESIDENT OF BUSINESS SERVICES

Rutgers University graduate Reagan Romali has been named as the new vice president of Business Services for the Riverside Community College District Moreno Valley Campus.

Romali comes to RCCD from the Compton Community College District where she served as interim chief business officer, following employment with Los Angeles City College as vice president of Administrative Services.

"I am happy to join the Riverside Community College District as an administrator at the Moreno Valley Campus," Romali said. "Both the district and the campus have excellent reputations and I look forward to the exciting challenges ahead as Moreno Valley seeks accreditation as an individual college."

As chief business officer, Romali oversees budget, administrative, and other financial matters on the campus and monitors capital construction projects. She holds a B.A. from Rutgers, an M.B.A. from the University of San Diego, and is completing a doctorate in Education--Community College Leadership. She is a member of the National Association of College and University Business Officers and serves on its Community College Constituency Council. (from RCCD Website)

Ms. Romali was hired in December 2008. Her primary goal is to develop the campus from a financial and facilities perspective, and to aid the accreditation process and facilitate learning outcomes.



In addition to her wealth of experience, Reagan Romali brings to the campus a tremendous amount of positive energy and enthusiasm.

FACILITIES PREPARES CAMPUS FOR ACCREDITATION SITE VISIT

With the accreditation site visit a short seven months away, the Facilities Department is full steam ahead on a campaign to get the buildings and grounds ready.

- Facilities and Business Services personnel will be conducting inspections of all buildings to identify cleaning, maintenance and safety issues and get these items into the Footprints work order system

so that they can be addressed.

- Weeding, planting and pruning are high priorities for grounds personnel as spring approaches. A landscaping company will assist with designing attractive campus grounds that are more easily maintained, with an eye toward "going green."
- General cleanliness of campus facilities is being looked at

carefully. Steps are being taken to achieve better results with our existing manpower.

Improving standards of care is a challenge with a small staff and limited resources, but Director of Plant Operations & Maintenance Dale Barajas believes that the department is up to it. Facilities personnel will receive training and encouragement at a retreat during spring break.

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Noteworthy Calendar Items

- ★ • *Deadline to submit purchase requisitions: April 10*
- *Spring Break: April 13-18*
- *Facilities Retreat: April 15*
- *Commencement: June 11*
- *Start of Summer Session: June 22*

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LION'S DEN REMODEL TO BEGIN SOON

Where can you go during your break or lunch to get a bite to eat and a word of encouragement without walking to your car in the rain or blistering heat and possibly losing your parking space? The MVC Lion's Den is a refuge to students and staff alike, and all are greeted warmly by Verna, Abigail and their hourly crew. But the facility is small and crowded with a limited selection, so you can't always be guaranteed a bowl of that Timberline Chili or a seat out of the weather.

Take heart, MVC! The Lion's Den will be remodeled during the 2009-2010 school year. Construction is expected to begin in late

spring or early summer after the Department of State Architects (DSA) approves some minor revisions to the plan. Here's what you have to look forward to: a more spacious interior with additional seating, a clean and attractive interior, a greater selection of food including a salad bar, freshly made pizza, and a home-cooked meal, and versatile equipment that can be moved to another location for catering.

Lion's Den staff are excited about the project, which will allow them to serve students better, and can hardly wait for it to be started and finished.

During construction, which is expected to last until spring of 2010, food will be made available through one or more vendor carts. Staff and students will have to endure the inconveniences of construction, like noise and heavy equipment traffic, but the outcome will be well worth it.



The Lion's Den is a good place to eat, hang out, and study.

FACILITIES DEPARTMENT HIRES ADDITIONAL STAFF

The Facilities Department recently hired two new staff members, an assistant custodial manager and a secretary III. With these new positions in place, the department expects a great improvement in delivery of services.

Ken Morgan, the new assistant custodial manager, was hired to oversee and work with custodial personnel, particularly the night shift. You may have seen Ken on campus during the day over the past month while he's been in training, conducting assessments and getting a handle on supplies and equipment.

Ken has worked for the District for seven

years, all of them at the March Dental Education Center and March Education Center. Ken can be reached at extension 6117 or by email to Kenneth.morgan@rcc.edu. He will be transitioning to night shift soon, so the best way to communicate your needs is through voicemail or email. He will be your communication link with the custodial staff.

Linda Myers, the department's new Secretary III, has worked for nearly two years in the Facilities department as an office assistant. She has made a seamless transition into the full-time position because she is familiar with the department's needs and practices. Linda

“With these new positions in place, the department expects a great improvement in delivery of services.”

works 7 AM to 3:30 PM. You can call her at extension 6256 if you have an urgent facilities need that cannot wait. All other work orders should be submitted via the Footprints system so that they can be tracked through completion.

Accreditation Progress

STANDARD III: Resources



With the help of a host of contributors, Vice President Romali has nearly finished revising standard III of the accreditation self-study. The resources section of the self-study is the section that required the greatest

amount of updating.

Before standard III could be updated, several things had to be developed and implemented. A budget development flow chart and a set of budget assumptions were presented to the Resources Subcommittee on February 25th.

Also required for the accreditation process was a 5-year technology plan. Maureen Chavez and her team worked together to create a comprehensive document that was also submitted to and approved by the Resources Subcommittee, with stipulations that the plan be revised by May 15, 2009, to

address library, instructional media and instructional software needs.

Another component that needed to be addressed in standard III was the link between strategic planning and resource allocation. For the first time in MVC history the equipment list, which was compiled from annual program reviews, will come full-circle through the strategic planning process.

Kudos to the many faculty, staff and administrators that contributed to the revision of standard III.





Mountain Lion Friends May Visit Campus



We're beginning to see mountain lions in the news again. Since we have our own lion friends that visit campus, here is a reprint of information previously distributed.

Mountain lions are a natural part of this region's environment. Lions typically live alone and hunt between dusk and dawn.

Adult lions are generally wary of people and try to avoid contact. In the rare case of an encounter with a mountain lion, use caution. Here is

some information on what to do if you meet a mountain lion:

Report Mountain Lion Sightings: To Riverside Community College District College Safety and Police at (951) 222-8171.

Do Not Run. This may only instigate the lion's instinct to chase a moving target.

Give The Lion Room. If the lion sees you, give it room to escape. In nearly all cases, the lion will try to get away from you. This also allows time for you to calm down and think clearly.

Look As Large As Possible. Place your arms over your head, lift backpacks over your head or open your jacket wide.

Shelter Small Children. Pick children up or place them behind you. Teach children to get next to you immediately if you encounter a lion while hiking. NEVER let children out of your sight. Children are small enough that they may become a target for a lion. Make sure your kids know what to do if they see a lion.

Move Away Slowly. Don't turn your back. Don't make eye contact. Instead, look at the animal's front feet. You will then always know where the lion is standing and what direction it is moving.

If Attacked Fight Back. Use anything you have close to you - pepper spray, rocks, sticks, binoculars, walking stick, fists, anything.

All Hands on Deck for Accreditation Preparation

We are calling on all Moreno Valley Campus staff, faculty and administrators for help in getting our campus ready for our accreditation site visit in October! You can help in the following ways:

IDS's and support staff: assist in making sure all instructor and program offices are labeled with the instructor's name/title. You can print the title on WHITE card stock and slide into the slot. You will need a nail file or letter opener to slide out the old label if there is one. Also, please assist faculty with getting their work orders into Footprints.

Facilities Crew: Properly label all mechanical and electrical doors with appropriate signage. Remove any broken and/or unused furniture from classrooms or offices that is clearly marked for removal.



Everyone: Report, in detail, any unsafe, unclean or unsightly issues in your office or classroom by Footprints work order (preferred method), email or a hand-written note to the Facilities Department or Business

Services office.

Everyone: We all know storage is an issue. Please neatly organize your stored materials into one area so that the remainder of your area can be cleaned and trip hazards are eliminated. If you want your desk or countertops dusted, clean off countertops and put away all personal belongings on your desk so that Facilities staff can easily clean without disturbing anything.

Thank you in advance for your cooperation. We look forward to a cleaner, safer and more beautiful campus in the days and weeks to come.



The Power of the Written Word

This is a reminder that Riverside Community College District is a public agency. All records are considered public and can be requested by anyone in the community at any time.

Keeping that in mind, all correspondence, reports, agendas, etc., should be professional and should accurately reflect the business that we are about as a college. While sometimes it's fun to perk up documents with catch phrases for a more creative presentation

of our standard topics, please ask yourself before doing so, "If this were in the newspaper, would it have a negative impact on the college?" If there is ever a question in your mind if the proposed "creativity" is appropriate or not - it probably isn't!

Thanks for keeping this in mind on a daily basis.



Deans and program managers:
All MVC grant applications must be reviewed by the vice president of business services and by the district controller, Bill Bogle, prior to submittal. Please don't miss this vital step!





MVC - Education For Your World

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The mission of the Business Services Department is to support and coordinate the needs and responsibilities of all Business and Administrative Service needs of the students, faculty and staff.



Construction Zone

The Moreno Valley Campus is a growing institution, with a current growth rate of approximately 20%. To accommodate the growth in student population over the next 20 years, the campus has to grow!

Last year, MAAS Companies worked with the Riverside Community College District to develop a long-range educational and facilities master plan for each college campus. In keeping with this plan, the following development is planned:

Phase III Building (which will house a full cafeteria, administration, large lecture halls, etc.): We have an approved final project proposal from the state, but are waiting on a state bond for funding. We will continue to work with the architect on cost savings and efficiency measures.

Lion's Den Remodel: Funded by Measure C.

Minor revisions are occurring at DSA. Once the project comes out of DSA, estimated completion time is approximately one year. Final meetings are taking place to firm up a construction timetable, location of trailer, traffic issues, safety issues, and signage issues. A catering truck will provide food for the students and staff during construction.

Network Operations Center (NOC): Approved by the Board of Trustees in January. Estimated completion date is March 2010.

Parking Structure: An architect has been selected and will be on the March Board agenda for approval. The structure will be located next to Humanities on the hillside, and will house 800 parking spaces plus surge office space.

Allied Health Building: Meetings with the architect and user group are taking place to

determine space needs and usage to prepare the final project proposal for submission to the state by June 30th. If approved, we will need to wait for state bond money.

Maintenance and Operations Building: the architect was selected last week.

March Dental Education Center: A new modular facility to be built on donated land at March Air Reserve Base. The architect, HMC, will be approved at the March Board meeting. Engineers have also been engaged and are busy working on plans.

While it's exciting to be part of a campus that's expanding to meet student needs, there are challenges we must overcome. Students and staff must be prepared for construction noise, dust and traffic. We will all learn and practice patience during the process, with our eyes on the prize down the road.

